



Agenda

Council Meeting | Thursday, July 4, 2024 | 9:00 AM | Council Chambers

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A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

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1. **County Council Meeting Minutes**
[Council Meeting - 20 Jun 2024 - Minutes](#)

D. SUBDIVISION APPLICATIONS

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1. **Subdivision Application #2024-0-081 – Short Tail Ranch - NE1/4 30-9-20-W4M**
[Subdivision Application #2024-0-081 – Short Tail Ranch - NE1/4 30-9-20-W4M](#)

E. DEPARTMENT REPORTS

E.1. DEVELOPMENT & INFRASTRUCTURE

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- E.1.1. **Bylaw 24-012 - Re-designate a Plan 1410983 Block 1 Lot 2 from Direct Control (Bylaw 1397) to Direct Control - First Reading**
[Bylaw 24-012 - Re-designate a Plan 1410983 Block 1 Lot 2 from Direct Control \(Bylaw 1397\) to Direct Control - First Reading](#)

E.2. ADMINISTRATION

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- E.2.1. **Division 5**
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- E.2.2. **AgKnow Request for Funding**
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E.3. CORPORATE SERVICES

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- E.3.1. **Community Futures Business Loan Request**
[Community Futures Business Loan Request](#)

E.4. OPERATIONS

F. CORRESPONDENCE

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1. **SouthGrow - Grants Advising Program**
[SouthGrow Grants Advising Program](#)

G. NEW BUSINESS

H. CLOSED SESSION

1. **Remuneration (FOIP Section 19 - Confidential Evaluations)**
2. **CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)**

I. ADJOURN



Minutes

Council Meeting | Thursday, June 20, 2024 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, June 20, 2024, at 9:00 a.m., in the Council Chambers, with the following members present:

PRESENT:

- Reeve Tory Campbell
- Councillor Mark Sayers
- Councillor Eric Van Essen
- Councillor Klaas VanderVeen
- Councillor Morris Zeinstra
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Jennifer Place
- Executive Assistant Candice Robison
- Manager, Planning & Development Hilary Janzen
- Regional Manager of Emergency Services Heath Wright
- Senior Planner Steve Harty

Councillor Hickey and Deputy Reeve Kuerbis were absent.

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:02 a.m.

Reeve Campbell read the following land acknowledgement:

In the true spirit of reconciliation, we acknowledge all those who call this land home now and for thousands of years in the past. May we respect each other and find understanding together and recognize the benefits that this land provides to all of us.

B. ADOPTION OF AGENDA

500-2024 Councillor MOVED that the June 20, 2024 Lethbridge County Council Meeting Agenda
 Van Essen be adopted as presented. CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

501-2024 Councillor MOVED that the May 16, 2024 Lethbridge County Council Minutes be
 Sayers adopted as presented. CARRIED

C.2. Special County Council Meeting Minutes

502-2024 Councillor MOVED that the May 17, 2024 Lethbridge County Special Council Minutes
 VanderVeen be adopted as presented. CARRIED

D. SUBDIVISION APPLICATIONS

D.1. Subdivision Application #2024-0-074 – Hytech Production Ltd. - NW¼ 02-10-20-W4M

503-2024 Councillor MOVED that the Agri-industrial subdivision of NW1/4 2-10-20-W4M
 VanderVeen (Certificate of Title No. 081 096 064), to subdivide a 11.67-acre (4.72 ha)

first subdivision from a ¼-section title of 157.88 acres (63.89 ha) for rural agri-industrial use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant provides a final Plan of Surveyor to illustrate the exact dimensions and parcel size of the proposed parcel as approved.
4. That any easement(s) as required by utility companies, or the municipality shall be established, if deemed necessary.

CARRIED

**D.2. Subdivision Application #2024-0-077 – Willms / SMRID
- NE1/4 29-09-19-W4M**

504-2024 Councillor Van Essen MOVED that the Agricultural & Country Residential subdivision of Canal ROW Plan 0212099, Canal ROW Plan IRR491 and a portion of NE1/4 29-9-19-W4M (Certificate of Title No. 051 259 128 +1, 051 259 128, 791 152 229, 191 027 414 +1, 081 073 713, 201 216 275), to subdivide a farmyard and also reconfigure six adjacent titles (four being former canal R/W) through subdivision and consolidation, creating a new 4.89- acre (1.981 ha) county residential title, enlarging an existing acreage parcel to 2.75-acres (1.11 ha), and enlarging the remnant agricultural title in the ¼-section to 151.73-acres (61.41 ha) respectively in size; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided in their final configuration.
4. The titles, right-of-ways, and portions of land to be subdivided and consolidated to reconfigure the boundaries and title areas of the adjacent parcels, are to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the local Subdivision Authority.
5. That any easement(s) as required by utility companies, or the municipality shall be established as deemed necessary.

CARRIED

**D.3. Subdivision Application #2024-0-085 – Klassen
- Block A, B, E, Plan 899AA within NE1/4 25-9-19-4W4M (Hamlet of Chin fringe)**

505-2024 Councillor VanderVeen MOVED that the Industrial and County Residential subdivision of Block A, B, E, Plan 899AA within NE1/4 25-9- 19-4W4M (Certificate of Title No. 181 100 853), to create 17 titles (16 new), comprised of 13 grouped country residential titles ranging from 2.0-acres on average up to 4.57-acres (0.810 to 1.850 ha) in size, a private school site 3.02-acres (1.221 ha), a 2.06-acre (0.832 ha) rural industrial title, and two PUL lots, all from a title comprised of 39.46-acres (15.97 ha) in size; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 39.46-acres at the market value of \$16,500 per acre with the actual

acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may address the construction of roads, approaches, stormwater management, PULs, provision of security and any other matter deemed necessary.
3. That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided and the new lots created, as approved.
4. That the applicant shall meet any MD of Taber road and maintenance standards that may be required for Rge Rd 19-0, which can be addressed through the terms of the Development Agreement with Lethbridge County.
5. That the applicant provides a 10m utility right-of-way plan and easement agreement to be registered along the frontage of each lot to allow for future installation of a water line or other utilities.
6. That the applicant provides a 6m utility right-of-way plan and easement agreement to be registered along the frontage of each lot to allow for installation of shallow utilities, unless this is combined with the water line R/W s as a larger joint use easement.
7. That the applicant is responsible for obtaining and submitting a copy of any required approval granted under the Water Act and a registration under EPEA from the APEA for the storm water management plan to Lethbridge County, prior to final endorsement of the subdivision.
8. That any easement(s) as required by utility companies, or the municipality shall be established.

CARRIED

**D.4. Subdivision Application #2024-0-058 – Edward Loman Farms Ltd.
- SW1/4 35-11-21-W4M**

506-2024 Councillor Sayers MOVED that the Country Residential subdivision of NE1/4 35-11-21-W4M (Certificate of Title No. 231 120 390), to subdivide a 2.75-acre (1.11 ha) first parcel out subdivision from a ¼-section title of 160.00-acres (64.75 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided.

CARRIED

E. DEPARTMENT REPORTS

E.1. DEVELOPMENT & INFRASTRUCTURE

E.1.1. Bylaw 23-012 - Road Closure, Sale and Consolidation- 2nd and 3rd Reading

507-2024 Councillor VanderVeen MOVED that Bylaw 23-012 be read a 2nd time.

CARRIED

508-2024 Councillor MOVED that Bylaw 23-012 be read a 3rd time. CARRIED
Van Essen

E.1.2. Bylaw 24-010 - Re-designate a portion of SE 3-9-20-W4 (3.3 acre area) from Urban Fringe to Direct Control- First Reading

509-2024 Councillor MOVED that Bylaw 24-010 be read a first time. CARRIED
Van Essen

E.1.3. Bylaw 23-021 - Country Side Area Structure Plan and Bylaw 23-022 Land Use Bylaw Amendment (Urban Fringe to Grouped Country Residential and Direct Control) - First Reading

510-2024 Councillor MOVED that Bylaw 23-021 (Country Side ASP) be read a first time CARRIED
VanderVeen

511-2024 Councillor MOVED that Bylaw 23-022 (Land Use Bylaw Amendment - UF to GCR and DC) be read a first time. CARRIED
Van Essen

Reeve Campbell recessed the meeting at 9:50 a.m.

Reeve Campbell reconvened the meeting at 10:04 a.m.

E.2. CORPORATE SERVICES

E.2.1. Integra Air Inc. and Bar XH Air Inc. Account Closures

512-2024 Councillor MOVED that Council direct administration to cancel all outstanding account VanderVeen balances for Integra Air Inc. in the amount of \$173,167.73 and for Bar XH Air Inc. in the amount of \$13,069.42. CARRIED

E.2.2. 2024 Bursary Selection Committee

513-2024 Councillor MOVED that a Bursary Selection Committee of three council members be VanderVeen established to review the 2024 bursary applications and that the committee members are Councillor Sayers, Councillor Hickey and Deputy Reeve Kuerbis. CARRIED

E.2.3. 2024 Stirling Wind Benefit Project Funding Allocations

514-2024 Councillor MOVED that County Council approve the Stirling Wind Project Community Van Essen Benefit Fund Open Allocation portion in the amount of \$6,086.80 to the following recipients as follows:

- Bee Hive Child Care - \$1,200
- Diamond City Citizens Association - \$1,286.80
- Home and School Board St. Catherine's - \$1,200
- McNally Community Association - \$1,200
- Holy Spirit Catholic School - \$1,200

CARRIED

E.2.4. Fire Services Invoice Waiver Request

515-2024 Councillor MOVED that County Council not waive fire services invoice #3958 in the Van Essen amount of \$11,558.00, and directs administration to work with Mr. and Mrs. Osmond to update the payment agreement with the invoice being paid in full on or before June 1, 2026. CARRIED

E.3. ADMINISTRATION

E.3.1. ARMAA - 2024 Annual Conference Sponsorship

516-2024 Councillor VanderVeen MOVED that Lethbridge County sponsors the 2024 Alberta Rural Municipal Administrators' Association Conference in the amount of \$1,000 with funds to be utilized from Council's Discretionary Reserve.

CARRIED

F. CORRESPONDENCE

F.1. 2024 Nobleford Heritage Day

Council reviewed correspondence from the Nobleford Heritage Society regarding the 2024 Heritage Day Parade being held on July 20, 2024.

F.2. Alberta Municipal Affairs

Council reviewed correspondence from Alberta Municipal Affairs regarding the 2024 LGFF (Local Government Fiscal Framework) funding.

F.3. Ag for Life

Council reviewed correspondence from Ag for Life regarding participating in an annual membership.

F.4. Alberta Transportation & Economic Corridors

Council reviewed correspondence from Alberta Transportation & Economic Corridors regarding the 2024 STIP (Strategic Transportation Infrastructure Program) funding.

F.5. Town of Coalhurst - Miners Day Parade

Council reviewed correspondence from the Town of Coalhurst regarding the Miners Day Parade being held on July 27, 2024.

F.6. Brighter Together Food Journey Tour and Reception 2024

Council reviewed correspondence regarding the Brighter Together Food Journey Tour and Reception being held on August 20, 2024.

G. COUNTY COUNCIL AND COMMITTEE UPDATES

G.1. Lethbridge County Council Attendance Update - May 2024

Council reviewed the highlights from the Lethbridge County Council Attendance Update for May 2024.

Division 1

Councillor Lorne Hickey

May 2	Lethbridge County Council Meeting
May 6	Health Professional Recruitment & Retention Committee
May 9-12	Green Acres Strategic Planning
May 16	Lethbridge County Council Meeting
May 17	Lethbridge County Special Council Meeting
May 22	Green Acres Finance Meeting
May 29	Green Acres Board Meeting

Division 2

Reeve Tory Campbell

May 2	Lethbridge County Council Meeting
May 16	Lethbridge County Council Meeting
May 17	Lethbridge County Special Council Meeting
May 24	SRSDC Meeting
May 25	PBHS Grad Ceremony

Division 3**Councillor Mark Sayers**

May 2	Lethbridge County Council Meeting
May 8	Exhibition Park Whoop Up Days Media Event
May 16	Lethbridge County Council Meeting
May 17	Lethbridge County Special Council Meeting

Division 4**Deputy Reeve John Kuerbis**

May 1	CPAA Conference
May 2	Lethbridge County Council Meeting
May 2	Voiceover at CJOC Radio
May 7	Weekly Meeting with Community Futures Executive Director
May 14	Weekly Meeting with Community Futures Executive Director
May 16	Lethbridge County Council Meeting
May 17	Lethbridge County Special Council Meeting
May 21	Farmland Tax Assessment Presentation – MD Ranchlands
May 22	Farmland Tax Assessment Presentation – MD Willow Creek
May 23	Farmland Tax Assessment Presentation – County of Newell
May 27	Farmland Tax Assessment Presentation – Cardston County
May 28	Community Futures Monthly Board Meeting

Division 5**Councillor Eric Van Essen**

May 1	Chamber Executive Meeting
May 2	Lethbridge County Council Meeting
May 9	Picture Butte Chamber of Commerce Meeting
May 15	Picture Butte Chamber of Commerce Meeting
May 16	Lethbridge County Council Meeting
May 17	Lethbridge County Special Council Meeting
May 28	Farmland Tax Assessment Presentation – MD of Taber
May 28	Farmland Tax Assessment Presentation – MD of Pincher Creek

Division 6**Councillor Klaas VanderVeen**

May 1	CPAA Conference
May 2	Lethbridge County Council Meeting
May 16	Lethbridge County Council Meeting
May 31	SAEWA Meeting

Division 7**Councillor Morris Zeinstra**

May 1	CPAA Conference
May 2	Lethbridge County Council Meeting
May 16	Lethbridge County Council Meeting
May 17	Lethbridge County Special Council Meeting
May 24	Seed Cleaning Meeting

Reeve Campbell recessed the meeting at 10:49 a.m.

Reeve Campbell reconvened the meeting at 10:59 a.m.

H. DELEGATIONS**H.1. 11:00 a.m. - Green Acres Foundation - Jeff Carlson & Dawna Coslovi**

Jeff Carlson, Board Chair and Dawna Coslovi, CEO of Green Acres Foundation were present to provide a presentation to Council on the Green Acres Foundation's 2023 Report to the Community.

I. **NEW BUSINESS**

J. **CLOSED SESSION**

J.1. - Chinook Intermunicipal Subdivision and Development Appeal Board - Appointments of Board Members (FOIP Section 19 - Confidential Evaluations)

J.2. - Regional Emergency Management Partnership Agreement (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

J.3. - Mountain Meadows Slope Remediation (FOIP Section 23 - Local public body confidences)

517-2024 Councillor Sayers MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 11:26 a.m. for the discussion on the following:

J.1. - Chinook Intermunicipal Subdivision and Development Appeal Board - Appointments of Board Members (FOIP Section 19 - Confidential Evaluations)

J.2. - Regional Emergency Management Partnership Agreement (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

J.3. - Mountain Meadows Slope Remediation (FOIP Section 23 - Local public body confidences)

Present during the Closed Session:
Lethbridge County Council
Chief Administrative Officer
Senior Management
Administrative Staff
CARRIED

518-2024 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting move out of the closed session at 12:04 p.m.

CARRIED

Reeve Campbell reconvened the regular meeting at 12:04 p.m.

J.1. Chinook Intermunicipal Subdivision and Development Appeal Board - Appointments of Board Members (FOIP Section 19 - Confidential Evaluations)

519-2024 Councillor Sayers MOVED that County Council authorize County Administration to advertise for the appointment of a new Chinook Intermunicipal Subdivision and Development Appeal Board Member.

CARRIED

520-2024 Councillor VanderVeen MOVED that County Administration send a letter to Mr. Pavan thanking him for his service on the Chinook Intermunicipal Subdivision and Development Appeal Board.

CARRIED

J.2. Regional Emergency Management Partnership Agreement (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

521-2024 Councillor Sayers MOVED that County Council approves entering into a Regional Emergency Management Partnership Agreement with the Village of Barons, Town of Coaldale, Town of Coalhurst, Town of Nobleford and Town of Picture Butte.

CARRIED

J.3. Mountain Meadows Slope Remediation (FOIP Section 23 - Local public body confidences)

522-2024 Councillor Van Essen MOVED that Council approve the *Mountain Meadows Slope Remediation* project with a budget of \$250,000 funded from the Public Works Project Reserve.

CARRIED

K. ADJOURN

523-2024 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting adjourn at 12:07 p.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2024-0-081 – Short Tail Ranch
- NE1/4 30-9-20-W4M
Meeting: Council Meeting - 04 Jul 2024
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Candice Robison, Executive Assistant

Approved - 28 Jun 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to subdivide a 4.21-acre farmyard subdivision from a ¼-section title of 150.00-acres for country residential use. The proposal does not meet the subdivision criteria of the Land Use Bylaw and requires an MDS waiver.

RECOMMENDATION:

That S.D. Application #2024-0-081 be approved subject to a waiver of the MDS being granted and the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

With a waiver granted based on planning reasons and bylaw criteria, the proposed subdivision otherwise meets the provincial Subdivision and Development Regulations, and the municipal subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains policy to allow a farmstead subdivision of a ¼-section if other titles were created by quasi-public agencies such as the provincial government.
- The LUB No. 24-007 policies stipulate that country residential subdivisions must meet the minimum distance separation (MDS) to nearby CFOs unless pre-existing conditions exist. The subdivision does not meet the MDS to a beef CFO located across the road to the east.
- The Subdivision Authority may grant a waiver based on the bylaw criteria that the residence being subdivided was created prior to the MDS policy coming into effect.
- The subdivision conforms with the County's criteria as the established farmyard has been in existence (1940s) well before the MDS subdivision policy came into effect and therefore conforms with the subdivision criteria (*LUB No. 24-007, Part 8, Section (2), subsection (3)*).

BACKGROUND INFORMATION:

Located 3-miles northwest of the Town of Coaldale, 3½-miles north of Highway 3 and ½-mile south of Eight Mile Lake. The proposal is to subdivide a long-established farmyard out of the ¼-section.

The subdivision is adjacent to the east road allowance and contains various yard improvements and two farm dwellings. The north dwelling is the original 1940s farmhouse and the south dwelling is a farmhouse constructed in the late 1960s or early 1970s. The parcel configuration is an irregular shape on the west side to accommodate the irrigation pivot on the agricultural land as the boundary follows the wheel tracks of the pivot. A dugout/pond situated just outside the boundary at the southwest is being filled-in to accommodate the pivot. Each dwelling has a cistern and a water unit share from the rural water coop, and each one also has its own private sewage system (a treatment mound and a sub-surface field). Both will remain within confines of the property once subdivided. Access is provided by two approaches from the east municipal road allowance.

There is a 9.74-acre title provincially owned in the very NW corner which is part of the Eight Mile Lake drainage area. This is a public subdivision by the government that does not preclude the owner from subdividing. The ¼-section is identified for a portion of the CANAMEX situated outside the existing yard area and to be located to the north and northwest of the yard. There is a 1,999 head beef operation located to the east with a permit expansion approved by the NRCB in 2021. The operation was originally permitted by the County in 1994 for 400 beef cow and 1,100 feeder calf. The 1994 permit was issued prior to the MDS rule coming into effect. The MDS as applied today (394 m) cannot be met; however, as the farmyard was in existence (1940s) prior to the MDS rules coming into effect, an exemption of the MDS is allowed in accordance with the subdivision policy.

The yard is eligible for subdivision in accordance with the County’s criteria as a farmstead subdivision, and the 4.21-acre size complies with the bylaw. The application was circulated to the required external agencies and no objections or utility easements requests were received (at time of agenda report). Alberta Transportation has no objections.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve the application if it determines a subdivision in this area close to a CFO is not suitable.

Pros:

- There are no advantages to the County as the farmyard is pre-existing from the 1940s with a residence and there are no new impacts to the CFO which came later.

Cons:

- The land use conditions will not change, and a refusal would likely be appealed by the applicants.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:

- Inform
 Consult
 Involve
 Collaborate
 Empower

ATTACHMENTS:

- [5A Lethbridge County 2024-0-081 Approval](#)
- [Leth Co Diagrams 2024-0-081](#)

RESOLUTION

2024-0-081

Lethbridge County **Country Residential** subdivision of NE1/4 30-9-20-W4M

THAT the Country Residential subdivision of NE1/4 30-9-20-W4M (Certificate of Title No. 221 059 759), to subdivide a 4.21-acre (1.70 ha) farmyard subdivision from a ¼-section title of 150.00-acres (60.70 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that corresponds to the approved parcel being subdivided.
4. That any easement(s) as required by utility companies, or the municipality shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined this is first private subdivision from the ¼-section and the proposed 4.21-acre parcel size conforms to the land use bylaw's minimum 2.0-acre and maximum 10.0-acre parcel size criteria.
4. The Subdivision Authority is satisfied that the subdivision conforms with the County's criteria as the established farmyard has been in existence (1940s) well before the MDS subdivision policy came into effect and therefore conforms with the subdivision criteria (*LUB No. 24-007, Part 8, Section (2), subsection (3)*).

INFORMATIVE:

- (a) Reserve is not required as the proposed subdivision complies with Section 663(a) of the Municipal Government Act, in consideration that LSD 15 was created by a government agency.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

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(e) Alberta Health Services – Wade Goin, Executive Officer/Public Health Inspector:

“In response to the request for comment on the above noted subdivision, Alberta Health Services has reviewed the information and we wish to provide the following comments:

- AHS understands the purpose of this subdivision is to separate out an existing farmyard (1940s) from the agricultural land.
- The application indicates the farmyard is within the minimum distance separation (MDS) of a confined feeding operation (CFO). Note that NRCB, as the regulatory agency, may have comments.
- AHS does not object. Note that AHS advises against future development that would conflict with the MDS and advises consultation with NRCB in such matters.

We do not foresee any new public health problems being created as a result of the above noted subdivision provided that the applicant complies with all pertinent regulations, by-laws, and standards.

If you require any further information, please don't hesitate to contact me.”

(f) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 3X, 4X. Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.

FOR INFORMATION PURPOSES ONLY

To that end, the applicant is advised that Highway 3 forms an integral part of the National Highway System (NHS) and North/South Trade Corridor (NSTC) of which the ultimate service classification is freeway. Given this the department's long-range freeway access management plans include a realignment of Highway 3 in the vicinity of the City of Lethbridge.

The department has endorsed the Highways 3 & 4 – Lethbridge and Area NHS & NSTC – Functional Planning Study – Final Report #R – 970 of which has identified an alignment and right-of-way requirements for the future corridor. The document is available for review through the undersigned upon request.

The timing of the realignment has yet to be determined however and to reiterate at this juncture is considered to be long-range. Treated in isolation and site specific circumstance we have no objections and/or concerns with the creation of the country residential parcel as proposed and/or favorable consideration by Lethbridge County subdivision and development land use authority subject to the following comments.

Whereas the parcel to be created and remnant land will be impacted by right-of-way requirements any proposed development will require a permit from Transportation and Economic Corridors.

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

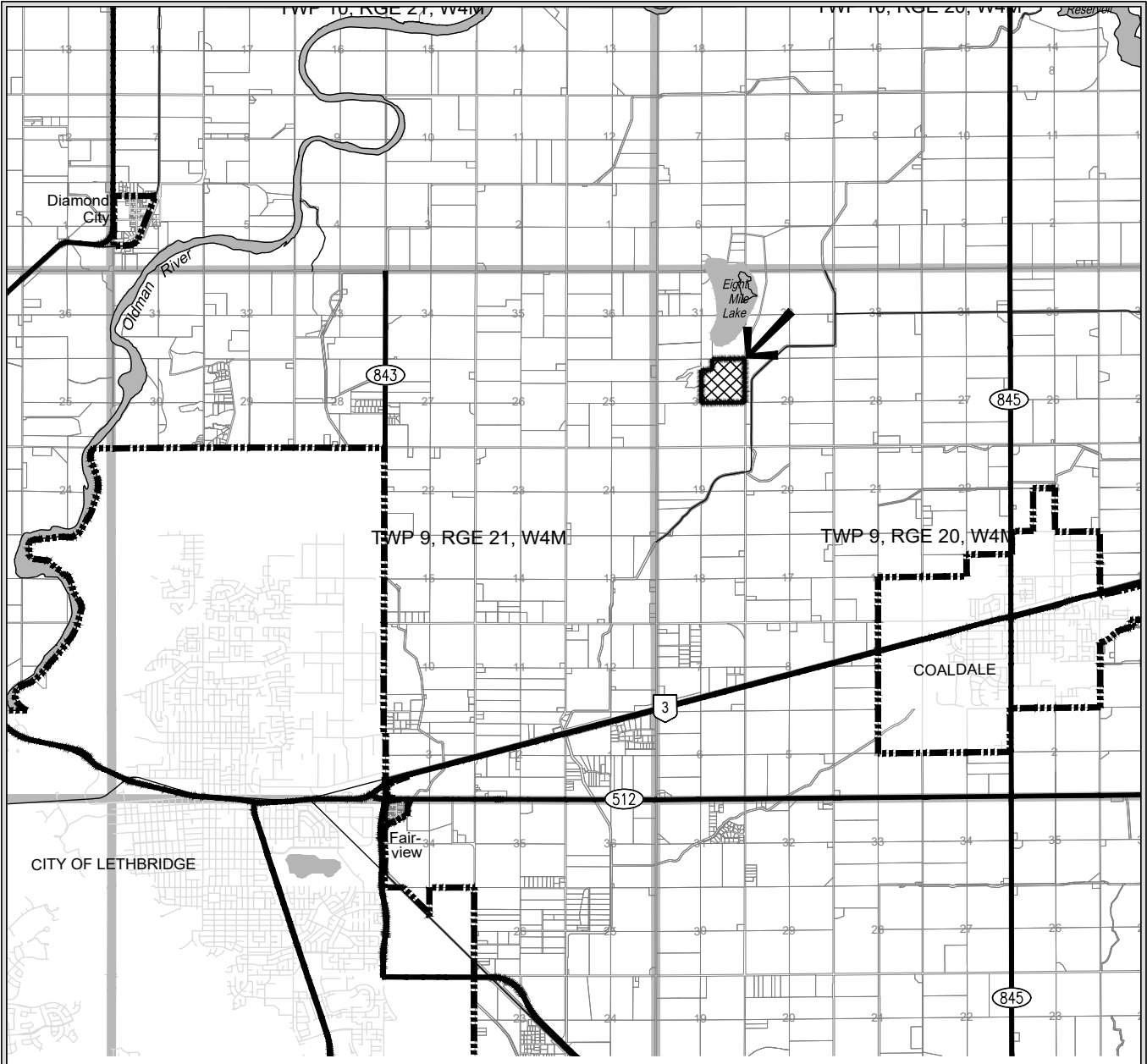
Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information.”

(g) No concerns or comments are reported from Alberta Forestry and Parks Rangelands.

MOVER

CHAIRMAN

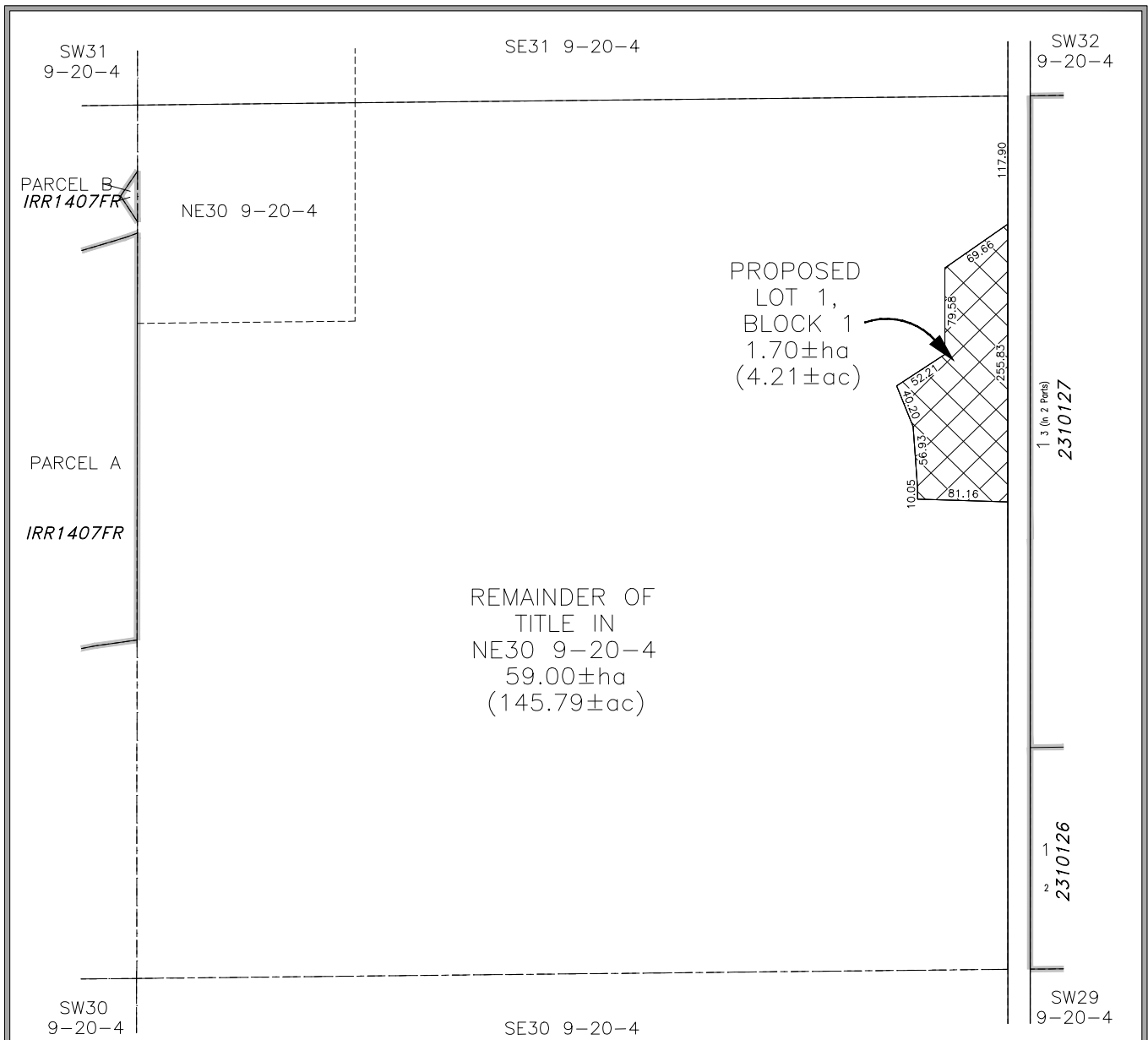
DATE



SUBDIVISION LOCATION SKETCH
NE 1/4 SEC 30, TWP 9, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 7, 2024
FILE No: 2024-0-081

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3102 16th AVENUE NORTH, LETHBRIDGE, AB T1H 5E5
 NOT RESPONSIBLE FOR ERRORS OR OMISSIONS





SUBDIVISION SKETCH

See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 240738LS

NE 1/4 SEC 30, TWP 9, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MAY 7, 2024

FILE No: 2024-0-081



June 05, 2024 N:\Subdivision\2024\2024-0-081.dwg



SUBDIVISION SKETCH

See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 240738LS

**NE 1/4 SEC 30, TWP 9, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY**

DATE: MAY 7, 2024

FILE No: 2024-0-081



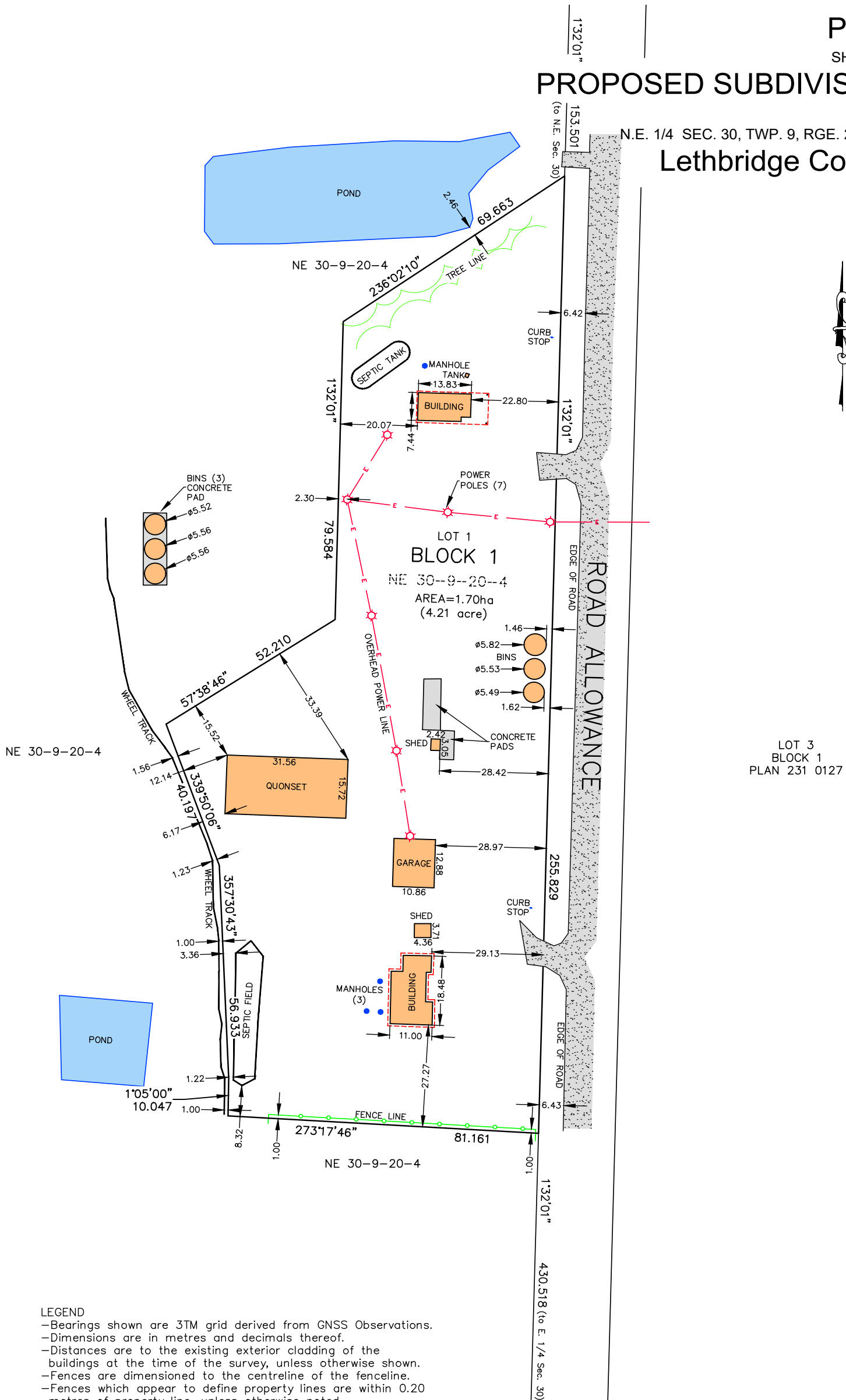
June 05, 2024 N:\Subdivision\2024\2024-0-081.dwg



AERIAL PHOTO DATE: 2018

PLAN
SHOWING
PROPOSED SUBDIVISION

WITHIN
N.E. 1/4 SEC. 30, TWP. 9, RGE. 20, W4M
Lethbridge County



LOT 3
BLOCK 1
PLAN 231 0127

LEGEND

- Bearings shown are 3TM grid derived from GNSS Observations.
 - Dimensions are in metres and decimals thereof.
 - Distances are to the existing exterior cladding of the buildings at the time of the survey, unless otherwise shown.
 - Fences are dimensioned to the centreline of the fenceline.
 - Fences which appear to define property lines are within 0.20 metres of property line, unless otherwise noted
 - Buildings and eaves are shown thus
 - Concrete is shown thus
 - Fence lines are shown thus
- Surveyed on the date of March 15th, 2024

SCALE: 1:1000
File No.: 240738LS
Drawn by:
Jason West

MARTIN GEOMATIC CONSULTANTS LTD.
ALBERTA LAND SURVEYORS
255 - 31st Street North
Lethbridge, Alberta T1H 3Z4
Phone: 329-0050 Fax: 329-6594
E-mail: geomart@mgcl.ca ©2024

AGENDA ITEM REPORT



Title: Bylaw 24-012 - Re-designate a Plan 1410983 Block 1 Lot 2 from Direct Control (Bylaw 1397) to Direct Control - First Reading
Meeting: Council Meeting - 04 Jul 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

Devon Thiele, Director, Development & Infrastructure Approved - 18 Jun 2024
 Cole Beck, Chief Administrative Officer Approved - 19 Jun 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to re-designate Plan 1410983 Block 1 Lot 2 from Direct Control (Bylaw 1397) to Direct Control to accommodate new uses on the parcel.

RECOMMENDATION:

That Bylaw 24-012 be read a first time.

REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 24-012 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use designation.

BACKGROUND INFORMATION:

An application has been made to re-designate Plan 1410983 Block 1 Lot 2 from Direct Control (Bylaw 1397) to Direct Control. The intent of the rezoning is to allow for additional uses on the property to include Machinery and Equipment Sales, Rental and Service and Single Detached Dwellings. The proposed Direct Control would also allow the future subdivision on the parcel into 2 parcels.

The application has been circulated to all County Departments and external agencies for review and their comments as well as any planning/strategic planning considerations will be presented at the public hearing. It is anticipated that the public hearing will be held in August 2024

ALTERNATIVES / PROS / CONS:

County Council may refuse first reading of the Bylaw. Refusing the bylaw would be contrary to legal advice which has been that first reading of the bylaw shall be given as the applicant and the public have the right to attend and speak at a public hearing which is set upon first reading of the bylaw. The public hearing process allows County Council the opportunity to hear all positions (in favour and opposed) on the bylaw and make an informed decision. If first reading of the bylaw is not given the applicant could appeal that decision to the Alberta Court of Appeal.

FINANCIAL IMPACT:

If the bylaw was approved, future development would be taxed at the County's commercial/residential tax rate.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Bylaw 24-012 Application](#)

[Bylaw 1397](#)

[Bylaw 24-012 - mehlen- Amendment to LUB](#)



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: <u>May 14 / 2024</u>	Assigned Bylaw No.	<u>Bylaw 24-012</u>
Date Deemed Complete: <u>May 22 / 2024</u>	Application & Processing Fee:	\$ <u>2000.00</u>
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. [Refer to Part 1, Sections 54 to 56 of bylaw.]

IMPORTANT NOTE: Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: Dale Mehlen
 Mailing Address: 322 Prairie Garden Way S
Lethbridge AB
 Postal Code: T1K 5V8
 Phone: 403 647 1011
 Phone (alternate): _____
 Fax: _____
 Is the applicant the owner of the property? Yes No

IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property:
Postal Code: _____	<input type="checkbox"/> Agent
	<input type="checkbox"/> Contractor
	<input type="checkbox"/> Tenant
	<input type="checkbox"/> Other _____

PROPERTY INFORMATION

Municipal Address: 203031 Twp 80
 Legal Description: Lot(s) 2 Block 1 Plan 1410983
 OR Quarter NE Section 33 Township 7 Range 20



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

Text Amendment

Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning): Direct Control

Proposed Land Use Designation (zoning) (if applicable): Direct Control

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** _____ and **lot area/parcel acreage** 10 acres
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1"= 100'; 10 acres or more at 1"=200')

Site or Plot Plan Attached

Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

Section 55 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please **attach a descriptive narrative** detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

- ✕ The applicant may also be required to provide other professional reports, such as a:
 - geotechnical report; and/or
 - soils analysis; and/or
 - evaluation of surface drainage or a detailed storm water management plan;
 - and any other information described in Part 1, section 55(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;
- if deemed necessary.

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*

Dale Mehlen
APPLICANT

Golden Sky Ventures Ltd
REGISTERED OWNER (if not the same as applicant)

May 14/24
DATE

IMPORTANT: This information may also be shared with appropriate government/ other agencies and may also be kept on file by the agencies. This information may also be used by and for any or all municipal programs and services. Information provided in this application may be considered at a public meeting. The application and related file content will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact Lethbridge County.

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 24-007 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the Municipal Development Plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

Note: Information provided or generated in this application may be considered at a public meeting.

To whom this may concern,

The proposed new development will be surrounding farm equipment sales and service. There would be storage of equipment, servicing and sales conducted at the location. The proposed redesignation is very similar to the existing zoning. They were running a trucking dispatch and depot in the location so large equipment will be normal for that area. The existing building has an office so I could conduct business out of it. I would think that I would have a lot less heavy truck traffic than was previously there. The existing site has a shop, yard and approaches that enter the grid road in front of the location so all of that was already approved. All the services are already there and installed. The yard was already landscaped and graded for drainage so there would have to be no new development for us to move in. My son is a part of the business so we would like to plan for the possibility of him building a residence on this location someday.

Respectfully,

Dale Mehlen

Schedule 'A'

DIRECT CONTROL BYLAW NO. 24-XXX

1. PURPOSE

To provide a means whereby Council may regulate and control the use, development, or subdivision on a site-specific basis the following lands:

Plan 1410983 Block 1 Lot 2 consisting of the 10 acres.

For the specific purposes of allowing a Machinery and Equipment Sales and Service business while limiting other types of land uses on the parcel.

2. PERMITTED USES

Accessory Buildings/Structures

Dwellings

 Single-detached Site Built

 Single-detached Manufactured Home 1

 Single-detached Manufactured Home 2

 Single-detached Ready to Move

 Single-detached Moved-In

Machinery and Equipment Sales, Rental, and Service

Offices, Public and Private

Outdoor Storage

Signs

DISCRETIONARY USES

Truck Transportation Dispatch/Depots

Warehousing and Storage

Outdoor Truck Trailer Parking

Office Administration Building

3. DEFINITIONS

All other words or terms have the same meaning as what is specified in the Land Use Bylaw.

4. MINIMUM LOT SIZE

The minimum parcel size shall be 5 acres.

5. MINIMUM YARD SETBACK REQUIREMENTS

Side Yard 6.1 metres (20 feet)

Rear Yard 6.1 metres (20 feet)

Outdoor parking areas and fencing may be permitted to project into the required side and rear yard setbacks, with fencing allowed at the property line.

6. MINIMUM SETBACK FROM ROADWAY

No part of a building, structure or development shall be located within 38.1 metres (125 feet) of the centre line of the public roadway.

7. MAXIMUM SITE COVERAGE

The maximum site coverage for all principal and accessory buildings combined is 45 percent.

8. ACCESSORY BUILDINGS AND STRUCTURES

- An accessory buildings or structures shall not be located in the required setback from a public road or an easement.
- An accessory building or structure shall be setback a minimum 3.0 metres (10 feet) from the principle building and from all other structures on the same lot.
- An accessory building or structure shall only be constructed after or in conjunction with an approved principle use or building on the parcel.

9. GENERAL STANDARDS OF DEVELOPMENT

At the discretion of Council or the Development Officer acting as the Development Authority having regard for the Land Use Bylaw.

10. SIGN REGULATIONS

As per the Lethbridge County Land Use Bylaw.

11. OTHER STANDARDS

- All storm water shall be retained on-site to predevelopment levels. At the subdivision or development permit stage a storm water management plan certified by a professional engineer shall be submitted.
- All finished lot grading shall be constructed and maintained to the satisfaction of the County of Lethbridge and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- Approaches and driveway access shall be in accordance with the County of Lethbridge Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- Any additional standards as required by County Council or the Development Officer.

12. OTHER REQUIREMENTS

- Site, Layout, and Grading Plan – that shows the property dimensions, building locations, truck trailer parking area, outdoor storage areas, employee parking areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- Refuse or garbage shall be kept in a suitably sized container or enclosure, effectively screened, and the refuse containers shall be located in a rear yard only.
- Servicing – the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
- Development Agreement – as a condition of a subdivision or development permit approval the applicant may be required to enter into a Development Agreement with Lethbridge County, in accordance with the Land Use Bylaw.

13. SUBDIVISION

- Notwithstanding the provisions of this bylaw, a subdivision may be considered provided it is limited to a single split of the parcel into two 5-acre parcels.
- County Council, acting in the capacity of the Subdivision Authority, shall make decisions on subdivision applications.

14. DELEGATION OF AUTHORITY

- County Council shall be the Development Authority to decide on development permit applications for discretionary uses or application for waivers of development standards. Council may also decide on development permit applications for permitted uses.
- The Development Planner, in accordance with the Land Use Bylaw and pursuant to Section 641 (3) of the Municipal Government Act may, with the direction of Council, act as the Development Authority and receive and decide upon development permit applications for permitted uses provided they conform to the standards of this bylaw.

15. APPROVAL PROCEDURE

- Where the Development Planner as the Development Authority has been delegated the authority to decide upon development permit applications for permitted uses and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- Before consideration of a permit application for development requiring waivers on the subject property, Council shall:
 - Cause a notice to be issued by the designated officer to any person likely to be affected.
 - Ensure that the notice contains the date and time that Council will hear the application for discretionary uses or application for waivers of development standards.
 - Here any persons that claims to be affected by the decision on the application.
- Council may then approve the development application with or without conditions or refuse the application with reasons.
- Where Council has decided on a development permit application, the Development Planner acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County office.

- When applicable, Council should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial government department.

16. APPEAL PROCEDURE

- Pursuant to Section 685(4)(a) of the Municipal Government Act, if a decision with respect to a Development Permit Application is made by Council, there is no appeal to the Subdivision and Development Appeal Board.
- Pursuant to Section 685(4)(b) of the Municipal Government Act, if the Development Officer has been delegated, the Authority to decide upon Development Permit Applications as the Development Authority, then the appeal to the Subdivision Appeal Board is limited to whether the Development Officer followed the directions of Council.



Lethbridge County
 100, 905 4 Avenue South
 Lethbridge AB T1J 4E4

RECEIPT OF PAYMENT

Page 1

GOLDEN SKY VENTURES LTD.
 C/O 322 PRAIRIE GARDENS WAY S.
 LETHBRIDGE, AB T1K 5V8
 CANADA

Receipt Number: 16344
 Tax Number: R106989023
 Date: May 10, 2024
 Initials: AS

Type	Account / Ref. #	Customer ID	Description	Quantity	Amount Paid	Balance Remaining
General	REZO		REZONING APPLICATION	1	\$2,000.00	N/A

Cheque Number: 000628

Subtotal:	\$2,000.00
Taxes:	\$0.00
Total Receipt:	\$2,000.00
Cheque:	\$2,000.00

Total Amount Received:	\$2,000.00
Rounding:	\$0.00
Amount Returned:	\$0.00

**COUNTY OF LETHBRIDGE
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 1397

By-Law No. 1397 of the County of Lethbridge being a By-Law for the purpose of amending Land Use By-Law No. 1211 and amendments thereto, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHERE AS a portion of the NE¼ 33-7-20-W4 is located in the County of Lethbridge and contains approximately 10 acres and Council, by way of this Bylaw, agrees to redesignate the land identified on the map in Schedule "A" attached hereto and described as:

The northwesterly 10 acres of a portion of the NE ¼ 33-7-20-W4 from Rural Agriculture (RA) to Direct Control (DC) district;

AND WHEREAS THE PURPOSE of proposed Bylaw 1397 is to establish the uses and regulations for a Direct Control district pertaining to the aforementioned land and are as described in Schedule "B" attached hereto;

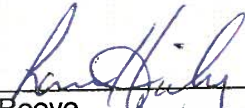
AND WHEREAS policies in the Municipal Development Plan Bylaw No 1331 refer to the Direct Control Designation being used by Council to regulate land use;

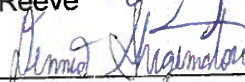
AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended, the County of Lethbridge in the Province of Albert duly assembled does hereby enact the following:

1. The uses and regulations for the Direct Control District shall be as described in Schedule "B" attached hereto and be applied to the lands described above and identified on the map in Schedule "A".
2. Bylaw No 1211 – The Land Use Bylaw of the County of Lethbridge is hereby amended.
3. The Bylaw shall come into effect upon third and final reading hereof.

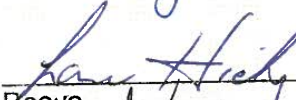
GIVEN first reading this 6th day of June, 2013.

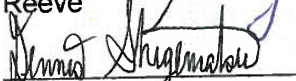


Reeve


County Manager

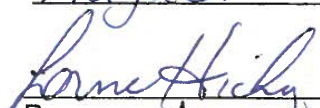
GIVEN second reading this 15th day of August, 2013.



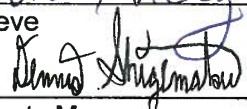
Reeve


County Manager

GIVEN third reading this 15th day of August, 2013.



Reeve



County Manager

SCHEDULE 'A'

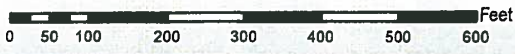
SW 4-8-20-W4

SE 4-8-20-W4

NE 33-7-20-W4



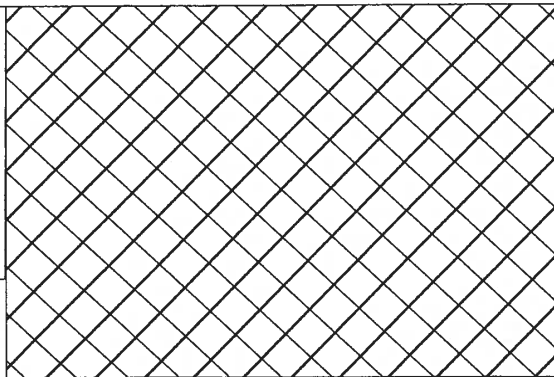
Bylaw #1397
Area proposed for reclassification
from Rural Agriculture (RA) to
Direct Control (DC)



SCHEDULE 'A'

SW 4-8-20-W4

SE 4-8-20-W4

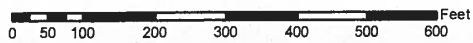


NE 33-7-20-W4

Bylaw # 1397



Area proposed for reclassification
from Rural Agriculture (RA) to
Direct Control (DC)



DIRECT CONTROL

1. PURPOSE

To provide a means whereby Council may regulate and control the use, development, or subdivision on a site specific basis the following lands:

Portion of the NE ¼ 33-7-20-W4 consisting of the 10 acres in the north east part of the quarter section directly east of Lot 1, Plan 9111396.

For the specific purposes of allowing a Transportation and Warehouse Facility while limiting other types of commercial or industrial land uses on the parcel.

2. PERMITTED USES

Accessory Buildings/Structures

Outdoor Storage in side and rear of property that is screened

Signs

DISCRETIONARY USES

Truck Transportation Dispatch/Depots

Warehousing and Storage

Outdoor Truck Trailer Parking

Office Administration Building

3. DEFINITIONS

Accessory buildings / structures means a building or structure that is incidental or subordinate to and customarily found in connection with a primary structure or use, located on the same lot as the principal building or use, but does not include a building or structure used for human habitation.

Outdoor Storage means the open storage of goods, merchandise, materials or equipment outside a building.

Outdoor Truck Trailer Parking means an outside area designated or reserved on a parcel or lot for the explicit purpose of parking and storing commercial vehicles associated with an approved commercial or industrial type land use on the same or associated parcel of land.

Office Administration Building means a building or office space on-site for the coordination of all business activities on the premises and acts to serve the professional, managerial or administrative needs of the primary or principle business on the parcel.

Sign(s) means any device (including but not limited to letters, words, numerals, figures, emblems, pictures, or any part or combination) used for visual communication intended to attract the attention of the public and visible to the public right-of-way or other properties.

Truck Transportation Dispatch/Depots means a facility for the purpose of storing and dispatching trucks and tractor-trailers for transporting goods.

Warehousing and Storage means the use of a building or portion thereof for the storage and distribution of materials, products, goods and merchandise but does not include a retail component.

All other words or terms have the same meaning as what is specified in the Land Use Bylaw.

4. MINIMUM LOT SIZE

The minimum lot size shall be 10 acres.

5. MINIMUM YARD SETBACK REQUIREMENTS

Side Yard 9.1 metres (30 feet)

Rear Yard 15.24 metres (50 feet)

Outdoor parking areas and fencing may be permitted to project into the required side and rear yard setbacks, with fencing allowed at the property line.

6. MINIMUM SETBACK FROM ROADWAY

No part of a building, structure or development shall be located within 38.1 metres (125 feet) of the centre line of the public roadway.

7. MAXIMUM SITE COVERAGE

The maximum site coverage for all principal and accessory buildings combined is 45 percent.

8. ACCESSORY BUILDINGS AND STRUCTURES

- a. An accessory buildings or structures shall not be located in the required setback from a public road or an easement.
- b. An accessory building or structure shall be setback a minimum 3.0 metres (10 feet) from the principle building and from all other structures on the same lot.
- c. An accessory building or structure shall only be constructed after or in conjunction with an approved principle use or building on the parcel.

9. GENERAL STANDARDS OF DEVELOPMENT

At the discretion of Council or the Development Officer acting as the Development Authority having regard for Section 6 of the Land Use Bylaw.

10. SIGN REGULATIONS

- a. As per Schedule 10 of the Land Use Bylaw.

11. OTHER STANDARDS

- a. All storm water shall be retained on-site to predevelopment levels. At the subdivision or development permit stage a storm water management plan certified by a professional engineer shall be submitted.
- b. All finished lot grading shall be constructed and maintained to the satisfaction of the County of Lethbridge and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- c. Approaches and driveway access shall be in accordance with the County of Lethbridge Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- d. Any additional standards as required by Council or the Development Officer.

12. OTHER REQUIREMENTS

- a. **Site, Layout, and Grading Plan** – that shows the property dimensions, building locations, truck trailer parking area, outdoor storage areas, employee parking areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- b. **Landscaping Plan** – that shows front yard landscaping and fencing (height and type) on the property.
- c. Refuse or garbage shall be kept in a suitably sized container or enclosure, effectively screened, and the refuse containers shall be located in a rear yard only.
- d. **Servicing** – the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
 - i. Parking and storage areas are prohibited from being located over any of the septic system including the disposal field area.
- e. **Development Agreement** – as a condition of a subdivision or development permit approval the applicant may be required to enter into a Development Agreement with the County of Lethbridge, in accordance with Sections 37 and 38 of the land use bylaw.

13. SUBDIVISION

- a. Notwithstanding the provisions of this bylaw, a subdivision may be considered provided it is limited to the creation of one 10 acre lot, which conforms to the area of land designated to the Direct Control district, from a portion of the NE ¼ 33-7-20-W4 located in the north east part of the quarter section directly east of Lot 1, Plan 9111396.
- b. No additional subdivision of lands contained within this bylaw shall be permitted.
- c. Council, acting in the capacity of the Subdivision Authority, shall make decisions on subdivision applications.

14. DELEGATION OF AUTHORITY

- a. Council shall be the Development Authority to decide on development permit applications for discretionary uses or application for waivers of development standards. Council may also decide on development permit applications for permitted uses.
- b. The Development Officer, in accordance with section 9 of the Land Use Bylaw and pursuant to Section 641 (3) of the Municipal Government Act may, with the direction of Council, act as the Development Authority and receive and decide upon development permit applications for permitted uses provided they conform to the standards of this bylaw.

15. APPROVAL PROCEDURE

- a. Where the Development Officer as the Development Authority has been delegated the authority to decide upon development permit applications for permitted uses and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- b. Before consideration of a permit application for development requiring waivers on the subject property, Council shall:
 - i. Cause a notice to be issued by the designated officer to any person likely to be affected.
 - ii. Ensure that the notice contains the date and time that Council will hear the application for discretionary uses or application for waivers of development standards.
 - iii. Here any persons that claims to be affected by the decision on the application.
- c. Council may then approve the development application with or without conditions or refuse the application with reasons.
- d. Where Council has made a decision on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County office.
- e. When applicable, Council should seek comments from other agencies such as the planning advisor, regional health authority, Alberta Transportation or any applicable provincial government department.

16. APPEAL PROCEDURE

- a. Pursuant to Section 641(4)(a) of the Act, if a decision with respect to a development permit application is made by Council, there is no appeal to the Subdivision and Development Appeal Board.

- b. If the Development Officer has been delegated the authority to decide upon development permit applications as the Development Authority, then the appeal to the Subdivision and Development Appeal Board is limited to whether the Development Officer followed the directions of Council.

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 24-012

Bylaw 24-012 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 24-012 is to re-designate Plan 1410983 Block 1 Lot 2, as shown on the sketch below, from Direct Control (D.C. – Bylaw 1397) to Direct Control (D.C.);



<p>Bylaw 24-012: Direct Control (DC) to Direct Control (DC)</p> <p>Parcels: Plan 1410983; Block 1; Lot 2 (NE 33-7-20-W4) Approx 10 Acres Located in Lethbridge County, AB</p> <p> 24-012 Direct Control (DC) to Direct Control (DC)</p>	<p>N</p>
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AND WHEREAS the purpose of proposed Bylaw 24-012 is to establish the uses and regulations for a Direct Control district pertaining to the aforementioned land and are as described in Schedule "A" attached hereto;

AND WHEREAS policies in the Municipal Development Plan Bylaw No 22-001 refer to the Direct Control Designation being used by Council to regulate land use;

AND WHEREAS once an application has been submitted the municipality must prepare an amending bylaw and provide for its notification and consideration at a public hearing;

NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following, with the bylaw only coming into effect upon three successful reading thereof;

NOW THEREFORE, under the authority of the Municipal Government Act, R.S.A. 2000, C-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following:

1. The uses and regulations for the Direct Control District shall be as described in Schedule "A" attached hereto and be applied to the lands described above and identified on the above map.
2. Bylaw No 24-007 – The Land Use Bylaw of Lethbridge County is hereby amended.
3. That Bylaw No 1397, the former Direct Control Bylaw, is hereby repealed.
4. The Bylaw shall come into effect upon third and final reading hereof.

GIVEN first reading this 4th day of July 2024.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 20__.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 20__.

Reeve

Chief Administrative Officer

1 st Reading	July 4, 2024
2 nd Reading	
Public Hearing	
3 rd Reading	

Schedule 'A'
DIRECT CONTROL BYLAW NO. 24-012

1. PURPOSE

To provide a means whereby Council may regulate and control the use, development, or subdivision on a site-specific basis the following lands:

Plan 1410983 Block 1 Lot 2 consisting of 10 acres (see map).

For the specific purposes of allowing a Machinery and Equipment Sales and Service business while limiting other types of land uses on the parcel.

2. PERMITTED USES

Accessory Buildings/Structures

Dwellings

 Single-detached Site Built

 Single-detached Manufactured Home 1

 Single-detached Manufactured Home 2

 Single-detached Ready to Move

 Single-detached Moved-In

Machinery and Equipment Sales, Rental, and Service

Offices, Public and Private

Outdoor Storage

Signs

DISCRETIONARY USES

Truck Transportation Dispatch/Depots

Warehousing and Storage

Outdoor Truck Trailer Parking

Office Administration Building

3. DEFINITIONS

All other words or terms have the same meaning as what is specified in the Land Use Bylaw.

4. MINIMUM LOT SIZE

The minimum parcel size shall be 5 acres.

5. MINIMUM YARD SETBACK REQUIREMENTS

Side Yard 6.1 metres (20 feet)

Rear Yard 6.1 metres (20 feet)

Outdoor parking areas and fencing may be permitted to project into the required side and rear yard setbacks, with fencing allowed at the property line.

6. MINIMUM SETBACK FROM ROADWAY

No part of a building, structure or development shall be located within 38.1 metres (125 feet) of the centre line of the public roadway.

7. MAXIMUM SITE COVERAGE

The maximum site coverage for all principal and accessory buildings combined is 45 percent.

8. ACCESSORY BUILDINGS AND STRUCTURES

- An accessory buildings or structures shall not be located in the required setback from a public road or an easement.
- An accessory building or structure shall be setback a minimum 3.0 metres (10 feet) from the principle building and from all other structures on the same lot.
- An accessory building or structure shall only be constructed after or in conjunction with an approved principle use or building on the parcel.

9. GENERAL STANDARDS OF DEVELOPMENT

At the discretion of Council or the Development Officer acting as the Development Authority having regard for the Lethbridge County Land Use Bylaw.

10. SIGN REGULATIONS

As per the Lethbridge County Land Use Bylaw.

11. OTHER STANDARDS

- All storm water shall be retained on-site to predevelopment levels. At the subdivision or development permit stage a storm water management plan certified by a professional engineer shall be submitted.
- All finished lot grading shall be constructed and maintained to the satisfaction of the County of Lethbridge and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- Approaches and driveway access shall be in accordance with the Lethbridge County Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- Any additional standards as required by County Council or the Development Officer.

12. OTHER REQUIREMENTS

- Site, Layout, and Grading Plan – that shows the property dimensions, building locations, truck trailer parking area, outdoor storage areas, employee parking areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- Refuse or garbage shall be kept in a suitably sized container or enclosure, effectively screened, and the refuse containers shall be located in a rear yard only.
- Servicing
 - – the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
 - At the time of subdivision the applicant is required to provide an updated soils analysis for private septic on the vacant (east portion) of the lots
- Development Agreement – as a condition of a subdivision or development permit approval the applicant may be required to enter into a Development Agreement with Lethbridge County, in accordance with the Land Use Bylaw.

13. SUBDIVISION

- Notwithstanding the provisions of this bylaw, a subdivision may be considered provided it is limited to a single split of the parcel into two 5-acre parcels.
- County Council, acting in the capacity of the Subdivision Authority, shall make decisions on subdivision applications.

14. DELEGATION OF AUTHORITY

- County Council shall be the Development Authority to decide on development permit applications for discretionary uses or application for waivers of development standards. Council may also decide on development permit applications for permitted uses.
- The Development Planner, in accordance with the Land Use Bylaw and pursuant to Section 641 (3) of the Municipal Government Act may, with the direction of Council, act as the Development Authority and receive and decide upon

development permit applications for permitted uses provided they conform to the standards of this bylaw.

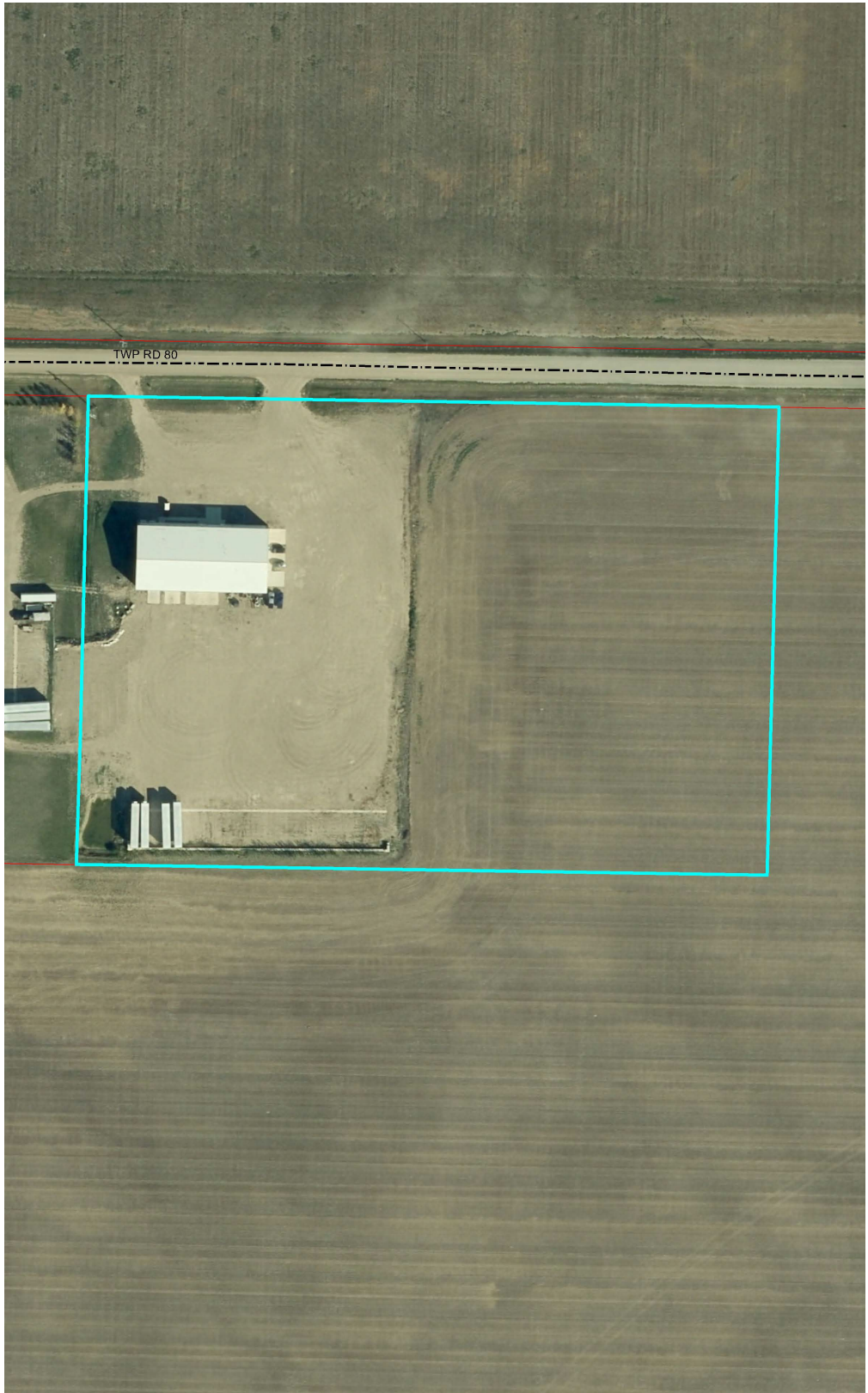
15. APPROVAL PROCEDURE

- Where the Development Planner as the Development Authority has been delegated the authority to decide upon development permit applications for permitted uses and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- Before consideration of a permit application for development requiring waivers on the subject property, Council shall:
 - Cause a notice to be issued by the designated officer to any person likely to be affected.
 - Ensure that the notice contains the date and time that Council will hear the application for discretionary uses or application for waivers of development standards.
 - Here any persons that claims to be affected by the decision on the application.
- Council may then approve the development application with or without conditions or refuse the application with reasons.
- Where Council has decided on a development permit application, the Development Planner acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County office.
- When applicable, Council should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial government department.

16. APPEAL PROCEDURE

- Pursuant to Section 685(4)(a) of the Municipal Government Act, if a decision with respect to a Development Permit Application is made by Council, there is no appeal to the Subdivision and Development Appeal Board.
- Pursuant to Section 685(4)(b) of the Municipal Government Act, if the Development Officer has been delegated, the Authority to decide upon Development Permit Applications as the Development Authority, then the appeal to the Subdivision Appeal Board is limited to whether the Development Officer followed the directions of Council.

Map – Plan 1410983 Block 1 Lot 2



AGENDA ITEM REPORT







Title: Division 5
Meeting: Council Meeting - 04 Jul 2024
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer Approved - 27 Jun 2024

STRATEGIC ALIGNMENT:

 Governance	 Relationships	 Region	 Prosperity
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EXECUTIVE SUMMARY:

This serves to formally notify Council of the resignation of Division 5 Councillor Eric Van Essen. The letter of resignation was received on June 20, 2024 and is effective as of that date.

Due to the resignation of the Division 5 Councillor, Council needs to determine if a By-election will be held to fill the vacant spot on Council.

RECOMMENDATION:

- That a By-election be set for Division 5 on Monday, September 9, 2024.
- That Council sets the campaign period for the By-election for Division 5 to begin on July 5, 2024.
- That Candice Robison be appointed as Returning Officer and that Mattie Watson be appointed as Substitute Returning Officer.

REASON(S) FOR RECOMMENDATION(S):

The sooner that a by-election can be held and a Council member is declared elected in Division 5, the sooner that individual can participate in Council activities and get acquainted with the current Council before the next municipal election.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has provided no previous direction.

BACKGROUND INFORMATION:

Under Section 162 of the *Municipal Government Act*, it indicates that a by-election must be held to fill a vacancy on Council **unless** the Council consists of 6 or more councillors and the vacancy occurs in the 18 months before a general election and there is only one vacancy.

Due to the fact that the resignation was received within that 18 month time period it is Council's decision as to whether they want to hold a by-election for Division 5 or not.

ALTERNATIVES / PROS / CONS:

Alternatives:

- Not hold a by-election for Division 5 and run with six Councillors until the general election in 2025.
- Hold the by-election on another date chosen by Council.

FINANCIAL IMPACT:

It is estimated that the cost of the by-election will be between \$3,000.00 and \$4,000.00. Additional costs would be incurred if the position of Returning officer was not filled by staff and was to be contracted out.

LEVEL OF PUBLIC PARTICIPATION:

- Inform** **Consult** **Involve** **Collaborate** **Empower**

AGENDA ITEM REPORT



Title: AgKnow Request for Funding
Meeting: Council Meeting - 04 Jul 2024
Department: Administration
Report Author: Gary Secrist

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 28 Jun 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

AgKnow is seeking financial assistance to bridge a funding gap in order to keep staff and services ongoing while negotiating a multi-year grant with the province.

RECOMMENDATION:

That County Council provide a one-time donation to AgKnow in the amount of \$1,000 in accordance with the Donations Policy 161.

REASON(S) FOR RECOMMENDATION(S):

AgKnow is an important initiative that was established as a direct response to the 2019 ASB resolution aimed at addressing mental health on farms and ranches across Alberta.

PREVIOUS COUNCIL DIRECTION / POLICY:

No previous direction has been provided by Council.

BACKGROUND INFORMATION:

AgKnow is a initiative that has provided the means to begin developing effective, evidenced-based, and practical resources that enhance the resilience of farmers and their families, and to address the barriers that prevent farmers from seeking assistance.

The AgKnow initiative is currently between grants and needs bridge funding to keep staff and services going while we are negotiating a multi-year grant with the province. April 31, 2024 was the end of a second one year grant, resulting in a gap in funding available for wages, and continued development of in community events/resources. Since 2022 the Ministry of Agriculture and Irrigation has supported AgKnow's development with generous one year grant fundings, however they have yet to receive significant industry investment needed to sustain staff and activities in-between grants. Conversations are happening between the Ministry of Agriculture and Irrigation and Ministry of Mental

Health and Addictions so we are optimistic we will receive multi year support from the province at some point this year.

ALTERNATIVES / PROS / CONS:

Alternative 1: Our Agriculture Services Department has requested a one time approval of a donation for \$2000 to AgKnow to match Wheatland County's contribution from the Ag Services reserve.

Alternative 2: Do not provide funding to AgKnow

FINANCIAL IMPACT:

The financial impact will be the donation amount determined by Council.

LEVEL OF PUBLIC PARTICIPATION:

- Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[AgKnow Request for Funding](#)



June 12, 2024

Klaas VanderVeen
Lethbridge County
905 – 4th Avenue South
Lethbridge, AB, T1J 4E4
Subject: Urgent Funding Need for AgKnow

Dear Klaas VanderVeen,

As you know, AgKnow was established as a direct response to the 2019 ASB resolution aimed at addressing mental health on farms and ranches across Alberta. Your vision in founding this initiative has provided the means to begin developing effective, evidence-based, and practical resources that enhance the resilience of farmers and their families, and to address the barriers that prevent farmers from seeking assistance.

While considerable progress has been made in raising awareness and advocating for mental health in farming communities, the challenge lies in ensuring the widespread adoption of supports and services that deliver long-term positive change for farmers and their families.

We currently face a critical funding gap between our last grant and the anticipated funding for our next one. This inconsistency in funding jeopardizes our ability to provide continuous support to farm families year-round as they cope with the daily challenges of farm life and navigate times of crisis.

We urgently need your financial assistance to bridge this gap and sustain the ongoing delivery of services including:

- **Free Counselling Pilot Program** – Since its launch, 19 agriculturally-informed therapists and counselors have provided 123 free therapy sessions to 54 farmers, farm family members, veterinarians, and registered veterinary technicians. Demand for this program has tripled since February 2024, highlighting the need for this service.
- **Suicide Prevention Training** – In 2023, we adapted proven suicide prevention and awareness training specifically for the agriculture industry, launching two new courses and training 14 facilitators. The diversity and distribution of Alberta farmers requires substantial investment in communication and engagement activities to deliver these courses and give farm families the skills to support those impacted by suicide. Funding is needed to deliver these courses to rural communities.
- **Crisis Recovery Support** – The recent wildfires and drought risk in certain areas of the province emphasize the need for crisis recovery support. During the wildfires, the AgKnow therapist network (APN) was mobilized for immediate sessions, while resources like a shelter-in-place document adapted from Alberta Agriculture and Irrigation, along with crisis response cards, were distributed to affected communities. Our goal is to deploy the APN in community post-crisis and provide briefings to mental health professionals on current issues affecting agriculture, but we need resources to plan and implement these tasks effectively.
- **Priority Areas** – Our needs assessment and ongoing engagement with industry stakeholders have led us to identify priority areas with the potential to impact Alberta farmers. Among these, increasing capacity to support farmers and veterinarians during a depopulation event, and integrating mental health and agriculture professionals to assist with farm transition have been recognized as priority areas which continue to provide strategic direction and the structure for ongoing work.



Your support will enable us to continue to invest in programs that prioritize the mental health and well-being of farming communities, ensuring producers and their families have the necessary resources and tools available when they need them most. To contribute, please visit https://fnd.us/72MKTe?ref=sh_fD8xLb_sh_oP2HK5R0PqB0P2HK5R0PqB, use the QR code enclosed at the end of this letter, or call 587-200-2552 Extension 2.

I am available to present virtually to your counsel about the initiative. Our annual report can be found on our website with more details about our mission and accomplishments to date. We are deeply grateful to Wheatland County for being the first to donate \$2000 in one time bridge funding and hope that you will consider doing the same. Together, we can continue to make a meaningful difference in the lives of Alberta's farmers, and the rural communities they support.

Sincerely,

Linda Hunt

Program Director
AgKnow, Alberta Farm Mental Health Network
www.agknow.ca / linda@areca.ab.ca / 587-200-2552



AGENDA ITEM REPORT



Title: Community Futures Business Loan Request
Meeting: Council Meeting - 04 Jul 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 28 Jun 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The County has received a request from Community Futures for a business loan application per their Business Loan Program, which the County is a partner on. The County has provided financial support through this program in the past, with the last application being in 2021. On June 25, 2024 Community Futures reached out to the County regarding a recent application for funding for a Brazilian Jiu-Jitsu franchise that is moving from the City into the County. As per the program, the County's contribution would be to cover the loan interest.

RECOMMENDATION:

That County Council support the Community Futures loan application for the Brazilian Jiu-Jitsu franchise and fund the loan interest amount through the County's 2024 operating budget.

REASON(S) FOR RECOMMENDATION(S):

The application aligns with the program requirement and Council's commitment to support business development through the Community Futures program.

BACKGROUND INFORMATION:

In 2018, Lethbridge County partnered with Community Futures Lethbridge Region on a Business Improvement Loan Program. The program offers an opportunity for eligible Lethbridge County businesses to apply for interest free loans of up to \$10,000 to make improvements or upgrades to their business at a low cost and is a way for the County to support business and economic growth within the County.

The loan program is applied for and administered by Community Futures. Businesses can apply for funding to help support storefront improvements such as signage, windows, equipment, fixtures, etc. and the County has agreed to pay the interest on the business loans in an effort to encourage business development. The maximum loan amount is \$10,000.00 with the interest portion being

approximately \$1,500.00 per loan. The County would pay for the interest up front with the loan is amortized over 36 months (currently at 8.75%).

When the program was first initiated the County had a budget line specifically for the loan program however, due to the unpredictability of the applications, it was determined that the County would deal with the applications on a case-by-case basis. The last business loan issued in Lethbridge County was in 2021 by the same applicant.

The application is for a Brazilian Jiu Jitsu franchise, offering youth and adult classes. They are an existing business that is relocated to Lethbridge County from downtown Lethbridge.

ALTERNATIVES / PROS / CONS:

Council could deny the request

PRO - would reduce financial expense.

CON - could impact the businesses opportunity to move to the County and would not align with County Strategic values of Relationships, Region and Prosperity.

FINANCIAL IMPACT:

There would be no significant financial impact as there is room within the Marketing and Communications operating budget under Economic Development Initiatives.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2022 Lethbridge County Brochure](#)

**Applicants must operate within
Lethbridge County**

ELIGIBLE IMPROVEMENTS

- Business Equipment
- Information Technology - hardware / software (computer related)
- New / upgraded equipment related to enhancing operation
- Signage
- Fixtures
- Windows
- Interior Flooring
- Shelving
- Lighting
- Counters / Display Cases
- Point of Sale System
- Roofing
- Energy Upgrades leading to more efficient operating costs
- Landscaping



BUSINESS IMPROVEMENT LOANS

**Interest Free Loans
Up to \$10,000**

***Loan interest paid through
Lethbridge County**



HOW TO APPLY:

✓ *Grant Applications Available at:*

Lethbridge County Office
905 4 Avenue South
Lethbridge, AB

or

Community Futures Lethbridge Region
Phone: 403 320 6044
2626 South Parkside Drive
Lethbridge, AB

or

Download online
www.lethbridgeregion.albertacf.com

For more information on the Lethbridge County
Business Improvement Loan contact:

1. Complete the Grant Application Documents and meet with Community Futures Lethbridge Region representative.
2. Community Futures Lethbridge Region will complete due diligence on each application.
3. When approved, loan documents will be signed by the business and a cheque will be disbursed within five working days.

Community Futures 
Lethbridge Region
Growing communities one idea at a time.

CFLR SERVICES:

ALTERNATIVE FINANCING
CONSULTING
BUSINESS TRAINING
BUSINESS PLANNING
COMMUNITY ECONOMIC DEVELOPMENT

FLEXIBLE TERMS

- Loans up to \$10,000
- Terms between 1-3 years

Sample Loans

\$10,000 Loan

- Term of Three Years
- Loan Payment \$277.78/month
- Grant to cover interest - \$789.56

\$ 5,000 Loan

- Term of Three Years
- Loan Payment \$ 138.89/month
- Grant to cover interest - \$ 394.60



New Program Alert

Dear SouthGrow Members,

We wanted to make you aware of a new program available through the SouthGrow office to assist your communities. The Grant Advice Hotline allows you and your community groups to get personal assistance in identifying appropriate grants for your projects and get advice on how to handle the intricacies of those grants. Our experience staff have been made available to consult with your municipal employees and/or community groups to help them get started on their projects.

We can't write them for you, but we can get you going in the right direction!

The Details

Program Title: SouthGrow Grant Advice Hotline

The Program: SouthGrow staff will provide grant advice services to our member communities, businesses, and non-profits by advising them on appropriate grant avenues to meet their needs, including how to leverage additional funding, stacking options, and other related topics.

What need are we addressing?: Many community members and non-profit groups do not have experience in searching for and obtaining grant funding, and the undertaking can seem quite daunting. Having SouthGrow staff available to help navigate the best course of action for their organization may result in higher success rates overall for our community partners. Many municipalities also have community associations regularly reach out to them for this sort of help. It's a way we can materially assist with your work load on the ground.

How will we do that?: SouthGrow staff will make ourselves available for phone calls and online meetings to discuss grant strategy with our members or community groups within member communities.

Who can participate?: This service is open to all SouthGrow members or community groups within those communities.

Getting started: Contact us at the information below to schedule a phone call.

Peter Casurella
Executive Director
peter.casurella@southgrow.com
403-394-0615

Emma Dering
Grants Manager
emma@southgrow.com
403-870-8924

Getting the word out: SouthGrow members are kindly asked to share the program with the non-profits and community groups in their networks.