



Agenda

Council Meeting | Thursday, September 5, 2024 | 9:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

4 - 8

1. **County Council Meeting Minutes**
[Council Meeting - 01 Aug 2024 - Minutes](#)

D. SUBDIVISION APPLICATIONS

9 - 17

1. **Subdivision Application #2024-0-111 Slingerland/Libregts - Lot 1, Plan 9212183 and a part of NW1/4 28-10-22-W4M**
[Subdivision Application #2024-0-111 Slingerland/Libregts - Lot 1, Plan 9212183 and a part of NW1/4 28-10-22-W4M](#)

E. DELEGATIONS

18 - 27

1. **9:30 a.m. - SouthGrow**
[SouthGrow Presentation](#)

F. PUBLIC HEARINGS - 10:00 A.M.

28 - 37

1. **Bylaw 24-014 - Re-designate a portion of the NW 34-10-21-W4 from Urban Fringe to Business Light Industrial - Public Hearing**
[Bylaw 24-014 - Re-designate a portion of the NW 34-10-21-W4 from Urban Fringe to Business Light Industrial - Public Hearing](#)

G. DEPARTMENT REPORTS

G.1. DEVELOPMENT & INFRASTRUCTURE

38 - 55

- G.1.1. **Bylaw 24-015 - Re-designate a portion of the SW 1-10-22-W4 from Rural Agriculture to Rural Recreation - First Reading**
[Bylaw 24-015 - Re-designate a portion of the SW 1-10-22-W4 from Rural Agriculture to Rural Recreation - First Reading](#)

56 - 58	G.1.2.	<u>Planning and Development Department - 2nd Quarter Report 2024</u> Planning and Development Department 2nd Quarter Report 2024
	G.2. CORPORATE SERVICES	
59 - 81	G.2.1.	<u>2024 Stirling Wind Community Benefit Scholarship Program</u> 2024 Stirling Wind Community Benefit Scholarship Program
82 - 85	G.2.2.	<u>Community Futures Business Loan Request - The Bearded Ox Co.</u> Community Futures Business Loan Request - The Bearded Ox Co.
86 - 107	G.2.3.	<u>Financial Report ending July 31, 2024</u> Financial Report ending July 31, 2024
	G.3. ADMINISTRATION	
108 - 112	G.3.1.	<u>SAEWA/Wheatland County Request for Letters of Support - ACP & CIP Grant Applications</u> SAEWA/Wheatland County Request for Letters of Support - ACP & CIP Grant Application
113 - 116	G.3.2.	<u>Village of Barons Request for Letter of Support - ACP Grant Application</u> Village of Barons Request for Letter of Support - ACP Grant Application
	H. CORRESPONDENCE	
117 - 118	1.	<u>Cypress County Ag Connections Conference Invite</u> Cypress County Ag Connections Conference Lethbridge County Invite
	I. COUNTY COUNCIL AND COMMITTEE UPDATES	
119 - 122	1.	<u>Lethbridge County Council Attendance Update - July 2024</u> Lethbridge County Council Attendance Update - July 2024
123 - 136	2.	<u>Audit Services Selection</u> Audit Services Selection
	J. NEW BUSINESS	
	K. CLOSED SESSION	

1. **Board Appointment (FOIP Section 19 - Confidential Evaluations)**
2. **Delegation - 1:00 p.m. - Personnel Discussion (FOIP Section 19 - Confidential Evaluations)**
3. **CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)**

L. ADJOURN



Minutes

Council Meeting | Thursday, August 1, 2024 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, August 1, 2024, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Tory Campbell
Deputy Reeve John Kuerbis
Councillor Lorne Hickey
Councillor Mark Sayers
Councillor Klaas VanderVeen
Councillor Morris Zeinstra
Chief Administrative Officer Cole Beck
Director, Development & Infrastructure Devon Thiele
Director, Corporate Services Jennifer Place
Manager, Planning & Development Hilary Janzen
Administrative Assistant Cheyenne Van Hierden
Senior Planner Steve Harty

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:01 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.

Reeve Campbell thanked Cheyenne for doing the minutes and running the computer, as well as staff for their efforts with the 60th Anniversary celebrations at McNally and Shaughnessy.

He also thanked the reeve of MD of Willow Creek for presenting Lethbridge County with a 60th Anniversary plaque, and thanked staff for all of their efforts with the parade season. He acknowledged that nominations for by-election will close on August 12.

B. ADOPTION OF AGENDA

558-2024 Councillor MOVED that the August 1, 2024 Lethbridge County Council Meeting
VanderVeen Agenda be adopted as presented.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

559-2024 Councillor MOVED that the July 18, 2024 Lethbridge County Council Minutes be
Sayers adopted as presented.

CARRIED

D. DELEGATIONS

D.1. 9:00 a.m. - Bursary Award Winners

- Danika Hodge
- Rayann Campmans
- Vanessa Moorhead

Councillors Mark Sayers, Lorne Hickey, and John Kuerbis thanked the students for their efforts in post-secondary and congratulated them on receiving their awards. Reeve Campbell presented the 2024 Bursary Awards to Danika Hodge, Rayann Campmans & Vanessa Moorhead.

E. SUBDIVISION APPLICATIONS

E.1. Subdivision Application #2024-0-090 – Westbridge Farms – NE1/4 04-10-22-W4M

560-2024 Deputy Reeve Kuerbis MOVED that the Country Residential subdivision of NE1/4 4-10-22-W4M (Certificate of Title No. 231 170 292 +7), to subdivide a vacant 3.00-acre (1.21 ha) first subdivision from a title of 158.83 acres (63.89 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 plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided.
4. That the applicant provides, at their expense, an access right-of-way plan and legal easement(s) agreement to be registered across the lot frontage to provide legal and physical access to the remnant agricultural title, to be registered concurrently with the final endorsement of the subdivision.
5. That any easement(s) as required by utility companies, or the municipality shall be established

CARRIED

E.2. Subdivision Application #2024-0-093 – Schooten - NW1/4 21-10-23-W4M

561-2024 Councillor Sayers MOVED that the Country Residential subdivision of NW1/4 21-10-23-W4M (Certificate of Title No. 021 121 711 +4), to subdivide a 10.00-acre (4.05 ha) first subdivision from a title of 156.27 acres (63.19 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 final plan of survey shall delineate the parcel boundary being situated on the north and east side of the irrigation drainage ditch so that ditch entirely remains located on the remnant agricultural title.
4. That the applicant provides a final Plan of Surveyor to illustrate the exact dimensions and parcel size of the proposed parcel as approved at 10.00-acres in size.
5. That any easement(s) as required by utility companies, or the municipality shall be established.

CARRIED

E.3. Subdivision Application #2024-0-096 – R2K Farms - NW1/4 34-09-19-W4M

562-2024 Councillor Hickey MOVED that the Country Residential subdivision of NW1/4 34-9-19-W4M (Certificate of Title No. 24 067 465), to subdivide a 3.16-acre (1.28 ha) first parcel out subdivision from a ¼-section title of 159.58-acres (64.58 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 as deemed necessary.

CARRIED

F. PUBLIC HEARINGS - 10:00 a.m.

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 24-012 at 10:02 a.m.

F.1. Bylaw 24-012 - Re-designate a Plan 1410983 Block 1 Lot 2 from Direct Control (Bylaw 1397) to Direct Control - Public Hearing

563-2024 Councillor VanderVeen MOVED that the Public Hearing for Bylaw 24-012 commence at 10:03 a.m. CARRIED

The Manager, Planning and Development reviewed Bylaw 24-012.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 24-012.

Dale Mehlan spoke in strong support for Bylaw 24-012.

564-2024 Councillor Hickey MOVED that the Public Hearing for Bylaw 24-012 adjourn at 10:12 a.m. CARRIED

Reeve Campbell reconvened the meeting at 10:12 a.m.

565-2024 Councillor Hickey MOVED that Bylaw 24-012 be read a second time. CARRIED

566-2024 Deputy Reeve Kuerbis MOVED that Bylaw 24-012 be read a third time. CARRIED

G. DEPARTMENT REPORTS

G.1. DEVELOPMENT & INFRASTRUCTURE

G.1.1. Bylaw 24-014 - Re-designate a portion of the NW 34-10-21-W4 from Urban Fringe to Business Light Industrial - First Reading

567-2024 Councillor VanderVeen MOVED that Bylaw 24-014 be read a first time. CARRIED

G.1.2. Bylaw 23-022 Land Use Bylaw Amendment (Urban Fringe to Grouped Country Residential and Direct Control) - 2nd Reading

568-2024 Deputy Reeve Kuerbis MOVED that Bylaw 23-022 (Land Use Bylaw Amendment - UF to GCR and DC) be read a second time as amended CARRIED

569-2024 Deputy Reeve Kuerbis MOVED that Bylaw 23-022 (Land Use Bylaw Amendment - UF to GCR and DC) be read a third time. CARRIED

G.1.3. Bulk Water Fill Access Control and Monitor System Upgrade

570-2024 Deputy Reeve Kuerbis MOVED that County Council approve the Bulk Water Fill Access and Monitor Control upgrade project, with a budget of up to \$200,000 funded from the Utility Reserve. CARRIED

G.2. OPERATIONS

G.2.1. Dust Control

Councillor Zeinstra and Councillor VanderVeen brought up concern regarding dust control and mud on roads.

CAO Beck clarified the current dust control program with Council.

Reeve Campbell acknowledged the efforts of the County in controlling both mud and dust, noting the climate and farming conditions that he said should be taken into account.

H. NEW BUSINESS

I. CLOSED SESSION

I.1. - Southern Regional Stormwater Drainage Committee (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

I.2. - CAO Report - C. Beck (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

571-2024 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 11:35 a.m. for the discussion on the following:

I.1. - Southern Regional Stormwater Drainage Committee (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

I.2. - CAO Report - C. Beck (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

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

572-2024 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting move out of the closed session at 11:02 p.m. CARRIED

I.1. Southern Regional Stormwater Drainage Committee (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

573-2024 Deputy Reeve Kuerbis MOVED that County Council approves entering into the SRSDC Municipally Controlled Corporation, including the 20-year funding commitment as outlined in the MCC Agreement.

CARRIED

574-2024 Deputy Reeve Kuerbis MOVED that County Council directs administration to establish a reserve for the SRSDC MCC funding contributions.

CARRIED

I.2. CAO Report - C. Beck (FOIP Section 21 - Disclosure harmful to intergovernmental relations)

575-2024 Councillor Hickey MOVED that administration is directed to proceed with the negotiations to acquire assets to allow for future development of Lethbridge County, up to 2.7 million from the Tax Equalization Fund.

CARRIED

J. ADJOURN

576-2024 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting adjourn at 11:04 a.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2024-0–111 Slingerland/Libregts
- Lot 1, Plan 9212183 and a part of NW1/4 28-10-22-W4M
Meeting: Council Meeting - 05 Sep 2024
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Hilary Janzen, Manager, Planning & Development	Approved - 22 Aug 2024
Devon Thiele, Director, Development & Infrastructure	Approved - 26 Aug 2024
Cole Beck, Chief Administrative Officer	Approved - 27 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to reduce in size a 4.67 acre country residential title, by subdividing 2.0 acres and consolidating it to the adjacent 50.43 acre agricultural title, thereby creating adjusted titles 2.67 & 52.81 acres in size for country residential and agricultural use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2024-0-111 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision will rectify an encroachment issue and meets the provincial Subdivision and Development Regulations and the municipal realignment/reconfiguration of title subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains subdivision policies to allow a realignment/reconfiguration of titles and property lines without an increase in titles. For this proposal, the applicant(s) start with two titles and will end up with two but in a different layout/size.
- The LUB No. 24-007 realignment/reconfiguration of titles policy enables property boundaries to be realigned based on land use and the location of improvements. The readjusted property line will address existing land conditions and enable the small shelter building, corrals, and a dugout, to be sited entirely within the corn maze property that it is associated with.

BACKGROUND INFORMATION:

Located 2-½ miles north of Park Lake Provincial Park and 1-½ miles south of Highway 519. The purpose is to reconfigure the property boundaries (property line adjustment) and size of two adjacent titled properties, along with rectifying some encroachment issues.

The two landowners have made an agreement to undertake the land swap and rectify the encroachment issues. This involves realigning the shared property boundary and relocating the acreages' east property line 300 ft to the west of its current location. The larger agricultural title contains the Lethbridge Corn Maze along with a residential yard fronting onto the west Range Road 22-4. Several of the corn maze improvements, including a small shelter building, corrals, and a dugout, encroach into the smaller 4.67 acre country residential parcel.

The existing southwest acreage lot (Lot 1, Plan 9212183) contains a dwelling and other improvements, including the dugout and portion of the corral fencing that will be added to the corn maze title. The adjusted property line will be to the immediate west of the dugout and will allow for the barn to comply with the land use bylaws' 6.1 m (20 ft) setback. Each septic system will not be affected by the property line adjustment and will remain within its own title boundaries. Access to both lots is provided from the west road allowance. Several existing grain bins encroach over the south property line which is not involved in the realignment (and some have been encroaching since the 1992 lot was first created). However, the most easterly bin will have a 2.47 m encroachment east over the readjusted property line and should be either relocated or an encroachment agreement be entered into between the two affected landowners.

Overall, the proposal meets the criteria of the County's LUB No. 24-007 for a realignment/reconfiguration of titles. The application was circulated to the required external agencies with no concerns expressed and no utility easements are requested (at time of agenda report).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is determined the proposed boundary reconfiguration is not rational and the titles would remain as is.

Pros:

- there are no advantages to denying the subdivision as the County's bylaws and criteria are met.

Cons:

- the existing encroachment issues would remain, and the decision could be appealed by the applicants as the County's bylaws and criteria are met.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:

- Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[5A Lethbridge County 2024-0-111 Approval Diagrams 2024-0-111](#)

RESOLUTION

2024-0-111

Lethbridge County

Agricultural & Country Residential subdivision of Lot 1, Plan 9212183
and a part of NW1/4 28-10-22-W4M

THAT the Agricultural & Country Residential subdivision of Lot 1, Plan 9212183 and a part of NW1/4 28-10-22-W4M (Certificate of Title No. 061 115 195 +1, 921 291 763), to reduce in size a 4.67 acre (1.89 ha) country residential title, by subdividing 2.0 acres (0.81 ha) and consolidating it to the adjacent 50.43 acre (20.41 ha) agricultural title, thereby creating adjusted titles 2.67 & 52.81 acres (1.08 & 21.37 ha) 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 titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels, is 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 Subdivision Authority.
4. That the applicant provides a final plan as prepared by an Alberta Land Surveyor to register the reconfigured titles as approved.
5. That the applicant removes or relocates the existing grain bin in the southeast corner that will encroach 2.47 m over the new property line, so that there will be no resulting physical encroachment over the newly adjusted property line. Alternatively, a legal encroachment agreement may be entered into between the two parties and registered on title. Confirmation of the removal of the bin or provision of the encroachment agreement must be submitted to the satisfaction of the Subdivision Authority prior to final endorsement of the subdivision.
6. That any easement(s) as required by the utility agencies, 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 proposal complies with the County's subdivision criteria as a reconfiguration of titles (property line adjustment), with no additional titles being created above what presently exist, and the subdivision meets the bylaw's minimum required 2.00-acre lot size.
4. The Subdivision Authority has determined the reconfiguration and resulting property line adjustment will rectify some existing encroachment issues.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(d) of the Municipal Government Act, Reserve is not required.

2024-0-111
Page 1 of 3

- (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) Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (f) Lethbridge Northern Irrigation District (LNID) – Janet Beck, Administration and Land Manager:

“The above noted *Application for Subdivision* has been reviewed by the Lethbridge Northern Irrigation District (LNID) and is approved subject to the following conditions:

1. **Payment of Outstanding Irrigation Rates:** Any outstanding irrigation rates assessed on the original parcel must be paid in full at the time of subdivision finalization.
2. **Subdivision Administration Fee:** The District’s subdivision and administration fee must be paid. The current fee is **\$682.50** (includes GST).
3. **Rearrangement of Irrigation Acres:** Given that the current 50.53-acre title will increase by 2.0- acres to approximately 52.53-acres, the acres assessed as “irrigation acres” may need to be re-arranged to a more suitable area within the parcel.
4. **Water Agreement (Pond) Update:** There is currently a Water Agreement (Pond) in place for the current 4.67-acre subdivision, however, with the new realignment, a revised Water Agreement must be signed to reflect the updated title description.
5. **Setback Requirements for Future Structures:** Any future permanent structures such as buildings with footings, pilings or foundations, septic tanks/ fields/mounds, barns/shops, and silage pits, etc., must maintain a **minimum setback** distance of 30 meters (100 ft.) from the canal boundary and 15 meters (50 ft) from any pipeline.
6. **Easement for Realigned Parcel:** If access to water from the District’s works is outside the subdivision boundary, and easement must be established for the approximately 2.67-acre realigned subdivided parcel.
7. **Alteration of District Works:** Any alteration to District works required due to this subdivision is subject to District approval. The applicant is responsible for covering all applicable costs.

Thank you for the opportunity to comment. If you require more information or would like to set up an appointment to discuss the conditions outlined above, please contact Janet Beck, at the Lethbridge Northern Irrigation District Office, 403-327-3302.

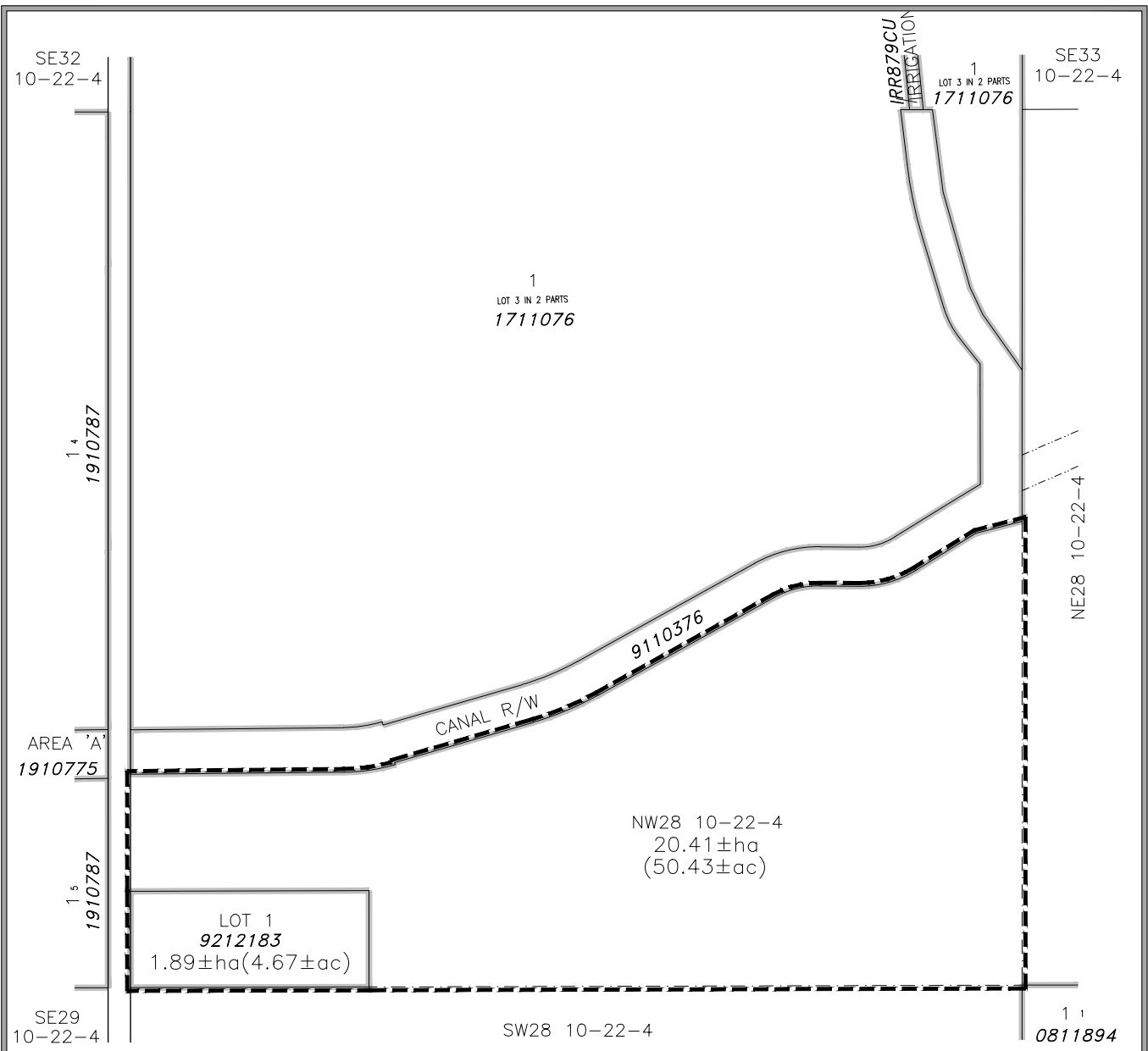
- (g) ATCO Gas has no objection.

- (h) 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.
- (i) AHS has no comments on this boundary line adjustment.

MOVER

REEVE

DATE

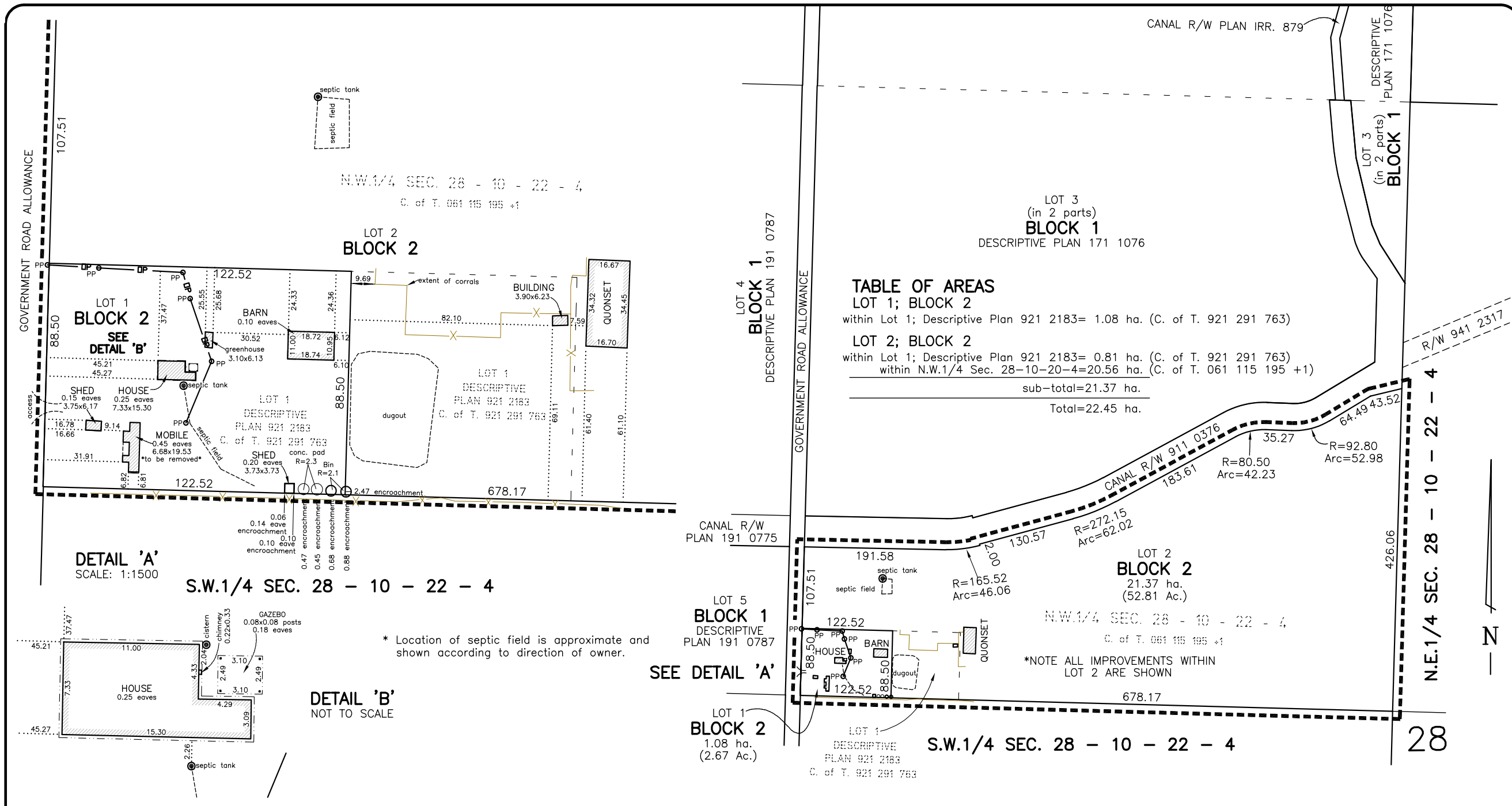


SUBDIVISION SKETCH - EXISTING

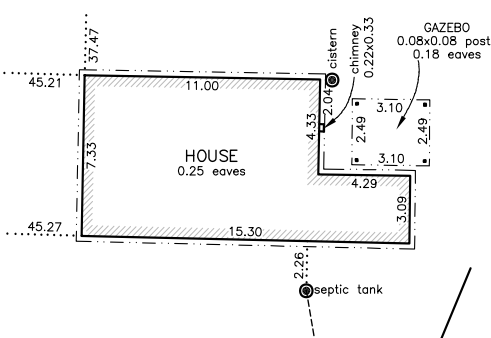
See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 24-16420T

LOT 1, PLAN 9212183 &
 NW 1/4 SEC 28, TWP 10, RGE 22, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: JULY 22, 2024
 FILE No: 2024-0-111





DETAIL 'A'
SCALE: 1:1500

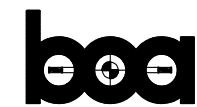


DETAIL 'B'
NOT TO SCALE

* Location of septic field is approximate and shown according to direction of owner.

THEO & ESTHER SLINGERLAND

TENTATIVE PLAN SHOWING SUBDIVISION
of all of
LOT 1; BLOCK 1; DESCRIPTIVE PLAN 921 2183
and part of
N.W.1/4 SEC. 28
all within
N.W.1/4 SEC. 28; TWP. 10; RGE. 22; W.4 M.
LETHBRIDGE COUNTY



brown okamura & associates ltd.
Professional Surveyors
2830 - 12th Avenue North, Lethbridge, Alberta

NO.	REVISION	DATE	BY
	Improvements shown were surveyed on June 24th, 2024		
	NOTE : Portion to be approved is outlined thus ----- and contains approximately 22.45 ha. Distances are in metres and decimal parts thereof. Overhead line is shown thus — DP — DP — PP stands for utility pole. Fence lines are shown thus — X — X — Distances and areas are approximate and are subject to change upon final survey.		

APPROVED Z. J. Prosper A.L.S.	DRAWN CJB	DATE JULY 12/24
	CHECKED ZJP	JOB 24-16420
	SCALE 1:5000	DRAWING 24-16420T

SOUTHGROW

REGIONAL ECONOMIC DEVELOPMENT

GROWTH • INNOVATION • PROSPERITY



Our Mission

In collaboration with its members and supporters, SouthGrow will proudly enable economic development programs and initiatives that contribute to growth potential throughout the region.



Accomplishments



Dozens of large-scale studies and reports that continue to inform investment in the region.



Numerous development tools made available for members to support municipal projects and programs.



Training sessions for councilors and municipal staff to equip communities for success.



Tens of millions of external \$\$ leveraged for regional projects and tens of millions in external investment secured.



Conclusion.

Ongoing, multi-year work that has yielded huge results for the region.

Projects informing Investments

Tourism Collaboration - 2023
Global Agri-food Marketing - 2023
Community Investment Readiness Profiles - 2023
Blackfoot Signage Project – 2023/24
Community Matchmaking - 2023
Grad Retention Study - 2023
Regional Supply Chain Identification - 2022
Global Agri-food Marketing Initiative – 2022
Zero Emissions Vehicle Infrastructure Project
Terragraph Technology Trial - 2021
Economic Recovery Taskforce – 2020
Regional Skills Gap Study – 2019 – 2020
Broadband Finish Line Project 2019 - 2020
Canada's Premier Food Corridor – 2019 – 2020
Community Broadband Options - 2019
Renewable Energy Impact Report - 2019
Highway 3 Twinning Development Association – 2019
Cost Benefit Analysis of Alberta Rural Broadband – 2019
CHP Technology trial on Dairy Farm - 2019
On Farm Energy Program – 2018 - 2020
Peaks to Prairies Electric Vehicle Network – 2017 - 2020
SouthGrow Community Business Retention, Expansion, and Marketing Plans – 2017
Broadband Project Master Plan - 2017
Formation of SAITI - 2016
Community Broadband Report – 2016
Investment Readiness and Attraction Review – 2015
Broadband Infrastructure in SouthGrow – 2015
Hospitality and Tourism Investment Study- 2015
Community Renewable Energy Toolkit – 2014

Investment Attraction and Lead Generation Project (MNP) - 2014
More than Enough Marketing Campaign – 2013
Community Ec Dev Strategies - 2012
Formation of RINSA – 2012
Investment Readiness Assessment - 2012
Bio Energy Opportunity Profile – 2010
Productivity Improvement – 2009
Study of SouthGrow Business Trends – 2009
Water for Economic Development – 2009
Wind Power – 2009
Carbon Credit Opportunity Profile – 2008
Innovation and Commercialization – 2008
Formation of SAAEP - 2007
Green Growth Plan – 2007
Waste to Energy Opportunity Profile – 2007
Alternative Energy – 2006
Feasibility Study – Integrated Bio-Diesel Refinery 2006
Gateway to Alberta Phase 1 and Phase 2 – 2004-2006
Ready Meals Opportunity Profile - 2004
Confectionary Opportunity Profile – 2003
Solar Energy Opportunity Profile – 2003
Agricultural Assessment - - Grow your Own – 2003
Ready Meals Opportunity Profile - 2004



2024 -2025

Pillar I: Strategic Collaboration

- I. **Member Engagement**
 - A. Annual Council Presentations
 - B. Regional Training
 - C. Government Relations
 - D. Economic Development Summit
 - E. SouthGrow Strategic Review

- I. **Build and Sustain Collaborations**
 - A. Southern Alberta Alternative Energy Partnership
 - B. Southern Alberta Investment and Trade Initiative
 - C. Canada's Premier Food Corridor and Canada's Western Gateway
 - D. Southern Alberta Tourism Collaboration
 - E. Highway 3 Twinning Development Association
 - F. REDA Collaboration
 - G. Regional Innovation Network of Southern Alberta

- I. **Sustain or Expand Membership**
 - A. Sustain Membership
 - B. Expand Associate Memberships

Pillar II: Marketing & Communications

- I. **Regional Promotion**
 - A. Website Improvements

- I. **Internal Communications**
 - A. Newsletters
 - B. Regional Sponsorships

Pillar III: Economic Development & Innovation

- I. **Ag-Tech Market Development**
 - A. Agri-food Scholarship Program
 - B. Agri-food Conference Representation

- I. **Labour Market Solutions**
 - A. Implementation of Regional Grad Retention Strategy
 - B. Immigrant Retention Study

- I. **Community Supports**
 - A. Housing Needs Assessments
 - B. Grant Advice Hot Line

- I. **Special Projects**
 - A. Zero Emissions Vehicle Infrastructure Project (Final Year)
 - B. EV Bus Project
 - C. Supply Chain Opportunity Identification Project (Final Year)
 - D. Blackfoot Language Signage (Year 2)

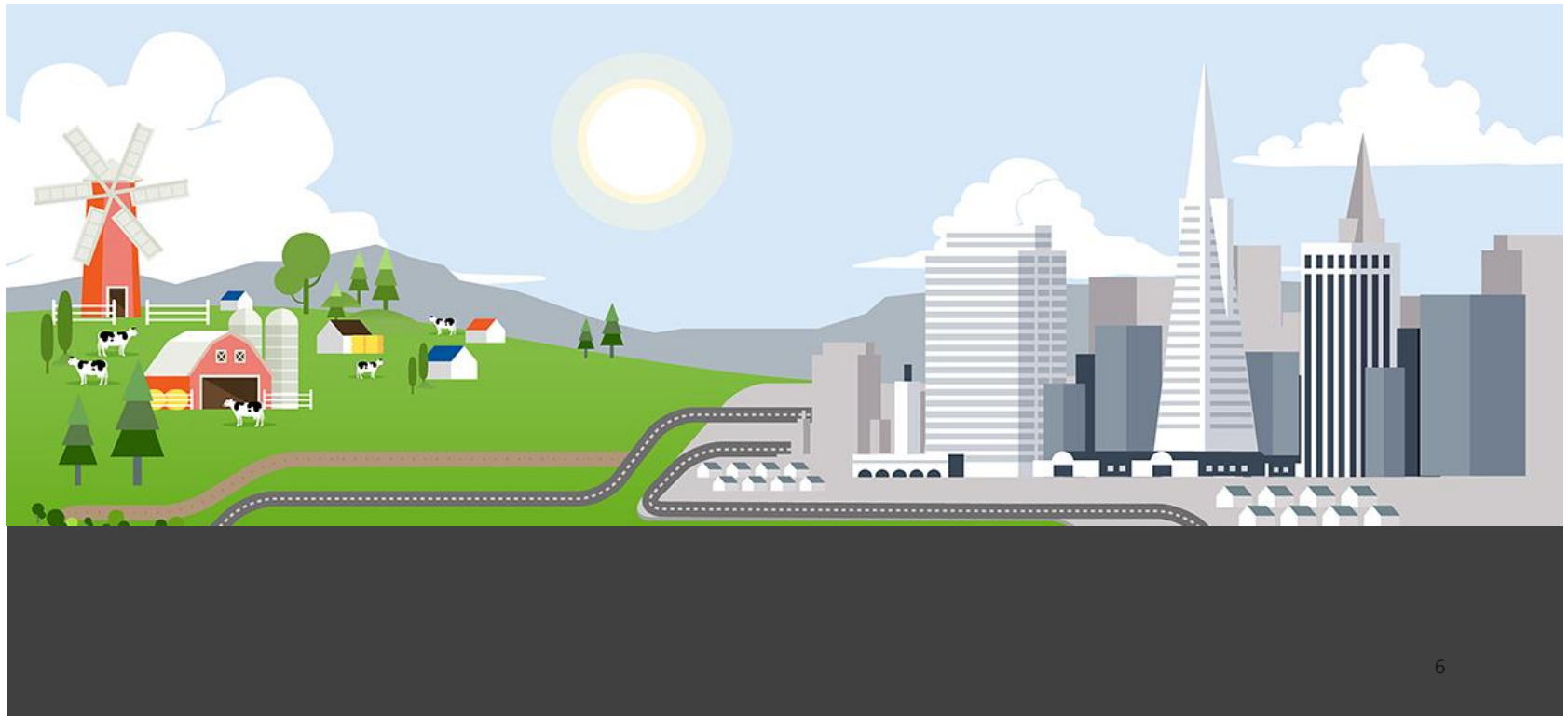
- I. **Flagship Project**
 - A. SouthGrow Power Project

- I. **Targets of Opportunity**
 - A. Local Waste Solutions Study
 - B. Farm and Crop Conference
 - C. Labour Attraction Marketing
 - D. Energy Innovation Pilot Project with FortisAlberta



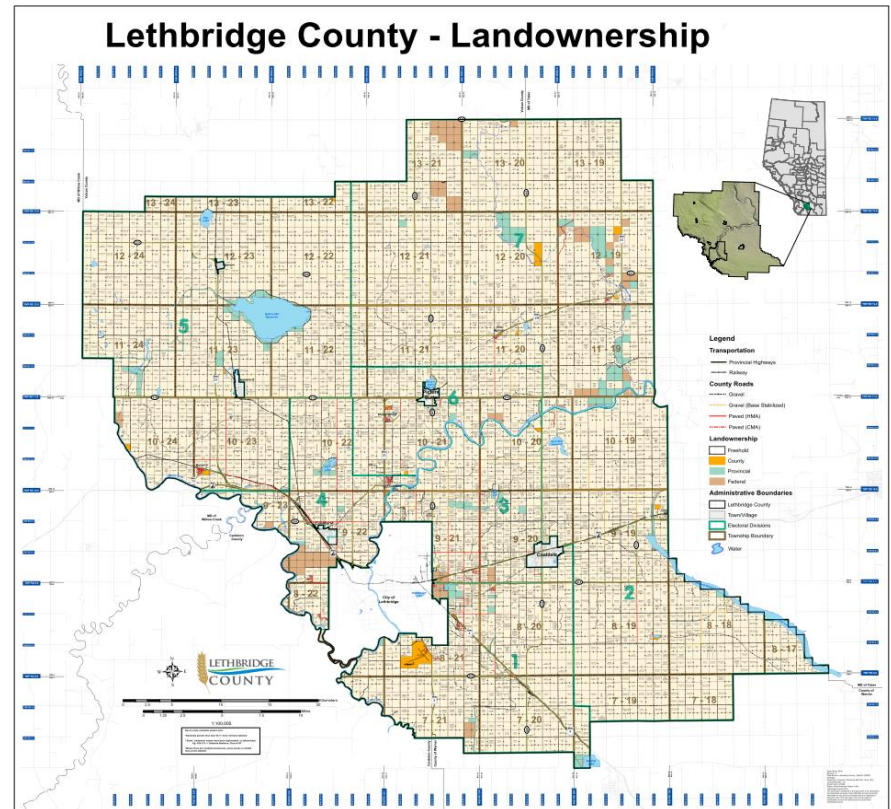
This Year's Challenge

- Provincial Government Relations
- Regional Ec Dev Capacity



Immediate Opportunities

- Grant Support Hotline
- Tourism DMO Survey
- Affordable Housing Assessments
- Community Economic Development Strategies
- Agri-food Investment Readiness



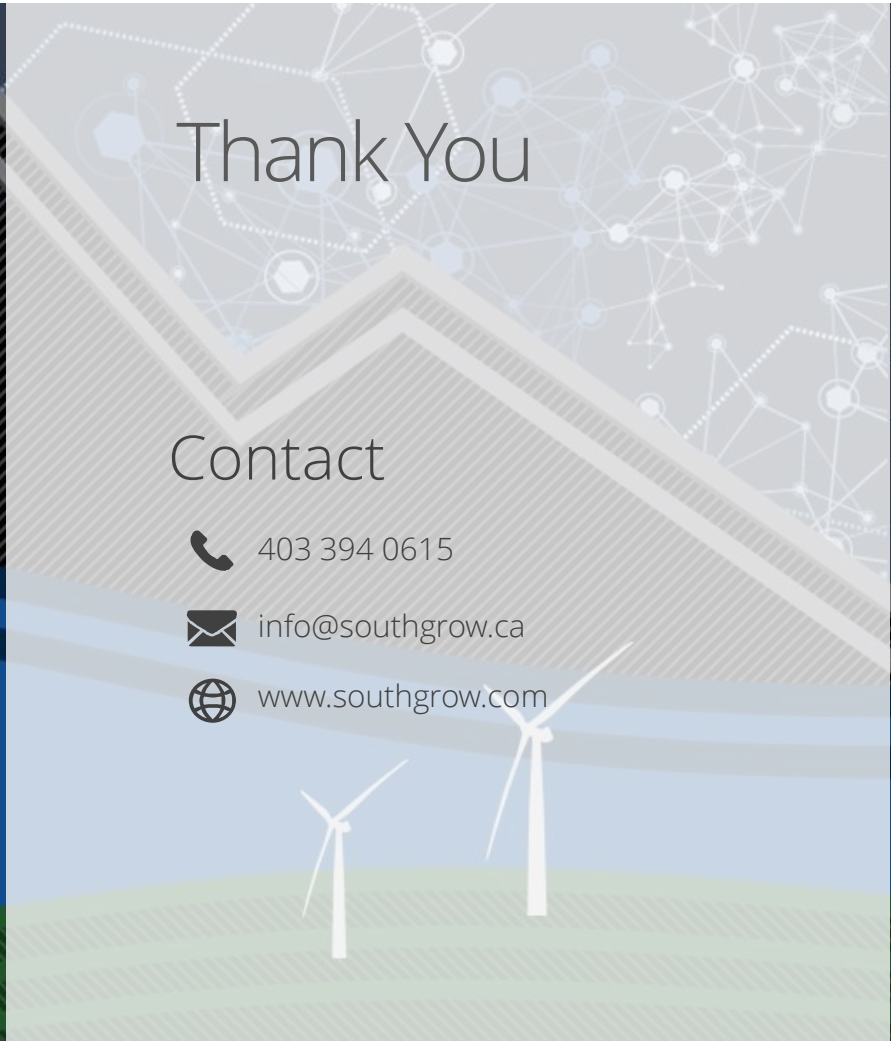
Challenges

- Rural side-lining
- Community level Economic Development
- Long-term water sustainability
- Balancing Land use
- Next Gen Waste Disposal
- Labour Force / Affordable Housing



Update on SouthGrow Solar

- Moratorium has been lifted and business case re-built under new regs.
- High level studies underway with detailed application to follow
- \$3 million NRCAN Grant underway to offset Capital
- ~\$3 million low interest loan with 15% grant from FCM under application for balance of cost.
- Prairies Canada considering a ~\$1.4 million companion program to fund economic development capacity, organizational transition and green ec dev programs.
- Applying to NRED for matching funds for Ec Dev capacity for the region to build economic development plans for all communities using RMA toolkit.



Thank You

Contact

 403 394 0615

 info@southgrow.ca

 www.southgrow.com

AGENDA ITEM REPORT



Title: Bylaw 24-014 - Re-designate a portion of the NW 34-10-21-W4 from Urban Fringe to Business Light Industrial - Public Hearing
Meeting: Council Meeting - 05 Sep 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 26 Aug 2024
Approved - 27 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to re-designate a portion of NW 34-10-21-W4 from Urban Fringe to Business Light Industrial.

RECOMMENDATION:

- That Bylaw 24-014 be read a second time.
- That Bylaw 24-014 be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The proposed re-designation complies with the County's Municipal Development Plan and the Lethbridge County and Town of Picture Butte Intermunicipal Development Plan.

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.
- The Lethbridge County and Town of Picture Butte Intermunicipal Development Plan policies state that this are can be re-designated to allow for business and highway commercial uses (Policy 6.6.4)

BACKGROUND INFORMATION:

An application has been made to re-designate a portion of NW 34-10-21-W4 (5.7 acres) from Urban Fringe to Business Light Industrial. The intent of the rezoning is to allow for business light industrial uses on the property. Currently, only those businesses that have a valid development permit or is a use under the Urban Fringe District are allowed to operate on the property.

The application has been circulated to all County Departments, the Town of Picture Butte, and external agencies for review and no concerns were expressed regarding the proposed application.

Lethbridge County Administration has reviewed the proposed bylaws and has the following comments:

- The Industrial-Commercial Land Use Strategy (Section 5.6) identifies areas for growth and expansion. The proposed rezoning is in an area identified as a growth area next to the Town of Picture Butte.
- Municipal Development Plan (Section 10) provides criteria for the approval of an commercial/industrial use include proximity to a highway, compatibility with adjacent land uses, and proximity/access to utilities/services. The proposed rezoning is in compliance with the the siting criteria.
- The proposed conforms to the Lethbridge County and Town of Picture Butte Intermunicipal Development Plan:
 - Policy 6.6.4 - the proposal is within an area identified as suitable for business and highway type land use.

The notice of the public hearing was advertised in the August 13 and 20 editions of the Sunny South News and on the County's website and social media accounts.

ALTERNATIVES / PROS / CONS:

County may refuse second reading of the bylaw.

Pros - non identified

Cons - this would not be in alignment with the County's statutory documents.

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:

Inform

Consult

Involve

Collaborate

Empower

ATTACHMENTS:

[Bylaw 24-014 - Application Form](#)

[Rezoning Application Purpose - Email](#)

[24_014 Map](#)

[Bylaw 24-014 Signed First Reading](#)



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT
Pursuant to Land Use Bylaw No. 24-007

Date of Application: <u>July 3, 2024</u>	Assigned Bylaw No. <u>24-04</u>
Date Deemed Complete: <u>July 9, 2024</u>	Application & Processing Fee: \$ <u>1500.00 (July 2/2024)</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: ROELOF HEINEN
Mailing Address: Box 396 Phone: 403-732-4846
PICTURE BUTTE Phone (alternate): _____
ALBERTA Email: _____
Postal Code: T0K 1V0

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:
_____	<input type="checkbox"/> Agent
_____	<input type="checkbox"/> Contractor
Postal Code: _____	<input type="checkbox"/> Tenant
	<input type="checkbox"/> Other _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lot(s) _____ Block _____ Plan _____
OR Quarter NW Section 34 Township 10 Range 21
NW 34-10-21 W 4

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):

URBAN FRINGE (UF)

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

BUSINESS LIGHT INDUSTRIAL (BLI)

SITE DESCRIPTION:

Describe the lot/parcel dimensions _____ and lot area/parcel acreage 28.1 HECTARES

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.*

Roelof Herman

APPLICANT

REGISTERED OWNER (if not the same as applicant)

July 3 / 2024

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.

From: [Fern Heinen](#)
To: [Hilary Janzen](#)
Subject: Re: Rezoning Application
Date: Tuesday, July 09, 2024 9:27:57 AM
Attachments: [image001.png](#)
[Hilary Janzen re rezoning July 2024.docx](#)

Thank you Hilary.

In response to your email, Roelof has tried to answer your questions with the document attached.

We would like the rezoning to business light industrial to be for all three properties. I hope his purpose for rezoning is sufficient. Basically the reason is to be able to accommodate additional rentals that fall under the business light industrial category. No additional building will occur, only maintenance of buildings that have been in existence for rental purposes for over 40 years for two of the buildings.

Thank you for your help in this matter. We can only hope there is no issue with the town. Fern and Roelof

On Mon, Jul 8, 2024 at 8:19 AM Hilary Janzen <hjanzen@lethcounty.ca> wrote:


|



Bylaw 24-014: Urban Fringe (UF) to Business Light Industrial (BLI)

**Parcels: 212059 HWY 519 (NW 34-10-21-W4) Approx 5.7 Acres
 Located in Lethbridge County, AB**



 24_014 Urban Fringe (UF) to Business Light Industrial (BLI)



**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 24-014


Bylaw 24-014 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 24-014 is to re-designate a portion of NW 34-10-21-W4 from Urban Fringe (UF) to Business Light Industrial as shown below;




Bylaw 24-014: Urban Fringe (UF) to Business Light Industrial (BLI)

**Parcels: 212059 HWY 519 (NW 34-10-21-W4) Approx 5.7 Acres
Located in Lethbridge County, AB**

 24_014 Urban Fringe (UF) to Business Light Industrial (BLI)

 N



AND WHEREAS the re-designation of the lands will allow for future business light industrial uses on the property;

AND WHEREAS 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;

GIVEN first reading this 1st day of August 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	August 1, 2024
2 nd Reading	
Public Hearing	
3 rd Reading	

AGENDA ITEM REPORT



Title: Bylaw 24-015 - Re-designate a portion of the SW 1-10-22-W4 from Rural Agriculture to Rural Recreation - First Reading
Meeting: Council Meeting - 05 Sep 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 26 Aug 2024
Approved - 26 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to re-designate a portion of the SW 1-10-22-W4 from Rural Agriculture to Rural Recreation.

RECOMMENDATION:

That Bylaw 24-015 be read a first time.

REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 24-015 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

BACKGROUND INFORMATION:

An application has been made to re-designate a portion of the SW 1-10-22-W4 from Rural Agriculture to Rural Recreation. The intent of the rezoning is to allow for the development of the parcel for an Equestrian Facility and Rodeo Grounds.

The application has been circulated to all County Departments, the Town of Picture Butte, 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 September 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 24-015 Application](#)
- [24_015_RA_RR_Map](#)
- [Bylaw 24-015 - Gait n Rein - Amendment to LUB](#)



Lethbridge County
 #100, 905 - 4th Ave S
 Lethbridge, AB T1J 4E4
 403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT
 Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: <u>July 16, 2024</u>	Assigned Bylaw	No. <u>24-015</u>
Date Deemed Complete: <u>July 17, 2024</u>	Application & Processing Fee:	\$ <u>1500.00</u>
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input checked="" type="checkbox"/> Yes <input 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: Grait N Rein Equestrian

Mailing Address: Po Box 1236 **Phone:** 403 634 9426
Picture Butte AB **Phone (alternate):** _____
 _____ **Fax:** _____

Postal Code: T0K 1V0

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: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____

Postal Code: _____	

PROPERTY INFORMATION

Municipal Address: 100043 Highway 25

Legal Description: Lot(s) _____ Block _____ Plan _____
 OR Quarter SW Section 1 Township 10 Range 22 - W4



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): Agriculture

Proposed Land Use Designation (zoning) (if applicable): Recreational / equestrian (Rural Recreation)

SITE DESCRIPTION:

Describe the lot/parcel dimensions _____ and lot area/parcel acreage 35.9 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.*

APPLICANT

REGISTERED OWNER (if not the same as applicant)

July 15 - 2024

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.



Rezoning request

LETHBRIDGE COUNTY



The Future home of Gait n Rein equestrian center is located at 100043 Highway 25 just west of Diamond City AB. Po Box 1236 Picture Butte AB. A sister company to Summit Livestock Ltd.

The objective of the Centre

The purpose of the facility is to accommodate the current need for an equestrian center within Lethbridge County. Currently there are numerous riding arenas within Lethbridge County but are either private use only or have reached capacity for their clients.

Our desire for the facility is to have a location that community members in the equestrian world to be able to gather here and use the facility at a low cost. As we all know there are many immigrant workers that are employed in our Agriculture based county. A lot of these employees are trained in pen checking, horse training, or other equine disciplines and need a place to be able to train, learn and board horses.

If you look south of the border almost every small town has a rodeo grounds for a county fair, rodeo, or event center. Our intention is to recreate that feeling of community within Lethbridge County.

Design of facility

- To construct 4 more outdoor riding arenas with dimensions of 80'x200 with a sand base to allow clients of all disciplines to use the facility on a membership basis
- To construct 1 indoor riding arena with dimensions of 150'x300' for year round use for equestrians of all disciplines.
- Currently converting one of the previous poultry barns to a small stable to board horses
- The current plan is to build a larger stable on the property to accommodate the boarding of approx. 35 horses
- Create a walking path for equestrians around the entire property
- Build a small dry campground for equestrians to use during weekend shows

List of future projects at Gait n Rein equestrian center

- Indoor stable
- 4 outdoor riding arena
- 1 indoor riding arena
- Small 12 stall dry campground (no power or septic required) (gravel pads)
- Café, tack store, bagged feed store
-

It is my request to Lethbridge County to redesignate the current zoning from agriculture to Recreational for the purpose of an equine facility. Please see attached information prepared by Stantec engineers with a complete TIA completed for the facility. This study was completed with the intention of separating the existing residence away from the equestrian center. This is no longer required as we have designated this residence as a managers home and will leave it this way. If in the future this needs to be changed we will revisit with Lethbridge County and Alberta Transportation.

Please Contact me with any and all comments or concerns at clint@summitlivestock.ca or 4036349426

Sincerely



July 16, 2024

Clint deLeeuw

Gait N Rein Equestrian Center



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0022 088 967 4;22;10;1;SW 231 259 908

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 22 TOWNSHIP 10
SECTION 1

ALL THAT PORTION OF THE SOUTH WEST QUARTER
THAT LIES SOUTH EAST OF THE SOUTH EASTERLY LIMITS
OF RAILWAY PLAN RW189
CONTAINING 14.53 HECTARES (35.9 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

THAT PORTION DESCRIBED AS FOLLOWS: COMMENCING AT THE INTERSECTION OF
THE SOUTH EASTERLY LIMIT OF THE RAILWAY ON PLAN RW189 WITH THE SOUTHERLY
BOUNDARY OF THE SAID SOUTH WEST QUARTER OF SECTION 1; THENCE NORTH EASTERLY
ALONG THE SOUTH EASTERLY LIMIT OF THE SAID RAILWAY A DISTANCE OF 270 FEET;
THENCE SOUTH EASTERLY PERPENDICULAR TO THE SOUTH EASTERLY LIMIT OF THE SAID
RAILWAY A DISTANCE OF 250 FEET TO THE SOUTHERLY BOUNDARY OF THE SAID SOUTH
WEST QUARTER OF SECTION 1 TO THE POINT OF COMMENCEMENT
CONTAINING 0.312 HECTARES (0.77 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 221 293 812

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
231 259 908	28/08/2023	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

GAIT N REIN EQUESTRIAN LTD.
OF PO BOX 1236
PICTURE BUTTE
ALBERTA T0K 1V0

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 30 DAY OF AUGUST,
2023 AT 09:58 A.M.

ORDER NUMBER: 48203969

CUSTOMER FILE NUMBER: 140-00001



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0022 110 209	4;22;10;1;SW	231 259 908 +1

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 22 TOWNSHIP 10
SECTION 1

THAT PORTION OF THE SOUTH WEST QUARTER BOUNDED AS FOLLOWS:
COMMENCING AT THE INTERSECTION OF THE SOUTH BOUNDARY OF
THE SAID QUARTER SECTION WITH THE SOUTH EASTERN LIMIT OF
THE RAILWAY ON PLAN RW 198; THENCE NORTH EASTERLY ALONG
THE SAID SOUTH EASTERN LIMIT A DISTANCE OF 270 FEET; THENCE
SOUTH EASTERLY PERPENDICULAR TO THE SAID SOUTH EASTERN
LIMIT TO INTERSECTION WITH THE SAID BOUNDARY; THENCE
WESTERLY ALONG THE SAID SOUTH BOUNDARY TO THE POINT OF
COMMENCEMENT

CONTAINING 0.312 OF A HECTARE (0.77 OF AN ACRE) MORE OR
LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 231 244 768

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
231 259 908	28/08/2023	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

GAIT N REIN EQUESTRIAN LTD.
OF PO BOX 1236
PICTURE BUTTE
ALBERTA T0K 1V0

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

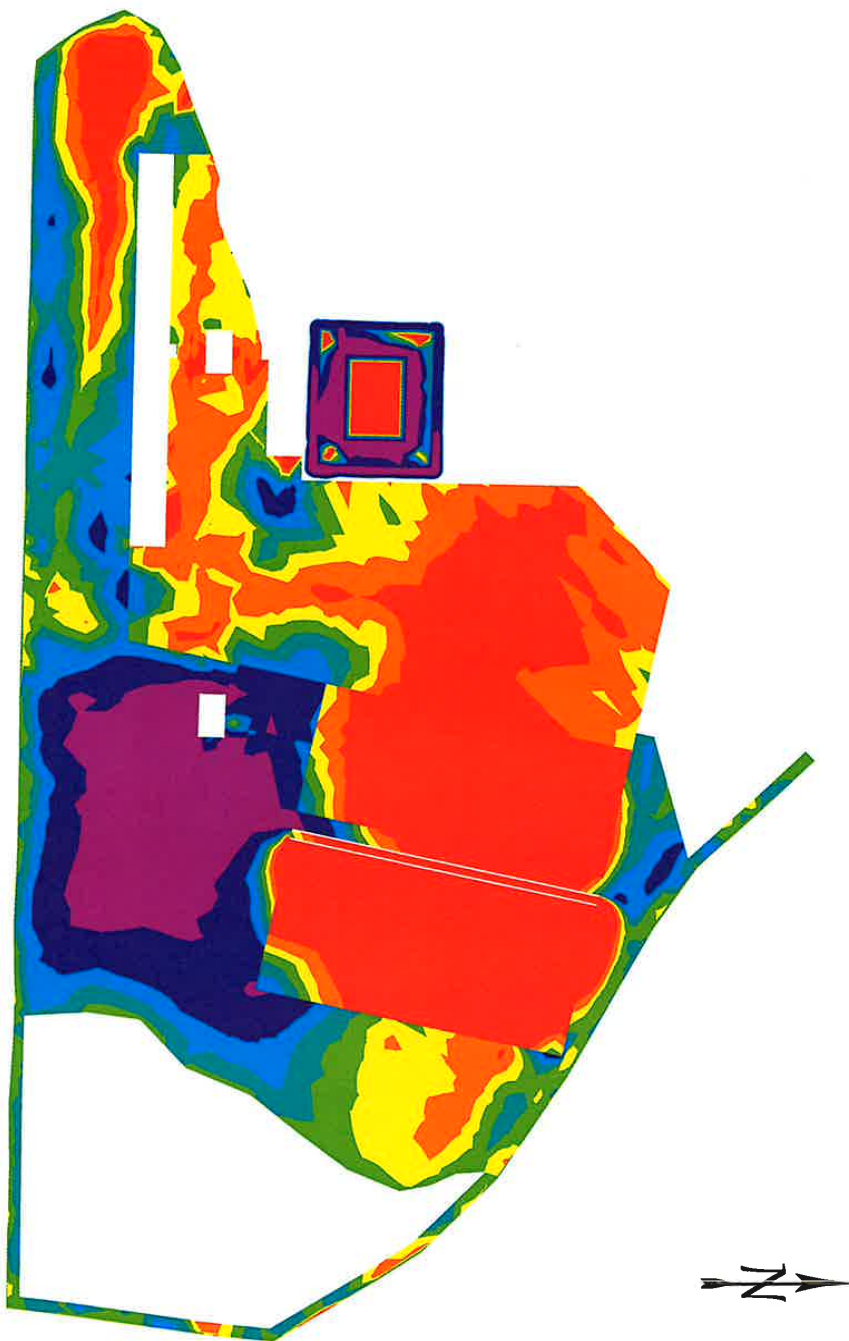
PAGE 2
231 259 908

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
5619DI .	06/05/1926	RESTRICTIVE COVENANT
1084EJ .	31/07/1931	CAVEAT RE : EASEMENT CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT.
4275HD .	04/09/1956	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. AS TO PORTION OR PLAN:7853HB "GAS LINE REGISTRATION NUMBER CORRECTED JAN 13/17 BY 171011566"
8394JH .	10/06/1965	CAVEAT RE : EASEMENT CAVEATOR - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
001 119 211	05/05/2000	UTILITY RIGHT OF WAY GRANTEE - TAMARACK ACQUISITION CORP. 600, 425-1 STREET SW CALGARY ALBERTA T2P3L8 (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 011251215) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 041243375) (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 161182657)
141 176 690	11/07/2014	EASEMENT AS TO PORTION OR PLAN:PORTION OVER AND FOR BENEFIT: SEE INSTRUMENT
141 176 691	11/07/2014	EASEMENT AS TO PORTION OR PLAN:PORTION OVER AND FOR BENEFIT: SEE INSTRUMENT

TOTAL INSTRUMENTS: 008

(CONTINUED)



Notes:

Number	Minimum Elevation	Maximum Elevation	Area	Color
1	-2.30	-0.25	16379.97	Red
2	-0.25	-0.15	8127.20	Orange
3	-0.15	-0.06	6534.39	Yellow
4	-0.06	0.03	5607.92	Light Green
5	0.03	0.13	5590.34	Green
6	0.13	0.26	5077.20	Blue
7	0.26	0.56	5716.69	Dark Blue
8	0.56	1.56	5596.30	Purple

For Discussion Only

Date: MAY 2024
 Scale: NTS
 Drawn: RENZO P.
 Job #: 24-076 REV2
 Dennis Dirtworx LTD
 CUT AND FILL



Imagery ©2023 CNES / Airbus, Maxar Technologies, S. Alberta MD's and Counties, Map data ©2023 50 m



Bylaw 24-015: Rural Agriculture (RA) to Rural Recreational (RR)

**Parcels: Portions of SW 1-10-22-W4 (South of Highway 25) Approx 35.9 Acres
Located in Lethbridge County, AB**



 24-015 Rural Agriculture to Rural Recreation



**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 24-015

Bylaw 24-015 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 24-015 is to re-designate a portion of SW 1-10-22-W4 from Rural Agriculture (RA) to Rural Recreation (RR) as shown below;



Bylaw 24-015: Rural Agriculture (RA) to Rural Recreational (RR)		N ▲
Parcels: Portions of SW 1-10-22-W4 (South of Highway 25) Approx 35.9 Acres Located in Lethbridge County, AB		
24-015 Rural Agriculture to Rural Recreation		

AND WHEREAS the re-designation of the lands will allow for the development of an equestrian facility and rodeo grounds;

AND WHEREAS 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;

GIVEN first reading this 5th day of September 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	September 5, 2024
2 nd Reading	
Public Hearing	
3 rd Reading	

AGENDA ITEM REPORT



Title: Planning and Development Department - 2nd Quarter Report 2024
Meeting: Council Meeting - 05 Sep 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 19 Aug 2024
Approved - 20 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This is the 2nd Quarter Report for the Planning and Development Department.

RECOMMENDATION:

That County Council receive this report for Information.

REASON(S) FOR RECOMMENDATION(S):

This report is strictly to inform County Council on the activities of the Planning and Development Department.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Planning and Development Department takes direction from the bylaws, policies, and strategic documents approved by County Council.

BACKGROUND INFORMATION:

Lethbridge County's Planning and Development Department takes direction from the Bylaws and guiding documents that have been approved by County Council including the Lethbridge County Municipal Development Plan, Intermunicipal Development Plans, Lethbridge County Land Use Bylaw, and Area Structure Plans. The Planning and Development Department manages the issuance of development permits, amendments and updates to the Land Use Bylaw, planning projects, intermunicipal relations and referrals, Road Closures and Licenses, land sales and leases and enforcement of the Land Use Bylaw, and the Community Peace Officer program.

In the 2nd quarter of 2024, along with day to day duties, the following items were undertaken:

- Finalized the updates to the Land Use Bylaw - Bylaw 24-007

- Municipal Internship program - on-boarding the planning intern
- Attended the Community Planning Association of Alberta Annual Conference

Development Authority

From January 1 to June 30, 2024, 113 development permit applications were received. This is a decrease from 2023 when 136 development permit applications were submitted during the same period.

A total of 106 development permits were issued, 3 were refused, 1 was withdrawn, and 9 applications were under review in the 2nd quarter of 2024. This includes 5 development permit applications made at the end of 2023. Of the permits that were issued, 39 were residential, 28 accessory (i.e. personal shops, sheds, garages, solar arrays), 14 commercial/industrial, 5 home occupation, 14 agriculture (farm shops, hay sheds), 2 signage, 2 public/institutional and 1 miscellaneous.

A total of 20 compliance letters were issued.

8 land use bylaw complaints were received and investigated.

Building Permits

Between January 1 and June 30 2024 the following safety codes permit applications were issued:

- 117 Building Permits
- 181 Electrical Permits
- 86 Gas
- 67 Plumbing
- 7 private septic disposal systems

Subdivision Applications

County Council acting as the Subdivision Authority approved 5 subdivisions from January 1 to June 30, 2024.

Subdivision and Development Appeal Board

There one appeals of a development permit (refusal of 2024-0-034) in the first quarter of 2024.

Bylaws - Road Closures

- 22-015 - Road Closure (Portion of Lane-way in Diamond City) - Approved February 15, 2024
- 22-021 - Road Closure (Township Road 9-0B) - Approved February 15, 2024
- 23-014 - Road Closure (Township Road 9-4A) - Approved April 4, 2024
- 23-019 Road Closure (Portion of Township Road 10-0) - Approved May 2, 2024
- 23-012 - Road Closure (4th Street and adjacent lane-ways in Iron Springs) - Approved June 20, 2024

Bylaws - Rezoning

- 24-003 - Rezoning (Urban Fringe to Grouped Country Residential and Business Light Industrial) - Approved May 16, 2024
- 24-004 - Rezoning (Urban Fringe to Direct Control) - Refused May 16, 2024
- 23-022 - Rezoning (Urban Fringe to Direct Control and Grouped Country Residential) - 1st Reading June 20, 2024
- 24-010 - Rezoning (Urban Fringe to Direct Control) - 1st Reading June 20, 2024

Bylaws - Area Structure Plans

- 24-002 - Chin Grouped County Residential Area Structure Plan - Approved May 16, 2024

- 23-021 - Country Side Area Structure Plan - 1st Reading June 20, 2024

Bylaws - Other

- 24-007 - Land Use Bylaw Revisions - Approved April 4, 2024

Intermunicipal and External Agency Relations

- 15 Intermunicipal referrals were reviewed and comments provided.
- 10 NRCB referrals have been reviewed and comments provided.
- Reviewed and provided comments to the Alberta Utilities Commission on the Lethbridge 2 and 3 Solar project located southwest of the the Lethbridge Airport
- April 2, 2024 the Lethbridge County and Town of Nobleford Intermunicipal Committee met to discuss the Town of Nobleford's proposed Annexation request and compensation.

ALTERNATIVES / PROS / CONS:

Not Applicable

FINANCIAL IMPACT:

From January 1 to June 30 2024, the County received \$121,799.23 in revenue from Park Enterprises for the issuance of Safety Codes Permits. In the same period in 2023, the County received \$252,978.45 from the issuance of Safety Codes Permits.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

AGENDA ITEM REPORT



Title: 2024 Stirling Wind Community Benefit Scholarship Program
Meeting: Council Meeting - 05 Sep 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 14 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

In 2023, County was contacted by Potentia Renewables Inc. regarding community funding through the Stirling Wind Project. The program has been developed as part of their community relations commitment and provides contributions back to the communities in which their wind turbines are constructed. An agreement regarding Stirling Wind Project was approved by Council at the September 21, 2023 Council meeting. As part of the program and agreement, a community benefit scholarship is awarded with a maximum of \$2,000 per scholarship for an annual maximum of \$4,000. The 2024 application deadline was July 31st and all applications were provided to Potentia for their review and approval recommendations to be brought forward to Council.

RECOMMENDATION:

That County Council approve the Stirling Wind Project Community Benefit Scholarship Program funds in the amount of \$4,000 to the following recipients:

Andy Yang \$2,000
Ily Vucurevich \$2,000

REASON(S) FOR RECOMMENDATION(S):

The recommendation has been made based on the decision provided by Potentia Renewables Inc. as both of the applicants are majoring in the fields of technology, engineering and/or sciences as per the application requirements.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council passed the following resolution at the September 21, 2023 Council meeting:

273-2023

Councillor VanderVeen

MOVED that County Council direct administration to sign the

Community Benefits Agreement with Stirling Renewable Energy and that Administration bring back a plan for the community funding projects, effective for 2024.
CARRIED

BACKGROUND INFORMATION:

As per the agreement, under Article 5, the scholarship funds fall under the fixed allocation portion of the Community Benefit Fund will be distributed each year based on 60% of the annual contribution with a \$4,000 annual maximum.

The section also states that eligible applicant will be attending attending an accredited University or College in Canada or the United States, ideally in the field of Science, Technology, Engineering or Mathematic. And that, as part of the application process all applications are submitted for review and to determine eligibility by Potentia Renewables Inc. as the provider of the Stirling Wind Grant Funds.

While Potentia has provided their recommendation, Council does have the authority to adjust the allocations as they see fit, with notification of any changes to be provided to Potentia Renewables. Additionally, council can also add funds from its own resources should they decided to do so. These funds would be separate from the funding portion provided by Potentia for the scholarship purposes.

Council was provided with copies of the applications that were received prior to this meeting for their review.

ALTERNATIVES / PROS / CONS:

As the County has an agreement for the funding, the funds must be allocated, however Council does have the following options:

- Council could amend the applications as they see fit.
- Council can add funding from its own resources.

FINANCIAL IMPACT:

There is no additional cost to the County based on the proposed funding allocation, the 2024 grant funds have been received.

LEVEL OF PUBLIC PARTICIPATION:

- Inform Consult Involve Collaborate Empower

ATTACHMENTS:

- [Stirling Wind Project Agreement](#)
- [Lethbridge County Community-Benefit-Scholarship Application](#)

COMMUNITY BENEFITS AGREEMENT

THIS AGREEMENT dated as of the 1st day of November (the "Execution Date"), 2023.

BETWEEN:

STIRLING RENEWABLE ENERGY LP, a limited partnership registered in the Province of Alberta, by and through its General Partner, **STIRLING WIND PROJECT LTD.**, a corporation incorporated pursuant to the laws of the Province of Alberta, (the "**Proponent**");

and

LETHBRIDGE COUNTY,
a county in the Province of Alberta, (the "**Recipient**")

WHEREAS

- A. The Proponent is developing an approximately 113-megawatt (MW) wind energy facility known as the Stirling Wind Project (the "**Project**") located, in part, within the Recipient's geographical boundaries.
- B. In recognition of the Proponent's community relations efforts the Proponent desires to provide certain contributions more particular described herein for the benefit of the Recipient and its residents in accordance with the terms of this Agreement.
- C. The Parties wish to set out the terms and conditions under which the Annual Contributions will be paid to the Recipient and the terms and conditions upon which the Community Benefit Fund will be established and administered.

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency which is hereby acknowledged, the Parties agree with each other as follows:

Article 1 - Definitions

- 1.1 In this Agreement, in addition to terms defined elsewhere in this Agreement, the following terms have the following meanings:
 - (a) "**Acting improperly**" means to act in breach of a duty of good faith, impartiality or trust;
 - (b) "**Agreement**" means this Agreement, including all Schedules, as it may be confirmed, amended, modified, supplemented or restated by written agreement between the Parties;

- (c) "**Annual Contributions**" shall mean Fifteen Thousand Two Hundred and Seventeen (\$15,217.00) Canadian dollars;
- (d) "**Anti-Corruption Laws**" means all applicable anti-corruption laws, including but not limited to, the *Corruption of Foreign Public Officials Act* (Canada), the *Criminal Code* (Canada), and any other similar legislation in any jurisdiction;
- (e) "**Arm's length**" has the meaning ascribed thereto in the *Income Tax Act* (Canada);
- (f) "**COD**" means the date on which commercial operation of the Project is attained within the meaning of a PPA. The expected COD is December 31, 2023. The Proponent will notify the Recipient of COD upon meeting this milestone;
- (g) "**Community Benefit Fund**" has the meaning ascribed thereto in Section 4.1;
- (h) "**Council**" means the council of the Recipient;
- (i) "**Effective Date**" means the date first above written;
- (j) "**Expenditure Application**" has the meaning ascribed thereto in Section 4.4;
- (k) "**Fixed Allocation**" has the meaning ascribed thereto in Section 5.1(a).
- (l) "**Government Official**" means:
 - (i) any officer or employee of a government or public international organization or any department or agency thereof or any government- owned or controlled entity (including government owned enterprises);
 - (ii) any person acting in an official function or capacity for a government or public international organization;
 - (iii) any person who holds a legislative or judicial position of any kind;
 - (iv) any political party or party official, or political office candidate;
 - (v) any individual who holds or performs the duties of an appointment, office or position created by custom or convention, including, tribal leaders and members of royal families;
 - (vi) public bodies performing a function of government and representatives thereof (including bands under the Indian Act (Canada) and the chief and council thereof);
 - (vii) any person who holds themselves out to be the authorized intermediary of a Government Official; and
 - (viii) includes any person not dealing at arm's length with any of the foregoing.

- (m) **"Open Allocation"** has the meaning ascribed thereto in Section 5.1(b);
- (n) **"Parties"** means the Proponent and the Recipient and "Party" shall mean either or both of the Parties as the context requires;
- (o) **"PPA"** means a Power Purchase Agreement and/or an Offtake Agreement entered into between Proponent and third party purchaser.
- (p) **"Project"** has the meaning set forth in the Recitals hereof;
- (q) **"Proponent Marks"** has the meaning ascribed thereto in Section 8.7;
- (r) **"AESO"** means the Independent System Operator, a not-for-profit corporation established under the Electric Utilities Act, SA, c E-5.1, operating as the Alberta Electric System Operator;
- (s) **"Term"** has the meaning ascribed thereto in Section 2.1; and
- (t) **"Turbine"** means an individual wind turbine installed as part of the Project for the purposes of producing electric energy.

Article 2 - Term

- 2.1 Subject to Section 2.2, this Agreement shall become effective on Effective Date and shall continue thereafter for a period expiring on the earlier of (i) the date which is 25 years following COD; and (ii) the day all the turbines in the Project are decommissioned (the **"Term"**).
- 2.2 Notwithstanding anything to the contrary in this Article 2, if the COD does not occur within three (3) years of the Effective Date, this Agreement shall terminate and be deemed to be null and void and of no further force or effect.

Article 3 –Annual Contributions by the Proponent and Community Support

- 3.1 Annual Contributions:
 - (a) Subject to the terms and conditions contained herein, commencing within 90 calendar days of COD, and continuing annually within 90 calendar days of the anniversary of the COD throughout the Term, the Proponent agrees to pay the Recipient the Annual Contribution.
 - (b) The Annual Contribution for any year in the Term less than 365 days shall be prorated using the percentage that the numbers of days in such year of the Term, as applicable, is to 365.
 - (c) Notwithstanding anything to the contrary in this Agreement, the Annual Contribution shall not be payable by the Proponent for any year during the Term in which there exists an event or circumstance (other than ordinary course and scheduled maintenance) that

the Proponent determines has resulted in the loss or material inability of the Project to produce power for at least half of such year which affects 25% or more of the Turbines.

3.2 Community Support:

- (a) In the event that the Recipient (i) proposes or passes a bylaw or authorizes any other municipal action that (1) discriminates against the Proponent, or (2) violates applicable laws, or (ii) defaults under any applicable road use agreement, or (iii) engages in conduct in bad faith in a manner that materially interferes with, unduly delays or frustrates the Proponent's ability to construct, reconstruct, replace, use, monitor, maintain, operate, relocate and/or remove the Project, then the obligation of the Proponent to pay the any Annual Contribution shall be at an end and of no further force and effect.
- (b) The Recipient and the Proponent shall work cooperatively throughout the Term, including meeting at least once each year, to develop and review plans for ensuring that the Proponent is appropriately recognized by the Recipient and its residents for the financial contribution made by the Proponent to the Community Benefit Fund for the betterment of the community.
- (c) Without limiting the generality of the foregoing, the Recipient and the Proponent shall consult and agree on specific protocols for public recognition and branding of initiatives financed in large part from the Community Benefit Fund. For the purpose of publicly recognizing and branding initiatives financed using the Community Benefit Contributions received from the Proponent, the Recipient shall ensure that such level of public recognition and branding is commensurate with the amount that such financing is to the total cost of the particular initiative. In no event shall funds spent on any public recognition and branding exceed \$500.00 per year, unless both the Proponent and Receipt agree in writing.

Article 4 - Creation and Administration of Community Benefit Fund

- 4.1 The Recipient agrees to establish a segregated community benefit fund (the "**Community Benefit Fund**") financed solely by the Annual Contributions made by the Proponent. Subject to the limitations set forth in Section 4.2, the Community Benefit Fund shall be utilized in any lawful manner by the Recipient in its discretion provided that such uses shall be exclusively for the benefit of the Recipient and its residents.
- 4.2 The Parties acknowledge and agree that the Proponent has certain legal, regulatory and business standards and company policy interests with respect to anti-bribery matters and Anti-Corruption Laws. Therefore, the Recipient agrees that the Community Benefit Fund and the Annual Contributions received by the Recipient pursuant to this Agreement shall not be used for any unlawful, improper or unethical purpose, including the provision of benefits to the Recipient's employees, representatives or consultants or other such persons who have or could reasonably be perceived as having any improper conflict of interest with the Recipient or its elected or appointed representatives that could, in each case, give rise to perceptions of corruption or conflict of interest. For certainty, and without limiting the generality of the foregoing, the Recipient acknowledges and agrees that the Community Benefit Fund shall not

be used in respect of:

- (a) the provision of any payments, compensation or benefits of any kind to elected officials, officers, employees, contractors, volunteers and agents of the Recipient, or to any person not dealing at arm's length with any of the foregoing including, without limitation, family members of such persons; and
 - (b) the provision of any payments or expenditures by the Recipient in respect of general operating expenses of the Recipient (*provided*; that the Community Benefit Fund may be used in respect of direct expenses incurred by the Recipient for administration of this Agreement including, without limitation, advertising, photocopying, postage and stationery);
- 4.3 By way of example, and without in any way impeding the generality of the limitations set forth immediately above, the Community Benefit Fund is intended to fund community projects, events, or other one-time capital improvements from which the Recipient and its residents will realize a benefit.
- 4.4 Subject to Section 4, all proposed expenditures or application of funds from the Community Benefit Fund shall require approval by the Council in a public forum and shall necessarily include a written report detailing such approved expenditures or application of funds. The Recipient shall, by no later than May 30 of each year of the Term following the first year that an Annual Contribution is received by the Recipient provide a written report to the Proponent of monies received and expenditures made out of the Community Benefit Fund, including a detailed description of the initiatives on which the funds were spent, during the preceding year. The Recipient shall not be obligated to approve or distribute one hundred percent (100%) of the funds related to any Annual Contribution in any year of the Term and such funds may accrue up to an aggregate maximum amount of Fifty Thousand (\$50,000.00) Canadian Dollars and be distributed in subsequent years of the Term in accordance with this Agreement.
- 4.5 If the Recipient proposes to use the Community Benefit Fund for an expenditure which, notwithstanding the primary intention of the expenditure being for the benefit the Recipient and its residents, may reasonably be considered as a real or apparent impropriety or corruption, conflict of interest, illicit use of influence, offering or soliciting improper payment to any Government Official or to any person to influence that or another person to act in breach of a duty of good faith, impartiality or trust, to reward the person for acting improperly, or where the recipient may be considered to be acting improperly by receiving the thing of value, then the Recipient agrees that it shall, prior to submitting the proposed expenditure to Council in accordance with Section 4.3, first submit an application to the Proponent for the Proponent's prior written approval of such expenditure (the "**Expenditure Application**"). In reviewing the Expenditure Application, the Proponent may request (subject to applicable laws) any additional information from the Recipient that it deems necessary to inform the Proponent of such application and render its decision in respect of the Expenditure Application. The Proponent covenants and agrees to review any Expenditure Application and render its decision in a commercially reasonable time period.
- 4.6 Upon reasonable notice to the Recipient, the Proponent shall have the right to inspect all

records created and maintained which relate to the transactions undertaken by the Recipient with regard to the Community Benefit Fund.

- 4.7 The Parties acknowledge that the Annual Contributions and the Community Benefit Fund established pursuant to this Agreement:
- (a) have not been, or will not be, paid by the Proponent to secure any improper advantage applicable to the activities under this Agreement or the Project or applicable to either of the Parties or their respective affiliates in relation to the activities under, or funds paid or distributed under, this Agreement, in respect of the Community Benefit Fund;
 - (b) shall not be construed to create any obligation (including any obligation of favourable treatment) of the Recipient to the Proponent, except as specifically set out herein; and
 - (c) are for the overall benefit of the Recipient and its residents and in recognition of the Proponent's community relations efforts.
- 4.8 It is understood that any contracts entered into between the Proponent and the Recipient are not intended to secure any improper advantage for the Proponent under this Agreement or with respect to the Project.
- 4.9 The Parties have not made, offered or accepted, and shall not make, offer or accept, any payment, gift, promise or other advantage, whether directly or through affiliates or intermediaries, in violation of the anti-bribery laws or Anti-Corruption Laws applicable to the activities under this Agreement or in respect of the Project.

Article 5 – Annual Contribution General Guidelines

- 5.1 The Community Benefit Fund will be distributed as follows each year:
- (a) 60% of the Annual Contribution \$(9,131.00)/annum) to be fixed (“**Fixed Allocation**”) for distribution as per section 5.2 below;
 - (b) 40% of the Annual Contribution (\$6,086.00/annum) to be distributed through an open application process (“**Open Allocation**”).
- 5.2 The Fixed Allocation shall be distributed in the following manner:
- (a) Environmental Education: a minimum of two environmentally focused programs will be conducted in Lethbridge County schools, with reasonable efforts to prioritize R.I. Baker Middle School, John Davidson School and Kate Andrews High School, each year, preferably one entire middle school grade and one high school grade (i.e.: Grade fives and elevens). The full cost of this program will be covered by the fund and the provider of the program will be agreed upon by the Recipient and Proponent. Annual maximum \$4,000.00.
 - (b) University or College Scholarships: a minimum of one scholarship to be awarded to high achieving student(s) currently enrolled in Lethbridge County schools with

reasonable efforts to prioritize Kate Andrews High School, that are attending an accredited University or College in Canada or the United States, ideally in the field of Science, Technology, Engineering or Mathematics, the following year. Annual maximum per scholarship: \$2,000.00. Annual maximum for all scholarships: \$4,000.00.

- (c) Community Fee Assistance Program: a subsidy program to provide funds directly to programs on behalf of eligible individuals to access recreation, arts, libraries, culture programs or activities (i.e.: swim passes/lessons, arts. or sport program registration (formal or drop-in); or community provided transportation for necessities or programs (i.e.: handi-bus vouchers/passes). Barons Eureka Warner Family and Community Support Services will administer the Community Fee Assistance Program, and in doing so establish parameters for eligibility, application process and complete list of eligible expenses.
- (d) Where funds remain after the fulfillment of section 5.2a and b. above, or where a suitable program cannot be provided the balance of the fixed allocation funds may be made available through the Community Fee Assistance Program or Open Allocation process. Recipient will notify Proponent if funds are unable to be allocated per section 5.2a and b.

5.3 The Open Allocation process is detailed below:

- (a) Applications will be accepted from any locally based registered organization or party on an annual basis. Complete applications must be submitted to the Recipient prior to March 1st of each calendar year. Applications will be created and provided on the Recipient's website. A link to the applications will also be inserted on the Proponent's website.
- (b) Open Allocation funding recommendations will be made by the Recipient's Community Services Coordinator in cooperation with a representative of the Proponent with final approval by Recipient's Council. A representative of the Proponent will be invited to review the Open Allocation applications by March 15 and recommend applications to the Recipient by April 15.
- (c) Any funding that is not allocated will be reallocated to the Community Fee Assistance Program or carried over to the next intake.

5.4 Open Allocation funding categories include

- (a) Environmental enhancement - projects, events or initiatives that improve environmental quality, reduce environmental degradation, or increase community awareness of environmental issues
- (b) Social Welfare – projects, events or initiatives that provide support to at-risk groups or individuals within the community

- (c) Arts & Culture - projects, events or initiatives that celebrate local artists or culture or provide opportunities for groups or individuals to experience or create art
- (d) Health and Wellness - projects, events or initiatives that promote healthy lifestyles and choices and general community wellness
- (e) Education & Science - projects, events or initiatives that support learning and use of technology and innovation to improve the community
- (f) Emergency Relief - projects, events or initiatives that support individuals or businesses to adapt or recover from emergency situations.
- (g) Applications will be required to submit the appropriate form and provide any details deemed necessary by the Recipients review committee.
- (h) Fixed and Open Allocation funding decisions will be announced by June 15th, and all applicants will be advised in writing of the status of their application. All Fixed and Open Allocation funding decisions will be approved by the Recipient's Council.

Article 6 – Annual Contribution General Eligibility, Approval and Accountability

5.5 Eligible organizations or parties based in the Recipients geographical boundaries include:

- (a) Charitable organizations registered with CRA
- (b) Registered or incorporated not-for-profit organizations, under the Agricultural Societies Act, The Alberta Societies Act or Part 9 of the Companies Act, in good standing
- (c) Schools
- (d) Individuals or groups at the discretion of the Recipient and Proponent

5.6 Funding is not intended for ongoing operations or expenses, but to fund projects, special events or initiatives. Projects should be generally available to or benefit the community as a whole and funding should be utilized within an 18-month period from approval. Projects fulfilling more than one funding category and/or located within the Palliser School Division and Lethbridge County boundaries will be given preference. Funding can be provided for any amount between \$100 and \$10,000 annually. Examples include educational programs, capital projects or equipment (i.e.: community garden enhancements, school upgrades, playgrounds, seniors centre), community events related to funding categories (i.e.: Farmer's Market, Long Table, Culture Days, Children's Festival, Music or Art festivals), or initiatives (i.e.: Holiday Train, Plein Air Paintout, Artisan Markets, etc.).

5.7 Ineligible projects, organizations and parties include:

- (a) Individuals or individual pursuits unless approved by Council for consideration
- (b) For profit organizations

- (c) Projects occurring outside Lethbridge County or surrounding area
- (d) Sporting events, tournaments, bonspiels, etc.
- (e) Third party fundraisers or fundraising events
- (f) Conferences, trade shows, conventions (unless directly related to the funding categories)
- (g) Private foundations
- (h) Expenses incurred prior to project approval

5.8 The following factors shall be considered during the approval process:

- (a) Community enhancement/enrichment
- (b) Environmental protection/enhancement
- (c) Overall community impact
- (d) Efficient use of funds

5.9 Accountability of Funds:

- (a) Applicants provided financial support in amounts of \$1,000 or greater, pursuant to this policy will be required to provide a report on their project including how the funds were expended and the benefits to the community and their participants.
- (b) The program, event or activity will be undertaken without alteration from the description in the application.
- (c) The entire amount of financial support provided must be used exclusively for the program, event or activity identified in the application.
- (d) If the organization is unable to conduct the program, event or activity in the current year, a written letter of request for an extension must be submitted. If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the County.
- (e) The support of the County and Stirling Wind shall be recognized during the program, event or activity in the manner described in the application.
- (f) Programs, events, and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

- (g) Organizations receiving support pursuant to this policy must repay to the County any unexpended portion of the funds provided, or any amounts expended for the purposes other than those specified in the application.

Article 7 - Representations, Warranties and Covenants of the Recipient

- 7.1 As of the date hereof and throughout the term of this Agreement, the Recipient represents, warrants, and covenants to and with the Proponent that:
- (a) the Recipient has obtained approval and has authority to execute and deliver this Agreement and to perform its obligations hereunder;
 - (b) this Agreement has been duly executed and delivered by the Recipient and constitutes a valid and binding obligation of the Recipient enforceable against it in accordance with its terms;
 - (c) the existence of this Agreement and the commitments under this Agreement will in no way influence or be considered by the Recipient in connection with its decision-making processes relating to any decisions concerning the Proponent or in respect of the issuance of any permits or approvals by the Recipient for which it could exercise influence over either for or against the Proponent;
 - (d) the Recipient will comply with all applicable Anti-Corruption Laws;
 - (e) the receipt and/or use (as applicable) of the Annual Contributions and the Community Benefit Fund by the Recipient does not and will not violate any applicable laws, including but not limited to any anti-bribery laws or Anti-Corruption Laws;
 - (f) no part of the Annual Contributions or the Community Benefit Fund has been or will be offered, promised, or given, directly or indirectly (including through an agent, subcontractor, or other intermediary):
 - (i) to or for the personal benefit of any Government Official in order to influence or reward official action; or
 - (ii) to any person to influence that or another person to act in breach of a duty of good faith, impartiality or trust, to reward the person for acting improperly, or where the recipient would be acting improperly by receiving the thing of value;
 - (g) neither the Recipient nor any of its representatives, agents or administrators will receive or agree to accept any payment, gift or other advantage which violates Anti-Corruption Laws in relation to the Proponent, this Agreement or the Community Benefit Fund;
 - (h) the Recipient will not, without prior written consent of the Proponent, assign or delegate any of its rights or obligations under this Agreement to a third party. The Recipient will not share any part of the Community Benefit Fund with third parties except as authorized under this Agreement or otherwise authorized in writing by the Proponent;
 - (i) all reporting obligations, including the conditions contained or contemplated herein and

any obligations to regulatory agencies and tax authorities, will be met in connection with the Community Benefit Fund and the use thereof;

- (j) the Recipient will notify the Proponent promptly, and in any event within three (3) business days, upon becoming aware of any breach, imminent breach or suspected or potential breach of this Agreement by the Recipient or its representatives, agents or administrators; and the Recipient will communicate all of the representations and warranties set out in this Agreement to all persons who perform services for it or on its behalf in relation to the Proponent or the Community Benefit Fund, including any contractors, agents or representatives.

7.2 In the event that the Proponent has reason to believe that a breach of any of the conditions, representations, warranties or undertakings in this Agreement has occurred or is imminent, the Proponent may, in its sole and unfettered discretion, take any or all of the following actions:

- (a) withhold any contributions under this Agreement until such time as it has received confirmation to its satisfaction that no breach has occurred or is likely to occur;
- (b) take such other steps as are reasonably necessary to avoid a violation of Anti-Corruption Laws and amending this Agreement to include such additional conditions, representations, warranties, undertakings, and other provisions as it believes necessary, and the Recipient hereby agrees that this Agreement will be so amended to include such additional provisions;
- (c) report any conduct that constitutes or may constitute a violation of applicable Anti-Corruption Laws to the appropriate authorities; or
- (d) terminate this Agreement immediately in the event that the Proponent concludes, in its sole opinion, that the Recipient has breached any condition, representation, warranty, or undertaking under this Agreement relating to compliance with Anti-Corruption Laws, or that any such breach is likely to occur unless the Agreement is terminated.

7.3 The Recipient acknowledges and agrees to the restrictions regarding the management, administration, allocation, distribution and use of the Community Benefit Fund by the Recipient pursuant to this Agreement and understands that these restrictions reflect the Proponent's diligence in ensuring that it remains in compliance with all relevant foreign and domestic anti-bribery legislation and Anti-Corruption Laws at all times. The Recipient shall work cooperatively with the Proponent and make reasonable commercial efforts to implement additional reasonable governance processes, business standards, procedures and controls regarding anti-bribery and anti-corruptions in relations to its obligations under this Agreement, including those necessary to avoid any real or apparent impropriety or corruption, conflict of interest, illicit use of influence, offering or soliciting improper payment and interference with the Proponent's development, management and ownership of the Project and the use of the Community Benefit Fund.

7.4 Notwithstanding anything to the contrary herein, the Recipient, in its administration and management of the Community Benefit Fund, shall refrain from offering, giving or promising, directly or indirectly in any manner whatsoever, money or anything of value to a

Canadian or foreign Government Official to influence the official in his or her official capacity, induce the official to do or omit to do an act in violation of his or her lawful duty, or to secure any improper advantage in order to assist in obtaining or retaining business for or with, or directing business to, any person.

Article 8 – General

- 8.1 The Recipient is responsible for all taxes imposed on it in connection with the receipt and use of the Annual Contributions by the Recipient. The Proponent shall have no liability with respect to any such taxes. Upon request by the Proponent, the Recipient agrees to use reasonable efforts to cooperate and deliver any documentation relating to the Annual Contributions, the Community Benefit Fund or this Agreement, which the Proponent deems necessary to prepare or inform the Proponent's tax filings.
- 8.2 The Proponent shall not be liable for any loss, injury, or damage to the Recipient or for any loss, injury or damage to its elected officials, officers, employees, representatives, servants, contractors, and agents or to the property of the Recipient or its elected officials, officers, employees, representatives, servants, contractors, or agents, resulting from or relating to this Agreement, the Annual Contributions or the Community Benefit Fund.
- 8.3 The Recipient agrees to indemnify the Proponent against any claims, losses, costs, fines, or damages that arise in connection with the Annual Contributions, the Community Benefit Fund and/or a violation of the terms and conditions of this Agreement.
- 8.4 The Recipient shall keep proper books and records of transactions in accordance with the Municipal Government Act, the Public Sector Accounting Board (PSAB) and applicable County policies in relation to the Annual Contributions, the Community Benefit Fund and its uses thereof. The Recipient shall also use appropriate internal accounting controls to ensure that transactions and payments are recorded as necessary for the purpose of preparing financial statements in accordance with applicable accounting standards.
- 8.5 The Proponent or its designee has the right to audit and monitor the Recipient's receipt and use of the Annual Contributions and the Community Benefit Fund for a term of not less than seven (7) years from the date of receipt of the final Annual Contribution by the Recipient. Such an audit may include, but is not limited to, a review of all documents concerning the Annual Contributions and the Community Benefit Fund and its use, as well as interviews regarding the same with the Recipient's employees, representatives or other personnel. The Recipient will cooperate with any such audit, including providing the Proponent with documents requested in original form and making available individuals for interview as the Proponent may deem necessary.
- 8.6 The Recipient is required to keep all records relating to the Annual Contributions and the Community Benefit Fund and its uses thereof for not less than seven (7) years following the termination or expiry, as applicable, of this Agreement.
- 8.7 In recognition of the Proponent's Annual Contributions and the establishment of the Community Benefit Fund and further to the obligations set forth in Section 3.2(b) and (c), the Recipient agrees that it will unless otherwise requested by the Proponent display the

Proponent's corporate name, logos, marks and signage (the "**Proponent Marks**"), as reasonable and applicable, on the Recipient's infrastructure or at any applicable community event for which the Community Benefit Fund was utilized in respect thereof. The parties agree that, prior to the Recipient utilizing or displaying the Proponent Marks, the Recipient shall provide the Proponent with thirty (30) days' written notice of its intention to display any such Proponent Marks in each instance, and the Proponent shall have an ability to request changes in the use or display of such Proponent Marks or, in the Proponent's sole discretion, reject the use of the Proponent Marks by the Recipient in respect of a particular matter.

- 8.8 This Agreement shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein.
- 8.9 This Agreement constitutes the entire agreement between the Parties pertaining to the Annual Contributions and the Community Benefit Fund and overrides and hereby renders null and void any and all prior agreements, discussions, undertakings, correspondences, statements, understandings, or communications whatsoever, whether written or oral, regarding the subject matter of this Agreement.
- 8.10 Any notices or statements to be delivered or given by either Party to this Agreement must, unless otherwise permitted, be in writing and shall be delivered to the address and to the individual indicated below:

- (a) to the Recipient:

Lethbridge County
100,905 4th Avenue South
Lethbridge, Alberta T1J 4E4

Attention: Cole Beck, Chief Administrative Officer
Email: cbeck@lethcounty.ca

- (b) to the Proponent:

Stirling Renewable Energy LP
c/o Potentia Renewables Inc.
200 Wellington Street West, Suite 1102
Toronto, ON M5V 3C7

Attention: Legal
Email: legalnotices@potentiarenewables.com and windbm@potentiarenewables.com

- 8.11 Either Party may give notice to the other Party hereto in the manner herein provided of a change of address or designation of individual. Any notices personally delivered or delivered by electronic mail shall be deemed given when so delivered; and any notices mailed shall be deemed to have been given on the third business day after being mailed by registered mail, provided if there is any disruption in postal service, they shall be deemed to have been given and received on the day of actual delivery.

- 8.12 This Agreement shall in no way be interpreted and construed as creating any agency, partnership, joint venture relationship, or taxable entity between the Parties for any purpose whatsoever. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, predecessors, successors and permitted assigns.
- 8.13 All references in his Agreement to dollars are in Canadian currency.
- 8.14 All of the provisions of this Agreement shall be treated as separate and distinct, and if any provision hereof is declared invalid, the other provisions shall nevertheless remain in full force and effect.
- 8.15 This Agreement may only be amended in writing by the parties. The non-exercise of, or delay in exercising, any power or right under this Agreement does not operate as a waiver of that power or right, nor does any single exercise of a power or right preclude any other or further exercise of it or the exercise of any other power or right. A power or right of a Party under this Agreement may only be waived in writing by that Party.
- 8.16 This Agreement may be executed in any number of original or electronic PDF counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one agreement.

[This space intentionally left blank; execution page to follow.]

IN WITNESS WHEREOF the Parties have executed this Agreement with effect as of the date first above written.

Lethbridge County

Stirling Renewable Energy LP, by and through its general partner, Stirling Wind Project Ltd.

Signature:

Signature:

Name:

Name:

Title:

Title:

Authorized Representative of Recipient

Authorized Signatory of the Proponent

Signature:



Name:

Cole Beck

Title: Chief Administrative Officer
Lethbridge County

Authorized Representative of Recipient



Lethbridge County Community Benefit Scholarship Program

Lethbridge County has collaborated with Stirling Wind Project to offer a Community Benefit Scholarship.

A minimum of one university or college scholarship to be awarded annually to high achieving student(s) currently enrolled in Lethbridge County Schools. Eligible applicants who are planning to further their studies in the field of Science, Technology, Engineering or Mathematics in the following year are invited to apply.

Annual maximum per scholarship: \$2,000, with an annual maximum of \$4,000 for all scholarships.

Application packages are available online at www.lethcounty.ca

For additional information on the programs, criteria and distribution please review the Stirling Wind Project Community Benefit Fund or contact Lethbridge County's Director, Corporate Services (403)-328-5525 or jplace@lethcounty.ca

Application deadline:
July 31st



Instructions & Information

Scholarships are available to students living in Lethbridge County that are furthering their education at a recognized post-secondary institution. A minimum of one university or college scholarship to be awarded to high achieving student(s) currently enrolled in Lethbridge County Schools. Eligible applicants who are planning to further their studies in the field of Science, Technology, Engineering or Mathematics in the following year are invited to apply.

Please read the following information and instructions carefully before completing the application form.

Information

1. Funding is not available to persons qualifying for or participating in job training assistance grants or previous scholarship recipients.
2. Up to \$4000 in Scholarships annually with a maximum award of \$2000 depending upon the number of applicants that meet the criteria.
3. Applications and the required documentation will be reviewed.
4. Successful applicants will be selected on the grounds of academic merit, school and community activities and their mark on the application essay.
5. Funds awarded will be made payable to the student's post-secondary institution with the conditions that funds be used for tuition, learning resources or room and board. Should the student leave the institution prior to the funds being expended, the balance will be returned to Lethbridge County.
6. The Lethbridge County Community Benefit Scholarship application packages are available from the Lethbridge County Administration Office or on the Lethbridge County Website at lethcounty.ca.
7. For further information contact Jennifer Place, Director, Corporate Services at jplace@lethcounty.ca.

Instructions

1. Applications are accepted by email, online, mail, or delivery in person on or before July 31st.
2. Submit a short essay (100 word minimum—200 word maximum) introducing yourself and outlining your career goals. Include any contributions made to your local community or school through volunteering or extracurricular activities.

3. Supply a copy of your high school academic report and preceding post-secondary semester grades if applicable.
4. Submit a copy of your letter of acceptance stating the course of studies from the post-secondary institute you are attending.
5. Please submit a head and shoulder photograph of yourself. Wallet sized graduation pictures are acceptable. If you are selected for a scholarship this photograph will be used for a press release. Your photograph will not be returned if mailed.
6. You will be notified of the results by September 1st.

Send completed application with the required supporting information to:

Lethbridge County
#100, 905 - 4th Avenue South
Lethbridge, AB T1J 4E4
Attention: Jennifer Place, Director, Corporate Services

Email: jplace@lethcounty.ca



Name: _____
Rural/Civic Address: _____
Phone Number: _____
E-Mail: _____
Post-Secondary School: _____

Declaration

I declare that the information I have provided is accurate or correct to the best of my knowledge, and if awarded a bursary, I agree to comply with all terms pertaining to this application.

Applicant Signature

Date

** Applications must be post marked on or before July 31st. No late applications will be accepted.*

Send completed application with the required supporting information to:

Lethbridge County
#100, 905 - 4th Avenue South
Lethbridge, AB T1J 4E4
Attention: Jennifer Place, Director, Corporate Services

Online: [Link to Website Application](#)

Under the Freedom of Information and Protection of Privacy Act (FOIP) s.33 (c) personal information collected is necessary for the operation and activities of the Community Benefit Program. Questions regarding the collection of personal information can be directed to the FOIP Coordinator at (403) 328-5525 or dirwin@lethcounty.ca



Submit a short essay (100 word minimum-200 word maximum) introducing yourself, providing some background for the selection committee to get to know you. Outlining your career goals and how you think your education will impact the Community. (Use additional paper if needed)

AGENDA ITEM REPORT



Title: Community Futures Business Loan Request - The Bearded Ox Co.
Meeting: Council Meeting - 05 Sep 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 28 Aug 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 most recent application being the first since 2021, having been approved in July of this year.

On August 20, 2024 Community Futures contacted the County regarding a recent application for funding for The Bearded Ox Timber Company, who has applied for a loan through the Business Loan Program, and as per the program, with approval, the County's contribution would be to cover the loan interest.

RECOMMENDATION:

That County Council support the Community Futures loan application for The Beaded Ox Timber Co. 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 application is for The Bearded Ox Timber Co. to offset some of the costs associated with facility improvements. As per the Bearded Ox Timber Co.'s website, they state that they are "a custom lumber, countertop and furniture producer. All our trees are ethically and locally sourced from arborists from within a 100km radius of Lethbridge Alberta". The shop is located in the airport commercial area, which is within the County.

Community Futures did note that while the principal applicant is the same as from a few weeks ago, however the business and property are different and that Community Futures supports the application based on their history with the client and product intent.

ALTERNATIVES / PROS / CONS:

Council could deny the request

PRO - would reduce financial expense by the interest portion.

CON - could add some burden to the business due to the additional interest cost.

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



AGENDA ITEM REPORT



Title: Financial Report ending July 31, 2024
Meeting: Council Meeting - 05 Sep 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 29 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This is the financial report for the period ending July 31, 2024 for Lethbridge County.

RECOMMENDATION:

No resolution is required.

REASON(S) FOR RECOMMENDATION(S):

This report is for County Council information regarding the County's financial position as of July 31, 2024.

PREVIOUS COUNCIL DIRECTION / POLICY:

Financial reports are presented to Council throughout the year for information.

BACKGROUND INFORMATION:

Section 268.1 of the Municipal Government Act states:

A municipality must ensure that:

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (c) the revenues of the municipality are collected and controlled and receipts issued in a manner directed by council.

ALTERNATIVES / PROS / CONS:

N/A

FINANCIAL IMPACT:

N/A

LEVEL OF PUBLIC PARTICIPATION:

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

ATTACHMENTS:

[Financial Report as of July 31-24](#)

Financial Report

Ending July 31, 2024



FISCAL YEAR 2024

Presented by:
Jennifer Place
Director, Corporate Services

QUARTERLY FINANCIAL DASHBOARD to July 31-24

Total Revenue

\$9,265,540
 \$3,879,790
 June 30-23

Total Expenses

\$30,333,940
 \$8,408,163
 June 30-23



Total Accounts Payable

\$21,043,133
 \$15,050,030
 June 30-23

Investments

\$23,066,995
 As of June 30-23
 \$25,939,982
 (Includes M.R. GIC)

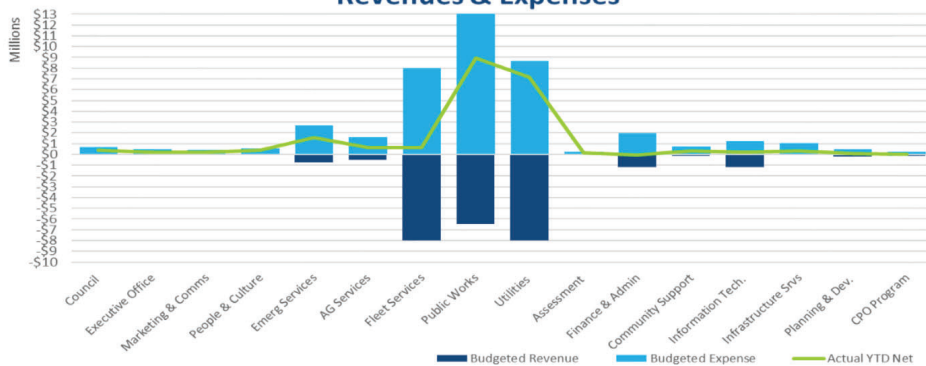
Cash at end of quarter

\$12,896,00
 As of June 30-23
 \$4,619,376
 (HISA acct funds included)

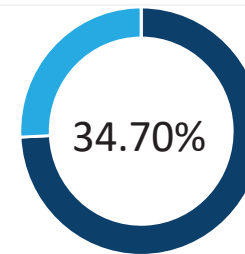
Total Accounts Receivable Issued

\$4,996,810
 \$2,734,069
 June 30-23

Revenues & Expenses

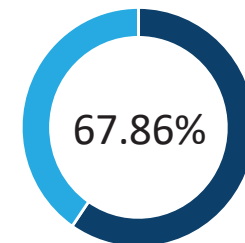


% of income Budget



Excluding Tax Support
 Budget 26,705,065
 YTD Balance 9,265,540

% of Expenses Budget



Budget 44,697,720
 YTD Balance 30,333,940

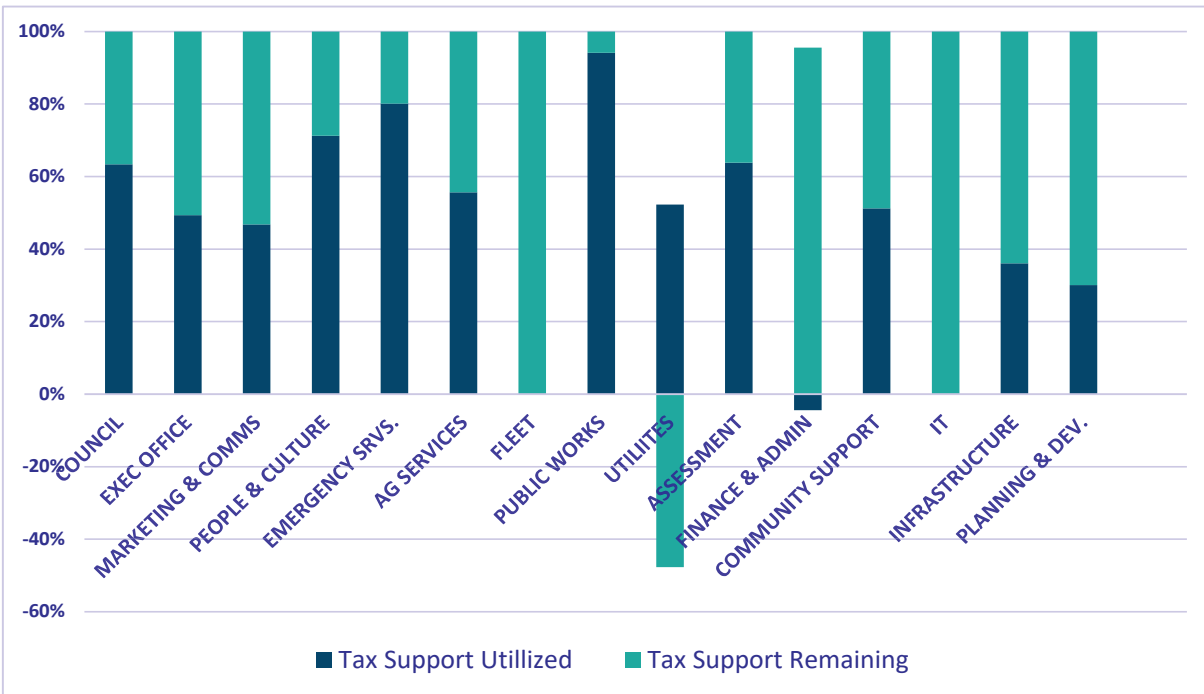
Financial Summary as of July 31, 2024

CONSOLIDATED FINANCIAL SUMMARY

The below financial report is for the period of January 1 to July 31, 2024. Throughout the second quarter the County has engaged in some of its busiest operational activities such as road work and construction, roadside maintenance, mowing and several other seasonal activities. In addition to general operations several capital projects are well underway and nearing completion. This report provides an overview of each department's activities and the financial status of the County as of July 31, 2024. Through an analysis of the costs to date and anticipated upcoming revenues and expenses for the next half of the year some budget projections have been made, indicating a projected surplus of \$505,997 for 2024.

A portion of the surplus has been estimated based on the utilization of operational grant funding that cannot be carried forward to next year, some costs savings realized through staffing transitions and operations changes as well as some additional revenues that have been earned thus far. As the County moves into the last two quarters of the year, the budgets will continue to be monitored and reviewed.

The below chart shows the tax support funding used and remaining by department as of July 31, 2024.



Tax Support by Department
as of July 31, 2024

Department	Budget	Actual YTD	Projected	Surplus (Deficit)	%
Council	(592,435)	(375,358)	(572,435)	20,000	96.62%
Executive Office	(460,195)	(227,043)	(475,195)	(15,000)	103.26%
Marketing & Communications	(393,330)	(184,049)	(368,080)	25,250	93.58%
People & Culture	(545,665)	(388,820)	(555,665)	(10,000)	101.83%
Agricultural Services	(1,098,315) [▼]	(611,507)	(1,087,568)	10,747	99.02%
Fleet Services	-	(652,660)	-	-	N/A
Public Works	(9,472,760)	(8,914,946)	(9,037,760)	435,000	95.41%
Utilities	(627,725)	(7,152,375)	(627,725)	-	100.00%
Assessment & Taxation	(202,020)	(128,968)	(212,020)	(10,000)	104.95%
Finance & Administration	(781,245)	38,189	(801,245)	(20,000)	102.56%
Community Support	(595,450)	(304,946)	(595,450)	-	100.00%
IT	- [▼]	(179,225)	-	-	N/A
Infrastructure Department	(930,815)	(335,945)	(890,815)	40,000	95.70%
Planning & Development	(275,425)	(82,737)	(225,425)	50,000	81.85%
CPO Program	(107,770)	(10,468)	(97,770)	10,000	90.72%
Emergency Services	(1,909,505)	(1,529,142)	(1,939,505)	(30,000)	101.57%
Tax Support	(17,992,655)	(21,040,000)	(17,486,658)	505,997	97.19%

Consolidated Financial Summary

Revenues	Budget	Actual YTD	Projected	Variance	%
Grants (Operating)	2,257,950	257,247	2,409,197	151,247	106.70%
Sales & User Charges	4,905,605	3,465,287	5,200,355	294,750	106.01%
Fines	95,000	51,815	95,000	-	100.00%
Penalties	300,000	216,253	300,000	-	100.00%
Rentals	189,740	94,095	189,740	-	100.00%
Return on Investments	300,000	598,242	300,000	-	100.00%
Other Revenue	10,275,050	4,528,766	10,275,050	-	100.00%
From Reserves	8,381,720	53,835	8,381,720	-	100.00%
Total Revenue	26,705,065	9,265,540	27,151,062	445,997	101.67%
Expenditures					
Operating / Projects	(27,816,265)	(16,422,206)	(27,756,265)	60,000	99.78%
To Reserves	(6,879,955)	-	(6,879,955)	-	100.00%
To Capital	(10,001,500)	(13,911,734)	(10,001,500)	-	0.00%
Total Expenditures	(44,697,720)	(30,333,940)	(44,637,720)	60,000	99.87%
Tax Support	(17,992,655)	(21,068,400)	(17,486,658)	505,997	97.19%

***Statement of Operations (includes capital expenses to date)
as of July 31, 2024**

	2024 Budget	2024 Actual	2024 Projected
Revenue:			
Sales and user charges	4,905,605	3,465,287	5,200,355
Grants	2,257,950	257,247	2,409,197
Fines	95,000	51,815	95,000
Penalties and costs on taxes	300,000	216,253	300,000
Rentals	189,740	94,095	189,740
Return on Investments	300,000	598,242	300,000
Other revenues	10,275,050	4,528,766	10,275,050
From Reserves	8,381,720	53,835	8,381,720
Total revenue	26,705,065	9,265,540	27,151,062
Expenses:			
Council and other legislative	647,435	395,233	627,435
General administration	5,913,850	3,146,646	6,093,850
CPO Program	217,770	62,283	207,770
Emergency Services	2,682,930	2,008,842	2,712,930
PW - Roads, streets, walks and lighting	15,905,210	9,979,241	15,705,210
Infrastructure	1,008,815	337,915	968,815
Fleet services	7,989,075	4,193,546	7,989,075
(UT) Water, wastewater and waste manag	8,646,860	9,227,459	8,646,860
Family and community support	80,960	80,960	80,960
Agricultural development	1,492,155	880,896	1,492,155
Parks and recreation	112,660	20,919	112,660
Total expenses	44,697,720	30,333,940	44,637,720
Tax Support (per budget)	\$ 17,992,655	\$ -	\$ 17,992,655
Excess (deficiency) of revenue over expenses	-	(21,068,400)	505,997

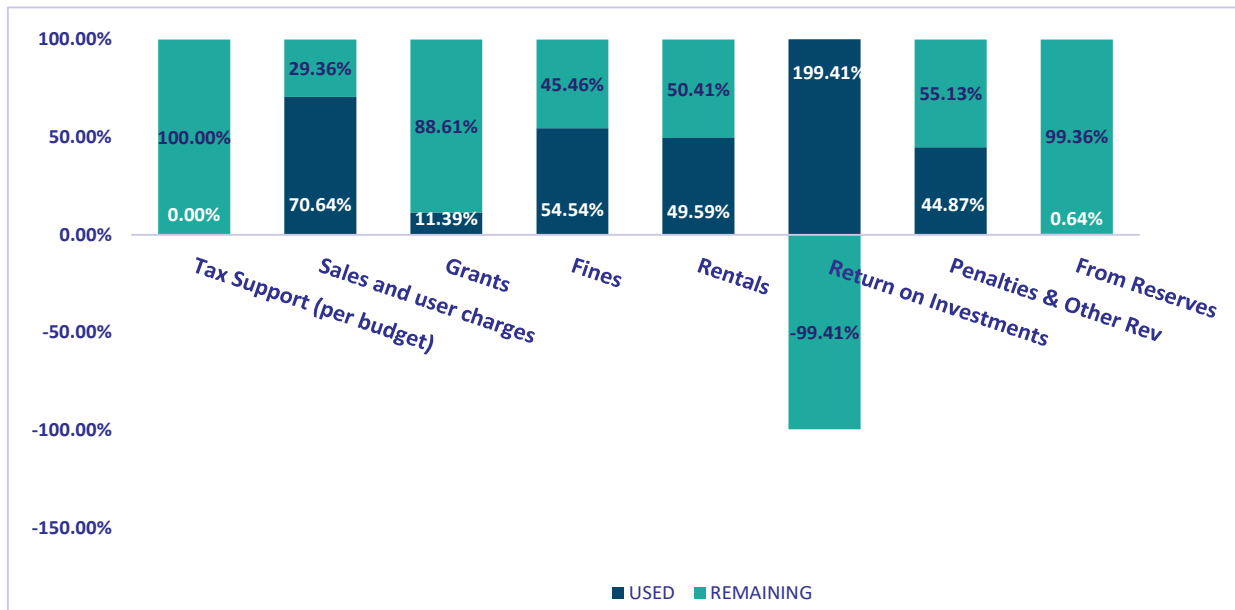
The above statement of operations provides a snapshot of the revenues received to date and expenditures by department, including capital purchases.

**The Statement of Operations as reflected in the yearend financial statements is presented differently.*

Revenues Earned to date

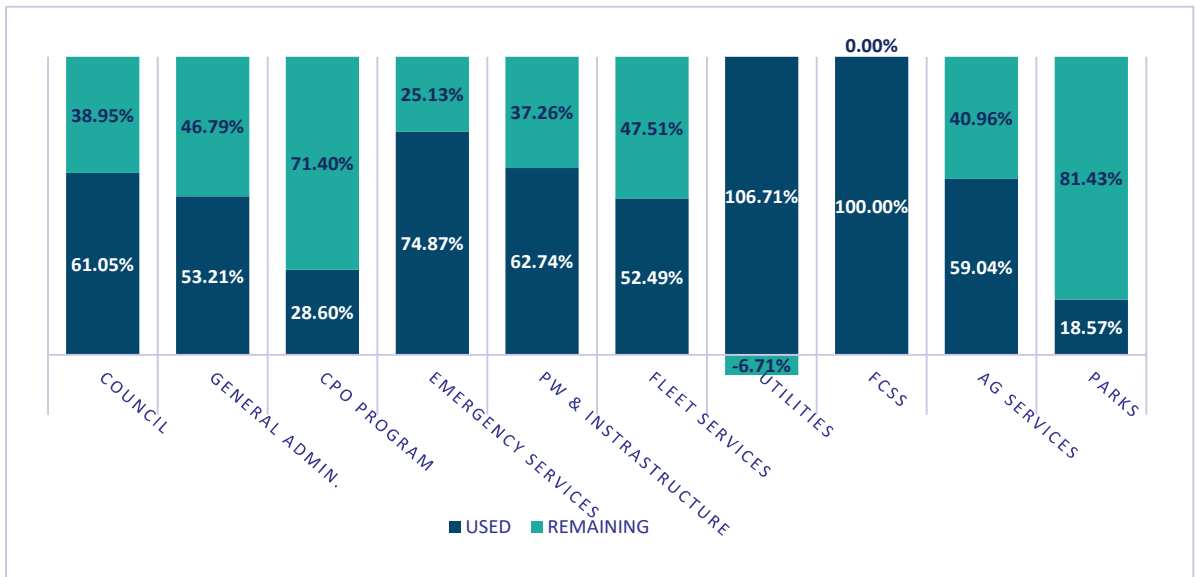
The below chart indicates the revenues recorded through to July 31st. To date the County has received just over \$9.2 million in revenues, primarily from sales and user charges, such as utility billing, emergency calls, dust control and planning and development fees, penalties and bank and investment interest received to date. The revenues collected and recorded as of July 31st represent approximately 35% of the total revenue budgeted (excluding the 2024 tax levy amount).

Within the next couple of quarters as operational and capital projects are completed, reserve and grant funding transfers will be recorded as per the budget. These transfers will bring the revenues more in line with the budget.



Expenditures by Department

The below chart represents a comparison of actual expenditures spent against the budget for the combined operating and capital budgets by department. Total expenses to date are just over \$30 Million or 67.9%. Of that total, approximately \$14 million of that is related to capital expenditures. These capital costs include fleet purchases, the eastern transmission pipeline and several road and bridge projects that have been taking place. As mentioned, funding for these capital items will be completed as the projects are completed. Additionally, transfers to reserves for future projects will also be made over the next couple of quarters.



DEPARTMENT OPERATING ACTIVITY SUMMARY

The below information is a summary of department activities as of April 30, 2024.

Council

- Council has had 11 regular County Council meetings, 2 Special meeting and 1 Agricultural Service Board meeting between January and July. All regular council meetings are public meetings and included variety of items such as council requests, subdivisions, public hearings, letters of support, approval of the annual financial statements and other policy-related matters. Additionally, Councillors provide updates of their monthly activities for the public’s information. All Council meetings are live streamed and council agendas, minutes and recordings are available on the County website.
- Council also attends the Rural Municipalities Association (RMA) Conference in the spring and fall and occasionally the Federation of Canadian Municipalities Conference, where they can meet with various Provincial Ministers, network with other elected officials and attend various municipal related education sessions.
- Councillor Van Essen, Division 5 resigned on June 20th and a bi-election has been set for September 9th.

As of July 31st, Council has approved the following contributions as per resolution:

<i>Gem of the West - \$500</i>	<i>Farmer Smarter 4H Auction - \$500</i>
<i>Picture Butte & District Chamber of Commerce Best of Butte Awards - \$200</i>	<i>Canadian Fallen Heros - \$500</i>
<i>Town of Coaldale 2024 Summer Games - \$13,375</i>	<i>2024 Coaldale-Lethbridge Growing Project - \$500</i>
<i>Coaldale & District Handi-Ride Association - \$6,000</i>	<i>Stirling Wind Community Benefit Project (5 recipients received funds) - \$6,086.80</i>
<i>3 Lethbridge Bursary Awards - \$4,500</i>	
<i>Each of the Community Centre Associations within the County and the Prairie Tractor & Engine Museum received funding of just over \$10,000 as approved by Council in the annual budget in an effort to help support the associations with their operational and/or capital needs.</i>	

CAO’s Office

In addition to attending regular meetings with Council, the Senior Leadership Team, and stakeholders on behalf of the county, below is a summary of some of the activities the CAO has been focused on over the last quarter.

- Regional Emergency Management collaboration with small urbans
- Lethbridge & District Exhibition Board representation and collaboration
- Ongoing development of workforce plan for public operation departments.
- Provide direction and guidance to staff on County operations.
- Presented the Farmland Tax Assessment Presentation to various municipalities

- Networked with other CAO's at the annual Canadian Association of Municipal Administrators Conference
- Participated in 60th Anniversary Celebrations
- Various meetings with Provincial Ministers and government officials, to discuss needs and opportunities within Lethbridge County.

People & Culture

The People & Culture Department manages all human resources for the County as well as payroll and benefits, below is a list of some of the items they have been working on:

- Hired and onboarded Operations summer/casual employees
- Hired and engaged students through the Canada Summer Jobs (CSJ) program
- Attended Teamworks Career Fair
- Participated in multiple compensation surveys
- Implemented new compensation program and framework
- Hosted a Safety BBQ in Picture Butte for employees to continue to promote wellness and maintain a focus on health and safety

Upcoming activities:

- Working with a Canoe/RMA on benefit options
- Continuing to review and assess improvements to recently implemented payroll system
- External COR Audit to begin August 15, 2024
- Attending U of L career fair in September
- Implementation and roll-out of new performance review and evaluation program
- Finalize on proposed review and revisions to Council remuneration and travel policies

Communications & Marketing

Below is the Communication and Marketing department's activities for this quarter:

CAMPAIGNS & MARKETING		
Post-secondary bursary and Stirling Wind Project scholarship	Fire Advisory/Restriction/Bans	Emergency Preparedness Week
Water conservation Property taxes Division 5 by-election Job postings	Driving safely around County crews at beginning of summer work season Driving safely around farm equipment during seeding and beginning of growing season	Chinook Subdivision and Appeal Board application period Video shoots at six County businesses for video project 60 th Anniversary colouring contest and summer events

Finalized Communications and Marketing Strategy with goals for 2024		
ECONOMIC DEVELOPMENT		
Attended grand opening of Cando (formerly Transmark)	Met with Alberta Economic Development to discuss opportunities and challenges	-Hosted Alberta Minister of Immigration and Multiculturalism for discussion on Rural Renewal Stream Program
Hosted Alberta Minister of Immigration and Multiculturalism for discussion on Rural Renewal Stream Program	Facilitated investor inquiries and submitted RFIs to InvestAlberta for two potential developments	
EVENTS		
Updated parade float to reflect new visual identity/branding	Facilitated County participation in seven community parades throughout the summer	Coordinated 60 th Anniversary community events in Shaughnessy and McNally and colouring contest, alongside staff committee
COLLABORATION		
Worked with County departments and regional partners on water conservation communications strategies	Met with LNID and SMRID communications staff to discuss areas of mutual interest	Met with Lethbridge Fire and Emergency Services Fire Prevention and Communications staff to discuss areas of mutual interest and opportunities for collaboration
OTHER		
Development of new staff intranet (website) to streamline information dissemination and engagement	Headshots for all staff	Updates to Emergency Communications Plan

Upcoming activities:

- Launching the County's Instagram account to reach a wider audience.
- 60th anniversary summer events and colouring contest.
- Local business highlight videos, with first one anticipated for June.
- Summer parades.
- Water conservation communication.
- Property tax communications.
- Ongoing assistance with communication needs from all County departments.

Emergency Services

Emergency Services was very active in the community providing our rate payers with up-to-date information about Lethbridge County Fire Services. Lethbridge County works to continually provide tangible information to its rate payers to help them better prepare their homes and businesses for emergency situations.

Some primary activities the department has been focused on includes:

- Preparing for negotiations for all 4 contracted fire services
- Re-engaging with key stakeholders to align and collaborate to ensure the Regional Emergency Management Plan is implemented even though Coaldale has decided not to continue to participate in the initiative.
- Continuing to work alongside Ag Services to ensure Fire Smart initiatives are integrated into the rural community.
- Working with City of Lethbridge Fire and Emergency Services on Fire and MFR response models to lessen response times to rate payers.

Agricultural Services

Throughout the last quarter the Agricultural Services department has worked on the following activities:

- Over 30% of the County has been Sprayed for weed control.
- Custom Spraying for Alberta Transportation is complete for the year.
- Surveys are being completed for Bacterial Ring Rot, Grasshoppers, Beta Army Worm, Clubroot and Wheat head diseases.
- Hamlets, Subdivisions and Cemeteries have been mowed twice.
- Roadside mowing will complete the first round on all roads near the end of August.
- Reviewed/help producers with their EFP's.
- Summer Newsletter edition was released.
- Presentations were arranged by the Rural Extension Specialist for the R.I. Baker grade 6 class.
- The ASB department sponsored and attended the Foothills Forage and Grazing Association two-day field day.
- Alberta Crop Reporting is completed monthly.
- Bee sampling for Alberta Native Bee Council
- Attended Farming Smarter Field Day with booth.
- Staff attended Open Farm Days at Farming Smarter with a booth.
- Videos are being created related to Tree's, Clubroot and Soil Erosion.
- Parks maintenance is ongoing with numerous Capital play equipment improvements taking place in Diamond City, Monarch and Mountain Meadows.

Some activities anticipated for the next quarter include:

- Seeding will take place on construction projects.
- Trail upgrades are scheduled for the Broxburn Business Park Pond.

- Roadside mowers will be working on the second cut.
- Upcoming: Oldman Watershed Group Meeting, EFP Training, Fall edition of the Newsletter

Fleet Services

The Fleet Services Department has been busy with the following activities:

- Regular maintenance of machinery and equipment throughout the road construction season to ensure equipment is safe and to help reduce any activity delays.
- The fleet department is responsible for completing CVIPS and manages equipment defects and repairs as required.
- The fleet department has been implementing inventory improvement programs to better manage inventory supply amounts and costs.

To date the total Capital Equipment purchases based on the approved capital budget and scheduled replacement requirements is \$2,667,218, which includes the replacement of County trucks and heavy equipment.

Public Works

ACTIVITY	YEAR TO DATE
Construction – Road Rehabilitation	TWP RD 9-4 East of Highway 845 project completion (6 miles). RGE RD 19-5 between Highway 3 and TWP RD 9-4 project complete (1 mile)
Bridges	3 Bridge Removals
Culvers	28 culverts installed
Base Stabilization	Stabilization Maintenance Treatments of 28 miles. 150+ miles of Water, Grade, Pack maintenance treatment
Dust Control	391 stabilization treatments applied (Base Stabilization Crew).
Grading	2676 miles graded (4887 miles to date)
Spray Patch/Crack Sealing	15 miles of rural, hard surface road spray patched including South McNally Road, Rec Tec Road, and South Iron Springs Road. 3 locations crack sealed (Turin, Iron Springs, Duncan)

The following activities are planned for the upcoming quarter:

Construction

- River Ridge Road – 2 miles pushed from 2022 project due to Telus Fiber line in roadway.
- RGE RD 20-3 – Haul Route rehabilitation (5 miles)
- RGE RD 22-4 – 400m between Coalhurst and Kipp Road (Telus Fiber line in roadway so awaiting line move confirmation).
- 1 bridge removal
- Projects
- Estimated 15+ culvert installations

- 1.5 miles ditch grading (blow dirt)
- Base Stabilization - Stabilization Maintenance Treatments of 40 miles scheduled.
- Dust Control – 7 applications on RGE RD 20-3 and TWP RD 9-4 (post waterline installation).
- Grading – estimated 2700+ miles graded
- Spray Patch/Crack Sealing
- 15 miles of rural, hard surface road spray patched (Westview Road, Sunnyside road, and Picture Butte Golf Course Road scheduled).
- 3-5 locations crack sealed (Monarch, Outlook Acres, and Vista Meadows scheduled).

Utilities

The Utilities Department continues to manage daily activities and deal with utility related issues as they arise. Utility invoices are levied monthly for all County users based on the current schedule of fees.

Below is a list of some of the projects the department ha been working on:

Operations Management	Oversee water/wastewater systems management, maintain systems, and meet regulatory requirements
Truckfills	Research Truck fill upgrade options for Hardware/Software Installation to improved water tracking and overall customer service.
Waterline Installation (McCains)	Provide support and advice where required to consultants, contractors and senior management.
Broxburn Wastewater, Raw Water and Storm Management	Wastewater - Modular WW Treatment System, Water Reuse. Get revised proposal to support system procurement and construction. Raw Water - Continue to work with ACC Canada to design and optimize the raw water treatment system Stormwater – Fall Drawdown to meet capacity requirements. In-house construction of water transfer system.
Shaughnessy Wastewater Lagoon	Geotechnical remediation - install structure to reduce embankment failure risk. Desludge Cells 1, 2 & 3. Construction.
Water System	Water leak detection survey and water meter inventory survey/analysis.
Operations Support	The Utility Department does regular testing and maintenance of overall utilities and provides operations support to other entities as required.
Stormwater Management	Provide support and advice on stormwater improvement as required.

Infrastructure Services

The Development and Infrastructure Department continues to manage active capital projects, review numerous development applications and engineered reports/drawings, and continued collaboration with our external stakeholders and municipalities on numerous initiatives.

Some department activity highlights include:

- The Horsefly Spillway Phase 1 project is completed, with Phase 3 out for tender
- Malloy Phase 2 project is out for tender, with construction expected in 2025
- Continued collaboration with neighbouring Municipalities to ensure water conservation MOU thresholds are being met
- McNally Road reconstruction is completed
- The Eastern Industrial Transmission Pipeline (McCain) is well underway and making good progress
- The administration roof project is completed
- The Westview Road rehabilitation project is ongoing
- The RAVE industrial park project is nearing completion, with minor items remaining
- Working with Bill, AEPA, AHS, and a mechanical wastewater treatment vendor to replace the Broxburn wastewater treatment system
- Renewed service delivery contracts with MD of Willow Creek and the Town of Picture Butte
- Working with Utility Manager and a vendor to replace the bulk fill stations Computrol system
- Working with neighbouring municipalities on the Highway 3 Water and Wastewater Servicing Study

Planning & Development

A thorough quarterly report of the Planning & Development Department has also been presented to Council at the September 5th County Council meeting. Below are a few highlights from the report:

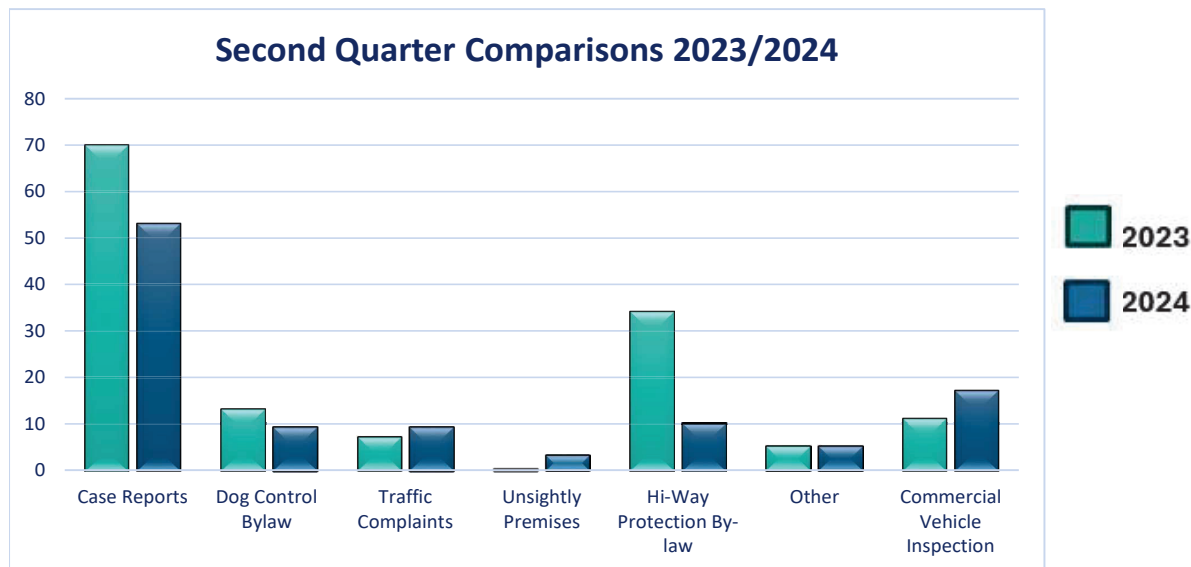
- Completed the Land Use Bylaw (Bylaw 24-007)
- Municipal Internship program – Onboard the Intern for an 18-month term with the County.
- Between January 1 to June 30, 113 development permit applications were received. This is a slight increase from 2023 of the 136 development permit applications that were submitted during the same period.
- Of the 113 applications, 106 development permits were issued, 3 refused, 1 was withdrawn, and 9 are under review.
- 20 compliance letters were issued.
- 8 land use bylaw complaints were received and investigated.
- Between January 1 and June 30, the following safety codes permit applications were issued:
 - 117 Building Permits
 - 181 Electrical Permits
 - 86 Gas
 - 67 Plumbing
 - 7 private septic disposal systems

Total revenues earned to date related to development and building permits and other development activities is \$182,052.

Community Peace Officer (CPO) Program

Within this reporting period, the CPO inspected 22 commercial vehicles, of these, 5 passed inspection, 6 required attentions, and 11 were placed out of service. The seasonal road ban was also in effect during this time, and several overweight commercial vehicles were detected in violation of the ban.

Below is a chart comparing the second-quarter CPO activities to the previous year for reference. The number of case reports has decreased for this period, largely due to fewer reports of pivot end guns watering the road. To date \$50,893 has been collected in fines. Below is a chart of the first quarter CPO activities compared to the previous year for information:



Finance & Administration

The Finance & Administration Department has spent the majority of the second quarter focused on the preparation, issuing and collection of municipal and business tax notices in addition to all other finance-related duties.

Some department activity highlights include:

- Tax and Business Tax notices were issued in early June, with the July 31st deadline. 5% Tax Penalty to be levied on all outstanding current balances on August 1st.
- Utility bills have been levied for April – July. The total revenues for water, wastewater and garbage sales to date is \$1,789,674 (55% of budgeted revenues).
- Interest earned on general bank accounts and investments to date is \$598,242)

-
- Administrative Support staff have been working closely with all public operations managers on inputting and balancing inventory.
 - Continued review and monitoring of County cash flows and financials.

The Director's activities include:

- Continued coordination with all departments to ensure accounts payable payments and receivable invoices are issued in a timely manner.
- Coordinated with Bursary Committee on review and preparation for Bursary Award Winners.
- Coordinated with Stirling Wind (Potentia) on Community Benefit and Scholarship funding.
- Manage and prepare council reports related to various funding requests, waivers and payment agreements.
- Work with the Fire Services Department on invoicing and payment matters related to emergency calls.
- In conjunction with Special Projects, the building and implementation of the new budgeting software program is underway.
- Management of training scheduling and implementation finalization of various modules within the updated financial software program.

Information Technology (IT)

The IT Department manages and maintains all of the County's phones and computer related hardware and software as well as all Audio-Visual equipment. Throughout the year the department is busy assisting staff with IT support, equipment repairs, software upgrades and purchasing and installing scheduled equipment replacements.

Some department activity highlights include:

- Completed building Microsoft Teams Telephone platform before the lease expired on the existing telephone system. This process involved considerable coordination to ensure staff were not impacted and service at the front counter and throughout the office was seamless
- Front Reception Desk Expansion - Coordinating with Electrical Contractors to connect devices for staff
- Multiple office relocations and logistical challenges that were met in a timely manner to ensure staff operations were minimally impacted and staff could be 'back up and running' as quickly as possible
- Procuring additional software licensing for new staff
- Air Conditioner replacement in Picture Butte Server Room
- Installation of new computer systems
- Ongoing daily IT requests

Upcoming Projects include:

- Cyber Security management and awareness training for staff
- Implementing additional layers of cyber protection

Provincial Updates

On behalf of the County, administrative staff are continually researching and looking for grant funding opportunities that will assist the County with capital and operating projects.

Local Government Fiscal Framework (LGFF) Grant

- *Formerly known as the Municipal Sustainability Initiative (MSI) Grant*

Lethbridge County will receive the following funding for 2024 through the LGFF Grant.

Capital Grant Funds	\$2,337,409 (increased by \$1 Million over 2023)
Operating Grant Funds	\$210,780 (same as 2023 funding)

Historical MSI Funding for information is as follows:

2023	\$1,388,843 - Capital \$210,780 - Operating
2022	\$1,388,843 - Capital \$105,390 - Operating
2021	\$3,424,858 - Capital \$105,390 - Operating
2020	\$2,694,264 - Capital \$103,990 - Operating

Canada Community Building Fund (CCBF)

- *Formerly known as the Federal Gas Tax Fund (FGTF)*

Funding for the 2024 allocation has been announced; the County will receive \$639,562, which is slightly below the 2023 allocation amount. Below is a summary of the funding allocations through FGTF back to 2020 for information.

2023	\$648,115
2022	\$620,413
2021	\$1,212,217 (included a top up of \$592,320 for 2021 only)
2020	\$592,209

2024 Grant Summary

	Budget			
	As approved	Approved	Received	Comments
ADMINISTRATION & FINANCE				
MSI Operating - Wage Compensation Review	28,000		-	Done project.
INFRASTRUCTURE				
Asset Management-Maintenance Manager Dev.	75,000		-	Project needs to be done by Dec. 31, 2024.
AGRICULTURAL SERVICES				
	165,000	Y	166,247	ASB Grant Legislative Funding Stream
	91,000	Y	91,000	ASB Grant Resource Management Funding Stream
INFRASTRUCTURE				
CCBF - Shaughnessy Infrastructure Upgrades	730,000	Y	730,000	Submitted in 2 applications. Approved.
MSI - Broxburn Wastewater Septic Field Replacement	600,000	Y	600,000	
MSI-BMTG Road Rehabilitation	248,950	Y	248,950	
TOTAL	\$1,937,950		\$ 1,836,197	

	Balance C/F to	Approved	Received	
ACP - Regional Water Supply Review & Prelim Study	28,989.27	Y	150,000.00	To complete by Dec. 31/24. 75% funds rcvd.
ACP - Municipal Internship - Land-Use Planner	60,000	Y		Approved project
CCBF - Rave Industrial Park Upgrades-Ph2-CCBF2111	570,899.87	y	570,899.87	C/F to 2024
MSI CAP - Shaughnessy Ph4&5 - Eng & Land Purchase - CAF	7,310.00	y	135,000.00	C/F to 2024
MSI CAP- Malloy Phase 2B-CAP 13395	340,000.00	Y	340,000.00	C/F to 2024
MSI CAP- Lafarge Road Re-Alignment	594,363.50	Y	600,000.00	C/F to 2024
MSI OP - Hamlet Water & Wastewater Studies	25,678.00	Y	25,678.00	Project needs to be done by Dec. 31, 2024.
MSI OP - Research & Dev. Study-UofL	9,126.00	Y	9,126.00	Done project.
Fire Services Training Grant	4,513	Y	4,513.00	Done project.
TEC - McCain Waterline	14,715,635	Y	5,040,000.00	TEC Grant: \$6.3M, McCains:\$1,629,000

	Project Not in	Approved	Received	
ACP - IC- Regional Solid Waste Management Study	175,000	D		Project application-declined.
AMWWP - Hamlet of Shaughnessy Wastewater Lagoon Upg	1,290,000	D		Project not approved in 2024. To re-submit.
LGFF OP-Diamond Conversion, Questica, MNP, Planning	107,780	Y		Projects need to be done by Dec. 31, 2024.
Summer Jobs Grant		Y		Approved project
STIP-LMI - Westview Rd Rehab	1,443,195	Y		Approved project
STIP-LRB - BF70758	400,000	Y		Approved project
STIP-LRB - BF79601	400,000	D		Project not approved in 2024.

Y - Yes, project is approved.

N - No, awaiting for approval.

D - Declined.

P - Pending.

C - Cancelled.

Investment Summary

As of July 31, 2024

DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	Type
February 27, 2023	February 27, 2024	1,031,150.00	1,080,645.20	4,203.70	49,495.20	4.800%	Canaccord
October 19, 2023	October 19, 2024	2,000,000.00	2,105,000.00	8,917.81	105,000.00	5.250%	Servus Credit
December 31, 2022	December 31, 2023	224,272.91	230,911.39	62.51	736.00	2.960%	CIBC WoodGundy
December 31, 2022	December 31, 2023	6,437,327.20	6,575,086.00	10,344.93	124,139.21	2.140%	CIBC WoodGundy
December 31, 2022	December 31, 2023	3,348,700.00	3,420,362.18	5,812.44	69,749.31	2.140%	CIBC WoodGundy
September 30, 2023	September 30, 2024	5,000,000.00	5,107,000.00	8,916.67	107,000.00	2.140%	Raymond James
January 11, 2023	January 11, 2024	2,025,545.21	2,141,001.29	9,621.34	115,456.07	5.700%	Raymond James
September 30, 2022	September 30, 2024	3,000,000.00	3,153,000.00	12,750.00	153,000.00	5.100%	Raymond James
		23,066,995.32					
RBC Savings Account		14,034,926.78	14,093,335.15	58,408.37	687,711.41	4.90%	RBC Prime - 1.80%
TOTALS		37,101,922.10	37,906,341.20	119,037.77	1,412,287.20		
<i>Municipal Reserve Funds</i>							
May 7, 2023	May 7, 2024	274,097.52	286,568.96	1,059.22	12,471.44	4.550%	CWB GIC

ECONOMIC UPDATE – provided from CIBC Hobson Chahal Advisory Group

Looking Ahead

- With inflation now coming under control, the Bank of Canada (BoC) has more room to further reduce rates. CIBC Economics continue to forecast three further 0.25% interest rate cuts by the end of the year which would bring the overnight target rate to 3.75%.
- With the latest headline inflation readings coming in at 2.50% year-over-year, there is little need to maintain such restrictive monetary policy in the form of higher rates. As such, the long-term forecast for the BoC overnight rate is 2.50% by the end of 2025, significantly below current levels.
- Given its heavy weighting, shelter inflation has been the most stubborn barrier to getting overall inflation back to the 2% target in both Canada and the US. Significant reductions in rates will be needed to see a noticeable difference in ownership costs, especially in Canada's more expensive markets.
- A housing market recovery is expected with a potential acceleration towards the end of 2024 and into 2025 as both short and long-term rates continue to decrease.
- House prices in Alberta are rising due to limited supply but are still relatively affordable and attracting buyers from more expensive markets in Canada. Housing construction will continue to improve in response to strong demand.
- Employment will likely continue to lag population growth in the near-term and as such the unemployment rate could rise further. The impact of interest rate cuts boosting demand, alongside an easing in population growth, should see the jobless rate ease back towards 6% in 2025.
- Real GDP is forecast to rise by a modest 1.0% in 2024 and 1.60% in 2025; Alberta's real GDP should fare better than the national average, forecasted to increase by 2.2% in 2024 and 2.5% in 2025.
- Alberta is positioned to be one of Canada's economic growth leaders after a slowdown in 2023, primarily driven by improvements in market access for energy, stronger home construction, and expansions in emerging sectors.

Investment Portfolio Impact

- Even though inflation has eased and will likely continue to do so, the cost of past inflationary pressures has already been incurred.
- With the Bank of Canada now enacting interest rate reductions, the portfolio is setup to capitalize on the impact of declining interest rates by generating excess-capital gains on bond positions.
- The primary focus in an environment of declining rates is to reduce reinvestment risk. Investment revenues tied to cash positions are set to decline; this can be mitigated through careful cash flow planning.
- The current market allows us to take advantage of significant yield pick-up on certain types of bonds while maintaining investment grade credit quality.
- The existing laddered approach helps maintain liquidity while also maximizing long-term returns for the County.



Charet Chahal, CFA

Hobson Chahal Advisory Group

Tel: (403) 260-0440 | Fax: (403) 264-1030

Website: www.hobsonchahal.com | E-mail: charet.chahal@cibc.ca

The Bow, 27th Floor, 500 Centre Street SE, Calgary AB T2G 1A6

AGENDA ITEM REPORT



Title: SAEWA/Wheatland County Request for Letter of Support - ACP & CIP Grant Applications
Meeting: Council Meeting - 05 Sep 2024
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 13 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Southern Alberta Energy from Waste Association (SAEWA) in partnership with Wheatland County has requested that Lethbridge County provide a letter of support for their Alberta Community Partnership (ACP) and Community Initiatives Program (CIP) applications for grant funding to begin the Regional Waste Agreement Discussions & Engagement Process.

RECOMMENDATION:

MOVED that Lethbridge County provide letters of support to SAEWA for their Alberta Community Partnership (ACP) and Community Initiatives Program (CIP) grant applications for funding to begin the Regional Waste Agreement Discussions & Engagement Process.

REASON(S) FOR RECOMMENDATION(S):

As part of the ACP & CIP application process SAEWA must identify regional impact through letters of support for the application to be considered.

PREVIOUS COUNCIL DIRECTION / POLICY:

Historically Council has supported SAEWA's initiatives.

BACKGROUND INFORMATION:

SAEWA along with Wheatland County as the funding sponsor will be submitting an application to the Community Initiative Program grant program for the September 15 intake and the Alberta Community Partnership grant program for the October 1 intake. The funds being requested are essential to facilitate a Regional Municipal Stakeholder & Partnership Engagement Process to secure Feedstock Agreements and EFW Economic Investment Partnership.

SAEWA's mission is to develop an Energy from Waste (EFW) Facility in Southern Alberta as an alternative to landfilling that will result in over 7,000,000 tonnes of GHG reduction. An Energy-from-Waste (EFW) facility will significantly help the Province of Alberta reach its goals set towards 30% reduction of GHG's by 2030.

SAEWA in early 2024 upon direction of the Board were required to go back to the public seeking interest in investment of an Energy from Waste Facility (EFW). The call for expressions of interest far exceeded expectations and as a result the Board has now closed the submission process effective July 1, 2024 to move forward with a fair screening and short-listing process with the intent of selecting a preferred proponent for development of an EFW Facility at the Newell Regional Landfill site.

The Southern Alberta Energy from Waste Association as part of completing the Technology Vendor preferred partner selection must undertake its most comprehensive work to date through a regional engagement process within the membership footprint of fifty-one (51) members and (4) waste authority stakeholders in order to establish waste agreements.

The next steps once the New Technology Vendor has been selected by the Board to move forward with, will be to formalize a member and waste authority engagement process to directly discuss waste attainment to satisfy moving forward with the selected Technology Vendor.

ALTERNATIVES / PROS / CONS:

Alternatives:

To not provide letters of support to SAEWA.

Pros:

It maintains a strong working relationship with SAEWA.

FINANCIAL IMPACT:

There are no financial implications to the County related to providing letters of support SAEWA.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[ACP Draft Letter of Support](#)

[CIP Draft Letter of Support](#)



September 5, 2024

Alberta Community Partnership Program
Regional Grant Programs Alberta Municipal Affairs,
Grants and Education Property Tax Branch
15th Floor, 10155 - 102 Street,
Edmonton AB T5J 4L4

acp.grants@gov.ab.ca

Dear Sir/Madam

Re: Southern AB Energy from Waste Association SAEWA and Wheatland County ACP Application – Intermunicipal Collaboration Fund Initiative

Lethbridge County is providing this letter to support the Southern AB Energy from Waste Association's (SAEWA) and Wheatland County as the Member Municipality Application Partner in their application to the ACP Grant program October 1, 2024 intake to facilitate a Regional Municipal Stakeholder & Partnership Engagement Process to Secure Feedstock Agreements and EFW Economic investment Partnership.

SAEWA's mission is to develop an Energy from Waste (EFW) Facility in Southern Alberta as an alternative to landfilling that will result in over 7,000,000 tonnes of GHG reduction. An Energy-from-Waste (EFW) facility will significantly help the Province of Alberta reach its goals set towards 30% reduction of GHG's by 2030.

SAEWA in early 2024 upon direction of the Board were required to go back to the public seeking interest in investment of an Energy from Waste Facility (EFW). The call for expressions of interest far exceeded expectations and as a result the Board has now closed the submission process effective July 1, 2024 to move forward with a fair screening and short-listing process with the intent of selecting a preferred proponent for development of an EFW Facility at the Newell Regional Landfill site.

The Southern Alberta Energy from Waste Association as part of completing the Technology Vendor preferred partner selection must undertake its most comprehensive work to date through a regional





engagement process within the membership footprint of fifty-one (51) members and (4) waste authority stakeholders in order to establish waste agreements.

As a long-standing member we support this project and application.

Sincerely,

Tory Campbell
Reeve

DRAFT





September 5, 2024

Community Initiatives Program – Projects Based Stream
Email: communitygrants@gov.ab.ca

SAEWA Project Title:
Regional Waste Authority Memorandum of Understanding and Provincial Carbon Reduction Certification

RE: The Community Grant Initiative – Project Based Funding Steam Intake September 15, 2024

Dear Sir/Madam.

Lethbridge County is providing this letter to support the Southern AB Energy from Waste Association's (SAEWA) Community Initiatives Program grant application.

SAEWA's mission is to develop an Energy from Waste (EFW) Facility in Southern Alberta as an alternative to landfilling that will result in over 7,000,000 tonnes of GHG's carbon reduction. An Energy-from-Waste (EFW) facility will significantly help the Province of Alberta reach its goals set towards 30% reduction of carbon by 2030.

SAEWA in early 2024 upon direction of the Board were required to go back to the public seeking interest in investment of an Energy from Waste Facility (EFW). The call far expressions of interest far exceeded expectations and as a result the Board has now closed the submission process effective July 1, 2024 to move forward with a fair screening and short-listing process with the intent of selecting a preferred proponent for development of an EFW Facility at the Newell Regional Landfill site.

The Southern Alberta Energy from Waste Association as part of completing the Technology Vendor preferred partner selection and memorandum of understanding has the responsibility of reducing investor risk by securing the stakeholder waste stream therefore SAEWA is required to confirm the member waste stream assets through a memorandum of understanding in order to move forward with a facility investor. This is a two-step process that upon recommendation of the Province of Alberta Government initially involves SAEWA going through a carbon certification process to be recognized as a carbon sequestration initiative in the Province of Alberta.

As a long-standing member we support this project and application.

Sincerely,

Tory Campbell
Reeve

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 **Toll-free:** 855.728.5602
E: mailbox@lethcounty.ca

www.lethcounty.ca



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.

AGENDA ITEM REPORT



Title: Village of Barons Request for Letter of Support - ACP Grant Application
Meeting: Council Meeting - 05 Sep 2024
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 29 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Village of Barons has requested that Lethbridge County provide a letter of support for their Alberta Community Partnership (ACP) application for grant funding to conduct a conceptual design study for upgrades to their potable water pump station and reservoir.

RECOMMENDATION:

MOVED that Lethbridge County provide a letter of support to the Village of Barons for their Alberta Community Partnership (ACP) application for grant funding to conduct a conceptual design study for upgrades to their potable water pump station and reservoir.

REASON(S) FOR RECOMMENDATION(S):

As part of the ACP application process the Village of Barons must identify regional impact through letters of support for the application to be considered.

PREVIOUS COUNCIL DIRECTION / POLICY:

Historically Council has provided letters of support for neighboring municipality's grant applications.

BACKGROUND INFORMATION:

The Village of Barons would like to conduct a conceptual design study for upgrades to their potable water pump station and reservoir to understand the scope of the project and the associated costs.

The Village of Barons provides potable water to County residents through the Lethbridge North County Potable Water Co-op via their regional waterline, as well as through their distribution system which is why they are seeking a letter of support from the County.

ACP grant applications are made through the Intermunicipal Collaboration stream and require that each council pass a motion supporting the project that is the subject of the funding request.

ALTERNATIVES / PROS / CONS:

Alternatives:

To not provide a letter of support to the Village of Barons.

Pros:

It maintains a strong working relationship with the Village of Barons.

FINANCIAL IMPACT:

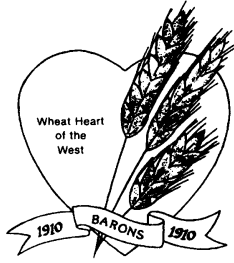
There are no financial implications to the County related to providing a letter of support to the Village of Barons.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Village of Barons - ACP Grant - Letter of Support Request](#)
[Draft Letter of Support](#)



VILLAGE OF BARONS
P.O. Box 129 Barons, Alberta T0L 0G0 Phone 403-757-3633

August 21, 2024

Cole Beck, CAO
Lethbridge County
#100, 905 4th Avenue S
Lethbridge, Alberta
T1J 4E4

Dear Cole:

Re: **Alberta Community Partnership (ACP) Funding**

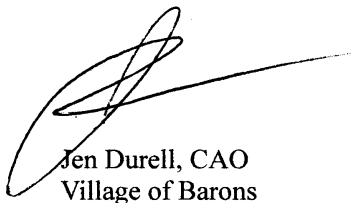
Please accept this letter as a formal request for Lethbridge County to endorse the Village's pursuit of ACP grant funding. The purpose of this grant application is to conduct a conceptual design study for upgrades to our potable water pump station and reservoir. As I'm sure you're aware, the Village of Barons provides potable water to County residents from our regional waterline, as well as within our distribution system, which is why we're reaching out for your valuable support.

As you are aware, applications for ACP funding made through the Intermunicipal Collaboration Stream require that each Council pass a motion supporting the project that is the subject of the funding request. To ensure the success of our application, we are requesting that Lethbridge County Council consider passing a motion supporting the ACP grant application, with the Village of Barons as the managing partner.

Thank you for your attention to this matter. If you have any questions or would like to discuss the grant application before presenting this request to your Council, please do not hesitate to contact me.

Sincerely,

VILLAGE OF BARONS



Jen Durell, CAO
Village of Barons



September 5, 2024

Alberta Community Partnership Program
Regional Grant Programs Alberta Municipal Affairs
Grants and Education Property Tax Branch
15th Floor, 10155 – 102 Street
Edmonton, AB T5J 4L4

acp.grants@gov.ab.ca

To Whom It May Concern,

This letter is to express support for the Village of Barons' application for funding under the Alberta Community Partnership (ACP) Program to conduct a conceptual design study for essential upgrades to their potable water pump station and reservoir.

The Village of Barons plays a crucial role in providing potable water to residents within the County through the Lethbridge North County Potable Water Co-op via the Village's regional water line and their distribution system. Ensuring the reliability and capacity of the water supply infrastructure is vital for the health, safety, and well-being of the residents.

The conceptual design study will allow the Village of Barons to thoroughly understand the scope of the necessary upgrades and to accurately estimate the associated costs. This study is the first step in ensuring the sustainability and reliability of the water system that serves not only the Village of Barons but also the broader regional community and the funding will not only benefit the Village of Barons but also the County residents who rely on this essential service.

Thank you for considering this important project.

Sincerely,

Tory Campbell
Reeve

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 **Toll-free:** 855.728.5602
E: mailbox@lethcounty.ca

www.lethcounty.ca



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.



August 13, 2024

Lethbridge County Council
#100, 905 fourth Ave S
Lethbridge, AB
T1J 4E4

RE: Invitation to Cypress County Ag Connections Conference Presented by MNP

Lethbridge County Council,

On behalf of Cypress County, I am excited to extend an invitation to you and your community members to join us at the 2024 Cypress County Ag Connections Conference, presented by MNP. The conference will be held on November 20, 2024, at the Medicine Hat Exhibition and Stampede Grounds. This event is a key opportunity for primary producers to come together for a day of learning, networking, and collaboration. The Ag Connections Conference is designed to highlight the latest innovations, challenges, and opportunities within the agriculture sector, with a focus on the needs and interests of southern Alberta's producers.

We are proud to offer a comprehensive program that includes over 20 expert speakers, who will cover a wide range of topics essential to modern agriculture, such as advanced crop management techniques, sustainable farming practices, and emerging technologies like drones and precision agriculture. Our keynote speakers, Robert Saik and Mokah Shmigelskey, will share their insights on the future of agriculture and the importance of innovation in maintaining a competitive edge. In addition to the engaging sessions, the conference will feature an exhibition area where attendees can explore the latest products, services, and technologies available to the agricultural community. This is an excellent chance to connect with peers, discover new ideas, and gain valuable knowledge that can be applied directly to your operations.

We are also welcoming partnerships with surrounding municipalities, such as yours, to further enhance the value of this event. Opportunities for collaboration include sponsorship, exhibiting, or providing breakout session speakers. Your involvement would greatly contribute to the success of the conference, and we believe it would provide significant benefits to your community and ratepayers. We would be honored to have representatives from your municipality in attendance, and we encourage you to share this invitation with your residents. The success of the conference relies on the participation and collaboration of all our neighboring communities.

To assist with promoting the event, we have included a link to our posters and social media graphics. We would greatly appreciate it if you could share them with your community and through your networks.

Link: https://drive.google.com/drive/folders/123pmQbn_AUMRdAJDnQaj90fsOIRcSffo?usp=drive_link



CYPRESS COUNTY

816 — 2nd Avenue, Dunmore, Alberta T1B 0K3
Phone: (403) 526-2888 | Fax: (403) 526-8958 | www.cypress.ab.ca

For more details and to register, please visit our website at www.cypresscountybusiness.ca. If you have any questions or need further information, please feel free to contact our Event Coordinator, Beth Cash, at beth.cash@cypress.ab.ca or 403-526-3238.

Thank you for considering this invitation. We look forward to welcoming you and your community to what promises to be a productive and inspiring event.

Yours truly,

Dan Hamilton
Reeve, Cypress County



AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - July 2024
Meeting: Council Meeting - 05 Sep 2024
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 15 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

To remain transparent to its citizens, Lethbridge County Council members report on their activities and events attended throughout the month.

RECOMMENDATION:

No motion required.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

In order to remain transparent to its citizens, Lethbridge County Council members provide a monthly report on their activities and events for the prior month.

ALTERNATIVES / PROS / CONS:

By not reporting activities and events attended by members of Council, citizens are unaware of the events occurring within the region and are unaware of the participation of Council with regards to community events.

FINANCIAL IMPACT:

None at this time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Lethbridge County Council Attendance Update - July 2024](#)

**Lethbridge County Council Attendance
July 2024**

Division 1

Councillor Lorne Hickey

July 4 Lethbridge County Council Meeting
July 12 60th Anniversary Celebration
July 18 Lethbridge County Council Meeting
July 19 60th Anniversary Celebration

Division 2

Reeve Tory Campbell

July 1 Canada Day Opening Ceremonies, City of Lethbridge
July 12 60th Anniversary Celebration
July 16 Meeting with Minister of Affordability and Utilities
July 18 Lethbridge County Council Meeting
July 19 60th Anniversary Celebration
July 20 Nobleford Heritage Days
July 27 Coalhurst Miner's Day Parade
July 30 Meeting with Alberta Sugar Beet Growers Association

Division 3

Councillor Mark Sayers

July 4 Lethbridge County Council Meeting
July 9 Bursary Committee Meeting
July 12 60th Anniversary Celebration
July 18 Lethbridge County Council Meeting
July 19 60th Anniversary Celebration
July 24 Town Hall Meeting with the Premier

Division 4

Deputy Reeve John Kuerbis

July 3 Southern Alberta Summer Games Opening Ceremonies
July 4 Lethbridge County Council Meeting
July 9 Bursary Committee Meeting
July 16 Weekly Meeting with Community Futures Executive Director
July 18 Lethbridge County Council Meeting
July 19 60th Anniversary Celebration
July 20 Nobleford Heritage Days
July 27 Coalhurst Parade

Division 6

Councillor Klaas VanderVeen

July 4 Lethbridge County Council Meeting
July 18 Lethbridge County Council Meeting
July 26 SAEWA Meeting

Division 7

Councillor Morris Zeinstra

July 4 Lethbridge County/SMRID Meeting
July 12 60th Anniversary Celebration
July 18 Lethbridge County Council Meeting
July 19 60th Anniversary Celebration
July 28 Picture Butte Ag Society Meeting

AGENDA ITEM REPORT



Title: Audit Services Selection
Meeting: Council Meeting - 05 Sep 2024
Department: Council
Report Author: John Kuerbis, Lorne Hickey, Tory Campbell

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 28 Aug 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Audit Committee met on August 28, 2024 to review the Audit Proposals that were received based on the Request for Proposals (RFP) that was submitted through the Alberta Purchasing Connection website. Three proposals were received, all of which the Audit Committee evaluated based on the scoring criteria included as part of the RFP, based on the committee's scores and discussion a recommendation was determined for presentation to Council for approval.

RECOMMENDATION:

That KPMG LLP be appointed as Lethbridge County's auditor for a three year period, beginning with the 2024 Year End Audit up to and including the 2026 Year End Audit, with an option to extend for an additional two years.

REASON(S) FOR RECOMMENDATION(S):

The Audit Committee determined through their evaluation process that KPMG met all of the RFP requirements and was best suited for the County.

PREVIOUS COUNCIL DIRECTION / POLICY:

MGA Section 280(1) states: Each council must appoint one or more auditors for the municipality.

County Policy #131 - Auditing Services Policy

BACKGROUND INFORMATION:

As the Auditor contract was up for renewal, per the Auditing Services Policy #131, an RFP was issued and submissions were received from three accounting firms, BDO Canada LLP, KPMG LLP and Metrix Group LLP. The Audit Committee was provided with copies of the proposals and a scoring matrix was completed by the audit committee based upon the rating criteria below, as outlined within the RFP.

- 1. FEE STRUCTURE 30%
- 2. QUALIFICATIONS 40%
- 3. PROJECT PLAN 20%
- 4. ADDITIONAL (ADDED VALUE) 5%
- 5. REFERENCES 5%

In addition to the auditor’s ability to perform a quality audit some additional consideration was given if the firm demonstrated experience in the provision of audit services to municipalities within the Province and had a corporate location within the Lethbridge area from where the County’s audit will be directed.

ALTERNATIVES / PROS / CONS:

County Council could deny the Audit Committee's recommendation.

- If Council denied the recommendation of the committee, the RFP process would have to be revisited and/or an interim Auditor would need to be appointed for prior to the end of 2024.

FINANCIAL IMPACT:

The cost of external audit services is included in the County’s annual operating budget. The budgeted amount for 2025 and beyond will be adjusted to align with the proposal rates. The proposed contact costs from KPMG LLP for the audit contract is as follows:

	2024	2025	2026	2027 <i>(if extended)</i>	2028 <i>(if extended)</i>
Annual Audit Services	\$45,000	\$46,800	\$48,600	\$50,700	\$52,800
LAPP - 3 Year Audit	-	-	\$4,500	-	-

LEVEL OF PUBLIC PARTICIPATION:

- Inform
- Consult
- Involve
- Collaborate
- Empower

ATTACHMENTS:

- [Audit - RFP July 2024](#)
- [131 Auditing Services Policy REVISED 2021](#)

Professional Auditing Services

Request for Proposal (RFP)

RFP No.: CSAS-2024-07

Issued: July 15, 2024

Submission Deadline: August 15, 2024 @ 4:00 PM MST

#100, 905 – 4th Avenue South, Lethbridge, Alberta, T1J 0P4

P: 403.328.5525 E: jplace@lethcounty.ca





Table of Contents

1	Overview	3
1.1	Background Information.....	3
1.2	Assurance Services	3
1.3	Schedule	4
1.4	Additional Services	4
2	Summary Financial Information 2023.....	4
2.1	Key Personnel.....	4
2.2	Additional Information	5
3	Details of Request for Proposal	5
3.1	Inquiries	5
3.2	Desired Closing Date and Time.....	5
3.3	Review and Selection	5
3.4	Estimated Timeframes	5
3.5	Signed Proposals	6
3.6	Limit of Liability	6
3.7	Acceptance of Proposal	6
3.8	Modification of Terms.....	6
3.9	Proposal Costs	6
3.10	Freedom of Information & Protection of Privacy Act.....	6
3.11	Period Commitment.....	7
3.12	Irrevocability of Proposals.....	7
3.13	Assignment and Sub-selected Proponents.....	7
3.14	Collusion	7
3.15	Workers' Compensation Insurance	7
3.16	General Insurance Requirements	8
3.17	Defense and Indemnification.....	8
3.18	Independent Contractor.....	9
3.19	Conflict of Interest	9
4	Contents of Proposals	9
4.1	Firm Information	9
4.2	Engagement Team	10
4.3	Audit Work.....	10
4.4	Advisory Services.....	10
4.5	Fees	10
5	Evaluation Criteria.....	11
5.1	RFP Response	11
5.2	Selection Criteria	11

1 Overview

The purpose of this Request for Proposals (“RFP”) by Lethbridge County (hereafter referred to as “The County” or “County”) is to seek proposals for auditing services for a five-year term, the 2024 to 2028 fiscal year ends.

1.1 Background Information

Located in the very heart of Southern Alberta, Lethbridge County boasts one of the most progressive, productive and dynamic rural communities to be found anywhere. It features a prairie landscape with vast stretches of golden fields, along with rolling coulees. Winding through the County is the Oldman and Little Bow River basins which provide water, valleys, coulees and drainage channels. With two irrigation districts serving the County, there are a number of manmade lakes for both irrigation storage and recreation. The organization has a staff of approximately 100 employees including seasonal and temporary staff, working in multiple units of the County.

The agricultural industry remains the backbone of the local economy. There has been a proliferation of intensive agricultural operations in the County over the past several years. County Council has faced many challenges in trying to promote the responsible development of these industries, while at the same time balancing concerns about the environment, the ground water and the impact of these large operations on municipal infrastructure.

1.2 Assurance Services

The quality of assurance and advisory services are very important to the County. The knowledge and experience of the Proponent, particularly the engagement partner and manager, are crucial to the evaluation of the proposals.

Assurance services are required for the following financial reports:

- Lethbridge County Annual audit
- Lethbridge County Annual Report review
- Local Authorities Pension Plan audit
- Review working papers of Financial Statements, Financial Information Return and preparation of such
- Financial Statement and Financial Information Return document preparation
- Asset Retirement Obligations (ARO) Review and Calculations
- Lethbridge Regional Waste Management Services Commission Annual audit
- Lethbridge Regional Water Services Commission Annual audit

As part of the audit for Lethbridge County, financial statements, discussion and presentations to the County's Administration and Council are required. The management letter is considered a public document provided for information when the financial statements are presented for approval, in addition to the annual report which the County publishes each year.

1.3 Schedule

Expected dates for completion of the audit engagement would be mutually agreed to, in advance and in writing, as part of the annual audit plan. In any case, the dates for completion must accommodate the Council meeting schedule (currently the first and third Thursday of each month) and meet the May 1 annual deadline for issuing the statements.

1.4 Additional Services

Assurance and advisory services, in addition to the annual audit, may be required on as needed basis. Past requests have included participation in Council orientation, advice on accounting treatments, reviews of the financial implication of agreements, comments on accounting policies, reviews of grant reports, and advice on GST.

2 Summary Financial Information 2023

As per the County's 2023 Audited Financial Statements, Statement of Operations the County's revenues were \$31.1 Million with expenses of \$29.9 Million and tangible capital acquisitions were \$10.9 Million.

Additional information about the County's operations can be found in the Annual Report, Distinguished Budget Document and Strategic Plan located on the County's website.

<http://www.lethcounty.ca/p/financial-publications>

2.1 Key Personnel

The prior year auditors are KPMG LLP. The County's bank is Royal Bank of Canada (RBC) and the Senior Relationship Manager for the account is Kaley Craddock.

County staff members who have key roles in the annual audit process include:

- Cole Beck, Chief Administrative Officer
- Jennifer Place, Director, Corporate Services



2.2 Additional Information

Questions about Proposal Requirements: Proponent with questions regarding this RFP may contact: Jennifer Place, Director, Corporate Services at jplace@lethcounty.ca. All questions regarding the RFP must be submitted by email.

3 Details of Request for Proposal

3.1 Inquiries

All inquiries related to this RFP are to be directed in writing to the designated contact person at the email address on the front cover of this RFP. Contacting any member County Council or any other member of administration may disqualify a Proponent from the proposal process.

Information obtained from any other source is not official and should not be relied upon. Inquiries and answers will be recorded and may be distributed to all Proponents at the County's discretion.

3.2 Desired Closing Date and Time

Proposals must be received in digital PDF format by the County no later than the deadline. Proposals should be clearly marked with the name and address of the Proponent and 'Submission of Proposal for Audit Services'. Proposals received after the deadline for submission will not be accepted.

3.3 Review and Selection

Proposals will be assessed and scored against the criteria provided in Section 5.0. At the sole and unfettered discretion of the County, the County is entitled to conduct interviews of one or more of the Proponents and in no circumstance shall the County be responsible to interview all the Proponents. If interviews are conducted, the County shall be entitled to revise its initial scoring of Proposals received from the interviewee(s) based upon the information provided in the interview(s).

There will not be a public opening held for this RFP.

3.4 Estimated Timeframes

The following timetable outlines the anticipated schedule for the RFP and Contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the County.

Event	Anticipated Date
Closing Date	August 15, 2024
RFP Evaluations	August 22, 2024
Appointment by Council	September 5, 2024

3.5 Signed Proposals

The Proposal must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the Proposal to this RFP.

3.6 Limit of Liability

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the County, if any. By submitting a Proposal, each Proponent agrees that it will not claim damages or seek other judicial relief, including but not limited to judicial review, in any court proceeding or other dispute resolution process, in respect of any aspect of the RFP process or in a connection with any final contract (including but not limited to representations made or purported to be made at any time during such processes) in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal, and each Proponent specifically waives any claim for loss of profit, loss of reputation or loss of business opportunity.

3.7 Acceptance of Proposal

This RFP is not an agreement to purchase goods or services. The County is not bound to enter into a Contract with any Proponent. Proposals will be assessed in light of the qualification review criteria. The County will be under no obligation to receive further information, whether written or oral, from any Proponent.

3.8 Modification of Terms

The County reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a Contract. If any modifications to the terms are made, an Addendum will be issued by the County. No other correspondence, whether written or verbal, shall modify the terms or conditions set forth herein. The County reserves the right to remove any or all services from the project scope at its discretion, citing reasons such as budgetary constraints or funding limitations.

3.9 Proposal Costs

All costs incurred in the preparation of the proposals will be borne entirely by the individual/firm submitter. All proposals submitted become property of The County.

3.10 Freedom of Information & Protection of Privacy Act

All records submitted to Lethbridge County become the property of Lethbridge County and are governed by the access and privacy provisions of the Freedom of Information and Protection of Privacy Act. The records will not be returned after the selection process is completed. While the Freedom of Information and Protection of Privacy Act allows persons a right of access to records in the custody or under the

control of Lethbridge County, the Act also prohibits Lethbridge County from disclosing information that would significantly harm business interests or would be an unreasonable invasion of the personal privacy of a third party. If Lethbridge County receives a request under the Freedom of Information and Protection of Privacy Act for access to records or information in the proponent's submission, the proponent will be given a notice allowing it to consent to disclosure, or to explain why the disclosure would significantly harm the proponent's business interests or would be an unreasonable invasion of personal privacy. The proponent will bear any costs incurred in responding to this notice.

All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information & Protection of Privacy Act.

3.11 Period Commitment

Proposals shall be final and binding and may not be withdrawn or amended for 60 days from the date and time when proposals are due.

3.12 Irrevocability of Proposals

Proponent(s) may amend or withdraw their Proposals prior to this RFP's due date and time by submitting a clear and detailed written notice to The County. Subject to the Period Commitment provision detailed herein, all Proposals become irrevocable after the date and the time they are due.

3.13 Assignment and Sub-selected Proponents

Assignment by successful Proponent(s) to third party of any contract based on this Request for Proposal or any monies due is prohibited and shall not be recognized by The County unless approved by The County in writing.

3.14 Collusion

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person responsible for said misrepresentation or collusion. In the event that The County enter separately into a contract with any Proponent who is responsible for a misrepresentation or collusion and such conduct is discovered after the execution of said contract, The County may cancel said contract without incurring liability, penalty, or damages.

3.15 Workers' Compensation Insurance

In accordance with the Province of Alberta Workers' Compensation laws, a person contracting with The County must carry Workers' Compensation and Employers' Liability Insurance for all persons employed in the performance of services under this RFP. Selected proponent shall provide The County with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require

thirty (30) day notice to The County in writing prior to alteration, cancellation, termination or expiration of any kind.

3.16 General Insurance Requirements

The Proponent shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to Lethbridge County and underwritten by an insurer licensed to conduct business in the Province of Alberta. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury. The selected proponent's insurance must maintain the following minimum limits and shall include but not be limited to:

1. Commercial General Liability: \$5,000,000 combined single limit per occurrence for personal injury (including bodily injury and/or death) sustained by any person or persons and damage to property. The Prime Consultant shall bear responsibility for all costs within the deductible level under their policy coverage, with any such amount not exceeding \$5,000 for each claim unless specifically agreed upon by the client.
2. Tenants Legal Liability: Coverage based on the actual cash value of the portion of any client-owned building occupied by the Prime Consultant.
3. Professional Liability: \$5,000,000 limit for each claim. The deductible shall not exceed \$25,000 per claim or incident.
4. The policy shall contain a provision for cross liability and severability of interest with respect of the Named Insured.

In addition, the County must be added as an Additional Insured under the Consultant's General Liability policy and provided with 30 days' Notice of Cancellation.

3.17 Defense and Indemnification

Any person contracting with The County must, to the fullest extent permitted by law, indemnify, defend, and hold harmless The County and its agents and employees from and against all claims, damage, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected proponents shall pay any and all attorneys' fees incurred by The County, its agents, or its employees, in enforcing any of the selected proponent's defense or indemnification obligations. In any and all claims against The County, or any of its agents or employees, by any employee of a selected proponent, or anyone directly or indirectly employed by a selected proponent, or anyone for whose acts a selected proponent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected proponent under Workers' Compensation Acts, disability benefits acts, or other employee benefits acts.

3.18 Independent Contractor

The selected proponent to this RFP shall serve as an independent contractor (not as an employee) and therefore shall not be entitled to any employment benefits.

3.19 Conflict of Interest

By submitting a proposal the Proponent certifies that no officer, agent or employee of The County who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of The County that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Proponent of the same call for proposals, and that the Proponent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Proponents must fully disclose, in writing to The County on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The County shall review any submissions by Proponents under this provision and may reject any Proposals where, in the opinion of The County, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

4 Contents of Proposals

Proposals should include an executive summary and are anticipated to be no more than 25 pages long (appendices with resumes may be in addition to the 25 pages). The following information should be provided as well as other information deemed relevant to the engagement.

If the engagement partner or manager changes during the five-year term, individuals of equivalent expertise must replace the departing team member(s). The County will retain the right to accept or reject proposed replacement staff.

4.1 Firm Information

- Size, location, and history of audit firm
- Provincial Institute(s) with which the firm is registered/licensed as a public accounting firm
- Firm contact information
- Outcome of the most recent firm's practice review report
- Whether the firm is subject to any current litigation
- Whether the firm or staff is involved with discipline complaints or has a discipline history
- A statement regarding the independence status of the firm with the organization
- Firm policy regarding working paper retention and access to policies and requirements



- Statement that the firm has professional liability insurance coverage and if so, details of same

4.2 Engagement Team

- Names of audit engagement partner and engagement manager including client references for each
- Impact of partner rotation requirements, if any
- Listing of personnel anticipated to be involved with audit engagement and advisory services (resumes or curriculum vitae should be provided for all members identified)
- Prior experience of key professional staff that is relevant to municipal government
- Name and description of similar organizations audited by the firm

4.3 Audit Work

- How audit engagement will be managed and supervised
- Audit approach: risks, communication, and technical issues
- Output of engagement (reports to be issued, etc.)
- Timeline of components of audit engagement process
- Any engagement requirements (workspace, computer setup, etc.)
- Copy of engagement letters, including terms and conditions

4.4 Advisory Services

- Nature of other professional services to be provided, being cognizant of the independence rules
- Names of advisory partner(s) including client references for each
- Listing of personnel anticipated to be involved with advisory (resumes or curriculum vitae should be provided for all members identified)
- Prior experience of key professional staff that is relevant to municipal government

4.5 Fees

- Fixed fee estimate for each engagement, by year, for three years with option to extend for an additional two years for a total of five years as per the example below:

Engagement Description	2024	2025	2026	2027	2028
Lethbridge County Annual Audit					
Lethbridge County Audit Committee Participation					
Attendance/Presentation at Annual Information Meeting					
Lethbridge County Annual Report Review					
LAPP – 3 Year Audit (2023 & 2026)					
Lethbridge Regional Waste Commission Annual Audit					



Lethbridge Regional Water Services Commission Annual Audit					
Hourly Rates for Advisory Services					
Final preparation of financial statement and financial information report by auditors.					

5 Evaluation Criteria

Following the submission of Proposals, the County's Evaluation Committee will review all Proposals and score them according to the criteria identified in this Section. Subject to the right to conduct further interviews as described in Section 3.3, the County may decide to enter into negotiations with the most preferred Proponent with a view to negotiating a form of Contract.

5.1 RFP Response

Criteria	Criteria Description	Scoring
1. Fee Structure	<ul style="list-style-type: none"> A detailed fee proposal for supplying such services to The County including taxes and disbursements. 	30%
2. Qualifications	<ul style="list-style-type: none"> A history of the proponent's relevant experience providing the proposed service in the municipal/public sector. Experience of proposed professionals 	40%
3. Project Plan	<ul style="list-style-type: none"> A description of the proposed service to be provided to The County including milestone dates, timeline for completion, methodology, and proposed staff. 	20%
4. Additional	<ul style="list-style-type: none"> Potential other benefits / value added services 	5%
5. References	<ul style="list-style-type: none"> A list of at least three references that have received the same service in the past 3 years. 	5%
Total Scoring Available		100%

Proponents are requested to detail the above components in the order listed.

5.2 Selection Criteria

Proposals will be reviewed and analyzed based on the following criteria:

- Proponent's completion of all RFP requirements
- Proponent's experience providing the service
- Proponent's professional references from prior serviced clients
- Proponent's ability to meet the County's timelines
- Proponent's Fee for Services
- Proponent's performance in potential interviews



Lethbridge County Policy Handbook

EFFECTIVE: March 19, 1992 **SECTION:** 100 NO. 131
APPROVED BY: County Council **SUBJECT:** Auditing Services Policy
REVISED DATE: June 3, 2021

Purpose:

To provide direction and guidance to administration regarding the process for tendering and accepting Auditing Services for Lethbridge County.

Objective:

In order to maintain the impartiality with which Lethbridge County staff and/or councilors procure auditing services in a fair and transparent way this Policy has been developed.

Guidelines:

1. County Council authorizes Administration to develop a Request for Proposal (RFP) to solicit proposals from various Chartered Accounting firms within the City of Lethbridge. Auditing services will not exceed five year terms unless there is no other option available due to eligibility.
2. Proposals will include a listing of services to be provided along with projected costs and/or fees; as required to meet the needs of Lethbridge County.
3. Council accordingly authorizes Administration to release all information deemed necessary for such firms to adequately prepare the auditing proposals.
4. Proposals will be presented for review, scoring and discussion with the Audit Committee. Administration will summarize the committee's recommendations for Council consideration.
5. All summarized proposals will be presented at a regular meeting of County Council with recommendations. Council will then make a decision by resolution as to which firm will be selected and for length of contract term.
6. This policy will be reviewed when necessary; however, in no instance will a five year period elapse without such a review taking place.