



# Agenda

Council Meeting | Thursday, December 18, 2025 | 9:00 AM | Council Chambers

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Page

## A. CALL TO ORDER

## B. ADOPTION OF AGENDA

## C. ADOPTION OF MINUTES

4 - 12

1. **County Council Meeting Minutes**  
[Council Meeting - 04 Dec 2025 - Minutes](#)

## D. SUBDIVISION APPLICATIONS

13 - 24

1. **Subdivision Application #2025-0-159 – Dronkelaar Farms**  
**- SW1/4 32-11-20-W4M and Lot 2, Block 3, Plan 1510082 within NW 29-11-20-W4M**  
[Subdivision Application #2025-0-159 – Dronkelaar Farms - SW1/4 32-11-20-W4M and Lot 2, Block 3, Plan 1510082 within NW 29-11-20-W4M](#)

## E. DELEGATIONS

25 - 36

1. **9:30 a.m. - STARS - Jackie Seely**  
[STARS](#)

37 - 40

2. **11:00 a.m. - Canada's Western Gateway - Brady Schnell**  
[Canada's Western Gateway Presentation](#)  
[CITT & CWG - In Motion, Event Program, October 9, 2025](#)

## F. PUBLIC HEARINGS

41 - 57

1. **Bylaw 25-023 - Amendment to the Land Use Bylaw to Redesignate Plan 9910323 Block 1 Lot 2 in NW 30-9-22-W4 from Rural Agriculture (RA) to Direct Control (DC) - Public Hearing**  
[Bylaw 25-023 - Amendment to the Land Use Bylaw to Redesignate Plan 9910323 Block 1 Lot 2 in NW 30-9-22-W4 from Rural Agriculture \(RA\) to Direct Control \(DC\) - Public Hearing](#)

58 - 67

2. **Bylaw 25-024 - Amendment to the Land Use Bylaw to Redesignate 95012 River Ridge Road (Plan 8710514 Block 1 Lot 4, SW-31-9-22-W4) from Rural Agriculture (RA) to Grouped Country Residential**

**(GCR) - Public Hearing**

[Bylaw 25-024 - Amendment to the Land Use Bylaw to Redesignate 95012 River Ridge Road \(Plan 8710514 Block 1 Lot 4, SW 31-9-22-W4\) from Rural Agriculture \(RA\) to Grouped Country Residential \(GCR\) - Public Hearing](#)

**G. DEPARTMENT REPORTS**

**G.1. DEVELOPMENT & INFRASTRUCTURE**

68 - 99                      G.1.1. **Bylaw 25-028 - Amendment to the Land Use Bylaw to amend Part 8 Subdivision Criteria with minor complimentary text amendments to Part 3 Land Use Districts**

[Bylaw 25-028 - Amendment to the Land Use Bylaw to amend Part 8 Subdivision Criteria with minor complimentary text amendments to Part 3 Land Use Districts](#)

100 - 115                      G.1.2. **Bylaw 25-029 - Amendment to the Land Use Bylaw to amend Part 1 Administrative, relating to Development Permit Procedures**

[Bylaw 25-029 - Amendment to the Land Use Bylaw to amend Part 1 Administrative, relating to Development Permit Procedures](#)

**G.2. GROWTH & ENGAGEMENT**

116 - 117                      G.2.1. **Virtual Physician Pilot**  
[Virtual Physician Pilot](#)

118 - 120                      G.2.2. **Rural Road Infrastructure Working Committee**  
[Rural Road Infrastructure Working Committee](#)

**G.3. CORPORATE SERVICES**

121 - 122                      G.3.1. **Provincial Education Requisition Credit (PERC) Application**  
[Provincial Education Requisition Credit \(PERC\) Application](#)

123 - 169                      G.3.2. **Bylaw 25-037 & Bylaw 25-038 - Fortis Franchise Agreement & Distribution Access Services**  
[Bylaw 25-037 & Bylaw 25-038 - Fortis Franchise Agreement & Distribution Access Services](#)

**G.4. ADMINISTRATION**

170 - 171                      G.4.1. **Rescission of Policies**  
[Rescission of Policies](#)



## **H. CORRESPONDENCE**

- 172 - 189 1. **2026 Provincial ASB Conference**  
[2026 Provincial ASB Conference Agenda Package Dec 8 - Compressed](#)  
[2026 Provincial ASB Conference Registration \(Fillable\)](#)
- 190 2. **Coaldale Chamber of Commerce**  
[Coaldale Chamber of Commerce](#)
- 191 - 192 3. **Minister of Public Safety & Emergency Services**  
[Minister of Public Safety & Emergency Services](#)  
[Ministerial Order](#)

## **I. COUNTY COUNCIL AND COMMITTEE UPDATES**

- 193 - 197 1. **Lethbridge County Council Attendance Update - November 2025**  
[Lethbridge County Council Attendance Update - November 2025](#)

## **J. NEW BUSINESS**

## **K. CLOSED SESSION**

1. **Growth & Engagement - Intermunicipal Relations (ATIA Section 26 - Disclosure harmful to intermunicipal relations)**
2. **Fire Services (ATIA Section 26 - Disclosure harmful to intergovernmental relations)**
3. **CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)**

## **L. ADJOURN**



## Minutes

Council Meeting | Thursday, December 4, 2025 | 9:00 AM | Council Chambers

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The Council Meeting of Lethbridge County was called to order on Thursday, December 4, 2025, 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 Kevin Slomp
- Councillor Eric Van Essen
- Councillor Tony Ankermann
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Hailey Pinksen
- Director, Operations Ryan Thomson
- Legislative Coordinator & Executive Assistant Candice Robison

**A. CALL TO ORDER**

Reeve Tory Campbell called the meeting to order at 9:08 a.m.

Reeve Campbell read the following land acknowledgement:

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

**B. ADOPTION OF AGENDA**

318-2025      Councillor      MOVED that the December 4, 2025 Lethbridge County Council Meeting  
Slomp                      Agenda be adopted as presented.

CARRIED

**C. ADOPTION OF MINUTES**

**C.1. County Council Meeting Minutes**

319-2025      Deputy      MOVED that the November 6, 2025 Lethbridge County Council Minutes be  
Reeve                      adopted as presented.  
Kuerbis

CARRIED

**D. DELEGATIONS**

**D.1. 9:00 a.m. - RCMP - Sgt. Sean Dutch**

Sgt. Sean Dutch, RCMP was present to provide Council the quarterly RCMP policing report and statistics.

**E. SUBDIVISION APPLICATIONS**

**E.1. Subdivision Application #2025-0-133 Slingerland - Lot 1, Block 1, Plan 0811894 within SE1/4 28-10-22-W4M**

320-2025 Deputy Reeve Kuerbis MOVED that the Country Residential subdivision of Lot 1, Block 1, Plan 0811894 within SE1/4 28-10-22-W4M (Certificate of Title No. 101 165 638), to subdivide a 5.38-acre (2.18 ha) farmyard from a 78.55-acre (31.78 ha) agricultural title for country residential use, and consolidate the remainder 73.17-acres (29.61 ha) to an adjacent east agricultural 78.55-acre (31.78 ha) title; 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, if required.
3. That the remnant 73.17-acre title is consolidated to the adjacent east 78.55-acre (C of T 081159177) title and 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 submits a final plan as prepared by an Alberta Land Surveyor for the yard parcel being subdivided as approved, acceptable for registration at Land Titles.
5. That any easement(s) as required by utility companies, or the municipality shall be established.

CARRIED

E.2. Subdivision Application #2025-0-137 De Wilde - W1/2 3-11-23-W4M

321-2025 Councillor Slomp MOVED that the Agricultural subdivision of W1/2 3-11-23-W4M (Certificate of Title No. 251 202 753, 251 202 753 +1), to reconfigure the property boundaries and size of two adjacent titled agricultural properties, by subdividing 64.25-acres (26.04 ha) from the SW¼ 3-11-23-W4 and consolidating it to the north ¼-section (NW¼ 3-11-23-W4) resulting in agricultural titles 224.25-acres (90.75 ha) and 93.18-acres (37.71 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. This agreement may address access provisions that may be required for the reconfigured 224.25-acre agricultural title.
3. That the titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent ¼-section 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 any easement(s) as required by utility agencies shall be established prior to finalization of the application.

CARRIED

E.3. Subdivision Application #2025-0-150 – Klok - Lot 1, Block 2, Plan 1511177 within NE1/4 29 & SE1/4 32-10-23-W4M

322-2025 Deputy Reeve Kuerbis MOVED that the Country Residential subdivision of Lot 1, Block 2, Plan 1511177 within NE1/4 29 & SE1/4 3210-23-W4M (Certificate of Title No. 151 109 929), subdivide 9.54 acres (3.86 ha) from a 167.78 acre (67.9 ha) previously subdivided quarter-section title for county residential use; BE APPROVED subject to the proposed conditions.

DEFEATED

323-2025      Councillor      MOVED that the Country Residential subdivision of Lot 1, Block 2, Plan  
Van Essen      1511177 within NE1/4 29 & SE1/4 3210-23-W4M (Certificate of Title No.  
151 109 929), subdivide 9.54 acres (3.86 ha) from a 167.78 acre (67.9 ha)  
previously subdivided quarter-section title for county residential use; BE  
REFUSED for the following reasons:

REASONS:

1. The Subdivision Authority has determined that the two adjacent ¼-sections have been previously subdivided and reconfigured in 2015 to accommodate the landowner, as a separate yard title is in the SE1/4 32-10-23-W4M which made the ¼-sections ineligible to be further subdivided to create another country residential yard title.
2. The subdivision is viewed to be a way to circumvent the subdivision policies. A similar proposal, but for vacant land, was refused by the Lethbridge County Subdivision Authority in 2014. The parent agricultural title was enlarged in 2015 on an appeal to the Subdivision and Development Appeal Board (SDAB). This appeal decision allowed subdividing the ¼-section to the north (SE 32-10-23-W4) and consolidating 12.44 acres of land to the ¼-section to the south (former NE 29-10-23-W4, now Lot 1, Block 2, Plan 1511177) which is the subject land. The SDAB overturned the refusal, on the reasoning that the Board accepted that with the consolidation the applicant intended the 12.44 acres was to be irrigated and used for agricultural purposes. However, yard was subsequently developed which is the subject of the latest submitted application.

CARRIED

Reeve Campbell recessed the meeting at 9:55 a.m.  
Reeve Campbell reconvened the meeting at 10:06 a.m.

F.      **DEPARTMENT REPORTS**

F.1.      **CORPORATE SERVICES**

F.1.1.      **2026-2028 Operating Budget & 2026-2030 Capital Budget**

324-2025      Deputy      MOVED that the 2026 Operating Budget expenses in the amount of  
Reeve      \$42,812,682 be approved, and that the 2027 and 2028 Operating Budget  
Kuerbis      expenses in the amounts of \$41,835,443 and \$41,904,088 respectively be  
approved in principle.

CARRIED

325-2025      Councillor      MOVED that the 2026 Capital Budget expenses in the amount of  
Van Essen      \$13,750,000 be approved, and that the 2027, 2028, 2029 and 2030 Capital  
Budget expenses in the amounts of \$11,473,00, \$11,073,000, \$13,163,000  
and \$6,705,000 respectively be approved in principle.

CARRIED

F.2.      **DEVELOPMENT & INFRASTRUCTURE**

F.2.1.      **Bylaw 25-025 - Amendment to the Land Use Bylaw to Redesignate 230019 River Ridge Road (Plan 9312230 Block 1 Lot 1) from Grouped Country Residential (GCR) to Direct Control (DC) - First Reading**

326-2025      Councillor      MOVED that Bylaw 25-025, be read a first time.  
Slomp

CARRIED

F.2.2.      **Bylaw 25-027 - Amendment to the Land Use Bylaw to Redesignate SE-1-9-21-W4 from Direct Control to Direct Control - First Reading**

327-2025      Councillor      MOVED that Bylaw 25-027, be read a first time.  
Hickey

CARRIED

F.2.3.      **Land Disposition Policy 172 - Amendment**

328-2025	Deputy Reeve Kuerbis	MOVED that Council approve the amended Land Disposition Policy 172 as presented.	CARRIED
<b>F.2.4. <u>Use of Undeveloped Road Rights-of-Way Policy (Replacement of Policy 109 License of Undeveloped Road Allowances Policy)</u></b>			
329-2025	Deputy Reeve Kuerbis	MOVED that Council approve the replacement of Policy 109 - Use of Undeveloped Road Right-of-Way Policy amended as presented.	CARRIED
<b>F.2.5. <u>Alberta Community Partnership Grant Application - Rural Water Supply Study</u></b>			
330-2025	Deputy Reeve Kuerbis	MOVED that County Council approve the submission of a 2025/2026 Alberta Community Partnership - Intermunicipal Collaboration grant application as the managing partner for the Rural Water Supply Study.	CARRIED
<b>F.2.6. <u>Town of Nobleford Alberta Community Partnership Application - Letter of Support</u></b>			
331-2025	Councillor Slomp	MOVED that County Council supports the Town of Nobleford's (managing partner) submission of a 2025/2026 Alberta Community Partnership grant application for the Regional Service Provider Feasibility Study.	CARRIED
<b>F.3. OPERATIONS</b>			
<b>F.3.1. <u>Appointment of Agricultural Service Board Chair</u></b>			
332-2025	Deputy Reeve Kuerbis	MOVED that County Council appoint Councillor Eric Van Essen as the Agricultural Service Board Chair for the 2025/2026 year.	CARRIED
<b>F.4. ADMINISTRATION</b>			
<b>F.4.1. <u>Bylaw 25-030 - Bursary Award Committee Bylaw &amp; Terms of Reference</u></b>			
333-2025	Councillor Van Essen	MOVED that Council approves the Bursary Award Committee Terms of Reference as presented.	CARRIED
334-2025	Councillor Van Essen	MOVED that Bylaw 25-030 Bursary Award Committee Bylaw be read a first time.	CARRIED
335-2025	Councillor Slomp	MOVED that Bylaw 25-030 Bursary Award Committee Bylaw be read a second time.	CARRIED
336-2025	Councillor Hickey	MOVED that Council consider third reading of Bylaw 25-030 Bursary Award Committee Bylaw.	CARRIED
337-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-030 Bursary Award Committee Bylaw be read a third time.	CARRIED

**F.4.2. Bylaw 25-031 - Strategic Planning Committee Bylaw & Terms of Reference**

338-2025	Deputy Reeve Kuerbis	MOVED that Council approves the Strategic Planning Committee Terms of Reference as presented.  CARRIED
339-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-031 Strategic Planning Committee Bylaw be read a first time.  CARRIED
340-2025	Councillor Slomp	MOVED that Bylaw 25-031 Strategic Planning Committee Bylaw be read a second time.  CARRIED
341-2025	Councillor Van Essen	MOVED that Council consider third reading of Bylaw 25-031 Strategic Planning Committee Bylaw.  CARRIED
342-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-031 Strategic Planning Committee Bylaw be read a third time.  CARRIED

Reeve Campbell recessed the meeting at 11:30 a.m.  
Reeve Campbell reconvened the meeting at 12:10 p.m.

**F.4.3. Bylaw 25-032 - Governance & Human Resources Committee Bylaw & Amended Terms of Reference**

343-2025	Deputy Reeve Kuerbis	MOVED that Council approves the Governance & Human Resources Committee Terms of Reference as amended.  CARRIED
344-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-032 Governance & Human Resources Committee Bylaw be read a first time.  CARRIED
345-2025	Councillor Slomp	MOVED that Bylaw 25-032 Governance & Human Resources Committee Bylaw be read a second time.  CARRIED
346-2025	Councillor Van Essen	MOVED that Council consider third reading of Bylaw 25-032 Governance & Human Resources Committee Bylaw.  CARRIED
347-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-032 Governance & Human Resources Committee Bylaw be read a third time.  CARRIED

**F.4.4. Bylaw 25-033 - Access to Information Act (ATIA) Bylaw & Bylaw 25-034 Protection of Privacy Act (POPA) Bylaw**

348-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-033 Access to Information Act Bylaw be read a first time.  CARRIED
349-2025	Councillor Van Essen	MOVED that Bylaw 25-033 Access to Information Act Bylaw be read a second time.

			CARRIED
350-2025	Councillor Slomp	MOVED that Council consider third reading of Bylaw 25-033 Access to Information Act Bylaw.	CARRIED
351-2025	Councillor Hickey	MOVED that Bylaw 25-033 Access to Information Act Bylaw be read a third time.	CARRIED
352-2025	Councillor Hickey	MOVED that Bylaw 25-034 Protection of Privacy Act Bylaw be read a first time.	CARRIED
353-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-034 Protection of Privacy Act Bylaw be read a second time.	CARRIED
354-2025	Councillor Van Essen	MOVED that Council consider third reading of Bylaw 25-034 Protection of Privacy Act Bylaw.	CARRIED
355-2025	Councillor Slomp	MOVED that Bylaw 25-034 Protection of Privacy Act Bylaw be read a third time.	CARRIED
<b>F.4.5. <u>Bylaw 25-035 - 2026 Schedule of Fees Bylaw</u></b>			
356-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-035 - 2026 Schedule of Fees Bylaw be read a first time.	CARRIED
357-2025	Councillor Slomp	MOVED that Bylaw 25-035 - 2026 Schedule of Fees Bylaw be read a second time.	CARRIED
358-2025	Councillor Van Essen	MOVED that Council consider third reading of Bylaw 25-035 - 2026 Schedule of Fees Bylaw.	CARRIED
359-2025	Councillor Hickey	MOVED that Bylaw 25-035 - 2026 Schedule of Fees Bylaw be read a third time.	CARRIED
<b>F.4.6. <u>Bylaw 25-036 - 2026 Utility Rate Bylaw</u></b>			
360-2025	Councillor Hickey	MOVED that Bylaw 25-036 - 2026 Utility Rate Bylaw be read a first time.	CARRIED
361-2025	Councillor Slomp	MOVED that Bylaw 25-036 - 2026 Utility Rate Bylaw be read a second time.	CARRIED
362-2025	Deputy Reeve Kuerbis	MOVED that Council consider third reading of Bylaw 25-036 - 2026 Utility Rate Bylaw.	CARRIED
363-2025	Councillor Van Essen	MOVED that Bylaw 25-036 - 2026 Utility Rate Bylaw be read a third time.	CARRIED

**G. CORRESPONDENCE**

**G.1. University of Lethbridge - Integrated Engineering Program Support**

Council reviewed correspondence from the University of Lethbridge requesting support for their Integrated Engineering Program.

364-2025      Deputy      MOVED that County Council provide a letter of support to the University of  
Reeve      Lethbridge for the Integrated Engineering Program.  
Kuerbis

CARRIED

**G.2. Rotary Club of Lethbridge East's \$10,000 Agriculture Scholarship Program**

Council reviewed correspondence from the Rotary Club of Lethbridge East's \$10,000 Agriculture Scholarship Program.

**G.3. 4 Our Veterans Coalhurst**

Council reviewed correspondence from the 4 Our Veterans Coalhurst members regarding their upcoming 1st annual New Years Eve Formal Gala.

**G.4. Southern Alberta Group for the Environment - Palliser Airshed**

Council reviewed correspondence from the Southern Alberta Group for the Environment regarding the Palliser Airshed Society and Alberta Airsheds Council.

**G.5. Lethbridge Polytechnic - Modernization of Centre Core - Letter of Support**

Council reviewed correspondence from the Lethbridge Polytechnic regarding the Modernization of Centre Core.

365-2025      Councillor      MOVED that County Council provide a letter of support to the Lethbridge  
Van Essen      Polytechnic regarding their Modernization of Centre Core.

CARRIED

**G.6. Lethbridge Chamber of Commerce**

Council reviewed correspondence from the Lethbridge Chamber of Commerce in which they thanked Lethbridge County for their continued membership.

**H. COUNTY COUNCIL AND COMMITTEE UPDATES**

**H.1. Lethbridge County Council Attendance Update - October 2025**

Council reviewed the highlights from the Lethbridge County Council Attendance Update for October 2025.

**Division 1**

**Councillor Lorne Hickey**

October 1      FCSS Board Meeting  
October 2      Lethbridge County Council Meeting  
October 6      Picture Butte Dr. Recruitment Meeting  
October 7-8      South Region ASB Conference – Medicine Hat  
October 9      Stock Talk Initiative  
October 16      Lethbridge County Council Meeting  
October 22      Green Acres Finance Meeting  
October 29      Green Acres Board Meeting  
October 31      Lethbridge County Organizational Meeting

**Division 2**

**Reeve Tory Campbell**

October 2      Lethbridge County Council Meeting  
October 9      Stock Talk Initiative  
October 15      EDL Board Meeting  
October 16      Lethbridge County Council Meeting  
October 31      Lethbridge County Organizational Meeting

**Division 3**

**Councillor Mark Sayers**



October 2	Lethbridge County Council Meeting
October 9	Stock Talk Initiative
October 16	Lethbridge County Council Meeting
October 31	Lethbridge County Organizational Meeting

**Division 4**

**Deputy Reeve John Kuerbis**

October 6	Telephone interview with Southgrow
October 7	Lethbridge Regional Waste Commission Meeting
October 7	Weekly Meeting with Community Futures Executive Director
October 7-8	South Region ASB Conference
October 9	Stock Talk Initiative
October 14	Weekly Meeting with Community Futures Executive Director
October 16	Lethbridge County Council Meeting
October 21	Weekly Meeting with Community Futures Executive Director
October 23	Lethbridge Chamber of Commerce Awards Celebration
October 28	Weekly Meeting with Community Futures Executive Director
October 31	Lethbridge County Organizational Meeting

**Division 5**

**Councillor Kevin Slomp**

October 2	Lethbridge County Council Meeting
October 31	Lethbridge County Organizational Meeting

**Division 6**

**Councillor Eric Van Essen**

October 31	Lethbridge County Organizational Meeting
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**Division 7**

**Councillor Tony Ankermann**

October 31	Lethbridge County Organizational Meeting
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**I. CLOSED SESSION**

**J.1. Community Group Insurance Coverage Request (ATIA Section 19 - Disclosure harmful to business interests of a third party).**

**J.2. Potable Water (ATIA Section 19 - Disclosure harmful to business interests of a third party)**

366-2025	Deputy Reeve Kuerbis	MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 1:00 p.m. for the discussion on the following:
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J.1. - Community Group Insurance Coverage Request (ATIA Section 19 - Disclosure harmful to business interests of a third party)

J.2. - Potable Water (ATIA Section 19 - Disclosure harmful to business interests of a third party)

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

367-2025	Councillor Hickey	MOVED that the Lethbridge County Council Meeting move out of the closed session at 1:33 p.m.  <b>CARRIED</b>
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I.1. **Community Group Insurance Coverage Request (ATIA Section 19 - Disclosure harmful to business interests of a third party)**

368-2025	Deputy Reeve Kuerbis	MOVED that Council direct Administration to develop a list of non-owned buildings that should be removed from the County's insurance policy and take the necessary steps to end insurance coverage at the end of the current insurance year and further that Administration engage with impacted community groups or building owners to develop a transition plan.
		CARRIED

I.2. **Potable Water (ATIA Section 19 - Disclosure harmful to business interests of a third party)**

369-2025	Councillor Van Essen	MOVED that County Council approve administration to proceed with the acquisition of assets to allow for future development of Lethbridge County, up to \$1,650,000 funded from the Utility Reserve.
		CARRIED

J. **ADJOURN**

370-2025	Deputy Reeve Kuerbis	MOVED that the Lethbridge County Council Meeting adjourn at 1:35 p.m.
		CARRIED

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2025-0-159 – Dronkelaar Farms  
- SW1/4 32-11-20-W4M and Lot 2, Block 3, Plan 1510082 within NW 29-11-20-W4M

**Meeting:** Council Meeting - 18 Dec 2025

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development  
Devon Thiele, Director, Development & Infrastructure  
Cole Beck, Chief Administrative Officer

Approved - 09 Dec 2025  
Approved - 09 Dec 2025  
Approved - 09 Dec 2025

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The application is to reconfigure three adjacent titles by subdividing 3.11-acres from an 80.0-acre title and consolidate it to an adjacent 112.06-acre title for agricultural use. The proposal meets the subdivision criteria of the Land Use Bylaw (LUB).

## RECOMMENDATION:

That S.D. Application #2025-0-159 be approved subject to the conditions as outlined in the draft resolution.

## REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Matters Related to Subdivision and Development Regulations, the MDP, and the municipal realignment/reconfiguration of title subdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The realignment is in support of the agricultural operation, as the boundary adjustment is to amalgamate agricultural land holdings.
- The LUB No. 24-007 contains policies and subdivision criteria to allow a realignment/reconfiguration of titles and property lines without an increase in titles.
- The LUB No. 24-007 Property Realignment of Titles policy enables land boundaries to be realigned based on factors such as improvements present, agricultural use, encroachments, and the rationale of the land swap.

**BACKGROUND INFORMATION:**

Located one mile northwest of the Hamlet of Iron Springs and a ½-mile north of Highway 25). The proposal is to realign boundaries and parcel sizes for the agricultural lands.

The realignment involves including the farmyard in the SW corner of the south-half of the SW 32-11-20-W4 to the agricultural title to the south, resulting in an enlarged title 115.17-acres in size. Additionally, the residual irrigated farmland will be consolidated to a separate title for the north-half of the SW 32-11-20-W4 creating an amalgamated agricultural parcel 156.59-acres in size. As a result of the consolidations of the parcels there will be an overall reduction in the number of titles from three down to two. The 3.11-acre area being subdivided and consolidated contains a dwelling and several associated agricultural structures. The intent is to combine the yard and livestock buildings to the associated confined feeding operation to the south. The existing residence is serviced by a private water cistern and a septic field system. The septic field will remain associated with the title for the dwelling with the reconfiguration. Access to all the parcels will remain unchanged from the west municipal road allowance.

There is an AER approved gas pipeline and sour well that runs through the land. The well is located in the opposite corner of the yard which is outside the setback. There are also potential Historical Resources identified; however, Alberta Culture waived the requirements for Historical Resource Act approval.

Overall, the proposal meets the criteria of the County's LUB No. 24-007 for a Realignment of Titles/Reconfiguration subdivision. All the resulting titles exceed the required minimum 80.0-acre agricultural parcel size. The application was circulated to the required external agencies with no concerns expressed and no utility easements are requested. Alberta Transportation has no objections and granted a variance.

**ALTERNATIVES / PROS / CONS:**

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

Pros:

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

Cons:

- the refusal could be appealed by the applicant.

**FINANCIAL IMPACT:**

None.

**LEVEL OF PUBLIC PARTICIPATION:**

Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[5A 2025-0-159 Lethbridge County - Approval](#)

[Diagrams 2025-0-159](#)

[Dronkkaar Existing Titles Diagram](#)

[Dronkkaar Proposed Titles Diagram](#)

## RESOLUTION

2025-0-159

**Lethbridge County**

**Agricultural** subdivision of SW1/4 32-11-20-W4M and Lot 2, Block 3,  
Plan 1510082 within NW 29-11-20-W4M

THAT the Agricultural subdivision of SW1/4 32-11-20-W4M and Lot 2, Block 3, Plan 1510082 within NW 29-11-20-W4M (Certificate of Title No. 151 008 036 +1, 201 197 749), to reconfigure three adjacent titles by subdividing 3.11-acres (1.26 ha) from an 80.0-acre (32.4 ha) and consolidating it to an adjacent 112.06-acre title for agricultural 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, if required.
3. That the applicant submits a surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided and consolidated. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the three 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 any easement(s) as required by utility agencies shall be established prior to finalization of the application.

### 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 and consolidation is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposal conforms to the County's subdivision criteria as a property realignment/reconfiguration of titles. There will be no additional titles created as result of this subdivision and consolidation but an overall decrease by one title will result.

### INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(c) of the Municipal Government Act, Reserve is not required.
- (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) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

“Thank you for the opportunity to comment on File No. 2025-0-159. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is to reconfigure three adjacent lots by subdividing and consolidating with an adjacent parcel for agricultural use. The smaller area being subdivided contains a dwelling, with water services provided by a cistern (hauled) and an onsite private septic field system.

AHS-EPH has reviewed the application and has the following comments:

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.
- The application indicated a Confined Feeding Operation (CFO) in proximity to the proposed subdivision. The Natural Resources Conservation Board should be consulted for any comments regarding the subdivision as they are the regulatory agency for CFOs. AHS-EPH does not recommend subdividing/ developing residential lots in close proximity to CFOs.

AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.

Please feel free to contact me with any questions or concerns.”

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 25

**Transportation and Economic Corridors offers the following comments with respect to this application:**

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

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

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

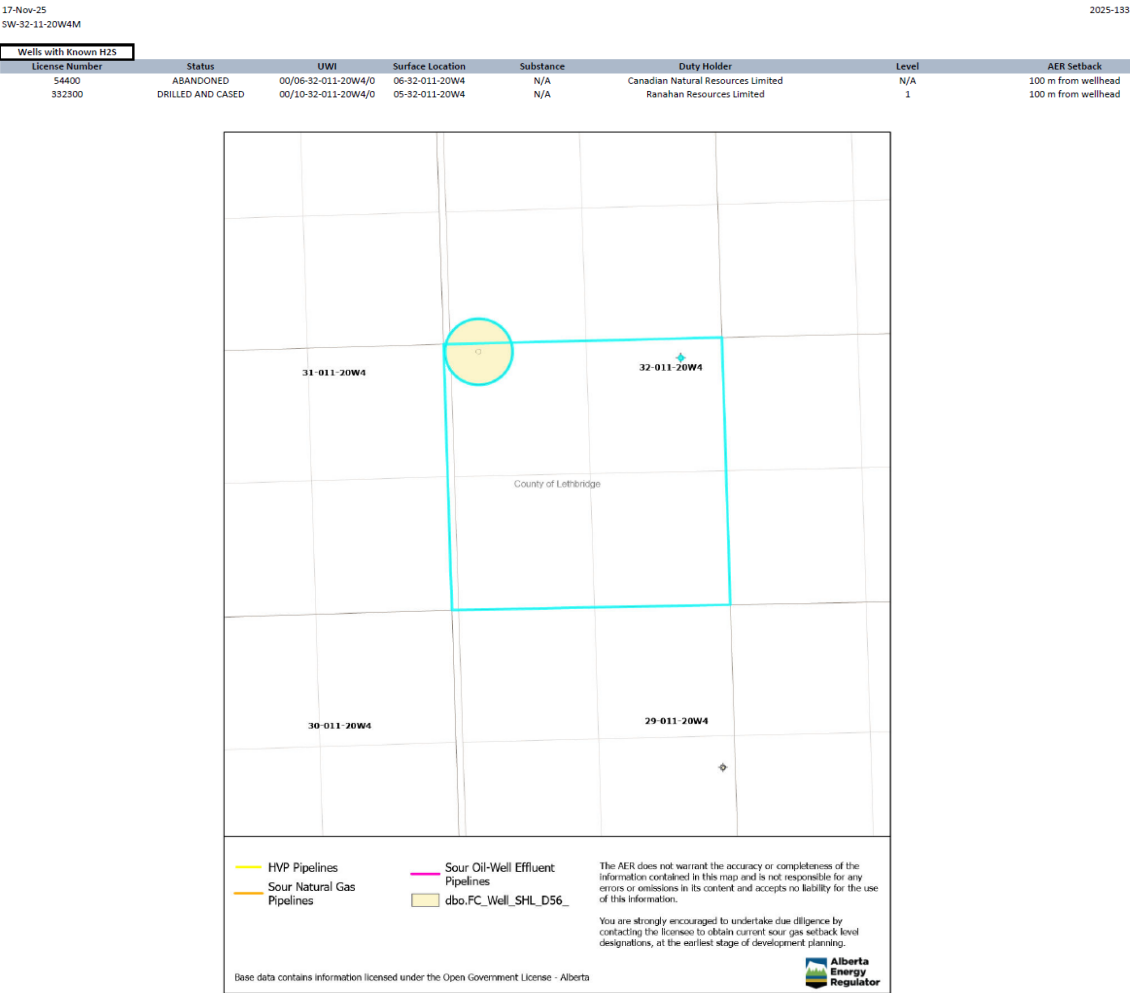
**Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:**

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

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information”

(g) Alberta Energy Regulator:

“Please find the attachment(s) from the AER in response to your subdivision/development referral, a map and list of sour wells and/or pipelines. The map shows the maximum setback for the level of well and may not represent the setback required for future development. The report lists all sour wells and pipelines within the quarter. Please be advised, you are encouraged to contact the licensee(s) to obtain current sour gas setback level designations and to discuss land use planning, at the earliest stage of development planning.”



(h) Historical Resources – Barry Newton, Land Use Planner:

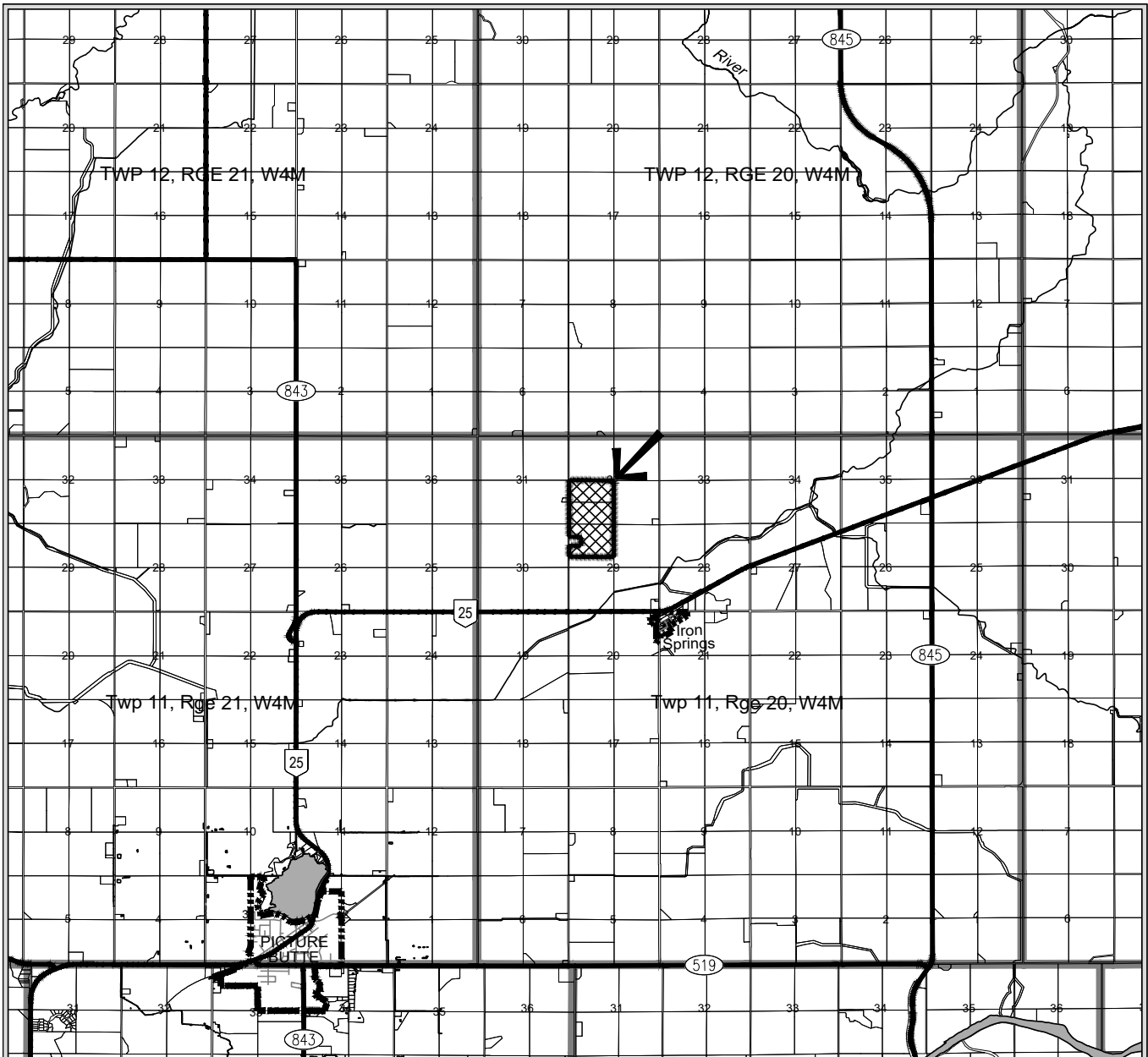
“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”

\_\_\_\_\_  
MOVER

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE



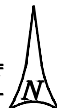


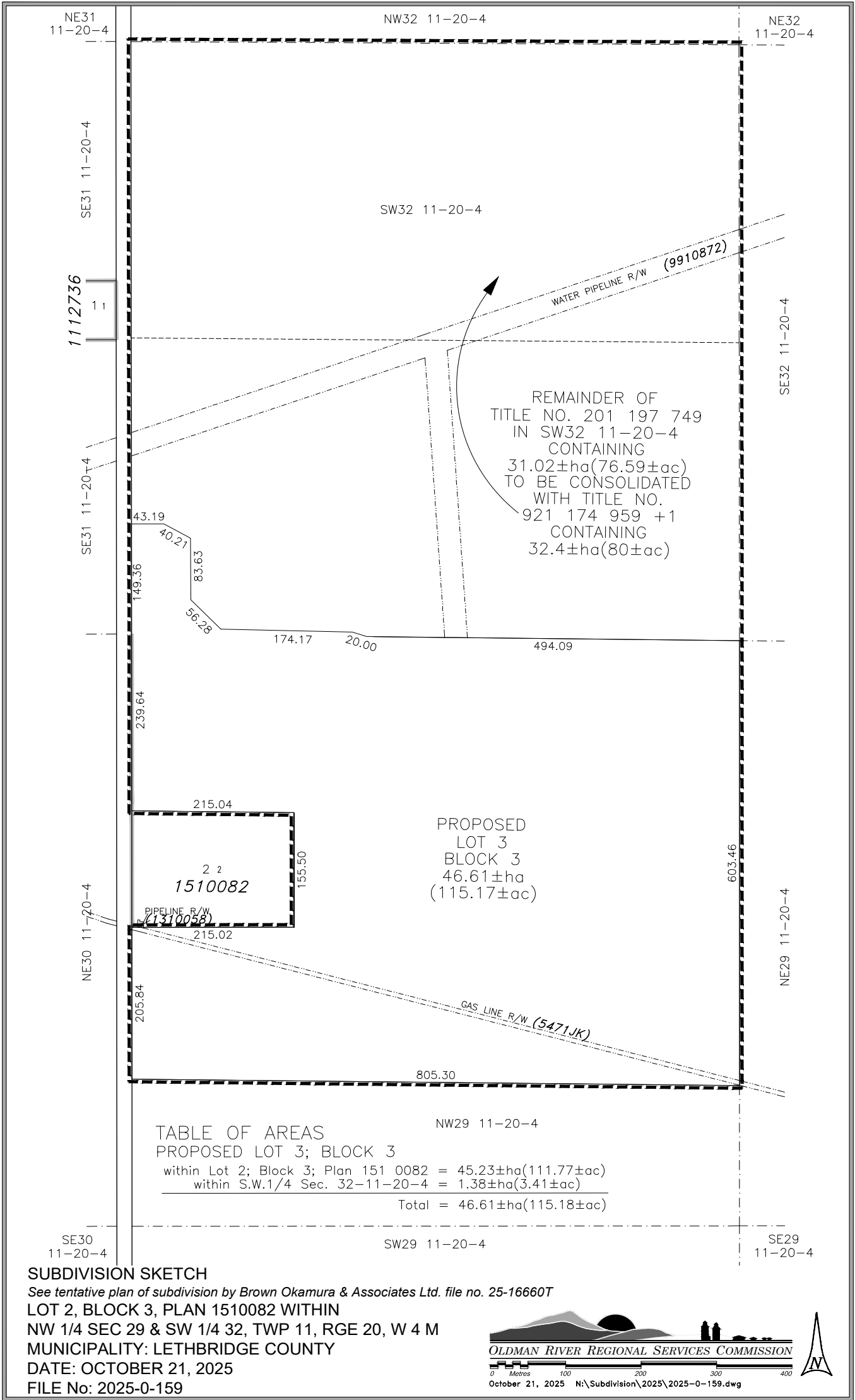
**SUBDIVISION LOCATION SKETCH**  
**LOT 2, BLOCK 3, PLAN 1510082 WITHIN**  
**NW 1/4 SEC 29 & SW 1/4 32, TWP 11, RGE 20, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: OCTOBER 21, 2025**  
**FILE No: 2025-0-159**

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3105 16th AVENUE NORTH, LETHBRIDGE, AB T1V 5B8  
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



October 21, 2025 N:\Subdivision\2025\2025-0-159.dwg









**SUBDIVISION SKETCH**

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16660T

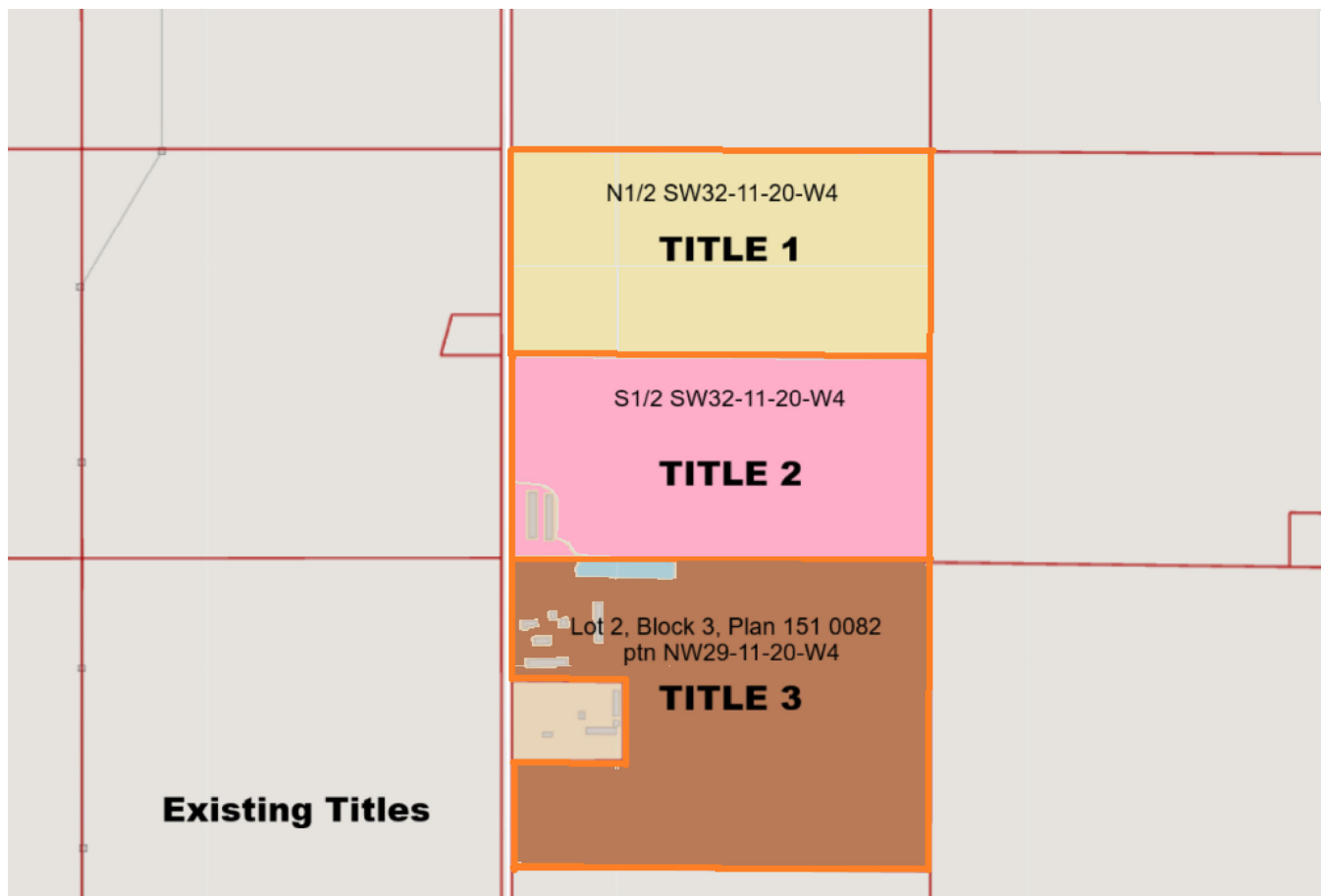
**AERIAL PHOTO DATE: 2018**

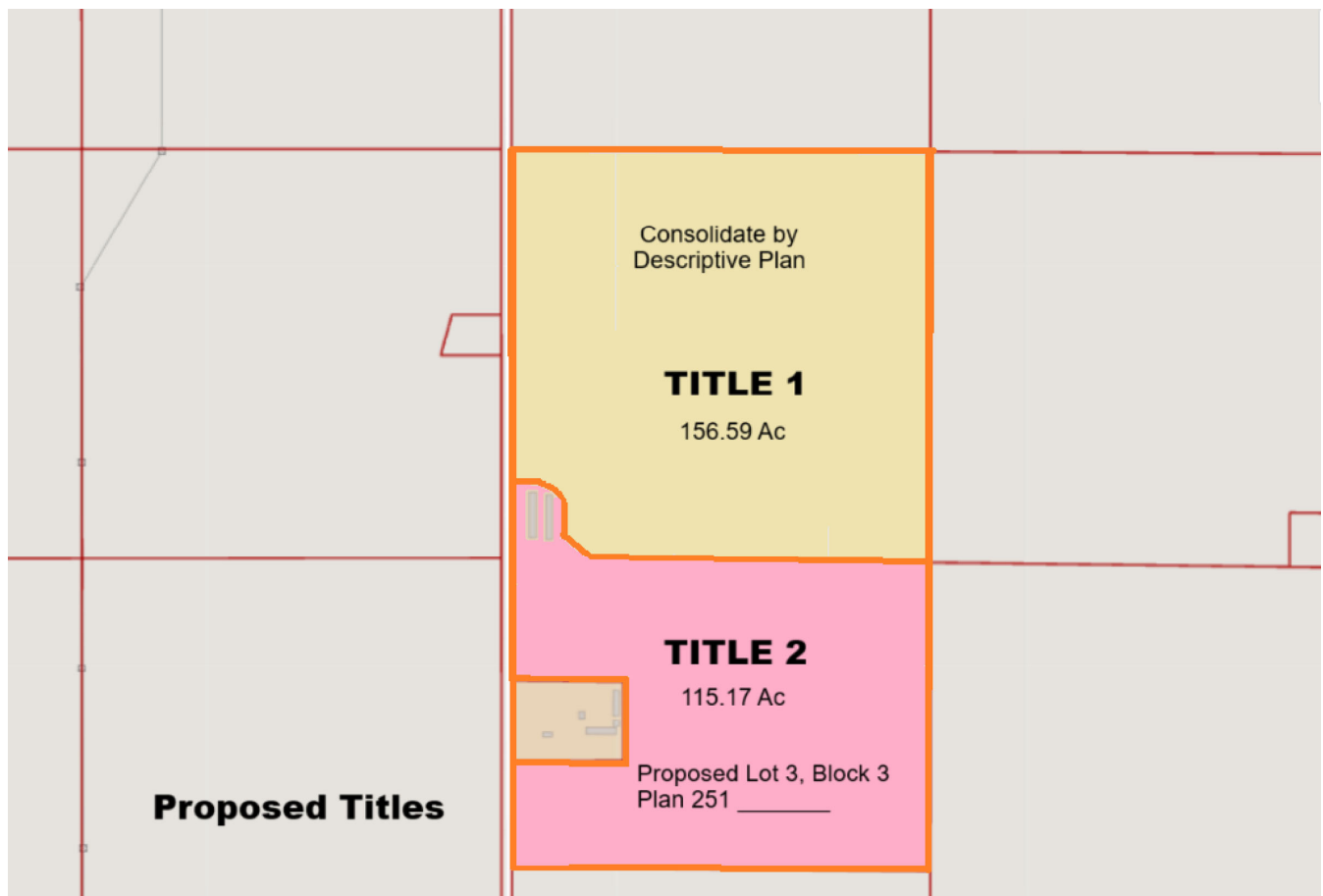
LOT 2, BLOCK 3, PLAN 1510082 WITHIN  
NW 1/4 SEC 29 & SW 1/4 32, TWP 11, RGE 20, W 4 M  
MUNICIPALITY: LETHBRIDGE COUNTY  
DATE: OCTOBER 21, 2025  
FILE No: 2025-0-159











 STARS<sup>®</sup> 40

**FORTY YEARS.  
ONE MISSION.**

**CELEBRATING PARTNERSHIPS**






# Critical care, anywhere. Since 1985.

It all began when a pregnant woman from a rural community died from blood loss, leaving a father alone with their newborn. For STARS' founders, her death was one too many. Something had to be done.

As we've grown and evolved, STARS has never wavered from our mission. Fundamentally we believe that where you live — or work, play and travel — shouldn't impact your chance of survival.

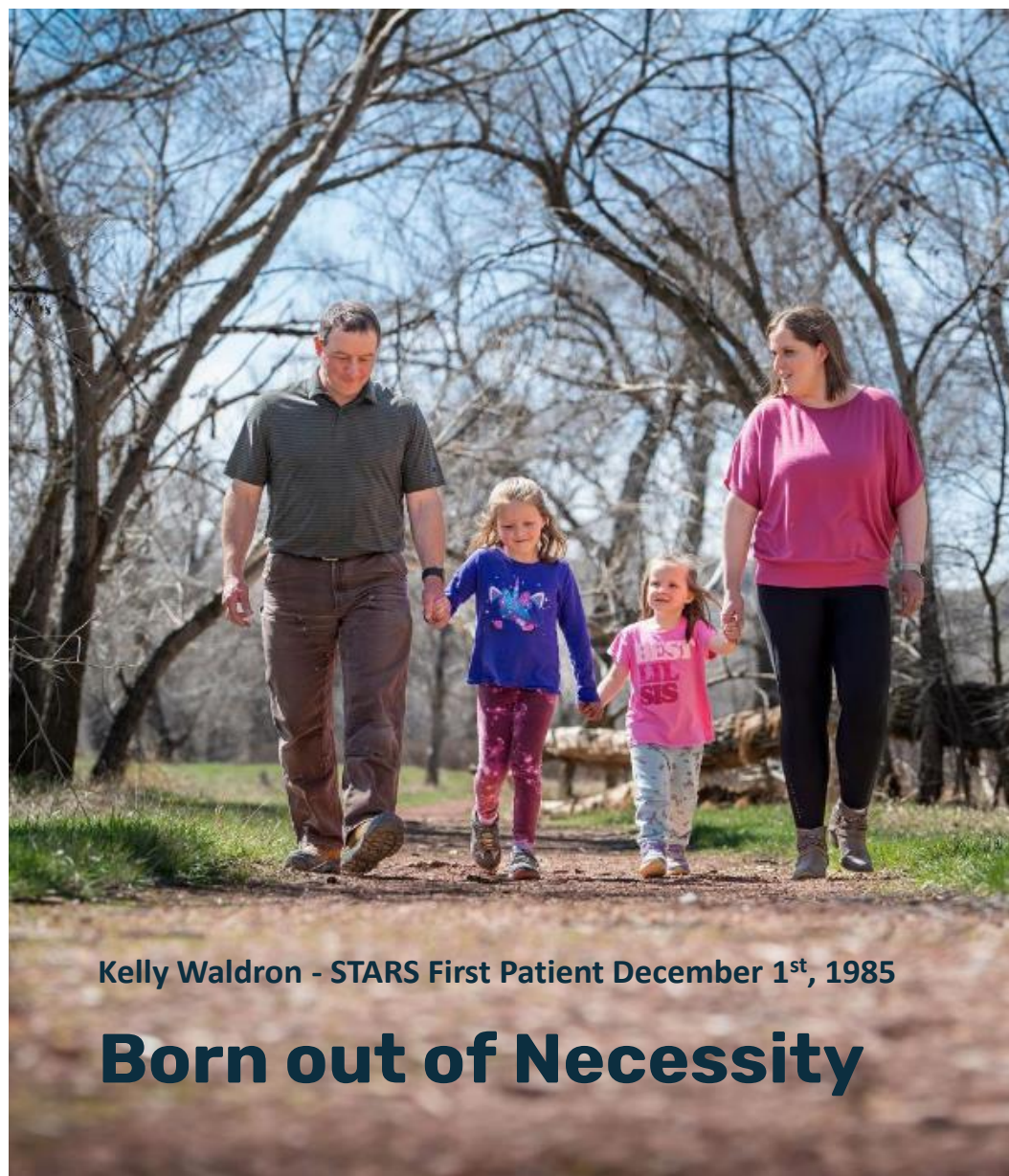
**Dr. Greg Powell, OC, AOE, MD, FRCPC**  
STARS FOUNDER



A portrait of Dr. John Froh, President and CEO, standing in front of a red medical device. He is wearing a dark suit, a light blue shirt, and a patterned tie. The background is a blurred red machine with some black components.

**LEADING OUR TEAM**  
**DR. JOHN FROH, President and CEO**





Kelly Waldron - STARS First Patient December 1<sup>st</sup>, 1985

**Born out of Necessity**

**FORTY  
YEARS.  
ONE  
MISSION.**

**STARS<sup>®</sup> 40**



**H145 Fleet of 10**







## CHAIN OF SURVIVAL PARTNERS

- Fire Departments
- First Responders
- RCMP
- Search & Rescue
- Ground EMS
- HALO
- AHS Fixed Wing
- Hospitals / Medical professionals



Night Vision (2003)



© William Vavrek Photography





**MORE  
THAN  
RAPID  
TRANSPORT**

**Virtual Care Consultation**





Cardiac 21%



Vehicle Incident 19%



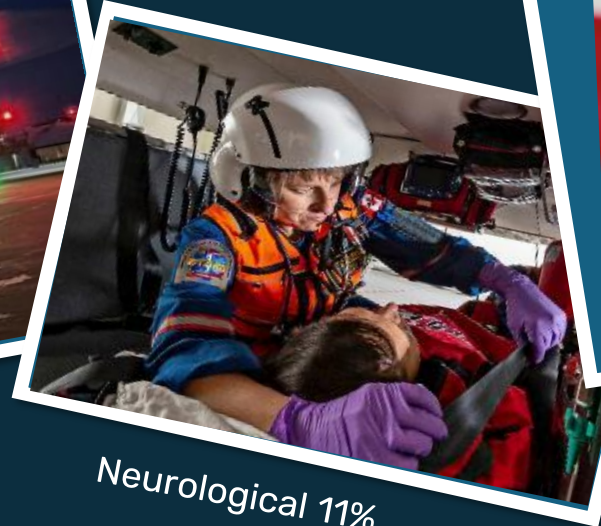
Other Medical Distress 17%



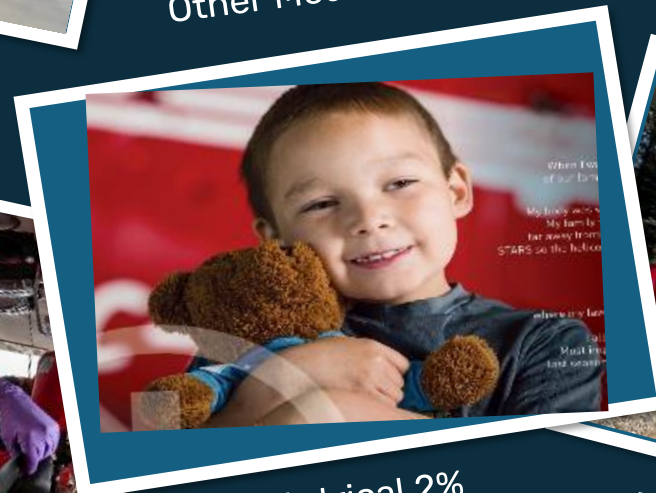
Trauma 17%



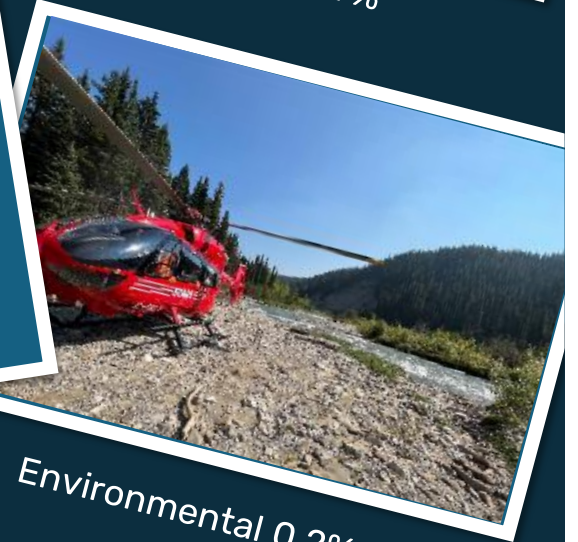
Pulmonary 13%



Neurological 11%



Obstetrical 2%



Environmental 0.2%



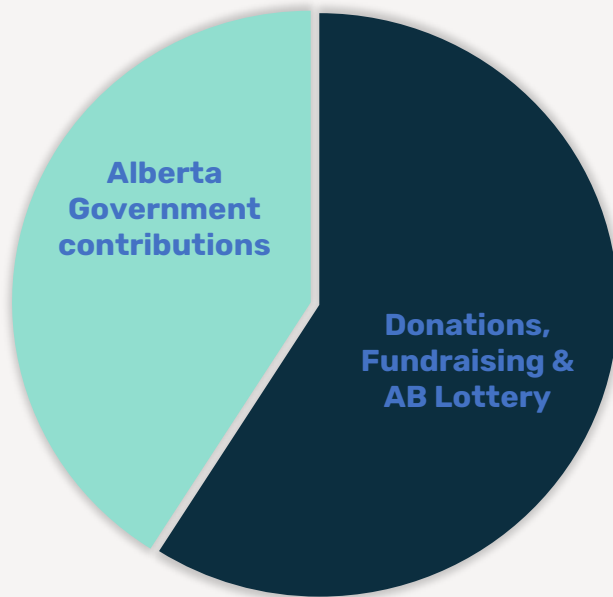
LETHBRIDGE COUNTY STARS 15-YEAR MISSION REPORT	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
NEAR BARONS						1				1						2
NEAR COALDALE												1		1		2
NEAR COALHURST														1	1	2
LETHBRIDGE HOSPITAL IFT's	40	49	62	40	70	72	77	59	59	59	68	67	75	79	83	959
NEAR LETHBRIDGE		2	2	1	1	1			1		2	3	2		3	18
NEAR NOBLEFORD			1										1			2
NEAR PICTURE BUTTE						1						2	3			6
<b>TOTAL</b>	<b>40</b>	<b>51</b>	<b>65</b>	<b>41</b>	<b>71</b>	<b>75</b>	<b>77</b>	<b>59</b>	<b>60</b>	<b>60</b>	<b>70</b>	<b>73</b>	<b>81</b>	<b>81</b>	<b>87</b>	<b>991</b>

2025: 69 missions up to December 8, 2025. 63 IFTs and 6 scene calls.

\* Scene calls and search & rescue (SAR) coded to nearest community - Actual mission location used to identify each occurrence within Lethbridge County boundaries



## STARS ALBERTA, FY25-26



**Direct Operating Costs**  
**\$36.6 million**  
(\$12.2M per base)

**Government Contribution**  
**\$15 million**

Donations, Fundraising & Lotteries are needed to cover **59%**  
of direct operational costs in Alberta

**[ab.starslottery.ca](https://ab.starslottery.ca) - Net lottery funds pay for one base in Alberta**



## ESSENTIAL SERVICES FOR ALL, RURAL

### MUNICIPAL PARTNERSHIPS ENSURE ROBUST HEALTH & SAFETY NETWORK

- **95%** Alberta's municipalities in partnership
- **75%** Regional Leaders
- Includes Northern B.C. (7) Peace River Regional Districts

#### (9) PROVINCIAL LEADERS

- Budgeted Fixed Rate
- Standing Motion / Protective Services

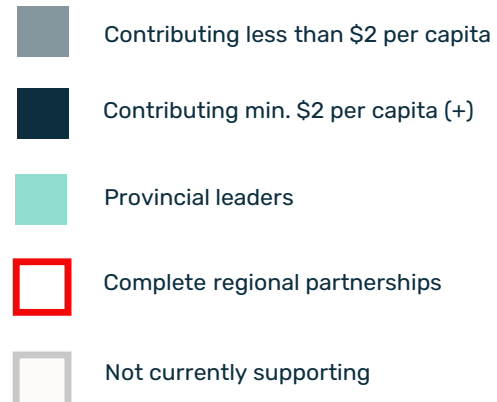
**2025 Rocky View County \$1M Logo Unveiling**  
**2026 Welcomes (4) Provincial Leaders**

#### REGIONAL LEADERS

Building partnerships within.  
 (Minimum \$2 per capita)

#### PEACE RIVER REGIONAL DISTRICT, BC

Hudson's Hope, BC  
 City of Fort St. John, BC  
 Taylor, BC  
 City of Dawson Creek, BC  
 Pouce Coupe, BC  
 Chetwynd, BC  
 Tumbler Ridge, BC







## AMTC International Simulation Competition CHAMPIONS

Final case; Complex farm accident

- High-intensity
- Five critical patients
- Including a pediatric patient
- Multiple major traumas
- Anhydrous ammonia toxicity

THANK YOU LETHBRIDGE COUNTY

### CURRENT PLEDGE

REGIONAL LEADER  
\$2/capita annually

### OUR REQUEST REGIONAL LEADER

STANDING MOTION  
\$2 per capita annually

### BENEFITS

- STARS provides physical and virtual response
- Residents have access to STARS 24/7 across Western Canada
- The most rural and remote areas are served by our World Class Crew
- Born out of necessity, STARS operates at no cost to the patient
- Together, we are saving lives and saving futures

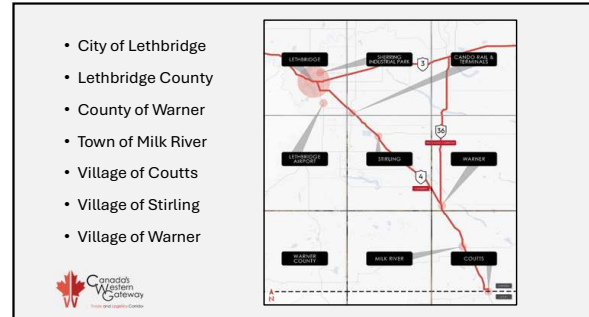
**A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.**







1



2



3



4



5



6



7

## Project Outcomes Regional Impact



- Build Awareness of CWG
- Create Asset Map & Directory
- Identify Investment Ready Land
- Collect Industry Feedback
- Skilled Labour Initiatives
- Businesses Support
- Job Creation



8

## Investment Attraction

## Industry Engagement



Brady Schnell

Rylan Howard



9



## Legacy & Capacity

- Lasting Capacity
- Communities ready for opportunity
- Growth through collaboration
- Connect with CWG

10

## Questions and Discussion

- Identifying land for development
- Connecting with business owners
- Evaluate investment readiness
- Marketing you can be proud of



11

# CITT & Canada's Western Gateway: In Motion

Lethbridge Airport,  
Air West Flight Support

**Thursday October 9, 2025,  
9:00 am – 5:30 pm**

421 Stubb Ross Road,  
Lethbridge, AB

## PROGRAM

### 11:00 AM

- Registration Open at Air West Hangar at the Lethbridge Airport.

### 11:45 AM

- Canada's Western Gateway: In Motion.

### 12:00 PM

- AAA Roast Sirloin Lunch Buffet sponsored by Lethbridge County.

### 1:00 PM

- Canada's Logistics Community: CITT and Alberta Area Council.
- Custom Rail Solutions: Cando Rail & Terminals Lethbridge.
- Canada Pacific Kansas City Rail (CPKC).

### 2:00 PM

- Driving Trade Forward: Transportation Panel with AMTA, PMTC, & PTTAC.

### 3:00 PM

- Networking Opportunity Sponsored by Teamworks Career Centre.

### 3:30 PM

- Messages from the City of Lethbridge & Lethbridge County.
- Innovation in Transportation: Advanced Performance Management Inc.
- Team Works Career Centre & Supply Chain Graduate Ceremony.

### 5:00 PM

- NuEra Logistics Supply Chain Reception.



## Welcome! We're excited to bring together Southern Alberta's trade and logistics community.

A heartfelt thank you to **Cando Rail & Terminals**, our title sponsor, for supporting today's event. Your leadership in rail and terminal services makes this partnership a perfect fit.

This event unites **Canada's Logistics Association (CITT) and Canada's Western Gateway (CWG)**, combining logistics expertise with regional economic development to strengthen our transportation network.

We're proud to celebrate **Teamworks Careers'** supply chain graduates - your achievements are shaping the future of the industry.

Finally, thank you to **Air West Flight Support** for hosting us in their beautiful hangar.

**Enjoy the day and the connections ahead!**



<p><b>Canada's Western Gateway (CWG)</b>  <b>Investment Attraction Manager, Brady Schnell</b></p> <p>Brady has worked in emergency medicine, construction, oil and gas reclamation, post-secondary governance, and municipal government. With more than 10 years in economic development, he was recognized as Economic Development Officer of the Year in 2022.</p>	<p><b>(CWG)</b>  <b>Industry Engagement Coordinator, Rylan Howard</b></p> <p>Rylan is a Lethbridge-based marketer with EDL, supporting Canada's Western Gateway. Outside work, he plays bass with Nox Solaris, performs with Bridgette Yarwood, and volunteers with the Lethbridge Medieval Club.</p>
<p><b>Canada's Logistics Association (CITT)</b>  <b>President, Pina Melchionna</b></p> <p>Pina is President and CEO of CITT, Canada's Logistics Association, with 25+ years in business transformation and leadership. A lawyer by training, she holds law and MBA degrees, ICD.D and ESG designations, and serves on multiple boards, including the Royal Canadian Mint.</p>	<p><b>(CITT)</b>  <b>AB Area Council, Jane Lyndon (NuEra Logistics)</b></p> <p>For over 20 years, Jane Ayn Lyndon has worked in the supply chain industry. She earned her CCLP designation in 2017 and is Chair of the CITT Alberta Area Council. Jane is currently Director of Western Canada at NUERA Logistics.</p>
<p><b>Cando Rail &amp; Terminals</b>  <b>Business Development Manager, Brent Peterson</b></p> <p>Brent Peterson, Manager of Business Development at Cando Rail &amp; Terminals, brings 10+ years of rail experience, starting as a switchman at 18. A Weber State University graduate, he focuses on building partnerships and expanding rail services across Cando's network.</p>	<p><b>Canada Pacific Kansas City Rail (CPKC)</b>  <b>Business Development, Jon Harman</b></p> <p>Jon leads Business Development at CPKC, focusing on corporate synergies after the CP-KCS merger. He has held leadership roles at CP, Genesee &amp; Wyoming, BNSF, and Kansas City Southern and served as Chairman of the National Grain Car Council in 2023/24.</p>
<p><b>Alberta Motor Transport Association</b>  <b>Board Member, Brad Beerling (Meridian Manufacturing)</b></p> <p>Based in Lethbridge, Brad Beerling manages Western Canadian sales for Meridian Manufacturing. He also serves on the Alberta Motor Transport Association board and belongs to the Canadian Institute of Traffic and Transportation, combining experience in manufacturing, logistics, and trade to support clients and industry growth.</p>	<p><b>Private Motor Truck Council of Canada Western Canada</b>  <b>Business Manager, Marcel Pouliot, P. Eng. MBA</b></p> <p>Marcel serves as the Western Canada Business Manager for the Private Motor Truck Council of Canada (PMTC). Based in Calgary, he brings over 35 years of experience in the North American transportation industry, collaborating with provincial and federal governments to advance PMTC's initiatives in Western Canada.</p>
<p><b>Professional Truck Training Alliance of Canada</b>  <b>Co-Chair, Don MacDonald</b></p> <p>Don MacDonald is the Interim Chair of the Professional Truck Training Alliance of Canada (PTTAC) and co-owner of CCA Truck Driver Training Ltd. in Calgary. With extensive experience in commercial driver training, he advocates for national standards and Red Seal certification for truck drivers across Canada.</p>	<p><b>City of Lethbridge</b>  <b>Strategic Initiatives and Partnerships Manager, Perry Stein</b></p> <p>Perry oversees the City's Strategic Initiatives and Partnerships team, covering Indigenous Relations, Partner Services, and Strategic Initiatives. The team helps move forward key corporate and community priorities through collaboration and project management.</p>
<p><b>Lethbridge County,</b>  <b>Reeve, Tory Campbell</b></p> <p>Tory Campbell, Reeve of Lethbridge County, was raised on a seed farm near Coaldale. A University of Lethbridge Political Science graduate, he and his wife run Roblynn Farms Ltd. Elected to council in 2017 and Reeve in 2021, Tory enjoys family life, farming, and community service.</p>	<p><b>Advanced Performance Management</b>  <b>President, Jason Riley, CMQ/OE, CSQP, CCMP</b></p> <p>Jason Riley, President of Advanced Performance Management, helps organizations across Canada and the U.S. drive operational excellence in aviation, construction, automotive, oil &amp; gas, and technology. He chairs the MCCNA, teaches at Mount Royal University and Medicine Hat College, and is certified in CMQ/OE, CSQP, and CCQP.</p>
<p><b>Teamworks Career Centre</b>  <b>President &amp; CEO, Ryan Miller</b></p> <p>Ryan is the President &amp; CEO of Teamworks Career Centre and Select People Solutions in Lethbridge. With over 25 years in human resources and business leadership, he co-owns and leads both organizations, focusing on workforce development and employment services across Southern Alberta.</p>	<p><b>Teamworks Career Centre</b>  <b>Manager, Barb Wolstencroft</b></p> <p>Barb is the Career Centre Manager at Teamworks Career Centre in Lethbridge. With over 15 years of experience, she specializes in career counseling and adult education. Barb is passionate about supporting individuals in career transition and facilitating workshops that empower clients to achieve their employment goals.</p>

## Thank you to our partners and sponsors:

**Partners:** CITT Canada's Logistics Association, Team Works Career Centre

**Title Sponsor:** Cando Rail & Terminals

**Out hosts:** Air West Flight Support and QL Aviation

**Tour Sponsor:** Caltrax; railcar repair and maintenance & Bunge; agribusiness & food

**Lunch Sponsor:** Lethbridge County

**Networking Sponsor:** Teamworks Career Centre

**Reception Sponsor:** NuEra Logistics

## Thank you for your participation:

City of Lethbridge, CPKC, AMTA, PMTC, PTTAC, Advanced Performance Management Inc.



## We want to hear from you!

Contact us: [www.canadaswesterngateway.ca](http://www.canadaswesterngateway.ca)



## Scan To Follow Us Online!

**Industry Engagement, Rylan Howard:** [Rylan@choosethbridge.ca](mailto:Rylan@choosethbridge.ca)

**Investment Attraction, Brady Schnell:** [Brady@choosethbridge.ca](mailto:Brady@choosethbridge.ca)

# AGENDA ITEM REPORT



**Title:** Bylaw 25-023 - Amendment to the Land Use Bylaw to Redesignate Plan 9910323 Block 1 Lot 2 in NW 30-9-22-W4 from Rural Agriculture (RA) to Direct Control (DC) - Public Hearing

**Meeting:** Council Meeting - 18 Dec 2025

**Department:** Development & Infrastructure

**Report Author:** Kaylyn Franklin

## APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development  
Devon Thiele, Director, Development & Infrastructure  
Cole Beck, Chief Administrative Officer

Approved - 09 Dec 2025  
Approved - 09 Dec 2025  
Approved - 09 Dec 2025

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

An application has been received to redesignate Plan 9910323, Block 1, Lot 2 in NW 30-9-22-W4 from Rural Agriculture (RA) to Direct Control (DC). The applicant is seeking this re-designation to allow for the future development of a bulk fertilizer storage and sales facility.

The proposed redesignation aligns with Lethbridge County's Municipal Development Plan (MDP) and the Industrial-Commercial Land Use Strategy, which supports agriculture-related industrial development in strategic locations.

## RECOMMENDATION:

That Bylaw 25-023, be read a second time.  
That Bylaw 25-023, be read a third time.

## REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation aligns with Lethbridge County's Municipal Development Plan and Industrial-Commercial Land Use Strategy, which supports agriculture-related industrial developments on major transportation corridors.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Municipal Development Plan (MDP), Policy 4.13 permits landowners or developers to apply for land use re-designation in support of development proposals that may not align with existing land use districts.

- Municipal Development Plan (MDP), Policy 10.10 indicates the County may consider industrial and commercial uses (grouped or isolated) through the redesignation of lands process, for development proposals that are: agricultural related, non-labour intensive industries, value-use added processing, or natural resource extractive uses.
- Municipal Development Plan (MDP), Policy 14.9 states that the County embraces new agriculture-related developments.
- Industrial-Commercial Land Use Strategy, Section 6.2.2.8-9 states the County should support opportunities for isolated industrial and commercial uses, especially those that are agricultural related and along major corridors.

#### BACKGROUND INFORMATION:

The parcel, Plan 9910323 Block 1 Lot 2 in NW 30-9-22-W4M is currently used by an agriculture-based trucking business, Double V Trucking Ltd. to store grain and other agricultural commodities. The applicant is requesting the redesignation from Rural Agriculture to Direct Control to support expanding their business into providing bulk Fertilizer Storage and Sales, which will include two new buildings with one fertilizer blender on the parcel.

The definition of Fertilizer Storage and Sales in this Bylaw has been amended to allow for office space to support the administrative and/or operational needs of the business.

Internal departments and external agencies were circulated for comment. No objections were received. Alberta Transportation and Economic Corridors has requested a Traffic Impact Assessment, which is currently under review as part of their Development Permit application.

#### ALTERNATIVES / PROS / CONS:

1. To refuse second reading of Bylaw 25-023.

Pros: None.

Cons: Limits the for the industrial business to expand.

#### FINANCIAL IMPACT:

If the proposal proceeds to development, the site would be assessed under the County's commercial/industrial tax rate, increasing long-term non-residential tax revenue.

#### LEVEL OF PUBLIC PARTICIPATION:

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

#### ATTACHMENTS:

[25\\_023\\_RA\\_to\\_DC Rezoning Map](#)

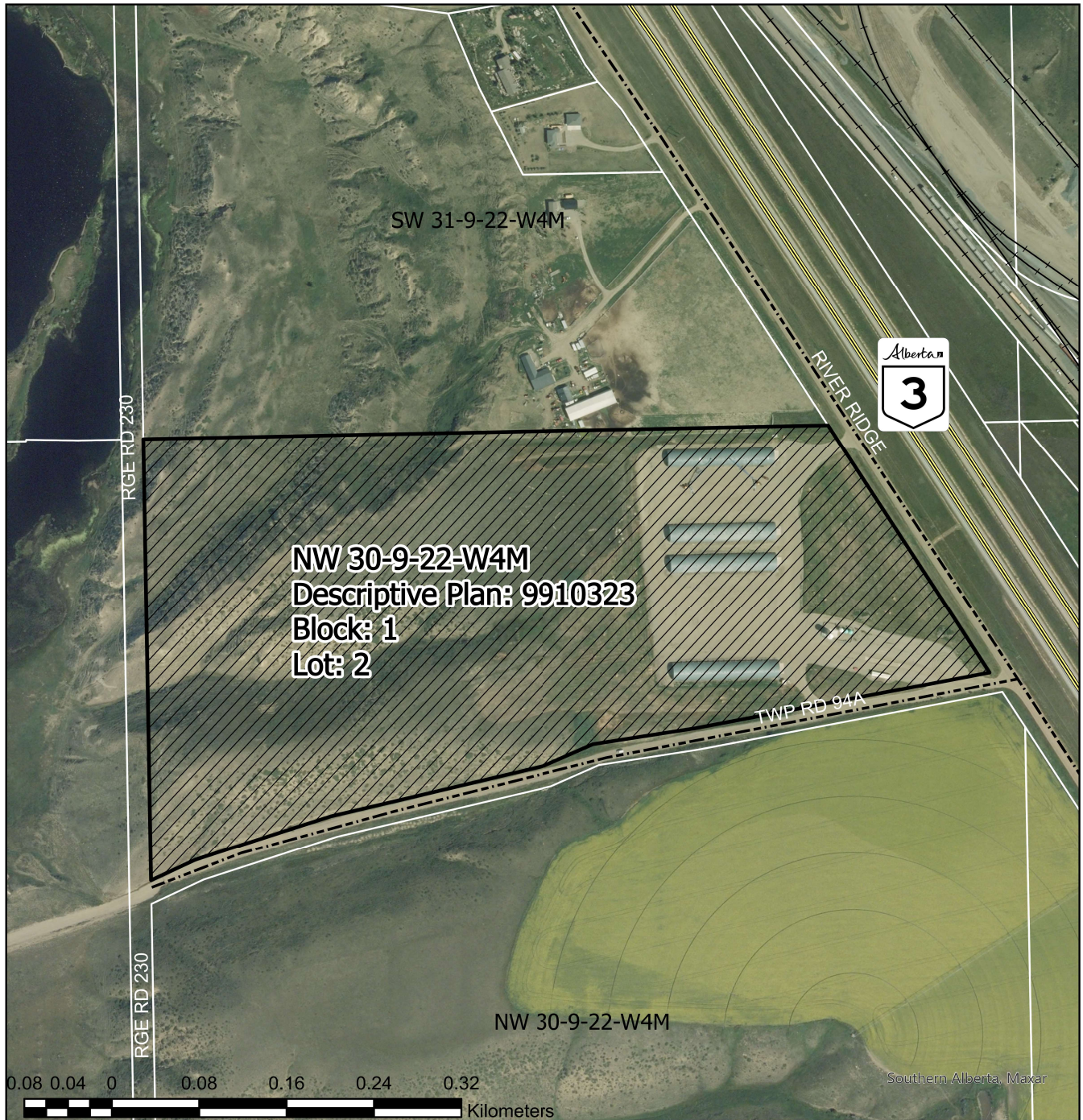
[Bylaw 25-023 - Application](#)

[Bylaw 25-023 - Direct Control District - 2025-10-20](#)

[Bylaw 25-023 - Amendment to LUB Reading Page](#)

[Leth County - Double V Trucking rezoning Bylaw 25-023- ORRSC comments](#)





# **Bylaw 25-023: Rural Agriculture to Direct Control**

**Descriptive Plan 9910323; Block 1; Lot 2; (NW 30-9-22-W4M) Approx 55.45 Acres  
Located in Lethbridge County, AB**

 **Bylaw 25-023 Rural Agriculture (RA) to Direct Control (DC)**







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: <b>August 29, 2025</b>	Assigned Bylaw	No. <b>25-023</b>
Date Deemed Complete: <b>September 2, 2025</b>	Application & Processing Fee:	\$ <b>2000</b>
<input checked="" type="radio"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input checked="" type="radio"/> 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: **Jayco Builders (Chris Friesen) / Double V Trucking (Brent Van Vaerenbergh)**

Mailing Address:

Phone:

Phone (alternate):

Fax:

Postal Code:

Is the applicant the owner of the property?

☐ Yes

☒ No

IF "NO" please complete box below

Name of Owner:	<b>J. Hengerer (Hengerer Trucking)</b>	Phone:	
Mailing Address:		Applicant's interest in the property:	
Postal Code:		<input type="checkbox"/> Agent	
		<input checked="" type="checkbox"/> Contractor	
		<input checked="" type="checkbox"/> Tenant	
		<input type="checkbox"/> Other	

#### PROPERTY INFORMATION

Municipal Address:

Legal Description:

Lot(s)

**2**

Block

**1**

Plan

**9910323**

OR Quarter

**NW**

Section

**30**

Township

**9**

Range

**22**



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

### 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):

Rural Agricultural

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

Direct Control - Commodity Storage & Blending

### SITE DESCRIPTION:

Describe the **lot/parcel dimensions** see attached Site Plan and **lot area/parcel acreage** 55.45 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.

Currently commodity storage as approved in old pre-2013 DP

Land currently not suitable for farming / grazing

No sewer requirements  
No water requirements  
Power service existing but potential upgrade needed



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

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** (Chris Friesen) / (Brent Van Vaeenbergh)

**REGISTERED OWNER** (if not the same as applicant)

August 29, 2025

**DATE**

**IMPORTANT:** The personal information requested on this form is being collected under the authority of Section 4(e) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email at [atippcoordinator@lethcounty.ca](mailto:atippcoordinator@lethcounty.ca) or call 403-328-5525.

### 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.

Double V Trucking Ltd. is family owned and operated, based out of Picture Butte, AB. The company started in 1984 (incorporated in 1995). They are primarily a transport trucking company, providing hauling in the Western Provinces and Western United States. They specialize in grain, fertilizer, and other general freight and also are outfitted to haul oversize loads and farm implements. They wish to expand the facility near Kipp to allow intermediate storage and blending of commodities to support the local farming industry around Southern Alberta.

The land currently is already being used for commodity storage as approved in an old pre-2013 development permit when the 4 quonsets were constructed (~1997). The land is not very suitable for farming / grazing but relatively suitable for agro-business / agro-industrial activities with its close proximity to a major highway . Lastly the development proposed will not have any sewer or water requirements in terms of municipal infrastructure. There is existing power on the site already with only a potential upgrade required.





**Schedule 'A'**  
**DIRECT CONTROL BYLAW NO. 25-023**

**1. PURPOSE**

To provide a means whereby Council may regulate and control the Use and Development on a site-specific basis for the following Site:

Descriptive Plan 9910323 Block 1 Lot 2 in NW 30-9-22-W4 (title comprised of 22.35 ha (55.22 acres) in total) as shown in Map 1.

For the specific purpose of allowing an existing agriculture-based trucking and commodity storage operation to develop Fertilizer Storage and Sales, which including fertilizer blending with an associated office space.

**2. PERMITTED, DISCRETIONARY AND PROHIBITED USES**

**(1) Permitted Uses**

Accessory Buildings/Structures to an approved Permitted Use

Fertilizer Storage and Sales

Warehousing

Signs Type 1 and 2 (see Part 6 of the Land Use Bylaw)

**(2) Discretionary Uses**

Any Permitted or Discretionary Uses that are not already listed in this Bylaw but are prescribed in the Rural General Industrial District under this Land Use Bylaw are at the discretion of County Council.

**(3) Prohibited Uses**

Any Use which is not listed as either a Permitted or Discretionary Use, or is not ruled to be similar to a Permitted or Discretionary Use in accordance with Part 1 Section 31 of the Land Use Bylaw, is a prohibited Use.

**3. DEFINITIONS**

**Fertilizer Storage and Sales** means a development used to store bulk fertilizer for wholesale distribution and may include fertilizer blending and associated office space to support the administrative and/or operational needs of the business.

**Land Use Bylaw** means the Lethbridge County Land Use Bylaw No. 24-007.

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

#### **4. MINIMUM YARD SETBACK REQUIREMENTS**

- No part of a Building, structure or Development shall be located within:  
Side Yard 6.1 metres (20 ft.)  
Rear Yard 9.1 metres (30 ft.)
- As determined by the Development Authority, all Buildings, structures or Development that are to be located in the vicinity of an escarpment, coulee break, river bank or other geographical feature may have special requirements for setbacks upon due consideration of any geotechnical or slope stability analysis reports requested by the municipality.

#### **5. MINIMUM SETBACK FROM ROADWAY**

- No part of a Building, structure or Development shall be located within 38.1 metres (125 ft.) of the centre line of the Public Roadway.

#### **6. ACCESSORY BUILDINGS AND STRUCTURES**

- An Accessory Buildings or Structures shall not be located in the required Setback from a Public Roadway or an Easement.
- An Accessory Buildings or Structures shall be setback a minimum 3.0 metres (10 feet) from the principal building and from all other structures on the same Lot.
- An Accessory Buildings or Structures shall only be constructed after or in conjunction with an approved principal Use or Building on the parcel.

#### **7. GENERAL STANDARDS OF DEVELOPMENT**

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

#### **8. SIGN REGULATIONS**

- As per the Lethbridge County Land Use Bylaw.

#### **9. OTHER STANDARDS**

- All finished Lot Grading shall be constructed and maintained to the satisfaction of the Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- Approaches and Driveway access shall be in accordance with the Lethbridge County Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- Any additional standards as required by County Council or the Development Officer.



## **10. OTHER REQUIREMENTS**

- At the time of the Development Permit application, a storm water management plan certified by a professional engineer and a geotechnical report will be required by Lethbridge County.
- Site, Layout, and Grading Plan – that shows the property dimensions, Building locations, parking areas, Outdoor Storage areas, employee Parking Areas, and utility Easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- Refuse or garbage shall be kept in a suitably sized container or enclosure, effectively screened, and the refuse containers shall be located in a rear yard only.
- Servicing
  - the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
- Development Agreement – as a condition of a Subdivision or Development Permit approval the applicant may be required to enter into a Development Agreement with Lethbridge County, in accordance with the Land Use Bylaw.

## **11. SUBDIVISION**

- Council, acting in the capacity of the Subdivision Authority, shall make decisions on any future Subdivision applications.

## **12. DELEGATION OF AUTHORITY**

- The Development Officer in accordance with the Land Use Bylaw and pursuant to Section 641 (3) of the Municipal Government Act may approve Development Permit applications for Permitted Uses only, provided that they confirm to the standards of this bylaw.
- County Council shall be the Development Authority to decide on Development Permit applications for Discretionary Uses or for any Waivers of Development standards.

## **13. APPROVAL PROCEDURE**

- Where the Development Officer as the Development Authority has been delegated the authority to decide upon Development Permit applications for Permitted Uses and has done so, then immediately upon issuance of the Development Permit the Development Officer shall cause a notice to be published in a newspaper circulating

in the area stating the location of the property for which the application has been made and the Use approved.

- Before consideration application for a Discretionary Use or Development requiring waivers on the subject property, Council shall:
  - Cause a notice to be issued by the Designated Officer to any person likely to be affected.
  - Ensure that the notice contains the date and time that Council will hear the application for Discretionary Uses or application for Waivers of Development standards.
  - Hear any persons that claims to be affected by the decision on the application.
- Council may then approve the Development application with or without conditions or refuse the application with reasons.
- Where Council has decided on a Development Permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County office.
- When applicable, the County should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial or federal government department.

#### **14. APPEAL PROCEDURE**

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

Map 1 – Direct Control Area



**Bylaw 25-023: Rural Agriculture to Direct Control**

**Plan 9910323; Block 1; Lot 2; (NW 30-9-22-W4M) Approx 55.45 Acres  
Located in Lethbridge County, AB**

 Bylaw 25-023 Rural Agriculture (RA) to Direct Control (DC)



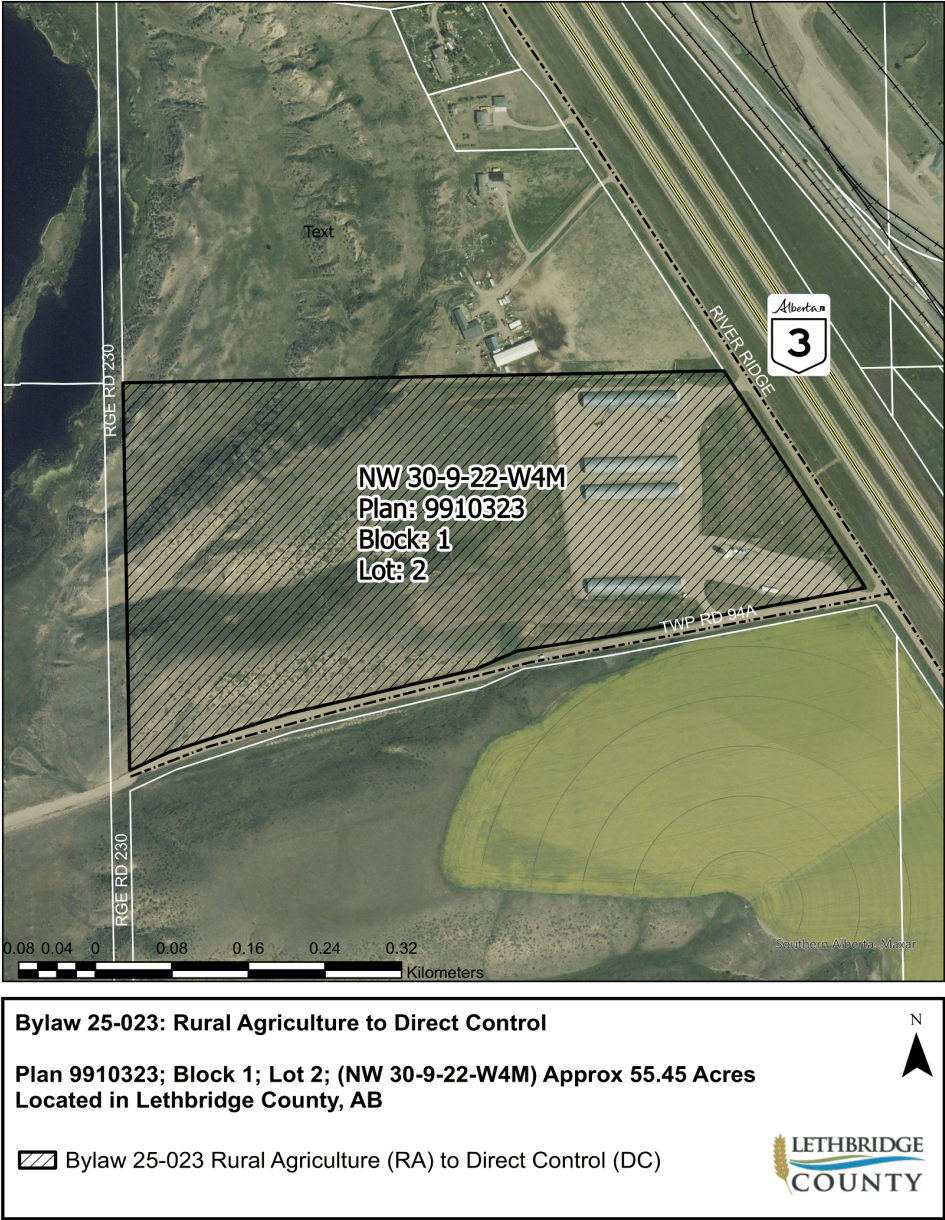


LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-023

Bylaw 25-023 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 as amended.

WHEREAS the purpose of Bylaw 25-023 is to redesignate a title legally described as Plan 9910323 Block 1 Lot 2 in the NW 30-9-22-W4M containing 22.35 ha (55.22 Acres) more or less from Rural Agriculture to Direct Control as shown below;



AND WHEREAS the redesignation of the lands is for the purpose of allowing an existing agriculture-based trucking business to add bulk fertilizer storage and sales to the site, and the designation will allow for such land uses as prescribed in Direct Control Bylaw 25-023.

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;

- 1. To redesignate a title legally described as Plan 9910323 Block 1 Lot 2 in the NW 30-9-22-W4M containing 22.35 ha (55.22 Acres) more or less from Rural Agriculture to Direct Control as shown on the map.
- 2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
- 3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 6<sup>th</sup> day of November 2025.

\_\_\_\_\_  
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



# Memo

**To:** Kaylyn Franklin – Lethbridge County Manager of Planning and Development

**From:** Steve Harty – ORRSC Senior Planner

**Date:** Nov.17, 2025

**Re:** **Bylaw No. 25-023 (Land Use Bylaw Amendment)** – Redesignate Plan 9910323 Block 1 Lot 2 in the NW 30-9-22-W4M from 'Rural Agriculture – RA' to 'Direct Control – DC' (Double V Trucking Ltd.)

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## COMMENTS:

- The parcel is currently being used for agricultural commodity storage and this proposal is to enable business expansion plans. The owners wish to expand the facility to allow intermediate storage and blending of commodities to support the local agricultural industry around Southern Alberta, which is an intensification of use and requires a Development Permit approval. Such an industry as proposed is beyond the scope of the Rural Agriculture district.
- Designating the parcel to Direct Control (DC) is a method to help manage any potential impacts at the site which could arise if the parcel were designated to the standard Rural General Industrial (RGI) district which allows for many types of industrial activities. It is recognized a rural residential yard is located to the immediate north and there are several Grouped County Residential (GCR) parcels to the north of this within 200m of this development (i.e., Peterson Subdivision).
- The County's Municipal Development Plan (MDP) includes policy direction (policy 10.21) that isolated rural business/industrial operations can be considered if they are adjacent to transportation corridors, on rural parcels associated with agriculture, on a parcel of poor-quality land, etc. This is also highlighted in the *Industrial-Commercial Land Use Strategy* for the County (part 5.3.1). This proposal aligns with these criteria as it is located in proximity to Highway 3. The business also serves the rural community and is situated on a developed coulee top parcel which will not result in the loss of agricultural land. The *Strategy* also supports such proposals if there is potential to mitigate any negative impacts.
- Although a business has been operating from the site for years, a more recently completed land analysis review identifies:
  - There are no provincial wetlands, flood concerns, abandoned gas well sites or pipelines for the subject area that may affect development.
  - The lands may potential contain a natural or archeological resource of a 5a category and the developer is responsible to meet any requirements of the Alberta Historical Resources Administrator at the time of land development.
  - Only the east approximately 20-25-acres of the 55.23-acre title is usable for development as the west-half is comprised of coulee slope. A Geotechnical Assessment was provided

that established the minimum development setback lines on the west side to the coulee top of slope. This setback must be adhered to for any new development that occurs on the land and this has adequately been stipulated in the DC Bylaw.

- The County had requested a Stormwater Management Plan encompassing the contributing area of the existing site. The County must be satisfied with the final storm drainage plan and how it addresses the pre and post runoff conditions. The proposed DC Bylaw includes a requirement for this and it can be addressed at the Development Permit stage.
- The proposal should have no major infrastructure impacts to the County. In regard to specific site servicing matters, the proposed use for commodity storage does not have water or sewage service needs. No new Public Roadways or municipal service extensions are required. Electrical utilities from Fortis are already in place for the development.
- No new impacts are foreseen as a result of this application as the use already exists, with the one exception being that the expansion of the business may have some impacts to neighbours due to an increase in truck traffic and potential noise. However, the majority of truck traffic should be to the south and not be going past the country residential acreages located to the north.
- The development is adjacent to River Ridge Road, which is a gravelled, well maintained road. The expanding business will introduce additional new truck traffic beyond what is currently experienced. If approved, the developer at the Development Permit stage could be required to enter into a Road Use/Maintenance Agreement with the County to address the use of the road.
- The developer is responsible to meet Alberta Transportation and Economic Corridors (ATEC) requirements. ATEC requested a Traffic Impact Assessment (TIA) that includes both the intersections of River Ridge Road / Highway 509 and Highway 509 / Highway 3. Any improvements required may be addressed with the developer at the Development Permit stage.
- There are no IDP policies applicable for this proposal. The parcel is adjacent to but outside of the IDP boundary between the County and Town of Coalhurst and similarly outside of the City of Lethbridge IDP area.

Overall, there are no major concerns identified with the proposal provided the local road and highway impacts are addressed to the County's and ATEC's satisfaction. The bylaw adoption will enable a local rural business to expand and the proposed DC Bylaw is seen as an appropriate mechanism to manage the proposed development on the parcel. The DC Bylaw as drafted allows for the agriculture-based trucking and commodity storage operation related to Fertilizer Storage and Sales services, while not allowing other non-compatible industrial uses to establish. With the number of residential landowners in the area DC is the best option, as it limits the commercial/industrial aspect of the zoning to just the existing tailored uses or those that Council determines are appropriate.

If Council deems the proposed business expansion as being suitable at the site, then the parcel may be designated to the DC district. Any area landowners' concerns or comments that come forward will need to be considered on their own merit by Council at the public hearing.

# AGENDA ITEM REPORT



**Title:** Bylaw 25-024 - Amendment to the Land Use Bylaw to Redesignate 95012 River Ridge Road (Plan 8710514 Block 1 Lot 4, SW-31-9-22-W4) from Rural Agriculture (RA) to Grouped Country Residential (GCR) - Public Hearing

**Meeting:** Council Meeting - 18 Dec 2025

**Department:** Development & Infrastructure

**Report Author:** Kaylyn Franklin

## APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development  
Devon Thiele, Director, Development & Infrastructure  
Cole Beck, Chief Administrative Officer

Approved - 09 Dec 2025  
Approved - 09 Dec 2025  
Approved - 09 Dec 2025

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

An application has been received to redesignate 95012 River Ridge Road (Plan 8710514 Block 1 Lot 4, SW-31-9-22-W4) from Rural Agriculture (RA) to Grouped Country Residential (GCR). The applicant is seeking this redesignation to allow for the subdivision an existing single-family dwelling from the agricultural parcel.

The proposed redesignation aligns with Lethbridge County's Land Use Bylaw, which requires the redesignation to GCR prior to subdivision.

## RECOMMENDATION:

That Bylaw 25-024, be read a second time.  
That Bylaw 25-024, be read a third time.

## REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation is consistent with the MDP and the Grouped Country Residential Strategy, which supports the creation of residential parcels in areas with low agricultural productivity and when adjacent to existing GCR parcels (seven in this case).

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Municipal Development Plan (MDP), Policy 4.13 permits landowners or developers to apply for land use redesignation in support of development proposals that may not align with existing land use districts.

- Municipal Development Plan (MDP), Policy 8.1 states the County will consider subdivision of 20 acres of letter for GCR Use.
- Municipal Development Plan (MDP), Policy 8.3 and the Grouped Country Residential Strategy supports locating GCR on cut-off and fragmented parcels, include the areas where agricultural productivity is low and cut off by coulee edges.
- Land Use Bylaw (LUB), Part 8 Clause 13.2.f supports redesignating the parcel to GCR prior to considering subdivision because there is more than three adjacent (contiguous) country residential lots.

#### BACKGROUND INFORMATION:

The subject parcel (Plan 8710514 Block 1 Lot 4, SW 31-9-22-W4) is currently zoned Rural Agriculture. The proposed redesignation to GCR is required to allow for future subdivision of a 2.75-acre lot containing an existing dwelling. The remainder of the title (51.46 acres) includes a dwelling, yard, and ongoing agricultural operations. The two resulting parcels would share an existing access approach.

Internal departments and external agencies were circulated for comment. No objections were received.

#### ALTERNATIVES / PROS / CONS:

1. To refuse second reading of Bylaw 25-024.

Pros: None.

Cons: Limits the ability to subdivide the existing residence.

#### FINANCIAL IMPACT:

There are no financial implications.

#### LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

#### ATTACHMENTS:

[25\\_024\\_RA\\_to\\_GCR\\_Rezoning\\_Map](#)

[Bylaw25-024 - Application\\_Redacted](#)

[Bylaw 25-024 - Amendment to LUB Reading Page](#)

[Leth County - Bylaw No. 25-024 Peterson - rezone to GCR - ORRSC comments](#)





# **Bylaw 25-024: Rural Agriculture to Grouped Country Residential**

**Descriptive Plan 8710514; Block 1; Lot 4; (SW 31-9-22-W4M) Approx 2.75 Acres  
Located in Lethbridge County, AB**

 Bylaw 25-024 Rural Agriculture to Grouped Country Residential







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: September 24, 2025	Assigned Bylaw	No. 25-024
Date Deemed Complete: September 25, 2025	Application & Processing Fee:	\$ 1500.00
<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: Rae Lynne & Bruce Friesen

Mailing Address:

Phone:

Phone (alternate)

Fax:

Postal Code:

Is the applicant the owner of the property?

☐ Yes

☒ No

IF "NO" please complete box below

Name of Owner: <u>Lawrence &amp; Sandra Peterson</u>	Phone:
Mailing Address:	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input checked="" type="checkbox"/> Other <u>Family living on property. 2nd dwelling</u>
Postal Code:	

**PROPERTY INFORMATION**

Municipal Address:

95012 River Ridge Road

Legal Description:

Lot(s) 4 Block 1 Plan 8710514  
OR Quarter SW Section 31 Township 9 Range 22  
W4.



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

### 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):

Rural Agriculture

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

Group Country Residential

#### SITE DESCRIPTION:

Describe the lot/parcel dimensions

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')

1 lot approx 1.11 ha (2.75 acres) more or less.

☐ 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.



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

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)

DATE

*Sept 19, 2025*

**IMPORTANT:** The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email at [atippcoordinator@lethcounty.ca](mailto:atippcoordinator@lethcounty.ca) or call 403-328-5525.

### 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.

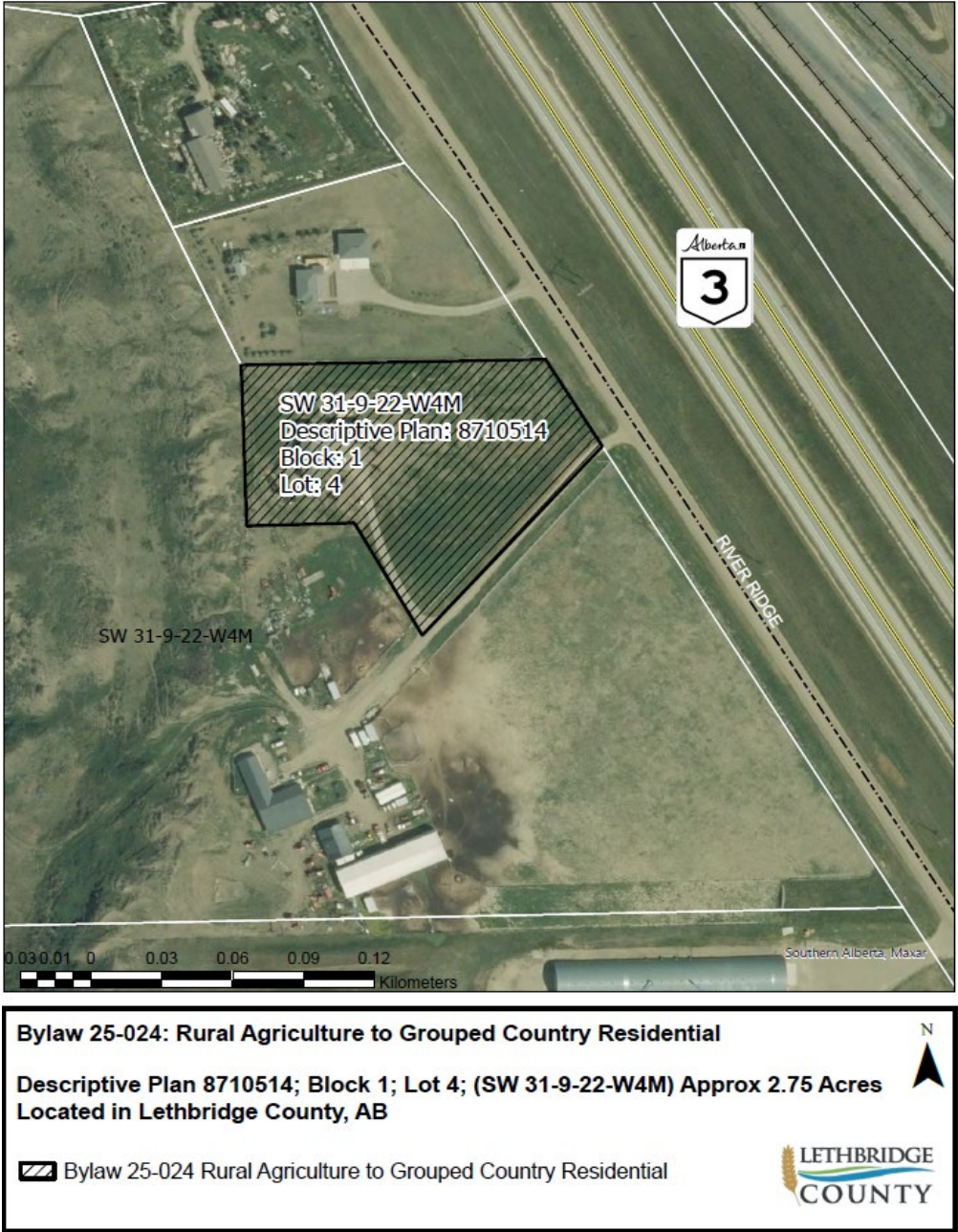


LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-024

Bylaw 25-024 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 as amended.

WHEREAS the purpose of Bylaw 25-024 is to redesignate a title legally described as Plan Plan 8710514 Block 1 Lot 4 in the SW-31-9-22-W4 containing 1.11 ha (2.75 Acres) more or less from Rural Agriculture to Grouped Country Residential as shown below;



AND WHEREAS the redesignation of the lands is for the purpose of subdividing an existing dwelling from the existing agricultural operation and the designation will allow for land uses as prescribed in the Grouped Country Residential District.

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;

- 1. To redesignate a title legally described as Plan 8710514 Block 1 Lot 4 in the SW-31-9-22-W4 containing 1.11 ha (2.75 Acres) more or less from Rural Agriculture to Grouped Country Residential as shown on the map.
- 2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
- 3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 6<sup>th</sup> day of November 2025.

\_\_\_\_\_  
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



---

# Memo



**To:** Kaylyn Franklin – Lethbridge County Manager of Planning and Development  
**From:** Steve Harty – ORRSC Senior Planner **Date:** Nov 13, 2025  
**Re:** **Bylaw No. 25-024 – Redesignation from 'Rural Agriculture – RA' to 'Grouped Country Residential – GCR' - Peterson**  
(Plan 8710514 Block 1 Lot 4 (SW 31-9-22-W4))

---

## COMMENTS:

In respect of MDP policy, the subject land conditions, and neighboring land uses, and in considering the suitability of the proposal, the following may be considered by Council in making a decision:

- The GCR designation is required as the ¼-section is already subdivided. Additionally, there are more than three adjacent contiguous parcels as land to the north is subdivided and comprised of 7 country residential lots that are also designated to the GCR district (known as the Peterson Subdivision).
- The provision of the Conceptual Design Scheme is to support the subdivision of a 2.75-acre title for country residential use. As the remnant parcel contains an agricultural operation along with a large portion of undevelopable coulee land on the west side, it is unlikely any further subdivision may happen. If it were to occur, any additional future subdivision of the remnant title would be subject to the County's requirements at that time.
- The proposal should be considered in the context of suitability. The use is deemed compatible with the lands to the north that are also designated to the GCR land use district. Additionally, the dwelling is existing with all required services established. As the 2.75-acres being designated to GCR is applicable to just the developed residential yard area, it is not taking any new or additional good quality agricultural land out of production. The MDP (Policies 8.0 & 8.3) allows consideration for GCR uses on poor-quality land, fragmented land, and suitable land adjacent to sound coulee tops.
- In conducting a land review, it is confirmed the lands are not identified as potential containing wetlands, abandoned gas wells or pipelines that require special consideration. The dwelling and yard being designated to GCR meets and well exceeds (at twice the distance) any required MDS as applied to the closest Confined Feeding Operation to the south (over 1,400 m away). As well, it is noted the dairy to the south is limited in any potential expansion capabilities.
- An engineered Geotechnical Evaluation was undertaken and accepted by Lethbridge County at the time the development permit process was completed for the existing dwelling. It appears the development meets the established setback required from the slope to the west of the site.

- The information provided in the Conceptual Design Scheme is correct in that the land is identified as potentially containing a historical resource of a HRV5a,p. The applicant will be responsible to meet any Historical Resources Act conditions or approvals that may be required which is dealt with at a future subdivision application process stage.
- Suitable access is available from the adjacent east River Ridge Road and the two parcels will continue to share the existing approach. River Ridge Road is an existing public road with gravel surface that is in good condition and maintained by the County. This minor proposal with existing development will not add traffic to the local road from what the existing present conditions are.
- The servicing requirements are minimal and already exist for the dwelling (water co-op and onsite septic) and there will be no infrastructure that the municipality has to take over. The owners undertook an assessment (Geotechnical Evaluation & Preliminary Soil Assessment) to confirm the suitability for on-site septic system at the 2021 Development Permit stage. Other private shallow utilities such as gas and electricity are in place at the site.
- The area for the future lot to be subdivided at the 2.75-acres meets and exceeds the bylaw's minimum size requirement of 2.0-acres. The on-site septic system will be included in this area.
- No drainage plan has been provided as just one new lot is to be created and the site improvements are already established. The natural drainage patterns consist of surface conveyance from east to west and this parcel/area is not known to have historical drainage issues. If the County has any concerns, a drainage plan may be requested at the subdivision application stage.
- The provided Conceptual Design Scheme appropriately identifies that the 10% Municipal Reserve (MR) will be provided on the 2.75 acre +/- lot at the time of subdivision as a cash-in-lieu of land payment. As the remnant title will be over 40-acres in size, MR cannot be able to be taken by the County on that portion at the time of subdivision for the 2.75-acres.

The proposal is deemed to meet the GCR criteria and there are not foreseen to be any issues from a planning perspective as it is a minor subdivision creating one extra lot for an existing dwelling. Also, for all intent and purpose, this area along River Ridge Road has evolved over time into a cluster area of GCR subdivisions and this proposal should not adversely impact neighbors or agricultural land use. It is recognized the County is processing a separate redesignation application to the south of this for an agri-business type use, but the application of a Direct Control designation for that use should assist with limiting any potential conflict to neighbours. This residential use already exists and will not cause conflict.

Overall, I do not see any major concerns with the redesignation proposal if it were to be approved.

# AGENDA ITEM REPORT



**Title:** Bylaw 25-028 - Amendment to the Land Use Bylaw to amend Part 8 Subdivision Criteria with minor complimentary text amendments to Part 3 Land Use Districts

**Meeting:** Council Meeting - 18 Dec 2025

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development  
Devon Thiele, Director, Development & Infrastructure  
Cole Beck, Chief Administrative Officer

Approved - 09 Dec 2025  
Approved - 09 Dec 2025  
Approved - 09 Dec 2025

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The proposed amendments to the Part 8 Subdivision Criteria of Lethbridge County's Land Use Bylaw 24-007 (LUB 24-007) are intended to update the policies and enable the potential subdivision of a Legacy Yard Site from a title of 80-acres provided certain criteria are met. Additionally, a full review of the subdivision policies has been undertaken to better clarify required minimum and maximum parcel sizes, revise the policy outlining the maximum number of parcels that may be created per 1/4-section, and remove the subdivision policy that prohibited a Confined Feeding Operation from being subdivided onto a title that is less than 80-acres in size. The proposed changes would enable the Subdivision Authority to have more discretion in making subdivision decisions. This update will align with the County's commitment to be responsive to landowner's desires while fulfilling its obligations with respect to the South Saskatchewan Regional Plan (SSRP) mandate for municipalities to provide an appropriate mix of agricultural and residential land uses developed in an orderly, efficient, and compatible manner.

## RECOMMENDATION:

That Bylaw 25-028, be read a first time.

## REASON(S) FOR RECOMMENDATION(S):

The proposed amendments allow the Subdivision Authority more discretion in making subdivision decisions and First Reading 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:

- LUB 24-007 included minor clarifications to the subdivision criteria, but no major subdivision policies were introduced or amended.
- The last major change by Council to the subdivision criteria occurred in 2017 when the allowance to create an 80-acre agricultural title was reintroduced as a policy after a 45 year absence; however, there was not a policy created to allow for the subdivision of an existing residential use from a subdivided 80-acre title.
- Council is appointed as the Subdivision Approval Authority in accordance with the Subdivision and Development Authority Bylaw but is bound in decision making to the policies adopted by Council with the exception of granting variances to parcel sizes and subdivision standards.
- The Subdivision Authority has received requests from landowners to be able to subdivide long established/generational farm yards that have been within their families for many years from parcels that are less than a full ¼-section, most typically on parcels that are 80-acre titles, but there is no policy to allow for such.

#### **BACKGROUND INFORMATION:**

The County has not allowed the subdivision of an established yard from a title less than an unsubdivided ¼-section (such as from an 80-acre parcel) since 1974. The exceptions to this policy are the potential for a parcel 20-acres or less in size (or that contains 20-acres or less of farmable land), to be resplit one time into two titles, or a farmyard to be subdivided from the greater sized portion of a cut-off parcel title within the ¼-section. The end result is that overall, there can be no more than three individual titles from a ¼-section. The County currently does not have a subdivision policy that allows for a subdivision from an 80-acre parcel.

The County has recently experienced requests from landowners who want to subdivide a long established farmyard that has been in the family for decades with desire to remain in the family. Often the parent title is less than an unsubdivided ¼-section and is typically a historical 80-acre sized parcel. To address this, the proposed amendments to Part 8 Subdivision Criteria of LUB 24-007 are to allow the potential subdivision of a Legacy Yard Site from a title of 80-acres at the discretion of the Subdivision Authority. To enable the applicability of a new subdivision policy, the amendments include a definition and criteria of what constitutes a Legacy Yard Site (refer to Bylaw Schedule). The proposed revised policy if approved, will be amended to stipulate that no more than four parcels may be created per ¼-section in the *RA* and *UF* land use districts. This would be to allow each owner of an 80-acre title within a ¼-section the same equal opportunity.

Upon a full review of the subdivision policies, additional amendments are proposed to:

- Clarify required minimum parcel sizes. For consistency, the proposed new standard states, “parcels shall be a minimum titled lot size of 0.8 ha (2-acres) with a suitable Developable Area of land” (with suitability to be as determined by the Subdivision or Development Authority).
- The individual Land Use Districts in Part 3 will be similarly amended for the described minimum parcel sizes to align with such a change.
- Simplify the maximum parcel size, currently a flexible size of 3.0 to 10-acres based on improvements, and simply state the maximum size is 10-acres. An associated amendment will remove the inclusion list of what improvements may or may not be included in the yard title.
- Remove the policy that prohibits a parcel containing a Confined Feeding Operation (CFO) from being subdivided if the parcel has an area of less than 80-acres in size. This policy is no longer relevant as the NRCB has the authority to make decisions on CFOs and it does not consider the County’ subdivision policies. It is recommended that the agricultural subdivision policies and parcel sizes will be applied based on the applicable situation.

#### **ALTERNATIVES / PROS / CONS:**



To table Bylaw 25-028 for further information or discussion.

**FINANCIAL IMPACT:**

None direct. However, it is noted that any future subdivision approved under a policy to subdivide a Legacy Yard Site from a subdivided title of 80-acres will be subject (in most cases) to providing a municipal reserve payment to the County.

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[PART 8 SUBDIVISION CRITERIA - proposed Updates Dec 2025 \(RED TEXT\)](#)

[Bylaw 25-028 Reading page - Amendment to LUB - Part 8 Subdivision](#)

[Bylaw No 25-028 - proposed LUB subdivision Updates Dec 2025 \(Schedule A\)](#)

[Note: Proposed amendments/additions in red text or strikethrough for policies or criteria to be removed.]

# PART 8

## SUBDIVISION CRITERIA

The following criteria in this schedule apply to the **Subdivision** of land for various land Uses:

### 1. GENERAL CRITERIA

These general criteria shall apply to all **Subdivision** applications:

- (1) Data provided to support a redesignation application may be required to be adopted by an Area Structure Plan or approved Conceptual Design Scheme. Area Structure Plans or Conceptual Design Schemes may be requested where:
  - (a) more than one owner is involved;
  - (b) several pieces of fragmented land are adjacent to the proposal;
  - (c) three or more Lots are to be created; and/or
  - (d) when internal Public **Roadways** are required.
- (2) In some areas of the County, statutory plans have been adopted and may contain certain standards or requirements that shall be complied with.
- (3) Potable water:
  - (a) All **Subdivisions** shall have a potable water supply suitable to Lethbridge County and Alberta Environment.
  - (b) In compliance with the *Water Act*:
    - (i) On **Subdivision** applications that create or amount to six or more Lots in a quarter section and propose to Use a licenced source of water, a certified water report will not be required as part of the application. The application will be circulated to the Water Resources Administrator, Alberta Environment for comment. A report would be required if requested by Alberta Environment.
    - (ii) On **Subdivision** applications that create or amount to six or more Lots in a quarter section and propose to Use an unlicensed water supply, a certified water report will be required with the application. The application and report will be circulated to the Water Resources Administrator, Alberta Environment for evaluation.
    - (iii) The Subdivision Authority should not consider the application for a decision until the comments are received.
- (4) Soil and geotechnical reports:
  - (a) Subdivision applicants may be requested to provide at their expense, a professional soil test/analysis at any time the Subdivision Authority is of the opinion it is warranted, to determine the suitability of the land for private sewage septic systems in relation to the **Subdivision** proposal.

- (b) Professional engineered geotechnical reports or tests may be requested to be provided at the applicant's expense to ensure the site being Subdivided is suitable in terms of topography, soil characteristics, slope stability, flooding subsidence, erosion and sanitary sewerage servicing.
- (5) Municipal Engineering Standards: The County has adopted an *Engineering Guidelines and Minimum Servicing Standards* manual which is to be consulted and applied to any type of Subdivision proposal on any lands. Developers will be responsible for complying with the requirements outlined in these standards and additional information may be requested by the County as deemed necessary. Conditions may be placed on a tentative Subdivision approval to address any servicing standards issues.
- (6) Applications for a redesignation to the Grouped Country Residential land Use shall be circulated for comment to:
  - (a) the Regional Health Authority,
  - (b) Alberta Agriculture, Food and Rural Development,
  - (c) Alberta Environment and Protected Areas,
  - (d) applicable Irrigation Use,
  - (e) Alberta Transportation if the Parcel is adjacent to or within 800 metres of a provincial highway, and
  - (f) any other provincial agency that may be affected by the proposal.
- (7) All requirements of this bylaw must be met for the proposed Parcel(s) and the Residual Lot.
- ~~(8) In all cases, a proposed Parcel and Residual Lot shall have at least 0.8 ha (2.0 acres) unless the Parcel is located within a hamlet or sanitary sewer provisions allow for smaller Parcels and the County has given the appropriate approval for this.~~
- (8) Each proposed Parcel and Residual Lot shall:
  - (a) have a minimum area of 0.8 ha (2.0 acres), or greater where required by the Subdivision or Development Authority;
  - (b) be eligible for smaller Parcel sizes only within a Hamlet or where sanitary sewer service permits, subject to County approval; and
  - (c) contain a suitable Building Envelope and Developable Area, as determined by the Subdivision or Development Authority in consideration of land constraints.
- (9) The proposed Lot to be Subdivided and the Residual Lot must both have direct legal and physical access to a Public Roadway. The Subdivision Authority may at its discretion, consider allowing access to a proposed Lot or Residual Lot by way of a registered easement or Right-of-Way in limited circumstances, such as when both direct legal and physical access is impossible due to a significant physical barrier (i.e., irrigation canal, river valley) which makes it impossible to obtain physical access to a Public Roadway. In such a circumstance, an easement or Right-of-Way plan may only be registered over one Parcel (title) to grant legal access to the isolated Parcel.

- (10) On an Unsubdivided Quarter-Section of land designated as *Rural Agriculture – RA* or *Urban Fringe – UF* the Subdivision Authority may only approve one initial **Subdivision** from the quarter-section. With respect to the applicability of this policy:
- (a) The Subdivision Authority may consider a quarter-section to be unsubdivided if previous **Subdivisions** were for the purpose of Public or Quasi-Public Use (as defined in this bylaw).
  - (b) Further or additional limited **Subdivision** opportunity may be considered in some defined instances (e.g., **Subdivision** of Existing Small Titles, **Subdivision** of Cut-off (Fragmented) Parcels, **Subdivision of a Legacy Yard Site**, etc.) in accordance with the policies and criteria of this Part 8.
  - (c) Additional **Subdivision** criteria depending on the particular Use of the Parcel are identified in Sections **3 - 5** of this Part.

[For quarter-sections that have been **Subdivided**, the **Subdivision** policies and criteria as outlined in Sections **6 - 12** of this Part will be applicable and/or the Parcel's applicable designated land Use criteria and standards.]

- (11) The criteria stipulated in sections **2 - 5**, and **9 - 12** of this Part, apply to **Subdivisions** on lands designated as *Rural Agriculture – RA*, *Urban Fringe – UF* land Uses unless otherwise indicated.
- (12) The **Subdivision** of a proposed vacant Parcel shall only be considered by the Subdivision Authority in conformity to the applicable policies including Section 3, Extensive Agricultural Uses; **Section 5**, Country Residential (Single Lot Vacant Bareland); **Section 11**, Cut-off (Fragmented) Parcels; and **Section 12**, Property Realignment and Subdivision of Existing Small Titles.
- (13) Where a Parcel or Lot has been designated to a land Use that allows for multi-Lot **Subdivision** of land (e.g., *Grouped Country Residential - GCR*, *Rural General Industrial – RGI*, *Business Light Industrial- BLI*, *various hamlet Uses*, etc.) the applicable designated land Use's policies, minimum Lot sizes and standards of development shall apply, which are dependent on the type of Use proposed and the availability of servicing.

## **2. APPLYING MINIMUM DISTANCE SEPARATION CALCULATIONS TO SUBDIVISIONS**

For the purpose of applying the Minimum Distance Separation calculation to **Subdivision** proposals, the following criteria shall be applied:

- (1) The proposal must meet or exceed the Minimum Distance Separation (MDS) requirements from an existing Confined Feeding Operation (CFO), as established in the *Agricultural Operations Practices Act Standards and Administration Regulation*; and will be measured in the following manner:
  - (a) For existing Farmsteads or **Country Residential Uses** with a Dwelling present – measured from the closest point of the existing Dwelling wall to the closest point of the CFO facility, including barns, pens, corrals or manure storage or composting areas.
  - (b) For Vacant or Bareland Parcels – measured from the closest point of the existing or proposed new property line (whichever is closer) to the closest point of the CFO facility, including barns, pens, corrals or manure storage or composting areas.



- (c) The MDS requirements shall apply to a CFO owner/operator who applies to **Subdivide** their own Dwelling from the quarter section or Parcel, including if the residence is located on the same site/Parcel that may contain their own livestock confined feeding operation.
  - (d) The MDS requirements do not apply to a Subdivision for an Industrial Subdivision or the Subdivision of a quarter-section into two 80-acre titles.
  - (e) The MDS requirements shall apply to a **Subdivision** for the purpose of a school, food establishment, commercial and high-use recreational Use.
- (2) The resubdivision of an existing title of land that contains 8.1 ha (20 acres) or less of farmable land shall not be permitted if the Parcel or existing Dwelling lies within any applicable MDS from an existing CFO.
- (3) An existing Farmstead or **Country Residential Use** that was in existence prior to a separate adjacent or neighbouring CFO being established may, at the sole discretion of the Subdivision Authority, be granted a Waiver of any MDS measurement that would normally be applied to a **Subdivision** proposal if:
- (a) it can be demonstrated to the satisfaction of the Subdivision Authority that the Farmstead or **Country Residential Use** was in fact developed/established before a neighbouring CFO was either granted a permit or began operations; and
  - (b) it can be determined that the CFO is limited in expansion capabilities due to the presence and location of the existing Dwelling; and
  - (c) it can be verified that the Dwelling in which the MDS is being applied to existed prior to August 1998, the date in which the MDS regulation became a policy in the *County of Lethbridge Land Use Bylaw No. 1170*.
  - (d) The owner/operator of a CFO who has on the same Parcel of the CFO a Farmstead or **Country Residential Use** containing a Dwelling that was in existence prior to August 1998 and/or their own CFO being established, are not applicable for consideration a relaxation of the MDS to their own operation as afforded in subsection (3)(a) through (c) as described above.

### 3. EXTENSIVE AGRICULTURAL USES

For the purpose of **Subdividing** or realigning areas or boundaries of agricultural titles **in the Rural Agriculture – RA, Urban Fringe – UF, and Hamlet Transitional / Agricultural – HT/A Uses** - the following criteria shall apply:

- (1) A previously Unsubdivided Quarter-Section of Irrigated or Dryland may be considered for **Subdivision** approval into two 32.4 ha (80 acres) titles provided other standards and requirements of the bylaw are met, including provisions (2) through (7) of this section.
- (2) No Irrigated or Dryland Parcel will be less than 32.4 ha (80 acres) in size except as provided in subsection (3).
- (3) Parcel sizes for **Extensive Agricultural Uses** on Irrigated or Dryland Parcels shall be:
  - (a) 32.4 ha (80 acres) having no registered exceptions from the title;
  - (b) 28.3 ha (70 acres) having a maximum of 4.0 ha (10 acres) of registered exceptions for rights-of-way or Public Uses.

- (4) The Subdivision Authority may only approve one separately titled **Subdivision** on an Unsubdivided Quarter-Section unless other criteria of this Part 8 apply. The approving authority may consider a quarter-section to be unsubdivided if previous **Subdivisions** were for the purpose of Public or Quasi-Public Use.
- (5) If a quarter-section has been **Subdivided** into two 32.4 ha (80 acres) titles, the 32.4 ha (80 acres) titles are ineligible to be further **Subdivided** to allow the creation of a separate title unless the land is designated to a land Use that permits additional **Subdivision**, or subsection (6) below is applicable, **or the criteria of Section 5 pertaining to Legacy Yard Sites may be applied.**
- (6) The **Subdivision** of an undeveloped or developed Cut-off (Fragmented) Parcel may be considered for approval from both a 64.8 ha (160 acres) and a 32.4 ha (80 acres) Parcel if it complies with the Cut-off (Fragmented) Parcel **Subdivision** criteria of **Section 11**, subsection (1).
- (7) Adjacent lands may be reconfigured and consolidated to achieve the minimum required Parcel size.

#### **4. ~~CONFINED FEEDING OPERATIONS~~**

- ~~(1) The Subdivision Authority shall only approve an application for Subdivision for a confined feeding operation (CFO) as defined and established under the *Agricultural Operations Practices Act Standards and Administration Regulation*, if the Parcel has an area of 32.4 ha (80 acres) in size having no registered exceptions from the title, or 28.3 ha (70 acres) having a maximum of 4.0 ha (10 acres) of registered exceptions for rights of way or public Uses.~~
- ~~(2) The owner/operator of a CFO may subdivide from the Parcel containing the CFO a farmstead or country residential yard containing a Dwelling, or a vacant Parcel, provided that:~~
  - ~~(a) the Parcel is to be subdivided from a previously Unsubdivided Quarter Section or title containing 64.8 ha (160 acres) of land in consideration of Parcel sizes outlined in section 3 above or is a cut-off (fragmented) Parcel;~~
  - ~~(b) the proposal must meet or exceed the minimum distance separation (MDS) requirements from an existing confined feeding operation (CFO), as established in the *Agricultural Operations Practices Act Standards and Administration Regulation*; and~~
  - ~~(c) the Parcel size, siting and suitability criteria stipulated in Sections 5, 6 or 12, depending on the type of proposal, can be met.~~

#### **4. COUNTRY RESIDENTIAL USES (DEVELOPED RESIDENCES)**

- (1) A proposed **Subdivision** for a Single Lot (Isolated) Country Residential Use for a developed residence may only be approved if:
  - (a) it is located on an Unsubdivided Quarter-Section or title containing 64.8 ha (160 acres) of land in consideration of Parcel sizes outlined in section 3 above; and,
  - (b) the area of the proposed Lot is as small as possible in order to conserve agricultural land but must contain a minimum 0.8 ha (2.0 acres) **in size or greater as may be required by the Subdivision Authority** ~~developable land~~, with a maximum ~~flexible~~ Parcel size of ~~1.2 to 4.05 ha (3.0 to 10 acres)~~ **based on the existing improvements;**
    - ~~(i) the Parcel size shall be limited by the location and extent of related buildings, structures and improvements, including septic systems, on the developed residence or farmstead site; and~~

- ~~(ii) by physical characteristics, well-established tree shelterbelts, vegetation and such other land as is required to provide for physical access to the proposed Lot;~~
  - (c) the proposed Lot on which the Dwelling is located and the proposed Residual Lot both have direct legal and physical access to a Public Roadway;
  - (d) the size and location of the proposed Lot will not significantly affect the irrigation system of the area;
  - (e) the Dwelling unit located on the proposed Country Residential Lot can meet or exceed the Minimum Distance Separation (MDS) requirements from an existing Confined Feeding Operation, as established in the *Agricultural Operations Practices Act Standards and Administration Regulation*.
- (2) A proposed Subdivision for a Legacy Yard Site (as defined in this Bylaw) from an agricultural title containing a minimum 28.3 ha (70 acres) within a previously Subdivided quarter-section may be approved at the sole discretion of the Subdivision Authority provided that:
- (a) the Subdivision Authority is satisfied the Legacy Yard Site is well established and has existed for at least 25 years;
  - (b) the Subdivision will not result in the creation of more than four titled Parcels within the quarter-section;
  - (c) the Subdivided Lot is as small as reasonably possible to conserve agricultural land, but shall have a minimum 0.8 ha (2.0 acres) of land, a maximum of 4.05 ha (10 acres) based on the existing improvements and will result in a residual agricultural Parcel size of a minimum 28.3 ha (70 acres);
  - (d) the Yard has existing services or services that can be re-established. Any existing onsite private sewage system must be contained within the Lot boundary, or a new system must have sufficient area on the proposed Lot; and
  - (e) the criteria stipulated in Section 4, subsection (1)(c) through (e) also apply.
- (3) Variance or Waiver request for determining considerations by the Subdivision Authority for Parcels that exceed the maximum Parcel size the Subdivision Authority will consider if may include if:
- (a) the proposed Parcel is further developed with accessory buildings, such as sheds, shops and garages, Agricultural Buildings such as Quonsets and grain bins, structures such as storage compounds and/or storage or areas Used for farm machinery, produce and fertilizer, dugout and/or water well and septic system;
  - (b) the Parcel is of a compact size and physically defined by topography, historic or well-established shelterbelts or other physical characteristics; and
  - (c) the Parcel does not include any cultivated farmland, pasture land Used for grazing of animals or lands determined to be more suitable for agricultural production unless included within a shelterbelt and/or physically defined area. Fencing alone, along with corrals and animal shelters, shall not constitute a physically defined area if it encompasses agricultural land or hazard lands that are not necessary for the habitation of the proposed Subdivision and that may be left with the larger agricultural Parcel unless impractical to do so. Grain bins may also not constitute a physically defined area and may be excluded from the residential yard.

- (4) For any proposal that exceeds the maximum Parcel size, the Subdivision Authority **may determine the maximum size and** may exclude any feature or improvement **it determines is not necessary to be included in the Subdivision.** ~~for the habitation of the proposed Subdivision and that may be left with the larger agricultural Parcel such as fencing, grain bins, corrals and animal shelters.~~
- (5) Applications for Single Lot (Isolated) Country Residential Uses shall have the **Residual Lot** sizes outlined in Section **3(3)** ~~(1)(b)~~ of this Part.
- (6) In instances where a proposed **Subdivision** may result in a remaining or remnant land area that would be less than 100 m (328 ft.) in width between the new property line being created and the adjacent quarter section or adjacent property line, the Subdivision Authority may approve the proposal on the condition that the Parcel being **Subdivided** is to be squared-off or extended to the closest quarter section or adjacent property line to eliminate the intermediary strip of land.

#### **5. ~~SINGLE LOT VACANT (BARELAND)~~ COUNTRY RESIDENTIAL USES (SINGLE LOT VACANT / BARELAND)**

- (1) A **Subdivision** which proposes to **Subdivide** a ~~farmstead Parcel~~ without a habitable Dwelling or create a vacant **Lot for a Single (Isolated) Country Residential Use** as the first Parcel out of a quarter-section or title containing 64.8 ha (160 acres) of land may be approved provided that:
  - (a) the proposed **vacant** Lot to be created is a maximum of 1.2 ha (3 acres) in size; and
  - (b) the proposed ~~single residential~~ **vacant** Lot contains, in the opinion of the Subdivision Authority, a buildable site including a minimum 0.8 ha (2.0 acres) of ~~developable~~ land; and
  - (c) the proposed ~~single residential~~ **vacant** Lot can be serviced to the satisfaction of the ~~approval~~ **Subdivision Authority**, including the provision of potable water and septic; and
  - (d) the proposed **vacant** Lot and the **Residual Lot** both have direct legal and physical access to a Public Roadway to the satisfaction of the Subdivision Authority; and
  - (e) the access is satisfactory to Alberta Transportation **and Economic Corridors** where the access is onto or in close proximity to a primary highway; and
  - (f) the size and location of the proposed **vacant** Lot will not significantly affect any irrigation system in the area; and
  - (g) the Parcel boundary of the proposed vacant ~~country residential~~ Lot can meet or exceed the Minimum Distance Separation (MDS) requirements from an existing Confined Feeding Operation, as established in the *Agricultural Operations Practices Act Standards and Administration Regulation*; and
  - (h) the development on the proposed ~~single residential~~ **vacant** Lot will not, in the opinion of the Subdivision Authority, inhibit public access to or otherwise have a detrimental effect on agriculture or the recreational Use of a river valley, water body, environmentally sensitive area or special scenic location; and
  - (i) the applicant has a professional soils tests/analysis done at their expense to ensure that the soil characteristics are capable of supporting a private septic system. Analyses of the test must be performed and approved by an engineer or approved agency under Alberta Municipal Affairs, with a copy of the report submitted to the Subdivision Authority as a



condition of **Subdivision** approval unless deemed necessary as part of the submitted application; and

- (j) the **Subdivision** application includes a tentative **Subdivision** plan as prepared by a certified Alberta Land Surveyor which illustrates the location, area and dimensions of the Parcel to be **Subdivided**.
- (2) Applications for vacant **Lot for a Single (Isolated) Country Residential Use** shall have the **Residual Lot** sizes outlined in Section 3(3) ~~(1)(b)~~ of this Part.

## 6. GROUPED COUNTRY RESIDENTIAL USES

- (1) ~~Except where lands have been redesignated to the *Grouped Country Residential – GCR Use*, the Subdivision Authority shall not approve any application for Subdivision approval which would create three or more adjacent (contiguous) Country Residential Parcels or three four Parcels per quarter section in the *Rural Agriculture – RA, Urban Fringe – UF* land Uses.~~
- (2) Lands defined as Higher Quality Agricultural Land should not be approved for Grouped Country Residential Uses; but Cut-off (Fragmented) Parcels may be considered for approval. Exceptions to prohibiting **Subdivision** on Higher Quality Agricultural Land may be considered with regard to applicable Municipal Development Plan policies.
- (2) No area shall be approved for the **Subdivision** of Grouped Country Residential **Use** unless it is specifically designated for the Use under the Land Use Bylaw.
- (3) Grouped Country Residential development will be discouraged in areas shown in the Municipal Development Plan as being land where Confined Feeding Operations are encouraged.
- (4) Grouped Country Residential Uses will be encouraged to locate within the areas shown in the Municipal Development Plan as being areas where Confined Feeding Operations are restricted. In these areas, with an approved Area Structure Plan **or Conceptual Design Scheme**, Council may redesignate Parcels of land having consideration for:
  - (a) protection of Higher Quality Agricultural Land,
  - (b) comments from affected persons,
  - (c) effects on the irrigation system,
  - (d) servicing capabilities or constraints,
  - (e) storm water drainage,
  - (f) other applicable policies of the Municipal Development Plan.
- ~~(5) Except where lands have been redesignated to the *Grouped Country Residential – GCR Use*, the Subdivision Authority shall not approve any application for Subdivision approval which would create more than three Parcels per quarter section in the *Rural Agriculture – RA, Urban Fringe – UF* and *Lethbridge Urban Fringe – LUF* land Use Uses.~~

## 7. COMMERCIAL AND INDUSTRIAL USES

- (1) Lands defined as Higher Quality Agricultural Land should not be approved for Industrial or Commercial Use **Subdivisions**; Cut-off (Fragmented) Parcels may be considered for approval. Exceptions to prohibiting **Subdivision** on Higher Quality Agricultural Land may be considered with regard to applicable Municipal Development Plan policies.

- (2) No area shall be approved for the **Subdivision** of Industrial/Commercial Use unless it is specifically designated for the Use under the Land Use Bylaw. The applicable designated land Use's policies, minimum Lot sizes and standards of development shall apply to the **Subdivision**, which are dependent on the type of Use proposed and the availability of servicing.
- (3) Where there are more than four contiguous Industrial/Commercial designated Parcels proposed or in an intermunicipal area where it is required, an Area Structure Plan or Conceptual Design Scheme will be submitted to support the development. The proposed **Subdivision** must conform to the plan approved for the land.
- (4) Industrial and Commercial Uses will be encouraged to locate within the areas shown in the Municipal Development Plan. In these areas, Council may redesignate Parcels of land having consideration for:
  - (a) protection of Higher Quality Agricultural Land,
  - (b) comments from affected persons,
  - (d) servicing capabilities or constraints,
  - (e) storm water drainage,
  - (f) **access and proximity to major transportation networks,**
  - (g) other applicable policies of the Municipal Development Plan.
- (5) Except where lands have been redesignated to an Industrial or Commercial Use, the Subdivision Authority shall not approve any application for **Subdivision** approval which would create an Industrial or Commercial Parcel **unless it is the initial Subdivision from the quarter-section and the Use is permissible in the applicable Use.**

## **8. HAMLET RESIDENTIAL AND OTHER HAMLET USES**

For **Subdivisions** for various residential or other Uses within designated hamlets, the applicable hamlet land Use minimum Lot sizes and standards of development shall apply, which are dependent on the type of Use proposed and the availability of servicing.

## **9. NON-RESIDENTIAL USES**

- (1) When approving an application for **Subdivision** of a proposed non-residential principal Use as listed within the *Rural Agriculture – RA or Urban Fringe – UF* land Uses, either on Parcels developed or on vacant (bareland), the following shall apply:
  - (a) the maximum Parcel size shall be 4.05 ha (10 acres) in size where improvements are present; or
  - (b) if vacant, the proposed Lot to be created shall be a maximum of 1.2 ha (3 acres) in size; or
  - (c) shall otherwise be limited to 32.4 ha (80 acres) in size having no registered exceptions from the title, or 28.3 ha (70 acres) having a maximum of 4.0 ha (10 acres) of registered exceptions for rights-of-way or Public Uses.
  - (d) All **Subdivision** proposals shall have the **Residual Lot** sizes as outlined in Section 3 (1)(b) of this Part.

- (2) If this type of **Subdivision** is approved, this will preclude the ability of a separate **County Residential** ~~yard~~ **Use** or Farmstead title to be **Subdivided** from the quarter-section.

#### 10. PUBLIC AND INSTITUTIONAL USES

- (1) A **Subdivision** application for Public and Institutional Uses as defined by the Land Use Bylaw may be recommended for approval if:
- (a) the Subdivision Authority is satisfied that suitable, existing alternative Parcels are not reasonably available in an urban or rural area in the vicinity;
  - (b) for an existing Public and Institutional Use, the Parcel size is limited to the developed portion of the site only to encompass improvements;
  - (c) the legal and physical access, including access to the residual agricultural Lot, satisfies Alberta Transportation **and Economic Corridors** in the case of a provincial highway or Lethbridge County in the case of municipal roads; and
  - (d) the Subdivision Authority is satisfied that the Use is suitable, serviceable and will be developed as proposed.
- (2) The maximum Parcel size shall be as determined suitable at the discretion of the Subdivision Authority with consideration for the proposed Use and the land area required to accommodate it.
- (3) The minimum Parcel size for Public and Institutional Uses shall be 1.2 ha (3.0 acres) of ~~developable~~ land for private septic treatment systems or other such minimum as may be established under an adopted Area Structure Plan, ~~or~~ approved **Conceptual Design Scheme**, **or as required by the Subdivision or Development Authority**.
- (4) A **Subdivision** or existing certificate of title for a Public Use may be exempted from the maximum ~~three~~ **four** titles per quarter section policy.
- (5) For a **Subdivision** of a Public and Institutional Use in a County hamlet, the standards and Parcel size criteria of the *Hamlet Public / Institutional - HP/I* land Use shall apply.

#### 11. CUT-OFF (FRAGMENTED) PARCEL

- (1) Subdivision of an undeveloped or developed Cut-off (Fragmented) Parcel may be approved if:
- (a) the proposed Lot is separated from the residual by:
    - (i) a registered exception from the title (e.g. Roadway, Irrigation Use canal, rail line);
    - (ii) a registered title that is owned by a Public or Quasi-public department or agency (e.g. municipal, provincial, irrigation Use, rail company);
    - (iii) a feature that creates a significant physical barrier to Use of both sides as a unit (this may include a coulee, embankment, river valley, rail line, developed Public Roadway, Irrigation Use reservoirs or canals for the conveyance and delivery of water, or a permanent waterbody — trees, shrubs, or tree shelter belts and private or landowner constructed ditches or canals shall not be considered as a feature that creates a significant physical barrier and shall not be eligible for **Subdivision** as a cut-off Parcel);
  - (b) the proposed Lot and **Residual Lot** both have physical and legal access, or the Subdivision Authority is acceptable to access by a limited easement or Right-of-Way in accordance with policy 1(9);

- (c) the results of a Minimum Distance Separation (MDS) calculation from an existing Confined Feeding Operation, as established in the *Agricultural Operations Practices Act Standards and Administration Regulation* shall be considered;
  - (d) neither the proposed Lot or the Residual Lot is occupied by a confined feeding operation.
- (2) At the discretion of the Subdivision Authority, a registered title containing 160 acres or a quarter section which has been Subdivided pursuant to the above cut-off Subdivision policy or previous provincial policies (refer to Section 11(3) below) may be eligible for the Subdivision of an existing Farmstead, Country Residential Use or Legacy Yard Site from the greater half (area) of the Cut-Off (Fragmented) quarter section provided that the proposal is consistent with the requirements established for the Single Lot Country Residential Use (Developed Residence) Parcels outlined in Section 5 of this Part, and the Subdivision does not result in the creation of more than three four titles per quarter section.
- (3) In respect of *Matters Related to Subdivision and Development Regulation 43/2002*, a quarter section is considered unsubdivided if it is a Parcel of land that has been created pursuant to section 86(2)(d) of the *Planning Act RSA 1980* on or before July 6, 1988, or pursuant to section 29.1 of the *Subdivision Regulation (AR 132/78)*, from a quarter section, lake Lot, river Lot or settlement Lot if that Parcel of land constitutes more than ½ of the area that was constituted by that quarter section, lake Lot, river Lot or settlement Lot.

## 12. PROPERTY REALIGNMENT AND SUBDIVISION OF EXISTING SMALL TITLES

The Subdivision of a Parcel to accommodate a property or boundary realignment, or a Parcel of poor-quality land containing 8.1 ha (20 acres) or less of farmable land, may be approved subject to the following:

- (1) In the case of enlargement, reduction or realignment of existing separate titles (Parcels):
  - (a) the additional lands required are to accommodate existing or related improvements, or to rectify encroachment or access issues; or
  - (b) the proposal is to rectify or rationalize existing titles, occupancy, cultivation or settlement patterns; and
  - (c) no additional Parcels are created over and above those presently in existence; and
  - (d) the proposed new Lot and the proposed Residual Lot will continue to have direct legal and physical access to a Public Roadway, adequate development setbacks, and a suitable building site; and
  - (e) the size, location and configuration of the proposed Lot will not significantly affect any irrigation or transportation system in the area nor the urban expansion strategies of neighbouring municipalities.
- (2) An existing title of land that contains 8.1 ha (20 acres) or less of farmable land and considered by Council to be poor agricultural land may be divided into two Parcels if:
  - (a) the required Minimum Distance Separation (MDS) distance to any neighbouring CFOs is met, and
  - (b) both Parcels have direct physical and legal access to a Public Roadway, and
  - (c) both Parcels have a suitable developable building site with the required minimum area as defined by the Land Use Bylaw, and

- (d) the minimum Parcel size of each of the Lots shall not be less than 0.8 ha (2.0 acres) **in size or greater as may be required by the Development Authority**, and
  - (e) the **Subdivision** does not result in the creation of more than ~~three~~ **four** titles per quarter section, or result in the creation of three adjacent (contiguous) Country Residential Lots.
  - (f) Any proposal that would create more than ~~three~~ **four** titles per quarter section or would result in creating three adjacent (contiguous) Country Residential Lots (including existing adjacent Lots under separate title) would be required to provide the applicable Conceptual Design Scheme or Area Structure Plan and must apply for a redesignation of the land, prior to a **Subdivision** application being considered.
- (3) For the purpose of determining a “farmable or unfarmable area of land” as referenced in Section 13(2) above, the Subdivision Authority may at its discretion, consider:
- (a) An “unfarmable area” to include registered irrigation rights-of-way, natural land features such as coulees, steep embankments, rivers, streams or seasonal creeks, wetlands, and land that is impractical or difficult to farm due to steep slopes, sloughs/swamps. Generally, the Subdivision Authority will not consider man made improvements, tree shelter belts, or agricultural lands that are fenced off to be included as an “unfarmable area”.
  - (b) “farmable land” to specifically include any cultivated or uncultivated farmland, pasture land Used for grazing of animals, lands suitable for agricultural or horticultural production, or land that may be incorporated or returned into agricultural production.

### **13. SUBDIVISION IN PROXIMITY TO THE CANAMEX FREEWAY**

The **Subdivision** of a Parcel of land in proximity to the designated Canamex Freeway will be reviewed in consideration of **Part 4, General Land Use Provision, B. Servicing and Site Suitability, Section 45, Canamex Freeway Development and Siting Requirements.**



## Land Use Bylaw No. 24-007

### Part 3, Land Use District and Regulations - Amendments to standards in the listed land uses

(Additions as outlined in red text, strike throughs to remove text)

#### RURAL AGRICULTURE - RA

##### 3. MINIMUM PARCEL AND LOT SIZES

###### (1) Extensive Agriculture

- (a) existing Parcels;
- (b) quarter sections or Parcels ~~Subdivided~~ in accordance with Part 8 – Subdivision Criteria;
- (c) cut-off Parcels at the discretion of the Subdivision Authority;
- (d) all other Parcels shall be a minimum 0.8 ha (2 acres) ~~of developable land~~ **or greater as may be required by the Development Authority.**

###### (2) Farmsteads or Isolated Country Residential

- (a) existing Parcels;
- (b) minimum 0.8 ha (2 acres) ~~of developable land~~ **or greater as may be required by the Development Authority.**

**Add global text amendment to the Section 3 Minimum Lot Size in each of the following Land Uses:**

- URBAN FRINGE – UF
- GROUPED COUNTRY RESIDENTIAL – GCR
- RURAL GENERAL INDUSTRIAL – RGI
- BUSINESS LIGHT INDUSTRIAL – BLI
- RURAL COMMERCIAL – RC

##### 3. MINIMUM LOT SIZE

###### (1) The minimum required Parcel or Lot size shall be:

- (a) existing Parcels;
- (b) 0.8 ha (2 acres) of developable land or greater as ~~may be reasonably~~ **required by the Development Authority** to support the proposed .

#### RURAL RECREATIONAL - RR

##### 3. MINIMUM PARCEL SIZE

Minimum Parcel sizes shall be at the discretion of the Subdivision and Development Authority based on the type of proposal with the following standards being applied:

- (1) The minimum Parcel size for any Use which is not municipally serviced but which requires a means of sewage disposal shall be:
  - (a) 0.8 ha (2 acres) in area **or greater as may be required by the Development Authority.**
  - (b) as indicated in an approved Area Structure Plan or Conceptual Design Scheme.

## **Part 9, Definitions - Amendments**

### **Add new definition:**

**Legacy Yard Site** means the developed area of a long established rural property that contains an existing residential Dwelling or that formerly contained a residence, and contains or may have contained other accessory buildings, structures and improvements such as shop buildings, dugouts, various agricultural out-buildings, tree shelter belts, etc., and that has been in place for a minimum period of 25 years. This Use is commonly associated with the property of generational farming families and the classification of such acknowledges the historical settlement patterns of the area and allows for the preservation of long established homesteads or farms, which can have significant community and heritage value.

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 25-028**

Bylaw No. 25-028 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007 (LUB 24-007), in accordance with Sections 216.4, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw No. 25-028 is to amend the Part 8 Subdivision Criteria of LUB 24-007 to update the policies, criteria and standards regarding the subdivision of land In Lethbridge County; to amend the Part 3 Land Use Districts and Regulations to align with the described parcel sizes with the Part 8 Subdivision Criteria updates; and to add to Part 9 Definitions a definition for a Legacy Yard Site;

AND WHEREAS the amendments are as described in the attached Schedule 'A'.

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;

1. To amend the Subdivision Criteria by removing the former Part 8 Subdivision Criteria of LUB No. 24-007 and replacing them in their entirety with the updated Part 8 Subdivision Criteria amendments as per the attached Schedule 'A'.
2. To amend the Land Use Districts and Regulations in Part 3 and Definitions in Part 9 as per the attached Schedule 'A'.
3. With the adoption of Bylaw No. 25-028, Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.

GIVEN first reading this 18<sup>th</sup> day of December 2025.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

1 <sup>st</sup> Reading	
Public Hearing	
2 <sup>nd</sup> Reading	
3 <sup>rd</sup> Reading	

## **Schedule ‘A’**

### **Bylaw No. 25-028 Amendments to Land Use Bylaw No. 24-007**

The described amendments are to replace Part 8 Subdivision Criteria of the municipal Land Use Bylaw No. 24-007 in its entirety with the updated Part 8 Subdivision Criteria amendments as per the attached:

## PART 8

### SUBDIVISION CRITERIA

The following criteria in this schedule apply to the Subdivision of land for various land Uses:

#### **1. GENERAL CRITERIA**

These general criteria shall apply to all Subdivision applications:

- (1) Data provided to support a redesignation application may be required to be adopted by an Area Structure Plan or approved Conceptual Design Scheme. Area Structure Plans or Conceptual Design Schemes may be requested where:
  - (a) more than one owner is involved;
  - (b) several pieces of fragmented land are adjacent to the proposal;
  - (c) three or more Lots are to be created; and/or
  - (d) when internal Public Roadways are required.
- (2) In some areas of the County, statutory plans have been adopted and may contain certain standards or requirements that shall be complied with.
- (3) Potable water:
  - (a) All Subdivisions shall have a potable water supply suitable to Lethbridge County and Alberta Environment.
  - (b) In compliance with the *Water Act*:
    - (i) On Subdivision applications that create or amount to six or more Lots in a quarter section and propose to Use a licenced source of water, a certified water report will not be required as part of the application. The application will be circulated to the Water Resources Administrator, Alberta Environment for comment. A report would be required if requested by Alberta Environment.
    - (ii) On Subdivision applications that create or amount to six or more Lots in a quarter section and propose to Use an unlicensed water supply, a certified water report will be required with the application. The application and report will be circulated to the Water Resources Administrator, Alberta Environment for evaluation.
    - (iii) The Subdivision Authority should not consider the application for a decision until the comments are received.



- (4) Soil and geotechnical reports:
- (a) Subdivision applicants may be requested to provide at their expense, a professional soil test/analysis at any time the Subdivision Authority is of the opinion it is warranted, to determine the suitability of the land for private sewage septic systems in relation to the Subdivision proposal.
  - (b) Professional engineered geotechnical reports or tests may be requested to be provided at the applicant's expense to ensure the site being Subdivided is suitable in terms of topography, soil characteristics, slope stability, flooding subsidence, erosion and sanitary sewerage servicing.
- (5) Municipal Engineering Standards: The County has adopted an *Engineering Guidelines and Minimum Servicing Standards* manual which is to be consulted and applied to any type of Subdivision proposal on any lands. Developers will be responsible for complying with the requirements outlined in these standards and additional information may be requested by the County as deemed necessary. Conditions may be placed on a tentative Subdivision approval to address any servicing standards issues.
- (6) Applications for a redesignation to the Grouped Country Residential land Use shall be circulated for comment to:
- (a) the Regional Health Authority,
  - (b) Alberta Agriculture, Food and Rural Development,
  - (c) Alberta Environment and Protected Areas,
  - (d) applicable Irrigation Use,
  - (e) Alberta Transportation if the Parcel is adjacent to or within 800 metres of a provincial highway, and
  - (f) any other provincial agency that may be affected by the proposal.
- (7) All requirements of this bylaw must be met for the proposed Parcel(s) and the Residual Lot.
- (8) Each proposed Parcel and Residual Lot shall:
- (a) have a minimum area of 0.8 ha (2.0 acres), or greater where required by the Subdivision or Development Authority;
  - (b) be eligible for smaller Parcel sizes only within a Hamlet or where sanitary sewer service permits, subject to County approval; and
  - (c) contain a suitable Building Envelope and Developable Area, as determined by the Subdivision or Development Authority in consideration of land constraints.
- (9) The proposed Lot to be Subdivided and the Residual Lot must both have direct legal and physical access to a Public Roadway. The Subdivision Authority may at its discretion, consider allowing access to a proposed Lot or Residual Lot by way of a registered easement or Right-of-Way in limited circumstances, such as when both direct legal and physical access is impossible due to a significant physical barrier (i.e., irrigation canal, river valley) which makes it impossible to obtain physical access to a Public Roadway. In such a circumstance, an easement or Right-of-Way plan may only be registered over one Parcel (title) to grant legal access to the isolated Parcel.

- (10) On an Unsubdivided Quarter-Section of land designated as *Rural Agriculture – RA* or *Urban Fringe – UF* the Subdivision Authority may only approve one initial Subdivision from the quarter-section. With respect to the applicability of this policy:
- (a) The Subdivision Authority may consider a quarter-section to be unsubdivided if previous Subdivisions were for the purpose of Public or Quasi-Public Use (as defined in this bylaw).
  - (b) Further or additional limited Subdivision opportunity may be considered in some defined instances (e.g., Subdivision of Existing Small Titles, Subdivision of Cut-off (Fragmented) Parcels, Subdivision of a Legacy Yard Site, etc.) in accordance with the policies and criteria of this Part 8.
  - (c) Additional Subdivision criteria depending on the particular Use of the Parcel are identified in Sections 3 - 5 of this Part.

[For quarter-sections that have been Subdivided, the Subdivision policies and criteria as outlined in Sections 6 - 12 of this Part will be applicable apply and/or the Parcel's applicable designated land Use criteria and standards.]

- (11) The criteria stipulated in sections 2 - 5, and 9 - 12 of this Part, apply to Subdivisions on lands designated as *Rural Agriculture – RA*, *Urban Fringe – UF* land Uses unless otherwise indicated.
- (12) The Subdivision of a proposed vacant Parcel shall only be considered by the Subdivision Authority in conformity to the applicable policies including Section 3, Extensive Agricultural Uses; Section 5, Country Residential (Single Lot Vacant / Bareland); Section 11, Cut-off (Fragmented) Parcels; and Section 12, Property Realignment and Subdivision of Existing Small Titles.
- (13) Where a Parcel or Lot has been designated to a land Use that allows for multi-Lot Subdivision of land (e.g., *Grouped Country Residential - GCR*, *Rural General Industrial – RGI*, *Business Light Industrial- BLI*, various hamlet Uses, etc.) the applicable designated land Use's policies, minimum Lot sizes and standards of development shall apply, which are dependent on the type of Use proposed and the availability of servicing.

## **2. APPLYING MINIMUM DISTANCE SEPARATION CALCULATIONS TO SUBDIVISIONS**

For the purpose of applying the Minimum Distance Separation calculation to Subdivision proposals, the following criteria shall be applied:

- (1) The proposal must meet or exceed the Minimum Distance Separation (MDS) requirements from an existing Confined Feeding Operation (CFO), as established in the *Agricultural Operations Practices Act Standards and Administration Regulation*; and will be measured in the following manner:
- (a) For existing Farmsteads or Country Residential Uses with a Dwelling present – measured from the closet point of the existing Dwelling wall to the closest point of the CFO facility, including barns, pens, corrals or manure storage or composting areas.
  - (b) For Vacant or Bareland Parcels – measured from the closet point of the existing or proposed new property line (whichever is closer) to the closest point of the CFO facility, including barns, pens, corrals or manure storage or composting areas.

- (c) The MDS requirements shall apply to a CFO owner/operator who applies to Subdivide their own Dwelling from the quarter section or Parcel, including if the residence is located on the same site/Parcel that may contain their own livestock confined feeding operation.
  - (d) The MDS requirements do not apply to a Subdivision for an Industrial Subdivision or the Subdivision of a quarter-section into two 80-acre titles.
  - (e) The MDS requirements shall apply to a Subdivision for the purpose of a school, food establishment, commercial and high-use recreational Use.
- (2) The resubdivision of an existing title of land that contains 8.1 ha (20 acres) or less of farmable land shall not be permitted if the Parcel or existing Dwelling lies within any applicable MDS from an existing CFO.
- (3) An existing Farmstead or Country Residential Use that was in existence prior to a separate adjacent or neighbouring CFO being established may, at the sole discretion of the Subdivision Authority, be granted a Waiver of any MDS measurement that would normally be applied to a Subdivision proposal if:
- (a) it can be demonstrated to the satisfaction of the Subdivision Authority that the Farmstead or Country Residential Use was in fact developed/established before a neighbouring CFO was either granted a permit or began operations; and
  - (b) it can be determined that the CFO is limited in expansion capabilities due to the presence and location of the existing Dwelling; and
  - (c) it can be verified that the Dwelling in which the MDS is being applied to existed prior to August 1998, the date in which the MDS regulation became a policy in the *County of Lethbridge Land Use Bylaw No. 1170*.
  - (d) The owner/operator of a CFO who has on the same Parcel of the CFO a Farmstead or Country Residential Use containing a Dwelling that was in existence prior to August 1998 and/or their own CFO being established, are not applicable for consideration a relaxation of the MDS to their own operation as afforded in subsection (3)(a) through (c) as described above.

### 3. EXTENSIVE AGRICULTURAL USES

For the purpose of Subdividing or realigning areas or boundaries of agricultural titles in the *Rural Agriculture – RA*, *Urban Fringe – UF*, and *Hamlet Transitional / Agricultural – HT/A* Uses - the following criteria shall apply:

- (1) A previously Unsubdivided Quarter-Section of Irrigated or Dryland may be considered for Subdivision approval into two 32.4 ha (80 acres) titles provided other standards and requirements of the bylaw are met, including provisions (2) through (7) of this section.
- (2) No Irrigated or Dryland Parcel will be less than 32.4 ha (80 acres) in size except as provided in subsection (3).
- (3) Parcel sizes for Extensive Agricultural Uses on Irrigated or Dryland Parcels shall be:
  - (a) 32.4 ha (80 acres) having no registered exceptions from the title;
  - (b) 28.3 ha (70 acres) having a maximum of 4.0 ha (10 acres) of registered exceptions for rights-of-way or Public Uses.

- (4) The Subdivision Authority may only approve one separately titled Subdivision on an Unsubdivided Quarter-Section unless other criteria of this Part 8 apply. The approving authority may consider a quarter-section to be unsubdivided if previous Subdivisions were for the purpose of Public or Quasi-Public Use.
- (5) If a quarter-section has been Subdivided into two 32.4 ha (80 acres) titles, the 32.4 ha (80 acres) titles are ineligible to be further Subdivided to allow the creation of a separate title unless the land is designated to a land Use that permits additional Subdivision, or subsection (6) below is applicable, or the criteria of Section 5 pertaining to Legacy Yard Sites may be applied.
- (6) The Subdivision of an undeveloped or developed Cut-off (Fragmented) Parcel may be considered for approval from both a 64.8 ha (160 acres) and a 32.4 ha (80 acres) Parcel if it complies with the Cut-off (Fragmented) Parcel Subdivision criteria of Section 11, subsection (1).
- (7) Adjacent lands may be reconfigured and consolidated to achieve the minimum required Parcel size.

#### **4. COUNTRY RESIDENTIAL USES (DEVELOPED RESIDENCES)**

- (1) A proposed Subdivision for a Single Lot (Isolated) Country Residential Use for a developed residence may only be approved if:
  - (a) it is located on an Unsubdivided Quarter-Section or title containing 64.8 ha (160 acres) of land in consideration of Parcel sizes outlined in section 3 above; and,
  - (b) the area of the proposed Lot is as small as possible in order to conserve agricultural land but must contain a minimum 0.8 ha (2.0 acres) in size or greater as may be required by the Subdivision Authority, with a maximum Parcel size of 4.05 ha (10 acres);
  - (c) the proposed Lot on which the Dwelling is located and the proposed Residual Lot both have direct legal and physical access to a Public Roadway;
  - (d) the size and location of the proposed Lot will not significantly affect the irrigation system of the area;
  - (e) the Dwelling unit located on the proposed Country Residential Lot can meet or exceed the Minimum Distance Separation (MDS) requirements from an existing Confined Feeding Operation, as established in the *Agricultural Operations Practices Act Standards and Administration Regulation*.
- (2) A proposed Subdivision for a Legacy Yard Site (as defined in this Bylaw) from an agricultural title containing a minimum 28.3 ha (70 acres) within a previously Subdivided quarter-section may be approved at the sole discretion of the Subdivision Authority provided that:
  - (a) the Subdivision Authority is satisfied the Legacy Yard Site is well established and has existed for at least 25 years;
  - (b) the Subdivision will not result in ~~the creation of~~ more than four titled Parcels within the quarter-section;
  - (c) the Subdivided Lot is as small as reasonably possible to conserve agricultural land, but shall: have a minimum 0.8 ha (2.0 acres) of land, a maximum of 4.05 ha (10 acres) based on the existing improvements and will result in a residual agricultural Parcel size of a minimum 28.3 ha (70 acres);

- (d) the Yard has existing services or services that can be re-established. Any existing onsite private sewage system must be contained within the Lot boundary, or a new system must have sufficient area on the proposed Lot; and
  - (e) the criteria stipulated in Section 4, subsection (1)(c) through (e) also apply.
- (3) Variance or Waiver request considerations by the Subdivision Authority for Parcels that exceed the maximum Parcel size may include if:
- (a) the proposed Parcel is further developed with accessory buildings, such as sheds, shops and garages, Agricultural Buildings such as Quonsets and grain bins, structures such as storage compounds and/or storage or areas Used for farm machinery, produce and fertilizer, dugout and/or water well and septic system;
  - (b) the Parcel is of a compact size and physically defined by topography, historic or well-established shelterbelts or other physical characteristics; and
  - (c) the Parcel does not include any cultivated farmland, pasture land Used for grazing of animals or lands determined to be more suitable for agricultural production unless included within a shelterbelt and/or physically defined area.
- (4) For any proposal that exceeds the maximum Parcel size, the Subdivision Authority may determine the maximum size and may exclude any feature or improvement it determines is not necessary to be included in the Subdivision.
- (5) Applications for Single Lot (Isolated) Country Residential Uses shall have the Residual Lot sizes outlined in Section 3(3) of this Part.
- (6) In instances where a proposed Subdivision may result in a remaining or remnant land area that would be less than 100 m (328 ft.) in width between the new property line being created and the adjacent quarter section or adjacent property line, the Subdivision Authority may approve the proposal on the condition that the Parcel being Subdivided is to be squared-off or extended to the closest quarter section or adjacent property line to eliminate the intermediary strip of land.

## **5. COUNTRY RESIDENTIAL USES (SINGLE LOT VACANT / BARELAND)**

- (1) A Subdivision which proposes to Subdivide a Parcel without a habitable Dwelling or create a vacant Lot for a Single (Isolated) Country Residential Use as the first Parcel out of a quarter-section or title containing 64.8 ha (160 acres) of land may be approved provided that:
- (a) the proposed vacant Lot to be created is a maximum of 1.2 ha (3 acres) in size; and
  - (b) the proposed vacant Lot contains, in the opinion of the Subdivision Authority, a buildable site including a minimum 0.8 ha (2.0 acres) of land; and
  - (c) the proposed vacant Lot can be serviced to the satisfaction of the Subdivision Authority, including the provision of potable water and septic; and
  - (d) the proposed vacant Lot and the Residual Lot both have direct legal and physical access to a Public Roadway to the satisfaction of the Subdivision Authority; and
  - (e) the access is satisfactory to Alberta Transportation and Economic Corridors where the access is onto or in close proximity to a primary highway; and



- (f) the size and location of the proposed vacant Lot will not significantly affect any irrigation system in the area; and
  - (g) the Parcel boundary of the proposed vacant Lot can meet or exceed the Minimum Distance Separation (MDS) requirements from an existing Confined Feeding Operation, as established in the *Agricultural Operations Practices Act Standards and Administration Regulation*; and
  - (h) the development on the proposed vacant Lot will not, in the opinion of the Subdivision Authority, inhibit public access to or otherwise have a detrimental effect on agriculture or the recreational Use of a river valley, water body, environmentally sensitive area or special scenic location; and
  - (i) the applicant has a professional soils tests/analysis done at their expense to ensure that the soil characteristics are capable of supporting a private septic system. Analyses of the test must be performed and approved by an engineer or approved agency under Alberta Municipal Affairs, with a copy of the report submitted to the Subdivision Authority as a condition of Subdivision approval unless deemed necessary as part of the submitted application; and
  - (j) the Subdivision application includes a tentative Subdivision plan as prepared by a certified Alberta Land Surveyor which illustrates the location, area and dimensions of the Parcel to be Subdivided.
- (2) Applications for vacant Lot for a Single (Isolated) Country Residential Use shall have the Residual Lot sizes outlined in Section 3(3) of this Part.

## 6. GROUPED COUNTRY RESIDENTIAL USES

- (1) Except where lands have been redesignated to the *Grouped Country Residential – GCR* Use, the Subdivision Authority shall not approve any application for Subdivision approval which would create three or more adjacent (contiguous) Country Residential Parcels or four Parcels per quarter section in the *Rural Agriculture – RA*, *Urban Fringe – UF* land Uses.
- (2) Lands defined as Higher Quality Agricultural Land should not be approved for Grouped Country Residential Uses; but Cut-off (Fragmented) Parcels may be considered for approval. Exceptions to prohibiting Subdivision on Higher Quality Agricultural Land may be considered with regard to applicable Municipal Development Plan policies.
- (2) No area shall be approved for the Subdivision of Grouped Country Residential Use unless it is specifically designated for the Use under the Land Use Bylaw.
- (3) Grouped Country Residential development will be discouraged in areas shown in the Municipal Development Plan as being land where Confined Feeding Operations are encouraged.
- (4) Grouped Country Residential Uses will be encouraged to locate within the areas shown in the Municipal Development Plan as being areas where Confined Feeding Operations are restricted. In these areas, with an approved Area Structure Plan or Conceptual Design Scheme, Council may redesignate Parcels of land having consideration for:
  - (a) protection of Higher Quality Agricultural Land,
  - (b) comments from affected persons,

- (c) effects on the irrigation system,
- (d) servicing capabilities or constraints,
- (e) storm water drainage,
- (f) other applicable policies of the Municipal Development Plan.

## **7. COMMERCIAL AND INDUSTRIAL USES**

- (1) Lands defined as Higher Quality Agricultural Land should not be approved for Industrial or Commercial Use Subdivisions; Cut-off (Fragmented) Parcels may be considered for approval. Exceptions to prohibiting Subdivision on Higher Quality Agricultural Land may be considered with regard to applicable Municipal Development Plan policies.
- (2) No area shall be approved for the Subdivision of Industrial/Commercial Use unless it is specifically designated for the Use under the Land Use Bylaw. The applicable designated land Use's policies, minimum Lot sizes and standards of development shall apply to the Subdivision, which are dependent on the type of Use proposed and the availability of servicing.
- (3) Where there are more than four contiguous Industrial/Commercial designated Parcels proposed or in an intermunicipal area where it is required, an Area Structure Plan or Conceptual Design Scheme will be submitted to support the development. The proposed Subdivision must conform to the plan approved for the land.
- (4) Industrial and Commercial Uses will be encouraged to locate within the areas shown in the Municipal Development Plan. In these areas, Council may redesignate Parcels of land having consideration for:
  - (a) protection of Higher Quality Agricultural Land,
  - (b) comments from affected persons,
  - (d) servicing capabilities or constraints,
  - (e) storm water drainage,
  - (f) access and proximity to major transportation networks,
  - (g) other applicable policies of the Municipal Development Plan.
- (5) Except where lands have been redesignated to an Industrial or Commercial Use, the Subdivision Authority shall not approve any application for Subdivision approval which would create an Industrial or Commercial Parcel unless it is the initial Subdivision from the quarter-section and the Use is permissible in the applicable Use.

## **8. HAMLET RESIDENTIAL AND OTHER HAMLET USES**

For Subdivisions for various residential or other Uses within designated hamlets, the applicable hamlet land Use minimum Lot sizes and standards of development shall apply, which are dependent on the type of Use proposed and the availability of servicing.

## **9. NON-RESIDENTIAL USES**

- (1) When approving an application for Subdivision of a proposed non-residential principal Use as listed within the *Rural Agriculture – RA or Urban Fringe – UF* land Uses, either on Parcels developed or on vacant (bareland), the following shall apply:

- (a) the maximum Parcel size shall be 4.05 ha (10 acres) in size where improvements are present; or
  - (b) if vacant, the proposed Lot to be created shall be a maximum of 1.2 ha (3 acres) in size; or
  - (c) shall otherwise be limited to 32.4 ha (80 acres) in size having no registered exceptions from the title, or 28.3 ha (70 acres) having a maximum of 4.0 ha (10 acres) of registered exceptions for rights-of-way or Public Uses.
  - (d) All Subdivision proposals shall have the Residual Lot sizes as outlined in Section 3 (1)(b) of this Part.
- (2) If this type of Subdivision is approved, this will preclude the ability of a separate County Residential Use or Farmstead title to be Subdivided from the quarter-section.

#### **10. PUBLIC AND INSTITUTIONAL USES**

- (1) A Subdivision application for Public and Institutional Uses as defined by the Land Use Bylaw may be recommended for approval if:
  - (a) the Subdivision Authority is satisfied that suitable, existing alternative Parcels are not reasonably available in an urban or rural area in the vicinity;
  - (b) for an existing Public and Institutional Use, the Parcel size is limited to the developed portion of the site only to encompass improvements;
  - (c) the legal and physical access, including access to the residual agricultural Lot, satisfies Alberta Transportation and Economic Corridors in the case of a provincial highway or Lethbridge County in the case of municipal roads; and
  - (d) the Subdivision Authority is satisfied that the Use is suitable, serviceable and will be developed as proposed.
- (2) The maximum Parcel size shall be as determined suitable at the discretion of the Subdivision Authority with consideration for the proposed Use and the land area required to accommodate it.
- (3) The minimum Parcel size for Public and Institutional Uses shall be 1.2 ha (3.0 acres) of land for private septic treatment systems or other such minimum as may be established under an adopted Area Structure Plan, approved Conceptual Design Scheme, or as required by the Subdivision or Development Authority.
- (4) A Subdivision or existing certificate of title for a Public Use may be exempted from the maximum of four titles per quarter section policy.
- (5) For a Subdivision of a Public and Institutional Use in a County hamlet, the standards and Parcel size criteria of the *Hamlet Public / Institutional - HP/I* land Use shall apply.

#### **11. CUT-OFF (FRAGMENTED) PARCEL**

- (1) Subdivision of an undeveloped or developed Cut-off (Fragmented) Parcel may be approved if:
  - (a) the proposed Lot is separated from the residual by:
    - (i) a registered exception from the title (e.g. Roadway, Irrigation Use canal, rail line);
    - (ii) a registered title that is owned by a Public or Quasi-public department or agency (e.g. municipal, provincial, irrigation Use, rail company);

- (iii) a feature that creates a significant physical barrier to Use of both sides as a unit (this may include a coulee, embankment, river valley, rail line, developed Public Roadway, Irrigation Use reservoirs or canals for the conveyance and delivery of water, or a permanent waterbody — trees, shrubs, or tree shelter belts and private or landowner constructed ditches or canals shall not be considered as a feature that creates a significant physical barrier and shall not be eligible for Subdivision as a cut-off Parcel);
  - (b) the proposed Lot and Residual Lot both have physical and legal access, or the Subdivision Authority is acceptable to access by a limited easement or Right-of-Way in accordance with policy 1(9);
  - (c) the results of a Minimum Distance Separation (MDS) calculation from an existing Confined Feeding Operation, as established in the *Agricultural Operations Practices Act Standards and Administration Regulation* shall be considered;
  - (d) neither the proposed Lot or the Residual Lot is occupied by a confined feeding operation.
- (2) At the discretion of the Subdivision Authority, a registered title containing 160 acres or a quarter section which has been Subdivided pursuant to the above cut-off Subdivision policy or previous provincial policies (refer to Section 11(3) below) may be eligible for the Subdivision of an existing Farmstead, Country Residential Use or Legacy Yard Site from the greater half (area) of the Cut-Off (Fragmented) quarter section provided that the proposal is consistent with the requirements established for the Country Residential Use (Developed Residence) Parcels outlined in Section 5 of this Part, and the Subdivision does not result in the creation of more than four titles per quarter section.
  - (3) In respect of *Matters Related to Subdivision and Development Regulation 43/2002*, a quarter section is considered unsubdivided if it is a Parcel of land that has been created pursuant to section 86(2)(d) of the *Planning Act RSA 1980* on or before July 6, 1988, or pursuant to section 29.1 of the *Subdivision Regulation (AR 132/78)*, from a quarter section, lake Lot, river Lot or settlement Lot if that Parcel of land constitutes more than ½ of the area that was constituted by that quarter section, lake Lot, river Lot or settlement Lot.

## 12. PROPERTY REALIGNMENT AND SUBDIVISION OF EXISTING SMALL TITLES

The Subdivision of a Parcel to accommodate a property or boundary realignment, or a Parcel of poor-quality land containing 8.1 ha (20 acres) or less of farmable land, may be approved subject to the following:

- (1) In the case of enlargement, reduction or realignment of existing separate titles (Parcels):
  - (a) the additional lands required are to accommodate existing or related improvements, or to rectify encroachment or access issues; or
  - (b) the proposal is to rectify or rationalize existing titles, occupancy, cultivation or settlement patterns; and
  - (c) no additional Parcels are created over and above those presently in existence; and
  - (d) the proposed new Lot and the proposed Residual Lot will continue to have direct legal and physical access to a Public Roadway, adequate development setbacks, and a suitable building site; and

- (e) the size, location and configuration of the proposed Lot will not significantly affect any irrigation or transportation system in the area nor the urban expansion strategies of neighbouring municipalities.
- (2) An existing title of land that contains 8.1 ha (20 acres) or less of farmable land and considered by Council to be poor agricultural land may be divided into two Parcels if:
- (a) the required Minimum Distance Separation (MDS) distance to any neighbouring CFOs is met, and
  - (b) both Parcels have direct physical and legal access to a Public Roadway, and
  - (c) both Parcels have a suitable developable building site with the required minimum area as defined by the Land Use Bylaw, and
  - (d) the minimum Parcel size of each of the Lots shall not be less than 0.8 ha (2.0 acres) in size or greater as may be required by the Development Authority, and
  - (e) the Subdivision does not result in the creation of more than four titles per quarter section, or result in the creation of three adjacent (contiguous) Country Residential Lots.
  - (f) Any proposal that would create more than four titles per quarter section or would result in creating three adjacent (contiguous) Country Residential Lots (including existing adjacent Lots under separate title) would be required to provide the applicable Conceptual Design Scheme or Area Structure Plan and must apply for a redesignation of the land, prior to a Subdivision application being considered.
- (3) For the purpose of determining a “farmable or unfarmable area of land” as referenced in Section 13(2) above, the Subdivision Authority may at its discretion, consider:
- (a) An “unfarmable area” to include registered irrigation rights-of-way, natural land features such as coulees, steep embankments, rivers, streams or seasonal creeks, wetlands, and land that is impractical or difficult to farm due to steep slopes, sloughs/swamps. Generally, the Subdivision Authority will not consider man made improvements, tree shelter belts, or agricultural lands that are fenced off to be included as an “unfarmable area”.
  - (b) “farmable land” to specifically include any cultivated or uncultivated farmland, pasture land Used for grazing of animals, lands suitable for agricultural or horticultural production, or land that may be incorporated or returned into agricultural production.

### **13. SUBDIVISION IN PROXIMITY TO THE CANAMEX FREEWAY**

The Subdivision of a Parcel of land in proximity to the designated Canamex Freeway will be reviewed in consideration of **Part 4, General Land Use Provision, B. Servicing and Site Suitability, Section 45, Canamex Freeway Development and Siting Requirements.**



## **Bylaw No. 25-028 - Additional Amendments to Land Use Bylaw No. 24-007**

The described amendments are to replace portions of Part 3 as outlined and to add to Part 9 of the municipal Land Use Bylaw No. 24-007 as per the attached:

### **Part 3, Land Use District and Regulations- Amendments to standards in the listed land uses**

(Additions as outlined to replace existing bylaw text)

#### **RURAL AGRICULTURE - RA**

##### **3. MINIMUM PARCEL AND LOT SIZES**

###### **(1) Extensive Agriculture**

- (a) existing Parcels;
- (b) quarter sections or Parcels Subdivided in accordance with Part 8 – Subdivision Criteria;
- (c) cut-off Parcels at the discretion of the Subdivision Authority;
- (d) all other Parcels shall be a minimum 0.8 ha (2 acres) or greater as may be required by the Development Authority.

###### **(2) Farmsteads or Isolated Country Residential**

- (a) existing Parcels;
- (b) minimum 0.8 ha (2 acres) or greater as may be required by the Development Authority.

**Add global text amendment to the Section 3 Minimum Lot Size in each of the following Land Uses:**

- **URBAN FRINGE – UF**
- **GROUPED COUNTRY RESIDENTIAL – GCR**
- **RURAL GENERAL INDUSTRIAL – RGI**
- **BUSINESS LIGHT INDUSTRIAL – BLI**
- **RURAL COMMERCIAL – RC**

##### **3. MINIMUM LOT SIZE**

###### **(1) The minimum required Parcel or Lot size shall be:**

- (a) existing Parcels;
- (b) 0.8 ha (2 acres) of developable land or greater as may be required by the Development Authority to support the proposed.

## RURAL RECREATIONAL - RR

### 3. MINIMUM PARCEL SIZE

Minimum Parcel sizes shall be at the discretion of the Subdivision and Development Authority based on the type of proposal with the following standards being applied:

- (1) The minimum Parcel size for any Use which is not municipally serviced but which requires a means of sewage disposal shall be:
  - (a) 0.8 ha (2 acres) in area or greater as may be required by the Development Authority.
  - (b) as indicated in an approved Area Structure Plan or Conceptual Design Scheme.

## Part 9, Definitions - Amendments

### Add new definition:

**Legacy Yard Site** means the developed area of a long established rural property that contains an existing residential Dwelling or that formerly contained a residence, and contains or may have contained other accessory buildings, structures and improvements such as shop buildings, dugouts, various agricultural out-buildings, tree shelter belts, etc., and that has been in place for a minimum period of 25 years. This Use is commonly associated with the property of generational farming families and the classification of such acknowledges the historical settlement patterns of the area and allows for the preservation of long established homesteads or farms, which can have significant community and heritage value.

# AGENDA ITEM REPORT



**Title:** Bylaw 25-029 - Amendment to the Land Use Bylaw to amend Part 1 Administrative, relating to Development Permit Procedures  
**Meeting:** Council Meeting - 18 Dec 2025  
**Department:** Development & Infrastructure  
**Report Author:** Kaylyn Franklin

## APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development  
Devon Thiele, Director, Development & Infrastructure  
Cole Beck, Chief Administrative Officer

Approved - 09 Dec 2025  
Approved - 09 Dec 2025  
Approved - 09 Dec 2025

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The proposed amendments to the Part 1 Administrative of Lethbridge County's Land Use Bylaw 24-007 (LUB 24-007) are intended to modernize the notification process for development permit decisions. Under the current bylaw, decisions are tied to newspaper publication timelines, resulting in delays and administrative inefficiencies. The proposed changes would enable development permit decisions to be issued on a daily basis, rather than being limited to Tuesdays to meet newspaper issuance. This update will streamline internal processes, reduce turnaround times for applicants, and enhance service delivery—aligning with the County's ongoing commitment to customer service and continuous improvement.

## RECOMMENDATION:

That Bylaw 25-029, be read a first time.

## REASON(S) FOR RECOMMENDATION(S):

The proposed amendments streamline the development permit notification process by enabling real-time posting of decisions on the County website. This shift reduces administrative delays, enhances efficiency, and improves service to applicants and stakeholders.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Land Use Bylaw (LUB) Bylaw 24-007 was adopted in 2024, which included Part 1 that applies to the procedure to reviewing and issuing development permit decisions.

## BACKGROUND INFORMATION:

Lethbridge County's Land Use Bylaw (LUB) outlines the procedures for issuing development permits, including how decisions are communicated to the public. Currently, development permit decisions are considered issued based on the date they are published in the newspaper, which the County uses as its formal notice of decision.

While this method ensures compliance with notification requirements, it results in operational delays. Development permits must be finalized and submitted by the Tuesday prior to newspaper publication to meet printing deadlines. This creates unnecessary administrative tracking and delays permit issuance by several days—impacting both applicants and internal workflow.

To enhance efficiency and improve customer service, Administration is proposing amendments to Part 1, Section 37 and related notification provisions within the LUB. The amendments will allow the County to post development permit decisions on its website as the primary method of notification. This change reflects a more modern and responsive approach to public notification and aligns with how residents increasingly access information.

Under the proposed amendments:

- Upon issuance of a development permit, the Development Authority will notify the applicant and post notice of decision on the County's website.
- For discretionary use permits or permits involving waivers, affected landowners will continue to receive notification via postal mail.
- In the event of a Canada Post service disruption, alternate notification methods—such as newspaper publication, posting on the property, or at the County office—may be used at the discretion of the Development Authority.

The County will continue to advertise Planning and Development decisions in the newspaper by providing a link to the County website.

This change will allow development permit decisions to be posted and made available to the public in real-time, improving transparency, reducing administrative burden, and supporting a more efficient permitting process. These changes align with the County's commitment to continuous improvement and people-centred service delivery.

#### **ALTERNATIVES / PROS / CONS:**

1. To table Bylaw 25-029 for further information or discussion.

#### **FINANCIAL IMPACT:**

There are no direct financial implications. There will be a minor related opportunity cost in time gained for the Planning and Development team to focus on priority initiatives.

#### **LEVEL OF PUBLIC PARTICIPATION:**

☒ **Inform**      ☐ **Consult**      ☐ **Involve**      ☐ **Collaborate**      ☐ **Empower**

#### **ATTACHMENTS:**

[Bylaw 25-029 Part 1 Administrative Dec 2025 \(RED TEXT\)](#)  
[Bylaw 25-029 - Amendment to LUB Reading Page](#)  
[Bylaw 25-029 Part 1 Administrative Dec 2025 Schedule A](#)

[Note: Proposed amendments/additions in red text or strikethrough for policies or criteria to be removed.]

# PART 1

## ADMINISTRATIVE

### Development Permit Applications – Rules and Procedures

#### 29. PROCESSING DISCRETIONARY USE APPLICATIONS

- (1) Upon receipt of a completed application for a Development Permit for a Discretionary Use, the Development Authority may issue a Development Permit with or without conditions.
- (2) Prior to making a decision on a Development Permit for a Discretionary Use, the Development Authority shall notify and consider the comments of an Adjacent municipality, if the proposed location is:
  - (c) within the boundary area of land subject to an intermunicipal Development plan adopted by the County and the affected Adjacent municipality, in which case, the relevant referral and comments policies stipulated in that plan must be followed.
- (3) Prior to making a decision on a Development Permit for a Discretionary Use, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33.
- ~~(4) Upon the issuance of a Development Permit, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33. immediately cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.~~
- (5) The Development Authority may place any or all of the conditions outlined in Section 28(2) on a Development Permit for a Discretionary Use in any Land Use District to ensure that any concerns over the suitability of the Development are satisfied, in addition to any other reasonable planning conditions to ensure the quality of a Development and its compatibility with other existing and approved Uses in the area.

#### 30. APPLICATIONS REQUESTING WAIVERS OF BYLAW PROVISIONS

- (1) The Development Authority is authorized to decide upon an application for a Development Permit notwithstanding that the proposed Development does not comply with this bylaw if, in the opinion of the Development Authority:
  - (a) the proposed Development would not:
    - (i) unduly interfere with the amenities of the neighbourhood; or
    - (ii) materially interfere with or affect the use or enjoyment or value of neighbouring properties; and



- (b) the proposed Development conforms with the use prescribed for that land or Building in Part 2.
- (2) Upon receipt of a completed application for a Development that does not comply with this Bylaw, but in respect of which the Development Authority is requested by the applicant to exercise its discretion under Section 30(1), the Development Authority shall evaluate the application and may issue a Development Permit with or without conditions.
- (3) For any request for a Waiver of the bylaw provisions that exceed 10%, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 332.
- (4) For a Permitted use requesting a waiver or variance of bylaw standards the Development Authority may, in addition to imposing any of the conditions in Section 28(2), stipulate other conditions to ensure the compatibility of the Development and limit negative impacts to Adjacent land Uses as determined necessary by the Development Authority.
- (5) The Development Authority, or the Subdivision and Development Appeal Board on an appeal, do not have the authority to Waive or vary an applicable standard of the Bylaw, if a section or policy specifically states that the standard is not to be Waived or Varied.

### 31. SIMILAR USES

- (1) Where an application is made for any proposed Use which is not specifically listed in any Land Use District but which may be similar in character and purpose to other uses listed in the Land Use District in which such use is proposed, the Development Authority shall, at the request of the applicant:
  - (a) notify or cause to notify the affected persons pursuant to Section 33.
  - (b) rule whether or not that the proposed use is similar to either a Permitted or Discretionary Use in the Land Use District in which it is proposed; and
  - (c) if the use is deemed similar to a Permitted or Discretionary Use listed in the Land Use District in which it is proposed, the application shall be reviewed as a Discretionary Use and a Development Permit may be issued with or without conditions after consideration of any responses to the notifications of persons likely to be affected by the Development.
- (2) If the use is not deemed similar to a Permitted or Discretionary Use listed in the Land Use District in which it is proposed, the Development Permit shall be refused.

### 32. CHANGE OF USE

- (1) Where, in the opinion of the Development Authority, a proposed new land use is deemed to be a Change of Use from existing Development the applicant or developer shall be required to apply for a Development Permit for a Change of Use of the Buildings or land. In such situations, the following shall apply:
  - (a) A Change of Use is applicable where a developer is proposing to change a previously approved Development to a different Use that is materially different, is defined separately

in the Bylaw as a use, or cannot be deemed similar in nature to the existing Use or is likely to result in a change in the intensity of use of the land or Building.

- (b) The new Use being proposed for the Building or land must be a use that is listed as either Permitted or Discretionary in the applicable Land Use District.
- (c) The proposed Change of Use Development Permit must be processed in accordance with the processing and notification requirements of this bylaw and is subject to the Development standards applicable to the new proposed Use.

### 33. NOTIFICATION OF PERSONS LIKELY TO BE AFFECTED

- (1) Where notification of persons likely to be affected is required under Sections 29, 30(3), 31, 32 and 35, the Development Authority shall, at least seven (7) days before making a decision on the application:
  - (a) mail written notice of the application to:
    - (i) the owners of land likely to be affected by the issuance of a Development Permit and
  - (b) ~~electronic means of notice to an Adjacent municipality, government department or referral agency that is deemed to be affected.~~
  - ~~(c) cause similar notice to be published in a newspaper circulating in the municipality where the application is located; or~~
  - ~~(d) cause a similar notice to be posted in a conspicuous place on the property; or~~
  - ~~(e) any combination of the above.~~
  - (c) During instances of regular mail delivery cessation, the copy of the written notice to be pursuant to Section 33(1)(a), must be given by such other alternative method as determined by the Development Authority, which may include publishing similar notice in the newspaper circulating in the municipality, the municipality website, or posted in a conspicuous place at the County office.
- (2) In all cases, notification shall:
  - (a) describe the nature and legal location description of the proposed Use;
  - (b) state the date when the Development Authority will consider the application; and
  - (c) state the process for receipt of written submission on the application.
- (3) For the purposes of applying Section 33(1), any landowner Adjacent to or within 60 meters of the parcel subject to the Development application shall be considered an affected person and shall be notified. A greater notification distance may be applied, if in opinion of the Development Authority, such notification is warranted or it is required for specific land Uses as required in the Land Use Districts, Standards of Development or Specific Use Provisions of the Bylaw.

### 34. PROHIBITED USES

Where a use is not specifically listed in a Land Use District as either Discretionary or Permitted and is not deemed to be similar in nature in accordance with Section 31, then that Use is prohibited in that Land Use District and shall be refused.

### 35. TEMPORARY USES

- (1) Where, in the opinion of the Development Authority, a proposed Use is of a temporary nature:
  - (a) the Development Authority may issue a temporary Development Permit valid for a period not exceeding three years;
  - (b) it shall be a condition of every temporary Development Permit that the municipality shall not be liable for any costs involved in the cessation or removal of any Development at the expiration of the Permitted period;
  - (c) the Development Authority may require the developer(s) to post security guaranteeing the cessation or removal of work at the end of the period;
  - (d) the use must be a Permitted or Discretionary Use, or determined to be similar in nature to a Permitted or Discretionary Use in accordance with Section 31.
- (2) Notification of persons likely to be affected ~~, including government departments and referral agencies shall be~~ in accordance with Section 33.
- (3) Upon the expiration of the temporary permit an applicant may reapply for a temporary Development Permit, and at the discretion of the Development Authority, it may approve for a maximum of one additional time a temporary Development Permit for the same or similar Use for a period not exceeding three years.

### 36. DIRECT CONTROL DISTRICTS

- (1) Upon receipt of a completed application for a Development Permit in a Direct Control District, the Development Authority shall refer the application to Council for a decision, except where the decision-making authority has been delegated to the Development Authority.
- (2) In accordance with section 641(4)(a) of the *Municipal Government Act*, there is no appeal to the Subdivision and Development Appeal Board for a decision on an application for a Development Permit in a Direct Control District where Council was the decision-making authority.

### 37. DEVELOPMENT PERMIT NOTIFICATION

- (1) A decision of the Development Authority on an application for a Development Permit must be issued in writing in accordance with the following subsection (3)(a).
- (2) ~~Within 24 hours of the written approval and issuance of a development permit,~~ the Development Authority shall notify or cause to be notified, any persons likely to be affected or who have the right to appeal the decision of the Development Authority. ~~in accordance with the procedure in Section 33~~ The following notification processes shall be used:

#### PERMITTED USE PERMITS

- (3) Upon issuance or refusal of a Development Permit for a Permitted Use that complies with this Bylaw, the Development Authority shall:

- (a) send ~~to~~ the applicant a letter ~~by regular postal mail, or send~~ by electronic means, or by regular postal mail if requested by the applicant, ~~or both, or by any other method as may be agreed to between the applicant and Development Authority~~ a written notice of decision; and
- (b) notify persons likely to be affected by posting a notice of the decision on the County's website.
  - ~~(i) posting a copy of the decision in a prominent place in the Lethbridge County Administration Building for at least 21 days, or~~
  - ~~(ii) publishing a notice of the decision in a newspaper circulated within the municipality, or~~
  - ~~(iii) publishing a notice of the decision on the County's website; or~~
  - ~~(iv) any combination of the above.~~

#### **ALL OTHER PERMITS**

- (4) Upon issuance or refusal of a Development Permit for a Discretionary Use, similar Use, temporary Use, or an application involving a Waiver, the Development Authority shall:
  - (a) send ~~a~~ the applicant a letter by electronic means, or ~~by regular postal mail if requested by the applicant, or send by any other method as may be agreed to between the applicant and Development Authority,~~ a written notice of decision to the applicant; and
  - (b) notify persons likely to be affected ~~by~~:
    - (i) regular postal mail a copy of the decision to those persons, departments and agencies and
    - (ii) posting notice of the decision on the County's website.
    - ~~(iii) publishing a notice of the decision in a newspaper circulated within the municipality, or~~
    - ~~(iv) publishing a notice of the decision on the County's website, or~~
    - ~~(v) post a notice of the application in a conspicuous place on the property, or~~
    - ~~(vi) any combination of the above.~~
  - (c) During instances of regular mail delivery cessation, the copy of the written notice to be pursuant to Section 33(1)(a), must be given by such other alternative method as determined by the Development Authority, which may include publishing similar notice in the newspaper circulating in the municipality, the municipality website, posting in a conspicuous place on the parcel, or posting in a conspicuous place at the County office.

#### **DECISION TIMEFRAMES**

- ~~(5) Upon issuance of a decision, the Development Officer will give or send a copy of the written decision, which includes the date on which the decision was made, to the applicant on the same day the decision is made.~~

~~For the purposes of subsection (5), the “date on which the decision was made” means:~~

~~(a) the date the Development Authority signs the notice of decision or Development Permit, or~~

~~(b) the date the decision is posted in the newspaper, whichever occurs later.~~

### **No amendments to Sections 38 to 53**

## **Amendments**

### **54. AMENDMENTS TO THE LAND USE BYLAW**

- a. The Council may amend this Bylaw at any time in accordance with the procedures detailed in section 692 of the *Municipal Government Act*.
- b. The public may request amendments to this Bylaw and all applications shall be submitted using the applicable form ~~in Appendix B~~ and be accompanied by any additional information, as deemed necessary by the Development Authority to process the application.
- c. The Development Authority may refuse to accept an application if, in ~~their~~~~his/her~~ opinion, the information supplied is not sufficient to make a proper evaluation of the proposed amendment.
- d. The Development Authority may require public consultation during the circulation of an amendment application where, in the opinion of the Authority, the proposal is of significant interest to adjacent or surrounding landowners or may have a broader community impact. Methods of consultation may include mailed notices, signage, online postings, or other means as determined appropriate by the Development Authority.
- e. The Development Authority shall forward the application to Council for consideration if ~~their~~ ~~he/she is~~ satisfied sufficient information has been provided with the application.
- f. Public hearing and notification requirements shall be advertised per the Advertising Bylaw, as amended. ~~in accordance with section 692 of the MGA.~~

### **No amendments to Sections 55 to 60**



**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 25-029**

Bylaw 25-029 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 216.4, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 25-029 is to amend Part 1 Administrative, text related to development permit procedures.

AND WHEREAS the amendments are as described in the attached Schedule 'A'.

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;

1. To amend the former Part 1 Administrative LUB No. 24-007 Sections 29 to 37 and 54 and replacing them in their entirety with the updated Part 1 Administrative amendments as per the attached Schedule 'A'.
2. With the adoption of Bylaw No. 25-029, Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.

GIVEN first reading this 18<sup>th</sup> day of December 2025.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

**Schedule 'A'**  
**Bylaw No. 25-029**  
**Amendments to Land Use Bylaw No. 24-007**

The described amendments are to replace sections of Part 1 Administrative of the municipal Land Use Bylaw No. 24-007 with the updated Part 1 Administrative Sections 29 to 37 and 54 amendments as per the attached:

# PART 1

## ADMINISTRATIVE

### Development Permit Applications – Rules and Procedures

#### **29. PROCESSING DISCRETIONARY USE APPLICATIONS**

- (1) Upon receipt of a completed application for a Development Permit for a Discretionary Use, the Development Authority may issue a Development Permit with or without conditions.
- (2) Prior to making a decision on a Development Permit for a Discretionary Use, the Development Authority shall notify and consider the comments of an Adjacent municipality, if the proposed location is:
  - (c) within the boundary area of land subject to an intermunicipal Development plan adopted by the County and the affected Adjacent municipality, in which case, the relevant referral and comments policies stipulated in that plan must be followed.
- (3) Prior to making a decision on a Development Permit for a Discretionary Use, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33.
- (4) Upon the issuance of a Development Permit, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33.
- (5) The Development Authority may place any or all of the conditions outlined in Section 28(2) on a Development Permit for a Discretionary Use in any Land Use District to ensure that any concerns over the suitability of the Development are satisfied, in addition to any other reasonable planning conditions to ensure the quality of a Development and its compatibility with other existing and approved Uses in the area.

#### **30. APPLICATIONS REQUESTING WAIVERS OF BYLAW PROVISIONS**

- (1) The Development Authority is authorized to decide upon an application for a Development Permit notwithstanding that the proposed Development does not comply with this bylaw if, in the opinion of the Development Authority:
  - (a) the proposed Development would not:
    - (i) unduly interfere with the amenities of the neighbourhood; or
    - (ii) materially interfere with or affect the use or enjoyment or value of neighbouring properties; and

- (b) the proposed Development conforms with the use prescribed for that land or Building in Part 2.
- (2) Upon receipt of a completed application for a Development that does not comply with this Bylaw, but in respect of which the Development Authority is requested by the applicant to exercise its discretion under Section 30(1), the Development Authority shall evaluate the application and may issue a Development Permit with or without conditions.
- (3) For any request for a Waiver of the bylaw provisions that exceed 10%, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33.
- (4) For a Permitted use requesting a waiver or variance of bylaw standards the Development Authority may, in addition to imposing any of the conditions in Section 28(2), stipulate other conditions to ensure the compatibility of the Development and limit negative impacts to Adjacent land Uses as determined necessary by the Development Authority.
- (5) The Development Authority, or the Subdivision and Development Appeal Board on an appeal, do not have the authority to Waive or vary an applicable standard of the Bylaw, if a section or policy specifically states that the standard is not to be Waived or Varied.

### 31. SIMILAR USES

- (1) Where an application is made for any proposed Use which is not specifically listed in any Land Use District but which may be similar in character and purpose to other uses listed in the Land Use District in which such use is proposed, the Development Authority shall, at the request of the applicant:
  - (a) notify or cause to notify the affected persons pursuant to Section 33.
  - (b) rule whether or not that the proposed use is similar to either a Permitted or Discretionary Use in the Land Use District in which it is proposed; and
  - (c) if the use is deemed similar to a Permitted or Discretionary Use listed in the Land Use District in which it is proposed, the application shall be reviewed as a Discretionary Use and a Development Permit may be issued with or without conditions after consideration of any responses to the notifications of persons likely to be affected by the Development.
- (2) If the use is not deemed similar to a Permitted or Discretionary Use listed in the Land Use District in which it is proposed, the Development Permit shall be refused.

### 32. CHANGE OF USE

- (1) Where, in the opinion of the Development Authority, a proposed new land use is deemed to be a Change of Use from existing Development the applicant or developer shall be required to apply for a Development Permit for a Change of Use of the Buildings or land. In such situations, the following shall apply:
  - (a) A Change of Use is applicable where a developer is proposing to change a previously approved Development to a different Use that is materially different, is defined separately

in the Bylaw as a use, or cannot be deemed similar in nature to the existing Use or is likely to result in a change in the intensity of use of the land or Building.

- (b) The new Use being proposed for the Building or land must be a use that is listed as either Permitted or Discretionary in the applicable Land Use District.
- (c) The proposed Change of Use Development Permit must be processed in accordance with the processing and notification requirements of this bylaw and is subject to the Development standards applicable to the new proposed Use.

### **33. NOTIFICATION OF PERSONS LIKELY TO BE AFFECTED**

- (1) Where notification of persons likely to be affected is required under Sections 29, 30(3), 31, 32 and 35, the Development Authority shall, at least seven (7) days before making a decision on the application:
  - (a) mail written notice of the application to:
    - (i) the owners of land likely to be affected by the issuance of a Development Permit.
  - (b) electronic means of notice to an Adjacent municipality, government department or referral agency that is deemed to be affected;
  - (c) During instances of regular mail delivery cessation, the copy of the written notice to be pursuant to Section 33(1)(a), must be given by such other alternative method as determined by the Development Authority, which may include publishing similar notice in the newspaper circulating in the municipality, the municipality website, or posted in a conspicuous place at the County office.
- (2) In all cases, notification shall:
  - (a) describe the nature and legal location description of the proposed Use;
  - (b) state the date when the Development Authority will consider the application; and
  - (c) state the process for receipt of written submission on the application.
- (3) For the purposes of applying Section 33(1), any landowner Adjacent to or within 60 meters of the parcel subject to the Development application shall be considered an affected person and shall be notified. A greater notification distance may be applied, if in opinion of the Development Authority, such notification is warranted or it is required for specific land Uses as required in the Land Use Districts, Standards of Development or Specific Use Provisions of the Bylaw.

### **34. PROHIBITED USES**

Where a use is not specifically listed in a Land Use District as either Discretionary or Permitted and is not deemed to be similar in nature in accordance with Section 31, then that Use is prohibited in that Land Use District and shall be refused.



### **35. TEMPORARY USES**

- (1) Where, in the opinion of the Development Authority, a proposed Use is of a temporary nature:
  - (a) the Development Authority may issue a temporary Development Permit valid for a period not exceeding three years;
  - (b) it shall be a condition of every temporary Development Permit that the municipality shall not be liable for any costs involved in the cessation or removal of any Development at the expiration of the Permitted period;
  - (c) the Development Authority may require the developer(s) to post security guaranteeing the cessation or removal of work at the end of the period;
  - (d) the use must be a Permitted or Discretionary Use, or determined to be similar in nature to a Permitted or Discretionary Use in accordance with Section 31.
- (2) Notification of persons likely to be affected, in accordance with Section 33.
- (3) Upon the expiration of the temporary permit an applicant may reapply for a temporary Development Permit, and at the discretion of the Development Authority, it may approve for a maximum of one additional time a temporary Development Permit for the same or similar Use for a period not exceeding three years.

### **36. DIRECT CONTROL DISTRICTS**

- (1) Upon receipt of a completed application for a Development Permit in a Direct Control District, the Development Authority shall refer the application to Council for a decision, except where the decision-making authority has been delegated to the Development Authority.
- (2) In accordance with section 641(4)(a) of the *Municipal Government Act*, there is no appeal to the Subdivision and Development Appeal Board for a decision on an application for a Development Permit in a Direct Control District where Council was the decision-making authority.

### **37. DEVELOPMENT PERMIT NOTIFICATION**

- (1) A decision of the Development Authority on an application for a Development Permit must be issued in writing in accordance with the following subsection (3)(a).
- (2) Within 24 hours of the written approval and issuance of a development permit, the Development Authority shall notify or cause to be notified, any persons likely to be affected or who have the right to appeal the decision of the Development Authority. The following notification processes shall be used:

#### **PERMITTED USE PERMITS**

- (3) Upon issuance or refusal of a Development Permit for a Permitted Use that complies with this Bylaw, the Development Authority shall:

- (a) send the applicant a letter by electronic means, or by regular postal mail if requested by the applicant, a written notice of decision; and
- (b) notify persons likely to be affected by posting a notice of the decision on the County's website.

#### **ALL OTHER PERMITS**

- (4) Upon issuance or refusal of a Development Permit for a Discretionary Use, similar Use, temporary Use, or an application involving a Waiver, the Development Authority shall:
  - (a) send the applicant a letter by electronic means, or by regular postal mail if requested by the applicant, a written notice of decision to the applicant; and
  - (b) notify persons likely to be affected by:
    - (i) regular postal mail a copy of the decision to those persons, departments and agencies and
    - (ii) posting notice of the decision on the County's website.
  - (c) During instances of regular mail delivery cessation, the copy of the written notice to be pursuant to Section 33(1)(a), must be given by such other alternative method as determined by the Development Authority, which may include publishing similar notice in the newspaper circulating in the municipality, the municipality website, posting in a conspicuous place on the parcel, or posting in a conspicuous place at the County office.

## Amendments

### **54. AMENDMENTS TO THE LAND USE BYLAW**

- a. The Council may amend this Bylaw at any time in accordance with the procedures detailed in section 692 of the *Municipal Government Act*.
- b. The public may request amendments to this Bylaw and all applications shall be submitted using the applicable form and be accompanied by any additional information, as deemed necessary by the Development Authority to process the application.
- c. The Development Authority may refuse to accept an application if, in their opinion, the information supplied is not sufficient to make a proper evaluation of the proposed amendment.
- d. The Development Authority may require public consultation during the circulation of an amendment application where, in the opinion of the Authority, the proposal is of significant interest to adjacent or surrounding landowners or may have a broader community impact. Methods of consultation may include mailed notices, signage, online postings, or other means as determined appropriate by the Development Authority.

- e. The Development Authority shall forward the application to Council for consideration if their satisfied sufficient information has been provided with the application.
- f. Public hearing and notification requirements shall be advertised per the Advertising Bylaw, as amended.

# AGENDA ITEM REPORT



**Title:** Virtual Physician Pilot  
**Meeting:** Council Meeting - 18 Dec 2025  
**Department:** Administration  
**Report Author:** Trevor Lewington

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 09 Dec 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

Residents would be able to use the virtual platform to request an appointment with an Alberta certified physician. Within 15-30 minutes, they will receive a call-back from Patient Care Coordinators (PCCs) to verify their intake details and to schedule an appointment with the best-fit physician for their particular needs, most often within 24 hours or less. The physician will review the patient's intake notes before the appointment, and will meet with the patient virtually (by video or by phone, as the patient prefers). If any prescriptions or lab requisitions are required, they will be processed immediately and sent to the appropriate end location by the physician. There is no cost to the resident as all health care service are covered by the Alberta Health Care Insurance Program.

Administration would work with the service provider to develop a communications strategy to encourage use of the virtual platform where it makes sense for resident's personal circumstances. This would include the development of a Lethbridge County branded landing page. No personal information is shared with or retained by Lethbridge County.

Consultations have been completed with the Chinook Primary Care Network to understand any potential areas of concern.

## RECOMMENDATION:

That County Council approve entering into an agreement with Rocket Doctor to establish a two year pilot project to increase awareness and utilization of a virtual physician digital platform.

## REASON(S) FOR RECOMMENDATION(S):

The proposed pilot project is intended to address health care gaps in Lethbridge County including:

- Over 3,100 residents aged 50+, many with multiple chronic conditions requiring frequent monitoring.

- Only 98 non-specialist physicians in the Lethbridge region despite population growth.
- Travel times of 30–90 minutes from rural hamlets like Turin, Iron Springs, and Chin to reach a clinic.
- Limited if any, evening or weekend primary care options at facilities within the County.
- Rising number of residents without a regular family doctor. County residents increasingly turn to emergency departments for non-urgent care.
- There are no costs to residents as services are covered under Alberta Health Care Insurance.

#### **PREVIOUS COUNCIL DIRECTION / POLICY:**

Council was provided with an overview of the concept and potential considerations during a closed session discussion on August 14, 2025.

The proposed pilot aligns with Council's Strategic Plan with respect to Region helping to deliver on the stated objective of: "We will work to provide and promote a variety of social, business, and employment opportunities; we want our residents to succeed and flourish in all aspects of their lives."

Access to primary care has been noted in a broad range of public engagements by members of Council as an area of concern for residents.

#### **BACKGROUND INFORMATION:**

Rocket Doctor is a technology-driven digital health platform and marketplace that is breaking down obstacles that limit access to quality, comprehensive and cost-effective healthcare.

Proprietary software equips doctors with the tools to run successful practices in virtual and hybridized in-person/virtual models of care, enabling them to provide tailored care to patients in remote communities, particularly those in rural and Northern communities across Canada and on Medicaid in the United States. (County residents will have access to Alberta based physicians.)

Leveraging large language models, AI/ML and wireless medical devices, Rocket Doctor is bridging the healthcare divide, connecting patients to equitable and accessible virtual healthcare services regardless of age, location, or financial status.

#### **ALTERNATIVES / PROS / CONS:**

Alternatives:

- Move forward with the pilot.
- Do not proceed with the pilot.

#### **FINANCIAL IMPACT:**

\$10,000 in each year of the pilot (2026 and 2027) for communications and marketing resources to support the program.

#### **LEVEL OF PUBLIC PARTICIPATION:**

☒ **Inform**      ☐ **Consult**      ☐ **Involve**      ☐ **Collaborate**      ☒ **Empower**



# AGENDA ITEM REPORT



**Title:** Rural Road Infrastructure Working Committee  
**Meeting:** Council Meeting - 18 Dec 2025  
**Department:** Administration  
**Report Author:** Trevor Lewington

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 12 Dec 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

The Rural Road Infrastructure Working Committee has been established to develop collaborative and practical solutions for the growing challenges associated with maintaining and constructing rural road networks in Alberta. Bringing together representatives from both the agriculture sector and rural municipalities, the Committee aims to create a fair and transparent framework that supports shared decision-making, improves access to funding, and enhances the long-term sustainability of rural transportation infrastructure. This work will also help identify joint advocacy opportunities with the Government of Alberta, Alberta Municipalities, and the Rural Municipalities of Alberta.

The Committee's objectives include developing a suite of tools municipalities can use to assess and prioritize rural road needs, identify cost-sharing or funding opportunities, and demonstrate the economic value of rural road systems to both producers and rural communities. The Committee will also work to strengthen collaboration between agriculture and municipal stakeholders by identifying shared priorities and reducing areas of conflict. A key outcome will be the development of a coordinated advocacy strategy to support equitable and sustainable provincial funding for rural roads.

Over the course of its mandate, the Committee will review existing municipal road funding models, examine applicable provisions of the Municipal Government Act, and conduct targeted consultations with affected stakeholders. It will explore innovative funding approaches, develop and test components of the proposed framework, and craft joint advocacy messages. The Committee is expected to deliver practical recommendations and a draft framework to sector partners, with a finalized framework and advocacy strategy targeted for submission to the Government of Alberta in mid-2026.

## RECOMMENDATION:

That County Council approve Reeve Tory Campbell as its representative to the Rural Road Infrastructure Working Committee and Ryan Thomson as an administrative representative.

**REASON(S) FOR RECOMMENDATION(S):**

County Council has indicated a desire to be more proactive in government relations and actively engage with industry groups to become a destination of choice for investment.

Capital investment requirements to maintain market access networks are critical for industry and it is anticipated that this working committee will generate a suite of options for future consideration by municipalities.

The recommendations of the working committee will help inform future local discussions with the Intensive Livestock Working Group.

**PREVIOUS COUNCIL DIRECTION / POLICY:**

The recommendation is consistent with Council's existing strategic plan. Specifically the prosperity pillar given the concentration of confined feeding operations in the County: "We also recognize the importance of foundational planning to help guide us in the retention and expansion of current businesses." Additionally, the Relationships pillar: "We strive to partner with all levels of government, boards, and agencies in support of our community and search for opportunities to support each other in mutually beneficial ways."

**BACKGROUND INFORMATION:**

The Rural Road Infrastructure Working Committee will include balanced representation from both the agriculture and municipal sectors. Membership will include representatives from the Intensive Livestock Working Group, crop-sector organizations, rural municipalities, and municipal transportation or infrastructure leads. Additional advisors—such as staff from Alberta Municipalities or RMA, as well as technical experts—may participate as non-voting observers to support the Committee's work. This structure is intended to ensure that both sectors' needs and perspectives are represented throughout the process.

Governance will be led by an ILWG-appointed chair or a co-chair model shared between ILWG and municipal representatives. The Committee will meet monthly, primarily through virtual meetings to maximize accessibility, with a single in-person kickoff meeting to align priorities and confirm the workplan. Decision-making will be consensus-driven, and where full agreement cannot be achieved, differing viewpoints will be documented. Administrative coordination, including meeting logistics and drafting of materials, will be provided by the ILWG Secretariat.

The Committee's work will follow a defined schedule running from January to September 2026. Early 2026 will focus on establishing membership and completing research and stakeholder engagement. A draft framework will be developed between March and June, followed by consultation-based refinement through July. The Committee will then present its work to ILWG for review and endorsement in Fall 2026, culminating in a final submission of recommendations and an advocacy plan to the Government of Alberta the same season. Throughout this period, the Committee will provide milestone-based reporting, including an interim update in March, a draft framework in July, and a final report in the fall.

Although the Committee's formal term concludes on September 30, 2026, it may reconvene later in the year to support joint advocacy or assist with implementation activities at the direction of the ILWG.

**ALTERNATIVES / PROS / CONS:**

Council could choose to not participate and instead wait for recommendations to come forward through RMA's normal processes in mid to late 2026.

**FINANCIAL IMPACT:**

None. Meetings of the working committee will generally be online. Travel, as needed, is provided for within existing approved budget allocations.

**LEVEL OF PUBLIC PARTICIPATION:**☐**Inform**☒**Consult**☒**Involve**☐**Collaborate**☐**Empower**

# AGENDA ITEM REPORT



**Title:** Provincial Education Requisition Credit (PERC) Application  
**Meeting:** Council Meeting - 18 Dec 2025  
**Department:** Corporate Services  
**Report Author:** Candice Robison, Les Whitfield

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 11 Dec 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

The Provincial Education Requisition Credit (PERC) provides municipalities with an education property tax credit equal to the uncollectable education property taxes on delinquent oil and gas properties.

The program was initially created in response to the oil-and-gas downturn and became active around 2017. At various points, the government extended the program: for example, in 2019 the program was extended through the 2021 tax year. According to the most recent (2024) program guidelines, the PERC term was extended again.

## RECOMMENDATION:

MOVED that the Administration make an application for the Provincial Education Requisition Credit (PERC) for the outstanding education tax and designated industrial property requisitions related to delinquent oil & gas companies.

## REASON(S) FOR RECOMMENDATION(S):

To allow the County to recoup a portion of the outstanding oil and gas tax balances for those companies that have undertaken receivership or bankruptcy proceedings and no longer exist.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council has supported administration in their attempts to collect some or all of the outstanding oil and gas related taxes they can per legislation.

## BACKGROUND INFORMATION:

The guidelines of the PERC Program indicate that all municipalities are eligible to apply to PERC for uncollectable education property taxes related to the following types of properties:

- The property is an oil and gas property assessed to a company that does not exist, cannot be located or does not have the financial means to pay outstanding property taxes owing to the municipality due to significant amounts of debt (and therefore may be undertaking receivership or bankruptcy proceedings).
- The property is coded in ASSET as taxable and non-residential for the purpose of the education property tax requisition. (Education property tax is levied on specific properties, and not others. For example, education property tax is not levied on machinery and equipment.)

The municipality has considered its options under the Municipal Government Act to collect the property taxes owing and as a result, the municipality has written off the collection of property taxes as a bad debt.

All of the companies identified on the attached application have either gone through the receivership/bankruptcy process and/or no longer exist, therefore the County is unable to collect any outstanding tax balances owing. The PERC program will at least provided the County with the education requisition portion of the taxes that are legislated to be paid to the Alberta School Foundation Fund (ASFF) on a quarterly basis.

#### ALTERNATIVES / PROS / CONS:

PRO - This will allow the County to recoup the education portion of the outstanding oil and gas related taxes.

CON - Not making an application would mean the education portion of the outstanding oil and gas related taxes would have to be written off along with the other balances.

#### FINANCIAL IMPACT:

To be determined

#### LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

# AGENDA ITEM REPORT



**Title:** Bylaw 25-037 & Bylaw 25-038 - Fortis Franchise Agreement & Distribution Access Services  
**Meeting:** Council Meeting - 18 Dec 2025  
**Department:** Corporate Services  
**Report Author:** Hailey Pinksen

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 09 Dec 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

FortisAlberta Inc. is seeking Council approval of a new Electric Distribution System Franchise Agreement with Lethbridge County. The agreement grants FortisAlberta the exclusive right to provide electric distribution service within the County's legal boundaries (as amended from time to time) for a 20-year term commencing April 1, 2026 (or later if regulatory/reading conditions are met).

As part of the process, FortisAlberta will file an application with the Alberta Utilities Commission (AUC) to approve the franchise agreement.

Council is asked to consider and approve the required bylaws that (1) authorize execution of the franchise agreement (adopting bylaw) and (2) prohibit other persons from providing electric distribution service within the Municipal Franchise Area during the term of an exclusive franchise agreement.

## RECOMMENDATION:

MOVED that Bylaw 25-037 FortisAlberta Distribution Access Services Bylaw be read a first time.

MOVED that Bylaw 25-037 FortisAlberta Distribution Access Services Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-037 FortisAlberta Distribution Access Services Bylaw.

Bylaw. MOVED that Bylaw 25-037 FortisAlberta Distribution Access Services Bylaw be read a third time.

MOVED that Bylaw 25-038 FortisAlberta Franchise Agreement Bylaw be read a first time.



MOVED that Bylaw 25-038 FortisAlberta Franchise Agreement Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-038 FortisAlberta Franchise Agreement Bylaw.

Bylaw. MOVED that Bylaw 25-038 FortisAlberta Franchise Agreement Bylaw be read a third time.

**REASON(S) FOR RECOMMENDATION(S):**

The recommended approval formalizes FortisAlberta's rights and responsibilities to provide electric distribution service in Lethbridge County, supports the required Alberta Utilities Commission (AUC) approval process, confirms the exclusive franchise arrangement by prohibiting other providers within the Municipal Franchise Area (Bylaw 25-038), and establishes the framework for the franchise fee paid to the County, including how the fee percentage may be adjusted annually subject to agreement terms and AUC oversight.

**PREVIOUS COUNCIL DIRECTION / POLICY:**

Council at the November 6th Council meeting directed administration to bring back further information for Council to consider.

**BACKGROUND INFORMATION:**

FortisAlberta presented to Council on November 6. This report brings forward the agreement and bylaws for Council decision and to support the subsequent AUC approval process.

FortisAlberta will apply to the Alberta Utilities Commission (AUC) for approval of a new 20-year franchise agreement with Lethbridge County, intended to take effect April 1, 2026 (or the first day after AUC approval and third reading of the adopting bylaw) and run to March 31, 2046. The agreement grants FortisAlberta the exclusive right to provide electric distribution service and use required municipal lands/rights-of-way to operate and maintain the system, and it sets out the franchise fee process (calculation, monthly remittance, and annual adjustment by notice), although the public notice still contains placeholders for the final fee percentage and typical customer impact. Bylaw 25-037 authorizes execution of the agreement by the Reeve and CAO, and Bylaw 25-038 prohibits other providers within the Municipal Franchise Area during the exclusive term, including transition provisions if service areas change.

**ALTERNATIVES / PROS / CONS:**

Do not approve the bylaws.

**FINANCIAL IMPACT:**

Will be determined upon Council's decision.

**LEVEL OF PUBLIC PARTICIPATION:**

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

**ATTACHMENTS:**

[Bylaw 25-037 - Fortis Distribution Access Services](#)  
[Bylaw 25-038 - Fortis Franchise Agreement](#)

[Fortis FranchiseFeesCapsJuly2025](#)

**BYLAW 25-037**  
**OF LETHBRIDGE COUNTY, IN THE**  
**PROVINCE OF ALBERTA (the "Municipality")**

A Bylaw of the Municipality to authorize the Reeve and the Chief Administrative Officer to enter into an agreement granting FortisAlberta Inc. (the "Company"), the right to provide distribution access services within the Municipality.

**WHEREAS** pursuant to the provisions of the Municipal Government Act, R.S.A. 2000 c. M-26, as amended (the "Act"), the Municipality desires to grant and the Company desires to obtain, an exclusive franchise to provide distribution access services within the Municipality for a period of twenty (20) years subject to the right of renewal as set forth in the said agreement and in the said Act;

**WHEREAS** the Council of the Municipality and the Company have agreed to enter into an Electric Distribution System Franchise Agreement (the "Agreement"), in the form annexed hereto;

**WHEREAS** it is deemed that the Agreement would be to the general benefit of the consumers within the Municipality.

**NOW THEREFORE** the Council of the Municipality enacts as follows:

- 1) THAT the Electric Distribution System Franchise Agreement, a copy of which is annexed hereto as Schedule "A", be and the same is hereby ratified, confirmed and approved, and the Reeve and Chief Administrative Officer are hereby authorized to enter into the Electric Distribution System Franchise Agreement for and on behalf of the Municipality, and the Chief Administrative Officer is hereby authorized to affix thereto the corporate seal of the Municipality.
- 2) THAT the Electric Distribution System Franchise Agreement annexed hereto as Schedule "A" is hereby incorporated in, and made part of, this Bylaw.
- 3) THAT the Council consents to the exercise by the Company within the Municipality of any of the powers given to the Company by the *Water, Gas and Electric Companies Act*, R.S.A. 2000 c. W-4, as amended.
- 4) THAT this Bylaw shall come into force upon the Electric Distribution System Franchise Agreement being approved by the Alberta Utilities Commission and upon being given third reading and finally passed.

Read a First time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Name:

Title:  
Reeve

\_\_\_\_\_

Name:

Title: Chief Administrative Officer

Read a Second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Name:

Title:  
Reeve

\_\_\_\_\_

Name:

Title: Chief Administrative Officer

Read a Third time and Passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Name:

Title: Reeve

\_\_\_\_\_

Name:

Title: Chief Administrative Officer

Schedule "A"

**ELECTRIC DISTRIBUTION SYSTEM FRANCHISE AGREEMENT**

**BETWEEN**

**LETHBRIDGE COUNTY**

**- AND -**

**FORTISALBERTA INC.**

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**ELECTRIC DISTRIBUTION SYSTEM FRANCHISE AGREEMENT**

THIS AGREEMENT made effective the 1st day of April, 2026.

BETWEEN:

LETHBRIDGE COUNTY,  
a Municipal Corporation located in the Province of Alberta  
(the "**Municipality**")

OF THE FIRST PART

- and -

FortisAlberta Inc.,  
a body corporate and public utility with its  
head office in the Calgary, in the Province of Alberta  
(the "**Company**")

OF THE SECOND PART

**WHEREAS:**

The Municipality desires to grant and the Company desires to obtain an exclusive franchise to provide Electric Distribution Service within the Municipal Service Area on the terms and conditions herein contained;

**NOW THEREFORE:**

In consideration of the mutual covenants and promises herein contained, the Parties hereby agree as follows:

## 1) DEFINITIONS AND INTERPRETATION

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement shall have the meanings attributed to them as follows:

- a) **"Commission"** means the Alberta Utilities Commission, as established under the Alberta Utilities Commission Act (Alberta);
- b) **"Company"** means the Party of the second part to this Agreement and includes its successors and assigns;
- c) **"Construct"** means constructing, reconstructing, upgrading, extending, relocating or removing any part of the existing Distribution System or proposed Distribution System;
- d) **"Consumer"** means any individual, group of individuals, firm or body corporate, including the Municipality, with premises or facilities located within the Municipal Service Area from time to time that are provided with Electric Distribution Service by the Company pursuant to the Company's Distribution Tariff;
- e) **"Core Services"** means all those services set forth in Schedule "A";
- f) **"Detailed Street Light Patrol"** means a detailed street light patrol of Company-owned street lights conducted by the Company on a schedule reasonably determined by the Company from time to time, currently a seven to nine year cycle as at the date of this Agreement;
- g) **"Distribution System"** means any facilities owned by the Company which are used to provide Electric Distribution Service within the Municipal Service Area, and, without limiting the generality of the foregoing, shall include street lighting, where applicable, and poles, fixtures, luminaires, guys, hardware, insulators, wires, conductors, cables, ducts, meters, transformers, fences, vaults and connection pedestals, excluding any transmission facilities as defined in the EUA;
- h) **"Distribution Tariff"** means the Distribution Tariff prepared by the Company and approved by the Commission on an interim or final basis, as the case may be;
- i) **"Electric Distribution Service"** means electric distribution service as defined in the EUA;
- j) **"Electronic Format"** means any document or other means of communication that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any other computer-related means that have similar capabilities for creation, recording, transmission or storage;
- k) **"EUA"** means the *Electric Utilities Act* (Alberta);

- l) **"Extra Services"** means those services set forth in Schedule "B" that are requested by the Municipality for itself or on behalf of a Consumer and provided by the Company in accordance with Article 7;
- m) **"HEEA"** means the *Hydro and Electric Energy Act* (Alberta);
- n) **"Maintain"** means to maintain, keep in good repair or overhaul any part of the Distribution System;
- o) **"Major Work"** means any work to Construct or Maintain the Distribution System that costs more than One Hundred Thousand (\$100,000.00) Dollars;
- p) **"MGA"** means the *Municipal Government Act* (Alberta);
- q) **"Municipal Property"** means all property, including lands and buildings, owned, controlled or managed by the Municipality within the Municipal Service Area;
- r) **"Municipal Service Area"** means the geographical area within the legal boundaries of the Municipality as altered from time to time;
- s) **"Municipality"** means the Party of the first part to this Agreement;
- t) **"Operate"** means to operate, interrupt or restore any part of the Distribution System in a safe and reliable manner;
- u) **"Party"** means any party to this Agreement and **"Parties"** means all of the parties to this Agreement;
- v) **"Plans and Specifications"** means the plans, drawings and specifications reasonably necessary to properly assess and review proposed Work prior to issuing any approval that may be required under this Agreement;
- w) **"Term"** means the term of this Agreement as set out in Article 2;
- x) **"Terms and Conditions"** means the terms and conditions contained within the Distribution Tariff in effect from time to time for the Company as approved by the Commission; and

y) **"Work"** means any work to Construct or Maintain the Distribution System.

The words "hereof", "herein", "hereunder" and other words of similar import refer to this Agreement as a whole, including any attachments hereto, as the same may from time to time be amended or supplemented and not to any subdivision contained in this Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders. References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time. The word "including" when used herein is not intended to be exclusive and in all cases means "including

without limitation". References herein to a section, paragraph, clause, Article or provision shall refer to the appropriate Article in this Agreement. The descriptive headings of this Agreement are inserted for convenience of reference only and do not constitute a part of and shall not be utilized in interpreting this Agreement.

## **2) TERM**

This Agreement shall be for a term (the "Term") of twenty (20) years, commencing on the later of:

- a) 1<sup>st</sup> day of April, 2026, or
- b) the first day after both of the following have occurred:
  - i) Commission approval of this Agreement; and
  - ii) the Municipality having passed third reading of the applicable adopting bylaw 25-037.

## **3) EXPIRY OF AGREEMENT**

- a) Unless either Party has provided notice to the other Party of its intent to terminate this Agreement, following the expiration of the Term, the respective rights and obligations of the Parties under this Agreement shall continue to be in effect for a period of one (1) year following the expiration of the Term in order to provide the Parties with a reasonable opportunity to negotiate a subsequent agreement;
- b) If the Municipality has not provided notice to the Company to exercise its right under Article 10 to require the Company to sell the Distribution System within the Municipal Service Area to the Municipality, either Party may submit any items in dispute pertaining to the entering into of a subsequent agreement to binding arbitration before the Commission who shall determine the terms of the subsequent agreement; and
- c) Commencing one (1) year following the expiration of the Term, unless either Party has invoked the right to arbitration referred to in subparagraph b), this Agreement shall continue to be in effect but shall be amended to provide for the following:
  - i) the franchise fee percentage used to calculate the franchise fee payable by the Company under Article 5 shall be reduced to fifty percent (50%) of the average annual franchise fee percentage used to calculate the franchise fee paid by the Company to the Municipality for the previous five (5) calendar years; and
  - ii) the costs of any relocation requested by the Municipality pursuant to Article 15 shall be paid by the Municipality.

#### **4) GRANT OF FRANCHISE**

- a) Subject to subparagraph b) below, and to the terms and conditions hereof, the Municipality hereby grants to the Company the exclusive right within the Municipal Service Area:
  - i) to provide Electric Distribution Service;
  - ii) to Construct, Operate, and Maintain the electric distribution system, as defined in the EUA, within the Municipal Service Area; and
  - iii) to use designated portions of roads, rights-of-way, and other lands owned, controlled or managed by the Municipality necessary to provide Electric Distribution Service or to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof.

This grant shall not preclude the Municipality from providing wire services to municipally owned facilities where standalone generation is provided on site or immediately adjacent sites excepting road allowances. Such services are to be provided by the Municipality directly and not by any other third party wire services provider.

Subject to Article 12 of this Agreement, in the event that a third party (including a Rural Electrification Association (REA)) owns, operates or controls any electrical distribution facilities or lighting within the Municipal Service Area at any time during the Term of this Agreement, the Municipality agrees that it will support the Company's efforts, as is reasonable, to purchase such electrical distribution facilities or, to the extent that it has the authority to do so, the Municipality shall otherwise require such third party to sell such facilities to the Company. Where the Municipality supports the Company's efforts to purchase such electrical distribution facilities or, to the extent that it has the authority to do so, otherwise requires a third party to sell its facilities to the Company, the Company shall be responsible for all reasonable fees, costs and disbursements of external legal counsel incurred by the Municipality in expending such good faith efforts.

- b) The Company agrees to:
  - i) bear the full responsibility of an owner of an electric distribution system within the Municipal Service Area and to ensure all services provided pursuant to this Agreement are provided in accordance with the Distribution Tariff, insofar as applicable;
  - ii) Construct, Operate and Maintain the Distribution System within the Municipal Service Area;

- iii) use designated portions of roads, rights-of-way, and other lands including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof; and
- iv) use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Electric Distribution Service and any other service contemplated by this Agreement.

## **5) FRANCHISE FEE**

### **a) Calculation of Franchise Fee**

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1<sup>st</sup>) calendar year of the Term of this Agreement, the franchise fee percentage shall be five percent (5 %).

By no later than September first (1<sup>st</sup>) of each year, the Company shall:

- i) advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and
- ii) with the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.

### **b) Adjustment to Franchise Fee**

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1<sup>st</sup>) of the following calendar year, then the Municipality shall, no later than November first (1<sup>st</sup>) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.



If the Municipality provides such notice after November first (1<sup>st</sup>) of the immediately preceding year for a January first (1<sup>st</sup>) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1<sup>st</sup>) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

**c) Franchise Fee Cap**

The municipal franchise fee cap is twenty percent (20 %) and should not at any time exceed twenty percent (20%), unless there has been prior Commission approval and provided that the Municipality has complied with Article 5d) below.

**d) Adjustment to Franchise Fee Cap**

At the option of the Municipality, the franchise fee cap may be changed annually by providing written notice to the Company, subject to Commission approval. If the Municipality wishes to amend the franchise fee cap so that the amended franchise fee cap is effective January first (1<sup>st</sup>) of the following calendar year, then the Municipality shall, no later than November first (1<sup>st</sup>) of the immediately preceding year, advise the Company in writing of the franchise fee cap to be in effect for the following calendar year.

If the Municipality provides such notice after November first (1<sup>st</sup>) of the immediately preceding year for a January first (1<sup>st</sup>) implementation, or at any other time with respect to a franchise fee cap change that will be implemented for January first (1<sup>st</sup>) of the following year, the Company will recognize the new franchise fee cap as soon as reasonably possible, subject to Commission approval.

**e) Payment of Franchise Fee**

The Company shall pay the franchise fee amount, billed to each Consumer, to the Municipality on a monthly basis, within forty-five (45) days after billing each retailer.

**f) Reporting Considerations**

Upon request, the Company shall provide to the Municipality along with payment of the franchise fee amount, the financial information used by the Company to verify the franchise fee amount as calculated under this Article.

**6) CORE SERVICES**

The Company agrees to provide those Core Services to the Municipality as set forth in Schedule "A" and further agrees to the process contained in Schedule "A". The Company and the Municipality may amend Schedule "A" from time to time upon mutual agreement.

**7) PROVISION OF EXTRA SERVICES**

Subject to an agreement being reached on cost and other terms, the Company agrees to provide to the Municipality those Extra Services, if any, as set forth in Schedule "B", as requested by the Municipality from time to time.

The Company is entitled to receive from the Municipality a reasonable amount for the provision of those Extra Services in accordance with Schedule "B". The Company and the Municipality may amend Schedule "B" from time to time upon mutual agreement.

**8) MUNICIPAL TAXES**

Amounts payable to the Municipality pursuant to the terms and conditions hereof shall be in addition to the municipal taxes and other levies or charges made by the Municipality against the Company, its land and buildings, linear property, machinery and equipment, and the Distribution System.

**9) RIGHT TO TERMINATE ON DEFAULT**

In the event either Party breaches any material provision of this Agreement, the other Party may, at its option, provide written notice to the Party in breach to remedy such breach.

If the said breach is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required by the Party in breach using best efforts on a commercially reasonable basis to remedy the breach, the Party not in breach may give six (6) months notice in writing to the other Party of its intent to terminate this Agreement, and unless such breach is remedied to the satisfaction of the Party not in breach, acting reasonably, this Agreement shall terminate six (6) months from the date such written notice is given, subject to prior Commission approval.

**10) SALE OF DISTRIBUTION SYSTEM**

Upon the expiration of the Term of this Agreement, or the termination of this Agreement pursuant to the terms and conditions hereof or by operation of law or order of a governmental authority or court of law having jurisdiction, the Municipality may, subject to the approval of the Commission under Section 47 of the MGA, exercise its right to require the Company to sell to it the Distribution System within the Municipal Service Area pursuant to the provisions of the MGA or HEEA, as applicable. If the Parties are unable to agree on price or terms and conditions of the purchase, the unresolved matters shall be referred to the Commission for determination.

The Parties acknowledge that the Distribution System may be comprised of component parts that are not transferable by the Company to the Municipality including technologies that have been licensed by third Parties to the Company, and therefore the Company may not be able to transfer such component parts to the Municipality on any such sale. However, the Company shall acting reasonably assist the Municipality in obtaining the necessary approval or consent to such transfer.

## 11) STREET LIGHTING

### a) Investment Option Rate

The Company agrees to provide and maintain an investment option rate for street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for investment option street lighting. This Commission approved rate includes an allowance for the replacement of street lighting.

The Company will provide Company standard and non-standard street lighting under the investment option rate for street lighting. The Company will maintain an inventory of its standard street lighting as listed in its street lighting catalogue. The Company will use reasonable commercial efforts, based on prudent electrical utility practices, to carry stock of such inventory for a reasonable period of time.

#### i) In the event that:

- A. the Company, in its sole discretion, reasonably exercised, decides to change its classifications of what constitutes standard street lighting in its inventory and such change has relevance to the classes of street lights used by the Municipality, then the Company shall provide one (1) year's prior written notice to the Municipality of its intention to effect such a change and will use its commercially reasonable good faith efforts to determine appropriate alternative sources of such equipment, and arrangements for the associated maintenance, for the Municipality; and
- B. a change in the classifications of what constitutes standard street lighting in the Company's inventory arises as a result of the actions of any third party and such change has relevance to the classes of street lights used by the Municipality, then forthwith upon becoming aware that such a change is forthcoming, the Company shall provide notice to the Municipality of the forthcoming change and will use its commercially reasonable good faith efforts to determine reasonable alternatives for such equipment, and arrangements for the associated maintenance, for the Municipality.

#### ii) If:

- A. the Municipality requests street lighting that is not part of the standard offering of the Company at the time;
- B. the Municipality requests street lighting that was previously part of the standard street lighting inventory but, at the time of the applicable request, has ceased to be part of the standard street lighting offering of the Company; or

- C. the Municipality converts nonstandard street lighting that is not part of the standard offering of the Company at the time to investment option rate street lighting under Article 11c) below;

then the Municipality will be required to enter into a non-standard lighting agreement with the Company, which form of agreement is referenced on the Company's website or in the Company's street lighting catalogue. For such non-standard lighting, the Company will not be responsible for paying a credit under Article 1b) of Schedule "C" to the Municipality to the extent that a delay in replacing the burnt out light is outside of the reasonable control of the Company, including any delay resulting from the failure by the Municipality to carry replacement parts for non-standard lighting.

The Company shall not be required to install any non-standard street lighting that does not meet the Company's minimum specifications for street lighting, and such street lighting must be metered and owned, installed and operated by the Municipality.

The time periods and deadlines contained in Schedule "C" shall be extended for investment-rate, non-standard street lighting for the period of time, if any, the Company is waiting for receipt of non-standard equipment, supplies and materials from the Municipality.

**b) No-Investment Option Rate**

The Company and Municipality agree that all new street lighting provided, and any Municipality-requested relocation of any no-investment option rate street lighting, after the date of this Agreement will be provided or relocated, as the case may be, on the basis of the investment option rate. For no-investment option rate street lighting, the Company agrees to maintain street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for no-investment option rate street lighting. This Commission-approved rate does not include an allowance for the replacement of no-investment option rate street lighting.

**c) Conversion of No-Investment Rate to Investment Option Rate**

The Municipality has the option to convert all street lighting on the Company no-investment option street light rate to the Company investment option rate upon providing sixty (60) days written notice to the Company. Where such option is exercised, the Municipality has the right to obtain the Company investment for such street lighting up to the maximum Commission-approved Company investment levels for such street lighting. For the purpose of clarity, any calculation of "Commission-approved Company investment level" for street lighting in this Agreement shall be determined at the time of conversion of the applicable street

lighting. The investment for street lighting shall be calculated according to the following formula:

$$A \times (1 - N/30)$$

Where:

A = the maximum allowable Commission-approved Company investment level per street light; and

N = the age of the street light in years.

The Company will invest in all, but, unless otherwise decided by the Company in its sole discretion, not less than all, no-investment option street lighting within the Municipal Service Area that is converted to the investment option rate.

The Company, in consultation with the Municipality, may use the average age of street lights and the average contributions made by the Municipality in calculating refunds.

Once all the street lighting within the Municipal Service Area has been converted to the applicable Company investment option rate, the Company shall provide and maintain such street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for investment street lighting, and as set out in Schedule "C" of this Agreement.

**d) Street Light Rates**

The distribution rates charged by the Company to the Municipality for street lighting shall include only those costs and expenses that pertain to street lighting facilities all at rates approved by the Commission. Other terms and conditions for non-standard street lighting are outlined in the non-standard street lighting agreement between the Company and the Municipality.

**e) Municipality Owned Street Lighting**

Notwithstanding any other provision of this Article, it is understood and agreed that the Municipality shall have the right to own street lighting and to pay the applicable rate, recognizing the Municipality's ownership.

In such cases where the Municipality owns its street lighting, the Municipality agrees that:

- i) it will bear sole and full responsibility for any liability resulting therefrom and for properly operating, servicing, maintaining, insuring and replacing such street lighting in accordance with good and safe electrical operating practices;

- ii) such street lighting is not to form part of the Distribution System and shall be capable of being isolated from the Distribution System; and
- iii) such street lighting will be separately metered, provided that this provision will not necessarily require individual street lights to be separately metered.

**f) Street Light Inventory**

The Company and the Municipality agree to meet annually to discuss and exchange information relating to street light facilities owned by each Party. The Company shall have the right, but not the obligation, to mark street lighting facilities owned by the Municipality. The form and place of marking used by the Company to mark street light facilities owned by the Municipality shall first be approved in writing by the Municipality, who shall act reasonably in granting or denying such approval.

Within twelve (12) months of any request by the Municipality, the Company shall provide to the Municipality an inventory of all street lighting facilities within the Municipal Service Area detailing those that:

- i) form part of the Distribution System owned by the Company, and upon request, indicate whether they are jointly used by the Company and a third party, or otherwise; and
- ii) are a dedicated street light facility, and upon request, indicate whether they are jointly used by the Company and a third party, or otherwise.

The inventory shall indicate which street lights are at the investment option rate or the no-investment option rate. Any changes to inventory will be updated on an annual basis. The Company will also conduct a Detailed Street Light Patrol and will update the inventory of street lighting facilities within the Municipality after completion of the patrol.

**g) Detailed Street Light Patrol**

Detailed Street Light Patrols shall include an inspection of each Company-owned street light as well as audit services to verify the quantity, wattage, rate, and ownership of such street lights. Any changes identified during the inspection or audit, in comparison to the then most recently completed previous audit, will be noted and the street light records will be updated after completion of the patrol. It should be noted that a Municipality with multiple street light circuits may not all be audited within the same calendar year, however, all street light circuits will be inspected and audited within the street light patrol cycle. Metered street lights owned by the Municipality will not be part of the Detailed Street Light Patrol and the Municipality is responsible for inspecting its own street lights. Upon request, the Company shall provide to the Municipality a list of the standard street light offerings of the Company at the time of the request.



As of the date of this Agreement, Detailed Street Light Patrols will be conducted by the Company on a seven to nine year cycle. In the event that the Company wishes to change the scheduling of this cycle, no such change in schedule will be effective without:

- i) the Company having provided the Municipality with prior notice of its intention to effect any such change; and
- ii) the Municipality having a reasonable amount of time to challenge such change before the Commission, if the Municipality wishes to do so.

## **12) INCREASE IN MUNICIPAL BOUNDARIES**

Where the Municipal Service Area is increased through annexation or otherwise by:

- a) 640 acres or more; or
- b) less than 640 acres, but where such annexation or other increase constitutes at least 25% of the then current area;

the Municipality shall have the right to:

- i) purchase the portion of the Distribution System within the increased area provided that the Municipality gives notice in writing to the Company of its intention to purchase within ninety (90) days of the effective date of the increase in area. If the Parties are unable to agree on price or terms and conditions of the purchase, the unresolved matters shall be referred to the Commission for determination;
- ii) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area, except that, and subject to Commission approval, the Municipality may require the Company to charge the Consumers within the increased area a different franchise fee percentage; or
- iii) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area.

For all other increases to the Municipal Service Area through annexation or otherwise, the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area. In the event that the Municipality increases its area and the result is that a third party (including an REA) owns, operates or controls any existing electrical distribution facilities or lighting within the newly increased area, the Municipality agrees that it will support the Company's efforts to purchase the

electrical distribution facilities or, to the extent that it has the authority to do so, otherwise require such third party to sell such facilities to the Company, unless the Municipality otherwise exercises its rights under this Article, however, nothing in this Article will require the Municipality to take any action which will directly prevent the annexation from being approved.

Where the Municipality increases its area through annexation or otherwise, the Company shall be responsible for all reasonable external legal costs, fees and disbursements incurred by a Municipality in its efforts to have any electrical distribution facilities sold to the Company by any third party owner.

### **13) RIGHT OF FIRST REFUSAL TO PURCHASE**

- a) If during the Term of this Agreement, the Company receives a bona fide arm's length offer to operate, take control of or purchase the Distribution System which the Company is willing to accept, then the Company shall promptly give written notice to the Municipality of the terms and conditions of such offer and the Municipality shall during the next ninety (90) days, have the right of first refusal to operate, take control of or purchase the Distribution System, as the case may be, for the same price and upon the terms and conditions contained in the said offer.
- b) This right of first refusal only applies where the offer pertains to the Distribution System and the right of first refusal does not apply to offers that include any other distribution systems or distribution facilities of the Company located outside of the Municipal Service Area. If such offer includes other distribution systems of the Company, the aforesaid right of first refusal shall be of no force and effect and shall not apply.

### **14) CONSTRUCTION AND MAINTENANCE OF DISTRIBUTION SYSTEM**

#### **a) Municipal Approval**

Before undertaking any Major Work or in any case in which the Municipality specifically requests any Major Work, the Company will submit to and obtain the approval from the Municipality, or its authorized officers, of the Plans and Specifications for the proposed Major Work and its location. Approval by the Municipality shall not signify approval of the structural design or the ability of the Work to perform the function for which it was intended. The Company agrees that the Municipality may use such Plans and Specifications for any other proper municipal purpose provided that it shall not use such Plans and Specifications for any purpose or in any manner that may reasonably have an adverse effect on the Company without first obtaining the prior written consent of the Company, such consent not to be unreasonably withheld.

In the event that the Municipality uses such Plans and Specifications for any purposes whatsoever other than for the granting of an approval under this Article, the Municipality acknowledges and agrees that the Company shall not be liable for

any liability, actions, demands, claims, damages, losses and expenses (including all legal fees, costs and disbursements) whatsoever as a result of the Municipality's use of or reliance upon such Plans and Specifications.

For greater clarity, the Municipality acknowledges that the Company does not represent, warrant or guarantee the accuracy of the Plans and Specifications provided to the Municipality under this Article for any purpose other than enabling the Municipality to conduct its approval process in accordance with this Article. Prior to commencing any Work, the Company shall obtain such other permits as are required by the Municipality.

The Company shall obtain approval from the Municipality for any traffic lane or sidewalk closures required to be made at least forty-eight (48) hours prior to the commencement of the proposed Work.

For the purposes of obtaining the approval of the Municipality for Major Work under this Agreement, the Company will provide the Municipality with the Plans and Specifications for the proposed Major Work in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from Municipalities, and will illustrate the proposed changes to the Distribution System. Notwithstanding anything to the contrary that may be contained in any approvals granted under this Agreement, as liability and indemnification are dealt with under the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement, the Company and the Municipality agree that any approval granted under this Agreement that incorporates an indemnity provision different than the indemnification provisions set out in the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement, shall, to the extent necessary to eliminate such difference, be deemed to be rejected and shall form no part of the agreement between the Company and the Municipality regarding the subject matter of this Agreement unless such approval:

- i) explicitly amends the liability and indemnification provisions of this Agreement, wherein this Agreement is specifically referenced as being superseded; and
- ii) is accepted in writing by both Parties. In addition, for the purpose of clarity, any approval granted under this Agreement shall be subject to the indemnification provisions set out in the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement.

**b) Restoration of Municipal Property**

The Company agrees that when it or any agent employed by it undertakes any Work on any Municipal Property, the Company shall complete the said Work promptly and in a good and workmanlike manner and, where applicable, in accordance with the

approved Plans and Specifications. Further, the Company shall forthwith restore the Municipal Property to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear and to the satisfaction of the Municipality acting reasonably. The Company shall, where reasonable and prudent, locate its poles, wires, conduits and cables down, through and along lanes in preference to streets.

The Company further covenants that it will not unduly interfere with the works of others or the works of the Municipality. Where reasonable and in the best interests of both the Municipality and the Consumer, the Company will cooperate with the Municipality and coordinate the installation of the Distribution System along the designated rights-of-way pursuant to the direction of the Municipality. During the performance of the Work, the Company shall use commercially reasonable efforts to not interfere with existing Municipal Property. If the Company causes damage to any existing Municipal Property during the performance of any Work, it shall cause such damage to be repaired at its own cost to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear.

Upon default by the Company or its agent to repair damage caused to Municipal Property as set out above, the Municipality may provide written notice to the Company to remedy the default. If the default is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required and requested by the Company using best efforts on a commercially reasonable basis to remedy the default, the Municipality may undertake such repair work and the Company shall be liable for the reasonable costs thereof.

**c) Urgent Repairs and Notification to Municipality**

If any repairs or maintenance required to be made to the Distribution System are of an urgent nature because of safety concerns or because reliability is materially compromised or potentially materially compromised, the Company shall be entitled to conduct such repairs or maintenance as are commercially reasonable, without prior notice to the Municipality, on the understanding and agreement that the Company will provide written or verbal notice to the Municipality as soon as practicable, and in any event no later than seventy-two (72) hours after the repairs are commenced.

For the purposes of providing notice under this Agreement to the Municipality of the Work, the Company will provide the Municipality with the Plans and Specifications for the proposed Work to be completed in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from Municipalities, and will illustrate the proposed changes to the Distribution System.

**d) Company to Obtain Approvals from Other Utilities**

The Company shall be solely responsible for locating, or causing to be located, all existing utilities or utility lines on or adjacent to the work site. The Company shall notify all other utility asset operators and ensure that utilities and utility lines are staked prior to commencement of construction. Unless the Municipality has staked such utility assets and lines, staking shall not be deemed to be a representation or warranty by the Municipality that the utility assets or lines are located as staked. The Municipality shall not be responsible for any damage caused by the Company to any utility assets or any third party as a result of the Company's Work, unless the Municipality has improperly staked the utility assets or lines. Approval must be obtained by the Company from the owner of any third party utility prior to relocation of any facility owned by such third party utility.

**e) Revised Plans and Specifications**

Following completion of the Major Work, the Company shall provide the Municipality with the revised Plans and Specifications, updated after construction, in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials) within three (3) months of the request. The Company shall provide the Municipality with copies of any other revised Plans and Specifications as reasonably requested by the Municipality. For the purposes of this paragraph, the Company may satisfy its obligations to provide revised Plans and Specifications in Electronic Format by:

- i) advising the Municipality that the revised Plans and Specifications are posted to a web-based forum that contains such information; and
- ii) allowing the Municipality access to such web-based forum.

**f) Approvals**

Where any approvals are required to be obtained from either Party under this Article, such approvals shall not be unreasonably withheld. Where an approval is requested from a Party under this Article, an approval, or a disapproval along with a reasonable explanation of the disapproval, or, at a minimum, the reasons for the delay shall be communicated to the other Party within ten (10) business days of receipt of the request for an approval.

**15) RESPONSIBILITIES FOR COST OF RELOCATIONS**

- a) Subject to Article 15b), upon receipt of one (1) year's notice from the Municipality, the Company shall, at its own expense, relocate to, on, above or below Municipal Property such part of the Distribution System that is located on Municipal Property as may be required by the Municipality due to planned Municipal construction.
- b) The cost of any relocations referred to in Article 15a) shall be recovered on a specific municipal based rider or any other method approved by the Commission, or if such a rider or other method is not approved by the Commission, the Municipality shall be

responsible for such costs. In order to encourage the orderly development of Municipal facilities and the Distribution System, the Municipality and the Company agree that they will meet regularly to:

- i) review the long-term facility plans of the Municipality and the Company;
- ii) determine the time requirements for final design specifications for each relocation; and
- iii) determine the increased notice period that may be required beyond one (1) year for major relocations.

In cases of emergency, the Company shall take measures that are commercially reasonable and necessary for the public safety with respect to relocating any part of the Distribution System that may be required in the circumstances.

If the Company fails to complete the relocation of the Distribution System in accordance with the preceding paragraph, or fails to repair or do anything else required by the Company pursuant to this clause in a timely and expeditious manner to the satisfaction of the Municipality, acting reasonably, the Municipality, in addition to and not in limitation of any other rights, remedies or damages available to it at law or in equity, shall be entitled to, but is not obligated to, seek an order of specific performance to require the Company to complete the work.

In the event the relocation, or any part thereof, requires the approval of the Municipality or a third party, the Municipality will assist the Company in obtaining municipal approvals and the Municipality will use reasonable efforts to assist the Company in any negotiation with such third party to obtain the necessary approval(s).

In the event the relocation results from the demand or order of an authority having jurisdiction, other than the Municipality, the Municipality shall not be responsible for any of the costs of such relocation.

## **16) DISTRIBUTION SYSTEM EXPANSION AND UPGRADE**

At no cost to the Municipality, with the exception of customer contributions, the Company shall, at its sole cost and expense, on a timely basis and pursuant to its Terms and Conditions, use its best efforts on a commercially reasonable basis to meet the Distribution System expansion requests of the Municipality or a Consumer, and provide the requisite facilities for connections for new Consumers to the Distribution System.

For the purposes of this Agreement, and subject to Schedules "B" and "C", it is understood and agreed that the Municipality cannot insist on relocating or upgrading any overhead lines to an underground service, if there is a less expensive or more practical solution. If there is not a less expensive or more practical solution, the Municipality and the Company will meet to negotiate suitable arrangements.

## **17) JOINT USE OF DISTRIBUTION SYSTEM**

### **a) Municipal Use**

The Municipality may, upon notice to the Company and upon confirmation from the Company that the intended use of the Distribution System by the Municipality complies with good and safe electrical operating practices, applicable legislation, and does not unreasonably interfere with the Company's use thereof, make use of the Distribution System of the Company for any reasonable municipal purpose (that is not commercial in nature or that could reasonably adversely affect the Company's exclusive franchise, as granted by the Municipality under this Agreement), at no charge by the Company to the Municipality, provided at all times that such use complies with the intended use.

The Municipality is responsible for its own costs, for the costs of removing any signage or repairing any of the facilities of the Company, and any necessary and reasonable costs incurred by the Company, including the costs of any alterations that may be required in using the poles and conduits of the Company.

The Municipality may, upon notice to the Company and upon confirmation from the Company that the intended use of the rights of way by the Municipality complies with good and safe electrical operating practices, applicable legislation, and does not unreasonably interfere with the Company's use thereof, make use of the rights of way of the Municipality, at no charge by the Company to the Municipality, provided at all times that such use of the rights of way complies with the intended use.

The Company agrees to act reasonably and in a timely manner in making its determination above. Where a request is made by a Municipality to the Company under this Article 17a), the confirmation, the inability to provide a confirmation along with a reasonable explanation of the reasons why a confirmation cannot be provided, or the reasons for the delay shall, at a minimum, be communicated to the Municipality within five (5) business days of receipt of the request.

### **b) Third Party Use and Notice**

The Company agrees that should any third party, including other utilities, desire to jointly use the Company's poles, conduits or trenches or related parts of the Distribution System, the Company shall not grant the third party joint use except in accordance with this Article, unless otherwise directed by any governmental authority or court of law having jurisdiction.

The Company agrees that the following procedure shall be used in granting permission to third parties desiring joint use of the Distribution System:

- i) first, the third party shall be directed to approach the Company to initially request conditional approval from the Company to use that part of the Distribution System it seeks to use;



- ii) second, upon receiving written conditional approval from the Company, the third party shall be directed to approach the Municipality to obtain its written approval to jointly use that part of the Distribution System on any Municipal Property or right-of-way; and
- iii) third, upon receiving written conditional approval from the Municipality, the third party shall be directed to obtain final written approval from the Company to jointly use that part of the Distribution System.

Providing the Company has not precluded the Municipality's ability to obtain compensation or has entered restrictive agreements with any third parties using any Municipal Property, the Municipality agrees that the procedure outlined above shall apply only to agreements made after January 1, 2011.

**c) Cooperation**

The Company and the Municipality agree they will use reasonable efforts to cooperate with each other in any negotiations with third parties desiring joint use of any part of the Distribution System located on Municipal Property.

**d) Payment**

The compensation paid or to be paid by such third party to the Municipality for the use of the Municipal Property including its rights-of-way, shall be determined between the Municipality and the third party.

The compensation paid or to be paid by such third party to the Company for the joint use of its poles, conduits or related parts of the Distribution System shall be determined between the Company and the third party, subject to the jurisdiction of any governmental authority over the matter and the Municipality's right to intervene in any related regulatory proceeding.

**e) Provision of Agreements**

Upon request by the Municipality, the Company shall provide to the Municipality a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Distribution System. The Company shall be entitled to redact:

- i) any confidential or proprietary information of the Company or the third party; and
- ii) such information that it reasonably determines to be of a commercially or competitively sensitive nature, from any such copy provided.

An inventory listing of these agreements shall be updated by the Company and provided to the Municipality upon request and at no cost to the Municipality. The Municipality agrees that the requirement to provide the Municipality with a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Distribution System outlined above shall apply only to agreements made after January 1, 2001.

The Company acknowledges that it does not have the authority to allow nor to grant to any third party the right to use any right-of-way that the Municipality authorized the Company to-use.

**f) Compensation for Costs**

Subject to Article 17c), in the event that either Party to this Agreement is required by law to appear before any applicable regulatory authority, including the Canadian Radio-television and Telecommunications Commission ("CRTC"), the Commission, or a court of law, as a direct result of the actions of the other Party (the "Denying Party") relating to the denial of use to a third party of any part of the Distribution System, then the Denying Party shall pay all reasonable and necessary legal costs incurred by the other Party that are directly related to any such regulatory or judicial proceeding.

**18) MUNICIPALITY AS RETAILER**

The provisions of this Agreement shall not in any way restrict the right of the Municipality to become a retailer within the meaning of the EUA.

**19) RECIPROCAL INDEMNIFICATION AND LIABILITY**

- a) It is intended that this provision create reciprocal rights and obligations between the Company and the Municipality.
- b) The Company, as an owner of the Distribution System, is provided liability protections under the EUA, and nothing in this Agreement is intended to abrogate, alter or diminish the liability protections granted to the Company under the EUA. The Company further acknowledges and agrees that the liability protection provisions, if any, under the EUA shall apply, with the necessary changes, to the Municipality with reciprocal rights thereunder.
- c) The Company will indemnify and save the Municipality, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Municipality, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:
  - i) any breach by the Company of any of the provisions of this Agreement; or

- ii) the negligence or wilful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the Municipal Service Area.
- d) The Municipality shall indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, licenses, contractors and invitees, arising from, or otherwise caused by:
  - i) any breach by the Municipality of any of the provisions of this Agreement; or
  - ii) the negligence or wilful misconduct of the Municipality, or any of its servants, agents, employees, licensees, contractors or invitees, that has a direct adverse effect on the Electric Distribution Service of the Company.
- e) In accordance with the liability protections under the EUA, notwithstanding anything to the contrary herein contained, in no event shall the Municipality or the Company be liable under this Agreement, in any way, for any reason, for any loss or damage other than direct loss or damage, howsoever caused or contributed to. For the purpose of this Article, "direct loss or damage" does not include loss of profits, loss of revenue, loss of production, loss of earnings, loss of contract or any other indirect, special or consequential loss or damage whatsoever, arising out of or in any way connected with this Agreement or the actions or omissions of the Company or the Municipality.

## **20) ASSIGNMENT**

In the event that the Company agrees to sell the Distribution System to a third party purchaser, the Company will request that the third party purchaser confirm in writing that it will agree to all the terms and conditions of this Agreement between the Company and the Municipality. The Company agrees that it will provide to the Municipality a copy of the third party purchaser's confirmation letter.

The Company agrees to provide the Municipality with reasonable prior written notice of a sale of the Distribution System to a third party purchaser. The Parties shall thereafter meet to discuss the technical and financial capabilities of the third party purchaser to perform and satisfy all terms and conditions of this Agreement.

The Municipality has thirty (30) days from the meeting date with the Company to provide written notice to the Company of its intention to consent or withhold its consent to the assignment of this Agreement to the third party purchaser. The Municipality agrees that it may provide notice of its intention to withhold its consent to the assignment of this Agreement to the third party purchaser solely on the basis of reasonable and material concerns regarding the technical capability or financial wherewithal of the third party

purchaser to perform and satisfy all terms and conditions of this Agreement. In this case, such notice to the Company must specify in detail the Municipality's concern. Should the Municipality not reply within the thirty (30) day period, it is agreed that the Municipality will be deemed to have consented to the assignment. The Company further agrees that, when it applies to the Commission for approval of the sale, it will include in the application any notice received from the Municipality, including the reasons given by the Municipality for withholding its consent. The Municipality shall have the right to make its own submissions to the Commission.

Subject to the Company having fulfilled the obligations outlined in the preceding three paragraphs, the Company shall be entitled to assign this Agreement to an arm's length third party purchaser of the Distribution System without the consent of the Municipality, subject to having obtained the Commission's approval for the sale of the Distribution System and, the third party purchaser's confirmation in writing that it agrees to all the terms and conditions of this Agreement.

Where the Commission approves such sale of the Distribution System to a third party and the third party provides written confirmation to assume all liabilities and obligations of the Company under this Agreement, then upon the assignment of this Agreement, the Company shall be released from all its liabilities and obligations hereunder.

The Company shall be entitled to assign this Agreement to a subsidiary or affiliate of the Company without the Municipality's consent. Where the Company assigns this Agreement to a subsidiary or affiliate, the Company will remain jointly and severally liable.

Further, it is a condition of any assignment that the subsidiary, affiliate or third party purchaser, as the case may be, shall provide written notice to the Municipality indicating that it will assume all liabilities and obligations of the Company under this Agreement. Any disputes arising under the operation of this Article shall be submitted to the Commission for determination.

## **21) NOTICES**

All notices, demands, requests, consents, or approvals required or permitted to be given pursuant to the terms of this Agreement shall be in writing and shall be deemed to have been properly given if personally served or sent by registered mail or sent by fax to the Municipality or to the Company, as the case may be, at the addresses set forth below:

a) To the Company:

FortisAlberta Inc.  
Address: 1012 11 Avenue, Coaldale, Alberta, T1M 0E4  
Facsimile: (587) 220-5873  
Attention: Cody Webster, Stakeholder Relations Manager

With a copy to:

FortisAlberta Inc.  
Address: 320 – 17 Street SW, Calgary, Alberta, T2S 2V1  
Facsimile: 403-514-5827  
Attention: Legal Department

b) To the Municipality:

Municipality: Lethbridge County  
Address: #100, 905 4 Avenue South, Lethbridge, Alberta, T1J 4E4  
Facsimile: (403) 328-5525  
Attention: Cole Beck, Chief Administrative Officer

c) The date of receipt of any such notice as given above shall be deemed to be as follows:

- i) in the case of personal service, the date of service;
- ii) in the case of registered mail, the seventh (7<sup>th</sup>) business day following the date of delivery to the Post Office, provided, however, that in the event of an interruption of normal mail service, receipt shall be deemed to be the seventh (7<sup>th</sup>) day following the date on which normal service is restored; or
- iii) in the case of a fax, the date the fax was actually received by the recipient.

## **22) DISPUTE SETTLEMENT**

- a) If any dispute or controversy of any kind or nature arises relating to this Agreement or the Parties' rights or obligations hereunder, the Parties agree that such dispute or controversy will be resolved by negotiation, and where such negotiation does not result in the settlement of the matter within thirty (30) days of notice of such dispute being provided by one Party to the other Party, and to the extent permitted by law, the Company and Municipality agree that unresolved disputes pertaining to this Agreement, other than those contemplated in Articles 3 and 20 and Section 3 of Schedule "A", or those related to the sale of the Distribution System as contemplated in Article 10 and 12 hereof, or any other matter that is within the exclusive jurisdiction of a governmental authority having jurisdiction, shall be submitted to arbitration for determination and may be commenced by either Party providing written notice to the other Party stating the dispute to be submitted to arbitration.

The Parties shall attempt to appoint a mutually satisfactory arbitrator within ten (10) business days of the said notice. In the event the Parties cannot agree on a single arbitrator within the ten (10) business days, the dispute shall be forwarded to the Commission for resolution or determination.

In the event the Commission declines to assist in resolving the dispute or declines to exercise or claim jurisdiction respecting the dispute, both Parties agree to have the dispute resolved by an arbitration panel in accordance with the following procedure. Each Party shall appoint an arbitrator within the ten (10) business days thereafter by written notice, and the two arbitrators shall together appoint a third arbitrator within twenty-five (25) business days of written notice for arbitration. The dispute shall be heard by the arbitration panel within forty-five (45) business days of the written notice for arbitration unless extended by mutual agreement between the Parties. The arbitration panel shall render a decision within twenty (20) business days of the last day of the hearing.

Save as otherwise expressly provided in this Agreement, the provisions of the Arbitration Act (Alberta) (as amended from time to time) shall apply to any arbitration undertaken under this Agreement subject always to the Commission's jurisdiction over any matter submitted to arbitration. Pending resolution of any dispute, the Municipality and the Company shall continue to perform their respective obligations hereunder.

- b) The Company shall advise the Commission of any dispute submitted to arbitration within ten (10) business days of it being submitted and shall advise the Commission of the results of arbitration within ten (10) business days following receipt of the decision of the arbitrator(s).

### **23) INTERRUPTIONS OR DISCONTINUANCE OF ELECTRIC SERVICE**

Subject to its Distribution Tariff, the Company shall use its best efforts on a commercially reasonable basis to avoid and minimize any interruption, reduction or discontinuance of Electric Distribution Service to any consumer. However, the Company reserves the right to do so for any one of the following reasons:

- a) Where the Company is required to effect necessary repairs or changes to the Distribution System;
- b) On account of or to prevent fraud or abuse of the Distribution System;
- c) On account of defective wiring or other similar condition which in the opinion of the Company, acting reasonably, may become dangerous to life or property;
- d) Where insufficient energy or power is available for distribution by the Company to a consumer; or
- e) Where required by a retailer, due to non-payment of power bills.

To the extent the Company has any planned major interruptions, reductions or discontinuances in Electric Distribution Service, it shall notify the Municipality as soon as practicable in the circumstances. For any other major interruption, reductions or discontinuances in Electric Distribution Service, the Company shall provide verbal notice to the Municipality as soon as is practicable in the circumstances.

**24) APPLICATION OF WATER, GAS AND ELECTRIC COMPANIES ACT**

This Agreement shall be deemed to operate as consent by the Municipality to the exercise by the Company of those powers which may be exercised by the Company with the consent of the Municipality under and pursuant to the provisions of the *Water, Gas and Electric Companies Act* (Alberta), as amended.

**25) FORCE MAJEURE**

If either Party shall fail to meet its obligations hereunder within the time prescribed, and such failure is caused or materially contributed by an event of "force majeure", such failure shall be deemed not to be a breach of the obligations of such Party hereunder, but such Party shall use best efforts on a commercially reasonable basis to put itself in a position to carry out its obligations hereunder. The term "force majeure" shall mean any acts of God, strikes, lock-outs, or other industrial disturbances, acts of the Queen's enemies, acts of terrorism (either foreign or domestic), sabotage, war, blockades, insurrections, riots, epidemics, lightening, earthquakes, storms, fires, wash-outs, nuclear and radiation activity or fall-out, restraints of rulers and people, orders of governmental authorities or courts of law having jurisdiction, the inability to obtain any necessary approval from a governmental authority having jurisdiction (excluding in the case of the Municipality that requires an approval from itself, the particular Municipality), civil disturbances, explosions, mechanical failure, and any other causes similar in nature not specifically enumerated or otherwise specified herein that are not within the control of such Party, and all of which by the exercise of due diligence of such Party could not have been prevented. Lack of finances shall be deemed not to be an event of "force majeure".

**26) TERMS AND CONDITIONS**

The Terms and Conditions that apply to the Company and are approved by the Commission, as revised or amended from time to time by the Commission, shall apply to the Municipality.

**27) NOT EXCLUSIVE AGAINST HER MAJESTY**

Notwithstanding anything to the contrary herein contained, it is mutually understood and agreed that the rights, powers and privileges conferred and granted by this Agreement shall not be deemed to be exclusive against Her Majesty in the right of the Province of Alberta.

**28) SEVERABILITY**

If for any reason any covenant or agreement contained in this Agreement, or the application thereof to any Party, is to any extent held or rendered invalid, unenforceable or illegal, then such covenant or agreement will be deemed to be independent of the remainder of this Agreement and to be severable and divisible from this Agreement. The invalidity, unenforceability or illegality will not affect, impair or invalidate the remainder of this Agreement or any part thereof. The intention of the Municipality and the



Company is that this Agreement would have been executed without reference to any portion which may, for any reason and extent, be declared or held invalid, unenforceable or illegal.

#### **29) AMENDMENTS**

This Agreement may only be amended by written agreement of the Parties, such amendments to be subject to regulatory approvals as required by law.

#### **30) DISSOLUTION**

In the event that the Municipality intends or resolves to dissolve:

- a) this Agreement shall be assigned to the successor governing authority to the Municipal Service Area;
- b) subject to an agreement to the contrary between the Company and the successor party, the Municipal Service Area of the Municipality as at the date of dissolution shall thereafter be the Municipal Service Area of the successor party for the purposes of this Agreement; and
- c) the rights and obligations contained herein shall otherwise continue and shall be binding upon the Company and the successor party.

#### **31) WAIVER**

A waiver of any default, breach or non-compliance under this Agreement is not effective unless in writing and signed by the Party to be bound by the waiver. No waiver will be inferred from or implied by any failure to act or delay in acting by a Party in respect of any default, breach or non-observance or by anything done or omitted to be done by the other Party. The waiver by a party of any default, breach or non-compliance under this Agreement will not operate as a waiver of that Party's rights under this Agreement in respect of any continuing or subsequent default, breach or non-compliance under this Agreement (whether of the same nature or any other nature).

#### **32) CONFIDENTIALITY**

The Company acknowledges that the Municipality is governed by the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta).

**IN WITNESS WHEREOF** the Parties hereto have executed these presents as of the day and year first above written.

**MUNICIPALITY**

PER: \_\_\_\_\_  
Name: Tory Campbell  
Title: Reeve

PER: \_\_\_\_\_  
Name: Cole Beck  
Title: Chief Administrative Officer  
(Bylaw attached)

**FORTISALBERTA INC.**

PER: \_\_\_\_\_  
Name: Todd Dettling  
Title: Vice President Customer &  
Stakeholder Engagement

PER: \_\_\_\_\_  
Name: Cam Aplin  
Title: Vice President Operations People &  
Culture

## **SCHEDULE "A"**

### *Core Services*

The Company shall provide to the Municipality the following basic services as Core Services:

- 1) The Electric Distribution Service required to be provided by the Company pursuant to the Company's Distribution Tariff, the EUA, any regulations thereto, and any Commission orders and decisions;
- 2) The Company shall provide to the Municipality, on request, copies of any and all Electric Distribution Service related written information or reports required to be filed with the Commission, with the exception of responses to questions from interveners or the Commission related to rate hearings. A list of service area wide distribution services related measures requested by the Commission could include:
  - a) The results of customer satisfaction surveys relating to the services provided by the Company;
  - b) The indices of system reliability;
  - c) The responses to notification of outages and hazards;
  - d) Call Centre targets and statistics as related to the services provided by the Company;
  - e) Consumer connect service and disconnect service statistics;
  - f) Meter reading frequency and accuracy statistics;
  - g) Consumer complaints related to the services provided by the Company; and
  - h) Employee safety statistics.

Notwithstanding the above, should the Company implement Commission approved Performance Based Regulation ("PBR"), it will provide the Municipality, on request, the results of the Performance Standards as set out in the PBR.

- 3) The Company shall provide to the Municipality, upon request, an annual report on the following standards specific to the Municipality:
  - a) Reliability measures, to the extent that distribution feeders are an appropriate indicator of the overall reliability for the Municipality. In some cases, the distribution feeder information will be an appropriate indicator of the overall reliability in a Municipal Service Area. In other cases, where the distribution feeder serves customers outside of the Municipal Service Area, it may not be appropriate indicator;

- b) The total number of outages, by distribution feeder, for each of the preceding three (3) years;
- c) The average duration of the outages, by distribution feeder, for each of the preceding three (3) years;
- d) Street light performance, as discussed in Schedule "C";
- e) Subject to any applicable privacy legislation, the Code of Conduct Regulation under the EUA, or other rules prohibiting or restricting such disclosure, a spreadsheet listing:
  - i) The total number of sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - ii) The total number of Municipality owned sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - iii) The total kWh of electricity consumed by Consumers within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - iv) The total kWh of electricity consumed at Municipality owned sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - v) The franchise fee revenue collected from Consumers within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - vi) The franchise fee revenue collected from the Municipality from sites the Municipality owns within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years; and
  - vii) Such other information as may be agreed upon by the Parties from time to time, and
- f) A copy of the Annual Service Quality Report as provided by the Company to the Commission as per Rule 2 which provides overall company Service Reliability Measures and Customer Satisfaction Measures.

Where privacy legislation, the Code of Conduct Regulation under the EUA, or other rules under the EUA prohibiting such disclosure prevent the Company from providing the information above, the Company shall make reasonable attempts to aggregate the information by aggregating rate classes in order to comply with the applicable rules, but shall not be obligated to provide such aggregated information if

the Company does not believe such aggregation will allow the Company to comply with the applicable rules.

In the event that the service levels indicated in the Annual Service Quality Report referred to in Section 3f) of this Schedule A show deterioration to the extent that the Municipality or Municipal Service Area is materially adversely impacted, the Municipality shall contact its appropriate Company representative in an effort to remedy any identified deficiencies. If such discussions are not successful in addressing the Municipality's concerns, the Municipality shall then contact senior management of the Company to determine appropriate solutions.

## **SCHEDULE "B"**

### *Extra Services*

- 1) Where the Municipality requests Extra Services, the Company will provide its applicable operations and maintenance standards for Distribution System field services.
- 2) If the Company and the Municipality agree that the Company will provide Extra Services requested by the Municipality, the Parties shall complete the information required in subparagraph 3), and subparagraph 4) shall apply in respect of such Extra Services.
- 3) In consideration for the provision of the Extra Services, the Municipality shall pay to the Company the sum of \_\_\_\_\_ (\$\_\_\_\_\_.00) which may be deducted from the franchise fee.
- 4) Annually, the Company shall provide a written report to the Municipality, outlining the actual performance of the Extra Services provided and the related costs for each service for the Municipality to assess if the performance standards have been met.
- 5) Nothing in this Agreement precludes the Company from subcontracting with the Municipality to provide all or any part of the Extra Services to the Municipality.

## SCHEDULE "C"

### *Street Lighting*

- 1) As set out in Article 11c) of this Agreement, once all street lighting within the Municipal Service Area has been converted to the applicable Company investment option rate, the Company agrees to provide the following services for street lighting within the Municipal Service Area as part of its Core Services:
  - a) **Lights-out Patrols:** On a monthly basis, during the time period of September 15<sup>th</sup> to May 15<sup>th</sup>, the Company will conduct a "lights-out" street light patrol to identify lights that are not working. Formal street light patrols will not be conducted during the summer months; however, normal reporting and replacement procedures will be maintained.
  - b) **Lights-out:** The Company will replace or repair a failed light identified in its patrol or reported by customers, within two (2) weeks. If the reported light is not replaced or repaired within two (2) weeks, the Company will provide a two (2) month credit to the Municipality based on the rate in the Distribution Tariff for the failed lights. Such two (2) month credit shall continue to apply for each subsequent two (2) week period during which the same failed light(s) have not been replaced. The Company agrees to use good faith commercially reasonable efforts to replace or repair:
    - i) failed street lights at critical locations; or
    - ii) failed street lighting circuits at any location, as the case may be, as soon as possible. The location of the critical street lights will be agreed to by both Parties.
  - c) **Underground Breaks:** As a minimum, the Company will provide a temporary overhead repair within two (2) weeks of an identified or reported outage. Underground breaks identified during the summer months of April 15<sup>th</sup> to September 15<sup>th</sup> will be repaired (underground) by October 31<sup>st</sup> of the current summer construction period. A permanent repair will be made by October 31<sup>st</sup> of the next year if the outage is identified between the winter months of September 15<sup>th</sup> to April 15<sup>th</sup>.
  - d) **Street light Painting:** The Company will provide a regular street light "painting" patrol as part of its Street light inspection program. The Municipality may request that it participates in select street light inspection patrols and may review the results of the street light inspection program. Street lights that are identified as requiring immediate work through the Street light inspection program will be re-painted by October 31<sup>st</sup> of the next maintenance season.



- e) **Street light Pole Test Program:** Street lights will be tested at least every nine (9) years as part of the Company's Pole Test Program. This program will identify poles that need to be replaced and those that should be treated. This replacement and treatment work will be completed by October 31<sup>st</sup> of the next summer maintenance season.
  - f) **Street light Patrols:** The Company will include regular street light inspection patrols as part of its inspection of equipment and lines, as specified in the Alberta Electrical Utility Code.
- 2) On an annual basis, the Company will provide the Municipality with:
- i) the number of "lights-out" identified from the street light patrols;
  - ii) the number of temporary overhead repairs of street lights at year-end; and
  - iii) the number of permanent underground repairs of street lights made during the year.

**BYLAW 25-038**  
**OF LETHBRIDGE COUNTY,**  
**IN THE PROVINCE OF ALBERTA**

**A BYLAW TO PROHIBIT OTHER PERSONS FROM PROVIDING  
ELECTRIC DISTRIBUTION SERVICE WITHIN THE LEGAL  
BOUNDARIES OF THE MUNICIPALITY**

**WHEREAS**, pursuant to section 45 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "*Municipal Government Act*"), and as authorized by Municipal Bylaw \_\_\_\_\_, Lethbridge County (the "Municipality") has entered into an Electric Distribution Franchise Agreement with FortisAlberta Inc. (the "Franchise Agreement");

**WHEREAS**, pursuant to the terms of the Franchise Agreement, FortisAlberta Inc. (such party and its successors and permitted assigns hereinafter referred to as "FortisAlberta") has been granted the exclusive right to provide electric distribution service within the legal boundaries of the Municipality as altered from time to time (the "Municipal Franchise Area") for the term of such agreement;

**WHEREAS**, the Municipality may, upon the expiration of the Franchise Agreement and subject to the terms of the *Municipal Government Act*, enter into a subsequent or replacement agreement with FortisAlberta or a third party (either such party the "Subsequent Franchisee") which grants such Subsequent Franchisee the exclusive right to provide electric distribution service within the Municipal Franchise Area for the term of such agreement (any such agreement or replacement thereof a "Subsequent Franchise Agreement");

**WHEREAS**, the legal boundaries of the Municipality may be altered from time to time after the date this Bylaw is passed, due to municipal annexations or for other reasons;

**AND WHEREAS**, pursuant to Section 46 of the *Municipal Government Act*, and for the duration of any Franchise

Agreement or Subsequent Franchise Agreement (any such agreement an "Exclusive Franchise Agreement"), the Municipality wishes to prohibit any person other than FortisAlberta or the Subsequent Franchisee, as the case may be (such party the "Exclusive Franchisee"), from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area;

**NOW THEREFORE** the Council of Lethbridge County, in the Province of Alberta, duly assembled, enacts as follows:

#### **Short Title**

1. This Bylaw may be referred to as the "Prohibiting Other Persons From Providing Electric Distribution Service within Municipal Franchise Area Bylaw"

#### **Prohibiting Other Persons**

2. For the duration of any Exclusive Franchise Agreement, any person other than the Exclusive Franchisee shall be prohibited from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area.
3. If, prior to the date that this Bylaw is passed:
  - (a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurred and resulted in the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
  - (b) the service area of such rural electrification association was subsequently altered by Decision 22164-D01-2018 or any other decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area;

then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90<sup>th</sup>) day following the date that this Bylaw is

passed.

4. If:

(a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurs after (or occurred prior to) the date that this Bylaw is passed and results in (or resulted in) the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and

(b) the service area of such rural electrification association is subsequently altered by any decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area (any such alteration, a "Service Area Alteration");

then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90<sup>th</sup>) day following the date of such Service Area Alteration.

READ a First time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ a Second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ a Third time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

## MUNICIPAL FRANCHISE FEE RIDERS

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

### **Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	18%	2025/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	8%	2025/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	6%	2025/01/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	15%	2025/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	9%	2025/01/01	02-0065	Claresholm	7%	2025/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	20%	2025/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	8%	2025/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	18.50%	2025/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	13.40%	2025/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	8%	2025/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14.75%	2025/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	20%	2025/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.50%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	18%	2025/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	16.80%	2025/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01

\*NB: City of Lethbridge charges local access fee of 15.5%

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0310	Sylvan Lake	18%	2023/01/01
04-0273	Ross Haven	0%	2016/01/01	02-0311	Taber	18%	2020/07/01
03-0276	Ryley	3%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
04-0279	Seba Beach	4%	2014/01/01	02-0318	Tofield	5%	2015/01/01
02-0280	Sedgewick	12%	2025/01/01	04-0324	Val Quentin	0%	2016/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0331	Viking	8%	2013/01/01
04-0288	South View	3%	2019/01/01	02-0333	Vulcan	20%	2013/10/01
03-0099	Spring Lake, V.	0%	2025/04/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	3%	2025/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	5.34%	2025/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	13%	2025/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				



# AGENDA ITEM REPORT



**Title:** Recission of Policies  
**Meeting:** Council Meeting - 18 Dec 2025  
**Department:** Human Resources  
**Report Author:** Kiera Baranyay

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 17 Dec 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

Administration is recommending that Council rescind three existing policies: the Drug & Alcohol Policy, the Workplace Violence Policy, and the Workplace Harassment Policy. These documents will be replaced with administrative Directives.

The proposed change is being brought forward for two primary reasons. First, the content of these documents is operational and directive in nature, focusing on administrative procedures, roles, and compliance requirements rather than high-level governance principles. Second, recent changes in provincial legislation require updates to the language, structure, and implementation mechanisms within these documents. Transitioning these items from Council-approved policies to administrative directives allows Administration to ensure ongoing legislative compliance and operational clarity while maintaining Council's governance-focused policy framework.

## RECOMMENDATION:

That Council rescind the following policies:

- Drug & Alcohol Policy
- Workplace Violence Policy
- Workplace Harassment Policy

## REASON(S) FOR RECOMMENDATION(S):

The recommended rescission supports good governance by clearly distinguishing between Council's role in setting strategic policy direction and Administration's role in managing operational and legislative compliance matters. The three policies identified are highly prescriptive and procedural, outlining specific administrative actions, reporting requirements, and enforcement mechanisms. As such, they are more appropriately managed as Directives.

Additionally, recent legislative changes necessitate timely updates to these documents. Managing them as Directives enables Administration to respond more efficiently to future legislative or

regulatory changes without requiring repeated Council approvals, while still ensuring that workplace safety, conduct, and compliance standards are upheld.

#### **PREVIOUS COUNCIL DIRECTION / POLICY:**

The Drug and Alcohol policy was approved by Council on October 17, 2019.

The Workplace Violence policy was approved by Council on April 16, 2020.

The Workplace Harassment policy was approved by Council on April 16, 2020.

#### **BACKGROUND INFORMATION:**

The Drug & Alcohol, Workplace Violence, and Workplace Harassment policies were originally adopted by Council to establish expectations related to employee conduct, workplace safety, and compliance with applicable employment legislation. Over time, these policies have evolved to include detailed procedural guidance, investigation processes, and administrative enforcement measures.

Recent amendments to provincial legislation governing occupational health and safety, employment standards, and workplace conduct have required Administration to review and update these documents. During this review, it was determined that the level of operational detail contained within the policies exceeds the intended purpose of Council policy and aligns more closely with administrative directives.

By rescinding these policies and replacing them with Directives closely aligned to the Health & Safety Policy, Council retains oversight of governance level principles while delegating the responsibility for detailed implementation and compliance to Administration, consistent with best practices in municipal governance.

#### **ALTERNATIVES / PROS / CONS:**

Alternatives:

Maintain the existing policies

Amend and retain existing policies

#### **FINANCIAL IMPACT:**

No financial impact in rescinding the recommended policies.

#### **LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower



# 2026 PROVINCIAL AGRICULTURAL SERVICE BOARD CONFERENCE

JANUARY 20 - 22, 2026

DELTA SOUTH CONFERENCE CENTRE, EDMONTON

The Association of Alberta Agricultural Fieldmen  
Hosted by the Northeast Region



COUNTY OF  
ST. PAUL

COUNTY OF  
TWO HILLS



COUNTY OF  
MINBURN



[agriculturalserviceboards.com](http://agriculturalserviceboards.com)

[aaaf.ab.ca](http://aaaf.ab.ca)





# WELCOME, .....

*On behalf of the Northeast Region of the AAAF*

We are excited to host the 2026 Provincial Agricultural Service Board Conference January 20, 21, and 22, at the Delta Hotel and Conference Center in Edmonton. A warm welcome to our ASB members, colleagues, and dignitaries representing 68 municipal districts and counties from across the province. We hope you take full advantage of this learning and networking opportunity, and enjoy your time at the conference!



## THIS GUIDE CONTAINS THE FOLLOWING CONTENTS:

- Greetings & Welcomes
- Event Details
- ASB History
- Daily Agendas
- NE Market Vendor Information (released in final package)
- Bio's & Presentation Descriptions
- Sponsor Information (released in final package)

## GREETING FROM PROVINCIAL ASB PROGRAM MANAGER

**KERRIANNE KOEHLER-MUNRO** .....



On behalf of the Agricultural Service Board Program, it is my pleasure to welcome you to this year's Provincial Agricultural Service Board Conference. This annual gathering represents a longstanding tradition of collaboration between producers, municipalities, and government in advancing the interests of agriculture and rural communities across our province.

For over 80 years, the Agricultural Service Board Program has upheld a distinguished tradition of collaboration, innovation, and stewardship. This conference serves as a vital forum for addressing emerging issues, exchanging knowledge, and reinforcing the partnerships essential to agriculture's future.

With gratitude to the Northeast Region for their thoughtful planning and to all participants for your commitment to advancing agriculture ensures that our industry remains resilient, sustainable, and forward-looking. May this conference inspire continued growth, enduring partnerships, and a strong future for agriculture.

## GREETING FROM NE ASBPC REP JOEY NAFZIGER



On behalf of the ASB Provincial Committee, we extend a warm welcome to all delegates attending the 2026 Provincial ASB Conference. We are truly excited to be hosting an event that brings together dedicated individuals from all corners of our province who share a passion for advancing agricultural excellence in Alberta. We hope you enjoy your time in Edmonton, build new connections, and take away some valuable insights that support the vibrant agricultural landscape in your local community, and wider afield.

## ASB PROVINCIAL COMMITTEE



Chair/South Region Rep - Rob Siewert  
Vice Chair/ Central Region Rep - Jen Lutz  
Executive Assistant - Linda Hunt  
Secretary - Dawn Fortin, AAAF 1<sup>st</sup> Vice President  
Regional Representatives / Alternates:  
NE Region - Joey Nafziger / Gene Hrabec  
NW Region - Margaret Burton / Janine Paly  
Central Region - / Tietsia Huyzer  
Peace Region - Bob Chrenek / Tyler Airth  
South Region - / John Van Driesen

\* Bio's  
following  
agenda

## CONFERENCE MC

Mike LaBelle



A lifelong Western Lifestyle enthusiast, a professional rodeo announcer, emcee and voice artist. I have had the pleasure working at western events from British Columbia to Ontario. As a podcast host I've covered topics such as Rodeo, Chuckwagon racing, country music and politics. There is nothing more gratifying than being a small part of the great stewards of the land and animals that provide for our country to create a sustainable culture. As a proud married father of 4 daughters, I've learned what respect looks like living with 5 women... sometimes negotiations aren't always fair. "We are our children's hero's, then automatically 16 years later we turn into their biggest cheerleaders and they become our hero's."







We are proud to embrace this year's theme:

Cultivating 

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# RESILIENCE

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Together, we'll explore how our agricultural community can adapt to change, thrive in the face of adversity, and overcome challenges in an ever-changing landscape. The ASB Conference is an opportunity to come together, share ideas, inspire one another, and cultivate a future filled with innovation and strength in both our own backyards, and further afield.

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## NETWORKING CHALLENGE

One of the best parts of the conference is the networking opportunities and bonds forged with like minded individuals from across Alberta! Pick up a ballot at the registration desk, complete the Networking Challenge and enter it into the draw by 3:00pm on Thursday for a chance to win a prize. *The prize draw will be made during closing remarks on January 22.*



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## SEATING CHART

Please refer to the seating chart that has been created for the event to find your municipalities assigned tables.

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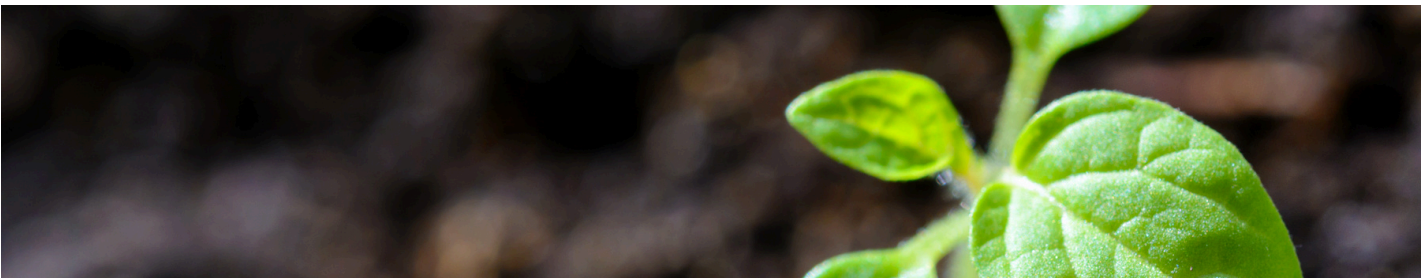
## HOTEL SHUTTLE

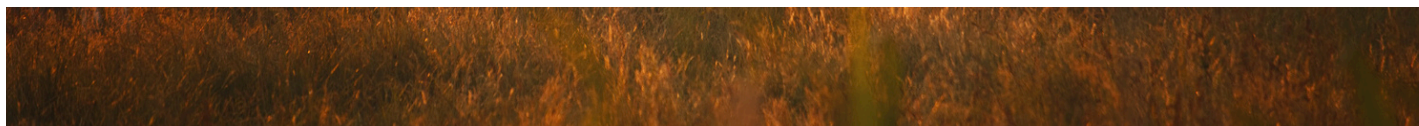
The Delta and Diamond Services offer a van for up to 14 people running from the hotel to various shopping malls such as Southgate, WEM, South Common and the Airport Outlet mall. This free service is available from 10am to 5pm on Jan 21 and 22. Guests are to arrange shuttle bookings directly with the on call driver by calling 780-914-4002.

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## EVALUATIONS

We value your feedback! Please utilize the QR codes to complete daily evaluations and help us continue to improve the conference.





## ASB HISTORY .....

Agricultural Service Boards are unique to Alberta, and have been established in the province for over 80 years. They were originally set up by the Alberta Department of Agriculture to provide local (municipal) authority over the growing problems of weed infestation, and soil degradation from wind and water. Previous efforts to handle these concerns through limited provincial staff had not been effective, and locally based programs with provincial coordination and technical support seemed to be the answer.

In 1945, enabling provincial legislation was passed. The Agricultural Service Board Act allowed rural jurisdictions to set up local "Agricultural Service Boards" to deal with weeds and soil erosion, with a qualified person (the Agricultural Fieldman) hired to carry out the Board's programs. Once formed, the Board became advisory to the Municipal Council and the Minister of Agriculture. Early ASB's consisted of a mix of Municipal Councilors, ratepayers, and the local Alberta Agriculture District Agriculturalist.

ASB programs developed over time, and vary considerably across the province due to regional differences in land use, cropping, climate, and demographics. In general, they include demonstration and enforcement of weed control, resource conservation techniques, roadside seeding and weed control, shelterbelt tree planting, encouragement of crop seed cleaning and treating plants, livestock improvement, specialized equipment rental, agricultural pest management, and coordination of provincial agricultural initiatives. These provincial initiatives include producer education, field crop pest surveys, livestock pest control, and implementation of resource conservation programs.

Provincial grant funding historically made up the bulk of ASB program funding. This is no longer the case in most ASB's, and municipalities have necessarily assumed by far the largest share of funding ASB programs through property taxes, user fees, and other funding sources. As a result, Alberta's 68 ASB's have become more independent from the province in their programming. ASB's core areas of expertise remain weed control, soil and water resource conservation, and pest management. They have now grown into strong advocates for their local agricultural communities, and are viewed as key contacts for soil and water resource sustainability. ASB's now work directly with federal and provincial government departments of Agriculture and Environment, private industry, and various agricultural and environmental organizations from the local to international level.

Since 1967, Agricultural Service Boards from across the South, Central, Northwest, Northeast, and Peace Regions of Alberta have met annually to discuss and take action on common issues of regional, provincial, national, and international concern. The annual Provincial ASB Conference is organized and hosted by the Association of Alberta Agricultural Fieldmen (AAAF).





# PROVINCIAL ASB CONFERENCE

TUESDAY JANUARY 20, 2026

- 1:30pm – 3:30pm     **ASB Chairman's Meeting**  
*Main Ballroom*  
ASB Chairmen and Fieldmen are invited to join the ASBPC for a presentation, facilitated discussion and networking meeting.
- 2:00pm – 3:30pm     **ASB Orientation**  
*2nd Floor - Fort McMurray Room*  
ASB members who have not received an Orientation are encouraged to attend this session. Space is limited - *Please sign up on your registration form.*
- 4:00pm – 5:00pm     **Townhall with Assistant Deputy Minister John Conrad**  
All delegates are invited to attend this update from the Ministry of Agriculture and Irrigation.
- 5:00pm – 5:30pm     **Break**
- 5:30pm – 6:00pm     **2026 ASB Conference Welcoming Remarks**
  - NE Region ASBPC Representative Joey Nafziger
  - AAAF 1st Vice President Dawn Fortin
  - ASB Unit Kerrienne Kohler-Munro and NE Liaison Alternate Hannah Mackenzie
  - City of Edmonton Mayor Andrew Knack
- 6:00pm                 **Supper Served**
- 6:00pm – 9:00pm     **Northeast Market Open, Reception and Networking**

## *Northeast Market*

The NE Region of the AAAF invites you to explore a selection of local vendors from our home region! Enjoy the ingenuity and creativity that makes our corner of the province unique.

**Please note:** some vendors may only be able to accept cash payment

*Watch for vendor information to be released in the final agenda package!*



# PROVINCIAL ASB CONFERENCE

WEDNESDAY JANUARY 21, 2026

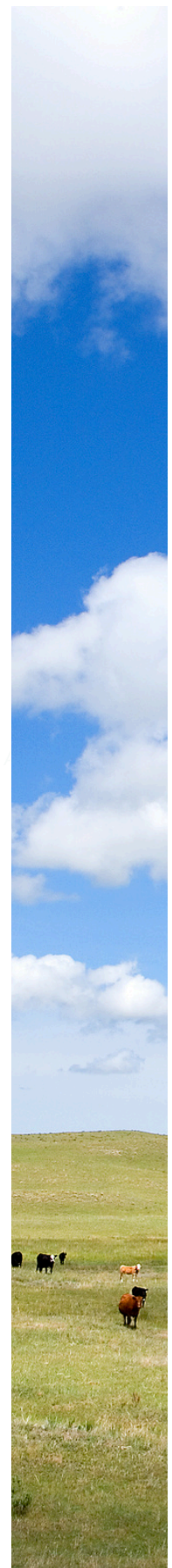
- 6:30am – 8:00am **Breakfast Served & Tradeshow**
- 8:00am – 8:15am **Announcements and National Anthem**  
Presented By: Mike LaBelle, MC
- 8:15am – 9:15am **Keynote - AI in Agriculture: Separating Hype from Reality**  
Presented By: Rob Saik, Saik Management Group Inc.
- 9:15am – 10:00am **Beyond Resolutions: The Big Picture of ASBPC and Agricultural Partnerships**  
Presented By: Linda Hunt & Rob Siewert, ASBPC
- 10:00am – 10:25am **Coffee Break & Tradeshow**
- 10:25am – 11:20am **Making Sense of Stained Economics and the World of Tariffs**  
Presented By: Errol Anderson, Errol's Commodity Wire
- 11:20am – 12:00pm **ASB Update by Region**  
Presented By: Kerrienne Koehler-Munro, Khalil Ahmed, Trevor Wallace, Dillis Pelletier, Kellie Jackson, Alan Efetha, AGI ASB Unit
- 12:00pm – 1:00pm **Lunch Break**
- 1:00pm – 2:00pm **Details being Finalized - TBA**
- 2:00pm – 2:45pm **Exploring Alberta's Climate and Weather: The Case for Cultivating Resilience**  
Presented By: Trevor Wallace, Alberta Agriculture and Irrigation
- 2:45pm – 3:15pm **Coffee Break & Tradeshow**
- 3:15pm – 4:30pm **Resolution Session 1**  
Presented By: ASB Provincial Committee and Parliamentarian Todd Brand



# PROVINCIAL ASB CONFERENCE

THURSDAY JANUARY 22, 2026

6:30am – 8:00am	<b>Breakfast Served &amp; Tradeshow</b>	
8:00am – 8:15am	<b>Announcements</b> <u>Presented by:</u> Mike LaBelle, MC	
8:15am – 9:15am	<b>Keynote - Cultivating Resilience: 27,000 km of Life Lessons from The Long Rider</b> <u>Presented By:</u> Filipe Massetti-Leite	
9:15am – 10:00am	<b>Renewable Energy - Landowner Considerations</b> <u>Presented By:</u> Darcy Allen, Farmers Advocate Office	
10:00am – 10:30am	<b>Coffee Break &amp; Tradeshow</b>	
10:30am – 11:15am	<b>Common Ground: Balancing Agriculture and Municipal Development</b> <u>Presented By:</u> Melissa Downing, Alberta Cattle Feeders' Association	
11:15am – 12:00pm	<b>Motivations and Deterrents to Rural Veterinary Practice</b> <u>Presented By:</u> Megan Bergman, AVMA & Dean Renate Weller, UCVM	
12:00 pm – 1:00pm	<b>Lunch Break &amp; Tradeshow</b>	
1:00pm – 2:30pm	<b>Details being Finalized - TBA</b>	
2:30pm – 2:45pm	<b>Coffee Break &amp; Tradeshow</b>	
2:45pm – 4:00pm	<b>Resolution Session 2</b> <u>If Needed</u>	<u>Alternate Schedule:</u> <b>2:45pm – 3:15pm: Protecting Alberta from the Impacts of Invasive Species: AISC's Programs, and Priorities</b> Megan Evans, AISC
		<b>3:15pm – 3:45pm: Aquatic Invasives Species Update</b> Nicole Kimmel, AEPA
		<b>3:45pm – 4:00pm: AgKnow Update</b> Linda Hunt, AgKnow
4:00pm – 4:15pm	<b>Closing Remarks &amp; Invitation to 2026 ASB Summer Tour</b>	
4:15pm – 6:00pm	<b>Free Time/Break to set up for Banquet</b>	
6:00pm–7:00pm	<b>Cocktail Hour</b>	
7:00pm	<b>Banquet, Awards, Invitation to 2027 ASB Conference &amp; Entertainment</b> Entertainment provided by <b>Newman Mentalism</b>	





## ASB PROVINCIAL COMMITTEE .....



### **Joey Nafziger (NE Rep)**

Joey Nafziger is serving his second term on Council after first being elected in 2021 and joined the ASBPC Board of Directors in November 2025. Born and raised south of Mannville in the County of Minburn, Joey brings 26 years of experience in the oil and gas industry and operates a business specializing in oilfield construction, reclamation, and environmental earthworks. In 2023, he returned to grain farming to ensure his family's operation continues for future generations.



### **Gene Hrabec (NE Alternate)**

Gene Hrabec is serving his fourth term on Beaver County Council and currently holds the position of Reeve. He has chaired the Agricultural Service Board for eight years and remains deeply involved in his community, supporting education initiatives, the Agricultural Society, and the Royal Canadian Legion. A mixed farming operator and strong advocate for AgKnow and agricultural education, Gene brings extensive leadership and agricultural experience to his role.



### **Margaret Burton (NW Rep)**

Margaret Burton was raised on a cattle ranch in the southern Alberta foothills and has built a lifelong career in agriculture across Canada and Australia. Since 1994, she and her husband have operated a commercial cattle operation in central Alberta. She has served as a Member-at-Large with the County of Barrhead ASB for two years, motivated by her passion for sustainable practices and agricultural innovation.



### **Janine Paly (NW Alternate)**

Janine Paly is an Alberta farmer and agricultural leader recognized for her commitment to sustainable production and hands-on industry stewardship. She brings practical experience from her mixed-farming background and contributes actively to strengthening the resilience of Alberta's agriculture sector.



### **Jen Lutz (Vice Chair, Central Rep)**

Jen Lutz is an experienced professional in Alberta's agriculture community, contributing strong organizational, policy, and stakeholder-engagement skills to provincial initiatives. She brings a grounded understanding of rural issues and a commitment to strengthening programs that support farmers and municipalities.



### **Tietsia Huyzer (Central Alternate)**

Tietsia Huyzer has been with the Mountain View County ASB for 5 years and was the Chair in 2025. With her background in dairy, she is passionate about the intensive livestock industry and brings that view to the table. "The ASBPC has given me the opportunity to network and learn about our relationship with the government and how to properly bring the agricultural issues and concerns to the attention of those that solve problems".

## ASB PROVINCIAL COMMITTEE .....



### **Rob Siewert (Chair, South Rep)**

Rob Siewert serves as the Reeve of Foothills County and Chair of the Agricultural Service Board Provincial Committee. A lifelong resident of the region and a strong advocate for rural communities, he brings extensive experience in municipal governance, land stewardship, and agricultural leadership. Rob is committed to advancing practical, balanced policies that support Alberta's producers while preserving the long-term health of the province's agricultural landscapes.



### **John Van Driesen (South Alternate)**

John Van Driesen has dedicated his life to agriculture, beginning with managing his family's dairy farm in the early 1990s until its sale in 2019. He now operates a feedlot business with his sons, which has expanded to include a facility in Pincher Creek. A committed municipal leader since 2017, John has served as Chair of his local Agricultural Service Board for six years and as an alternate on the ASB Provincial Committee for the past five years, bringing a strong passion for rural governance and agricultural advocacy.



### **Bob Chrenek (Peace Rep)**

Bob Chrenek serves as Councillor for Division 9 in the County of Grande Prairie and is deeply committed to advancing rural communities. He brings extensive experience from his family farm operation and a long career in the oilfield sector, complemented by leadership roles on numerous committees, including ASB Chair, Regional Chair, and CPAA Provincial Board Member. Bob is passionate about agriculture, municipal planning, and community development, ensuring local priorities such as infrastructure, health care access, and mental health support remain front and center.



### **Tyler Airth (Peace Alternate)**

Tyler Airth is a mixed farmer from Alberta's Peace Region and the owner of a construction company specializing in reclamation and remediation within the oil and gas sector, as well as forestry operations. Since 2021, he has served as a municipal Councillor and Agricultural Service Board member, bringing extensive experience in agriculture, industry, and governance to his role on the ASB Provincial Committee.



### **Dawn Fortin (Secretary ASBPC, AAAF First Vice President)**

Dawn was raised on a farm in the Westlock area. Dawn has a lifetime commitment to agriculture and has been involved with municipal agriculture for close to 30 years. She has been at Woodlands County as the Manager of Agriculture Services for the past 24 years. Dawn is very actively involved in the family farm near Westlock which was celebrated as a Century Family Farm in 2018.



### **Linda Hunt (ASBPC Executive Assistant)**

Linda Hunt serves as Executive Assistant to the Agricultural Service Board Provincial Committee, where Linda Hunt leverages extensive experience in rural health, agriculture, and policy to support Alberta's agricultural producers. Linda Hunt is committed to building trusted systems and aligning services with the realities of rural communities.

# PROVINCIAL ASB CONFERENCE

WEDNESDAY JANUARY 21, 2026

## **Keynote - AI in Agriculture: Separating Hype from Reality**

Artificial Intelligence isn't a far-off promise—it's already changing how agriculture operates. From predictive weather and yield models to AI-powered equipment diagnostics and decision-support tools for farmers, the technology is moving quickly from Silicon Valley into the field. Yet, most of the noise around AI is hype, and many farm operators are rightly skeptical. In this keynote, agri-business expert and entrepreneur Robert Saik will cut through the buzzwords and share a grounded view of where AI is truly creating value—and where it's not. Drawing on his experience building agricultural and heavy-equipment AI solutions, Robert will illustrate how AI can reduce downtime, sharpen agronomy decisions, and improve profitability across the farm enterprise. This is not about replacing farmers or fieldmen; it's about augmenting expertise and unlocking efficiency. The session will explore both the risks—data ownership, bias, unrealistic promises—and the opportunities: predictive analytics, "digital agronomy vaults," and AI-assisted decision making. Attendees will leave with a practical understanding of how to evaluate AI tools, what's coming next, and how to prepare themselves and their organizations for a future where AI is embedded into the very fabric of agriculture.



## **Rob Saik, CEO / Founder, Saik Management Group Inc.**

Robert Saik, the founder and CEO of TI Technology Corp., has forty years of experience as a Professional Agrologist, entrepreneur and an international consultant who's worked with a wide variety of agriculturalists from Nigeria's Minister of Agriculture to Bill Gates. His latest book, "FOOD 5.0 How We Feed the Future" is a pragmatic look at the five iterations of agriculture, culminating in an examination of how technology convergence is reshaping the farm and the consumer. He has leveraged these strengths to found over 15 companies in the areas of Farming, Agri-Retail, Distribution, Media and Ag Tech including The Agri-Trend/Agri-Data Group of Companies which was acquired by Trimble. He served as CEO of DOT Technology Corp (Autonomous Farming) through the acquisition of Dot by Raven Industries. He has been recognized for agriculture leadership by the Alberta Institute of Agrologists (Provincial Distinguished Agrologist of the Year), in 2016 was awarded Canadian Agri-Marketer of the Year by the Canadian Agri-Marketing Association and in 2021 was recognized as one of Canada's Top 50 Most Influential Agriculture Leaders.

## **Beyond Resolutions: The Big Picture of ASBPC and Agricultural Partnerships**

Agricultural Service Boards (ASBs) play a unique and vital role in Alberta's agricultural system. This session offers a big-picture look at ASBs—where they fit within provincial legislation, how they align with and differ from other agricultural organizations, and why their mandate matters. Attendees will gain clarity on ASBPC processes, including the resolution system, and discover practical ways to engage effectively. Join us to set the stage for strategic discussions and strengthen your understanding of ASBs' impact on agriculture and rural municipalities as an official support to local municipal government.

## **Linda Hunt and Rod Siewert, ASBPC**

# PROVINCIAL ASB CONFERENCE

WEDNESDAY JANUARY 21, 2026

## **Making Sense of Stained Economics and the World of Tariffs**

Local cash grain and livestock markets are the direct offspring of global economics. Lets look at the big economic picture heading into spring 2026. What are the factors, the issues impacting Canadian ag markets. Crude oil is king of commodities - corn is king of grain markets - and bond yields tell a story about global debt markets and interest rates themselves. Strap-in . . . This will be an action packed hour of current market action and on the impact on our economy, our communities and our personal wealth.

## **Errol Anderson, Errol's Commodity Wire**

Errol is the author of Errol's Commodity Wire - available on substack.com. His comments are now read and heard via podcast across 36 countries globally. Errol was formerly president of ProMarket Communications Inc and a commodity broker based in Calgary. He authored 'ProMarket Wire' risk management report for over 20 years. Errol actively traded futures and options as risk management tools for farm and feedlot clients across Western Canada. His career path also led him as vice president of LinncoFutures, commodity manager at Pallisar Grain, economist at Alberta Wheat Pool and marketing specialist for Alberta Agriculture. Errol is a native Albertan, growing up on a dairy and grain operation near Medicine Hat.



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## **Alberta Agriculture and Irrigation ASB Unit**



**Kerrienne Koehler-Munro** serves as Manage of Agricultural Service Boards (ASB's) at Alberta's Ministry of Agriculture and Irrigation, bringing over 25 years of experience. Her connection to ASB's is personal - shaped by her father's 18 year service as a county councilor. Outside work, Kerrienne enjoys the outdoors, travel and plant/weed identification.



**Northeast Region Liaison Dillis Pelletier** has worked in many different areas of the agriculture industry including extension, crop protection, fertilizer retail, seed inspection and canola research. She is part of an extended farm family in Sturgeon County growing canola, cereals, and alfalfa. Dillis is now using her experience to assist agriculture and rural communities through her role as Crop Assurance Specialist with Alberta Agriculture and Irrigation.



**Northeast Region Liaison Alternate Hannah Mackenzie** graduated from the University of Alberta with graduate degrees in mathematics and ecology. Prior to taking on her current role as Wild Boar Specialist, Hannah worked with the Alberta Aquatic Invasive Species program along with her K9 partner Seuss. She lives on an acreage in Minburn County with her husband, dogs and chickens.



**Central Region Liaison Kellie Jackson** is a Program Assurance Specialist with Alberta Agriculture and Irrigation. In addition to her role as a regional liaison, she supports the ASB Program with reporting, field visits, and communications and works on various legislation related files related to regulated weeds and pests. When not working, she enjoys gardening, thrifting, travel and a range of outdoor activities.



# PROVINCIAL ASB CONFERENCE

WEDNESDAY JANUARY 21, 2026



**Peace Region Liaison Khalil Ahmed** is a Crop Assurance Specialist-Peace River with Alberta Agriculture. He formerly worked for the Battle River Research Group in Forestburg, where he managed the delivery of the applied agriculture research and extension program. He is no stranger to the Peace Country having previously worked with SARDA Ag Research in Falher. In his spare time, he enjoys playing tennis, and watching documentaries.



**Northwest Region Liaison Trevor Wallace** serves as the Manager of the Agricultural Meteorology Unit with Alberta Agriculture and Irrigation. He has more than 30 years' experience in the agriculture sector; working in research, extension and policy development.



**South Region Liaison Alan Efetha** is a Provincial Agricultural Service Board Specialist with Alberta's Ministry of Agriculture and Irrigation, bringing over 25 years of experience, including 15 years as an Irrigation Specialist. His journey began as a cowboy in Camrose and Josephburg in the 1980s, leading him to pursue a B.Sc. and M.Sc. degrees in soil science from the University of Saskatchewan. Outside of work, Alan has volunteered as a firefighter, coached youth soccer, and enjoys gardening and home renovations. He and his wife have three grown children.

## Exploring Alberta's Climate and Weather: The Case for Cultivating Resilience

Alberta Agriculture and Irrigation operates and maintains over 195 meteorological stations across Alberta's agricultural regions. In total, we process more than 150,000 hourly observations daily from over 520 stations. Our quality-controlled climate data extends back to 1901, and we estimate daily weather conditions for every township center in Alberta from 1961 onward, resulting in nearly 900 million data points.

The Alberta Climate Information Service (ACIS) is an online platform that provides public access to this extensive climate dataset. You can explore it at [www.weatherdata.ca](http://www.weatherdata.ca). The data is reliable, quality-controlled, and includes historical records starting from 1961. ACIS also offers a suite of decision-support tools built on this data, helping users make informed choices.

For mobile users, ACIS is available as a web app at [www.weatherdata.ca/m](http://www.weatherdata.ca/m), optimized for smartphones and other cellular devices. Users can view climate data for their area by selecting a nearby weather stations.

This presentation will explore Alberta's climate and weather data, highlighting what's considered normal and what's unusual. We'll place current weather events in the context of historical patterns to better understand long-term trends. Alberta's historical weather data reveals significant variability, highlighting the critical need for resilient agricultural systems that can adapt to changing conditions

## Trevor Wallace, Manager Agricultural Meteorology Unit, Alberta Agriculture and Irrigation

Trevor has been working in the agricultural sector for over 30 years; including extension and research in Alberta, Saskatchewan and the Maritimes. Currently he is the Manager of the Agricultural Meteorology Unit with Alberta Agriculture and Irrigation. Trevor was born and raised on a mixed farm at Unity, located in West-Central Saskatchewan. He graduated from the University of Saskatchewan with a Bachelor of Science in Biology, a Bachelor of Science in Agriculture and later completed his Master of Science in Agriculture.

## Resolution Sessions

**ASB Provincial Committee** with support from **Parliamentarian Todd Brand**

# PROVINCIAL ASB CONFERENCE

THURSDAY JANUARY 22, 2026



**Filipe Massetti-Leite**, Long Rider and award-winning journalist, is the youngest person to cross the Americas on horseback in an 8-year journey. After spending more than 8 years trekking 27,000 kilometers from Alaska to Ushuaia, Argentina, with 11 different horses, the journalist now speaks around the globe about leadership, adventure, taking risks, goal setting/accomplishment, resilience and never giving up. He uses powerful videos and stunning images from his journey to create an emotional presentation that keeps his audience on the edge of their seat. Two statues in Brazil stand in commemoration of his unbelievable achievement, while his first pair of boots is showcased at the Bata Shoe Museum in Toronto and his cowboy hat at the SAM Centre Museum in Calgary.

## **Keynote - Cultivating Resilience: 27,000 km of Life Lessons from The Long Rider**

Filipe Masetti Leite spent years on the road, facing extreme isolation, life-threatening conditions crossing the Americas on horseback with constant uncertainty of what lay ahead. The weight of the journey tested him in ways he never imagined, pushing him to confront his fears, manage overwhelming stress, and develop a mindset that would allow him to keep moving forward.

## **Renewable Energy - Landowner Considerations**

Landowners in Alberta often have questions about their rights and responsibilities when approached by energy companies interested in developing renewable energy projects on their land. Rural communities and landowners may be affected by growth in the renewable energy sector as agricultural lands are converted to industrial use. The FAO is a resource for rural Albertans who are interested in learning more about the responsible development of these projects in their area or on their lands.



9:45 AM - 10:15 AM

**Darcy Allen** joined the Farmers' Advocate Office in April 2021 as the Energy, Utility Policy Specialist

Darcy was born and raised in rural central Alberta where his family managed a mixed farming operation. He is an honors graduate from the Southern Alberta Institute of Technology in Gas Plant Operations and holds certification in Power Engineering. He has direct experience, knowledge and diverse skill sets encompassing both the agricultural and upstream oil & gas and energy sectors. Darcy has worked in the energy industry throughout western Canada for over 40 years in various technical, regulatory, and progressive leadership roles. Darcy's background is highly weighted towards aspects related to energy exploration & development, and field operations, with additional expertise in community relations, conflict resolution, communication, and collaborative stakeholder engagement program delivery. Darcy is actively involved in numerous community groups throughout the province and previously held director positions with Synergy Alberta, Battle River Watershed Alliance and the Sundre Petroleum Operators Group.

# PROVINCIAL ASB CONFERENCE

THURSDAY JANUARY 22, 2026

## **Common Ground: Balancing Agriculture and Municipal Development**

Alberta's municipalities and agriculture sector are both vital to the growth of our province, but when their paths intersect, challenges can arise. Competing land uses, shifting community expectations, and evolving environmental considerations make for complex decision making.

So how can development be approached in ways that support mutual success? What strategies best balance economic growth with long-term sustainability? This session will explore ideas on how we can leverage each other's strengths to build a future where agriculture and municipalities thrive together, side by side.

## **Melissa Downing, Director, Regulatory and Sustainability, Alberta Cattle Feeders' Association**

Melissa grew up on a mixed farm in Manitoba but has made Alberta her home for over 20 years now. Her involvement in the industry includes experience with beef production and value chains, quality assurance programs, and research projects and funding. She is currently Director of Regulatory and Sustainability for Alberta Cattle Feeders' Association, where she leverages her knowledge and connections to advocate for the feedlot sector. Melissa and her husband are raising the fifth generation on their family farm near the hamlet of Metiskow, where she is active in the community as a 4-H leader and Agricultural Society volunteer.



## **Motivations and Deterrents to Rural Veterinary Practice**

The UCVM and the ABVMA engaged experts at the University of Calgary to conduct a survey of veterinarians and students to better understand how to address work force shortages in rural and remote communities.

## **Megan Bergman, Registrar, Alberta Veterinary Medical Association**

Megan Bergman earned her DVM from the Western College of Veterinary Medicine. She began her career as an equine veterinarian with a primary focus on thoroughbred racetrack practice and sport horse medicine. After five years of practice work, Megan accepted a position with the Canadian Food Inspection Agency (CFIA) eventually becoming Chief Veterinary Officer of Manitoba. In this role, she oversaw the province's Agriculture Animal Health, Animal Welfare and Food Safety programs, as well as Manitoba's Veterinary Diagnostic Services Laboratory. In 2021, Megan became the Registrar of the College of Veterinarians of British Columbia (CVBC) where she supported the implementation of a strategic plan which included reforming the complaints process, enhancing fairness and transparency and improving communication. She joined the Alberta Veterinary Medical Association (ABVMA) in 2023 and has been working to advance their strategic priorities including responsible profession-based regulation, addressing the workforce shortage, and advancing One Health.



# PROVINCIAL ASB CONFERENCE

THURSDAY JANUARY 22, 2026

## **Renate Weller, Dean, University of Calgary, Faculty of Veterinary Medicine**

Renate is currently dean and professor at the Veterinary Faculty at the University of Calgary. A veterinarian by profession and passion she has worked as a mixed animal practitioner and horse vet in several different countries in ambulatory and referral settings. Previously she has been employed as Professor of Imaging and Biomechanics at the Royal Veterinary College in London where she has split her time between clinical work, research and teaching. Her clinical and research focus is on maximising injury prevention while optimising performance in animal athletes from beginners to Olympic level. She is an internationally recognised specialist in sports medicine and rehabilitation and holds a PhD in biomechanics and a Masters in Veterinary Education. Renate has been inducted in the International Hall of Fame of Equine Veterinarians, is an Honorary Fellow of the Worshipful Company of Farriers and has been awarded a National Teaching Fellowship for her contribution to teaching and learning.



## **Protecting Alberta from the Impacts of Invasive Species: AISC's Programs, and Priorities**

From weeds to aquatic invaders to vertebrate pests, invasive species continue to pose significant risks to Alberta's lands and waters. This presentation will walk through the fundamentals of invasive species biology and spread, the most important pathways to watch, and practical, high-level approaches to management. We'll also explore AISC's core programs, including public awareness campaigns, early detection tools, and partner support, and how they strengthen Alberta's collective defence against invasive species.



### **Megan Evans, Executive Director AISC**

Megan is a terrestrial ecologist with over 15 years in conservation, specializing in native biodiversity and pollinator protection. She is the Executive Director of the Alberta Invasive Species Council and the Alberta Native Bee Council.

## **Aquatic Invasive Species Update**

To update partners on Alberta's 2025 AIS program, highlighting new investments, policy changes, new partnerships, and outline priorities for the coming year.



### **Nicole Kimmel, Aquatic Invasive Species Specialist, Alberta Environment and Protected Areas**

Nicole Kimmel resides under Environment & Protected Areas as an Aquatic Invasive Species (AIS) Specialist, supporting the province's AIS program. Nicole brings 25 years of experience in invasive species management with the Government of Alberta.

# PROVINCIAL ASB CONFERENCE

THURSDAY JANUARY 22, 2026

## AgKnow Update

AgKnow was developed thanks to resolutions put forward through ASB's. An update on where the program is now, and a look at where it is heading.

**Linda Hunt, Agknow Executive Director**

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Banquet Entertainment provided by **Newman Mentalism**

*Jeff Newman will influence your thoughts. He'll predict what you'll do before you even know you're doing it. He will even read your mind. He'll fool you badly, and you'll love every minute of it.*



*thank you*

Thank you to everyone who makes the Provincial ASB Conference possible! The NE Region expresses their gratitude to every delegate, presenter, and sponsor that has joined us this week, we hope you have enjoyed your time and gained value from attending this long standing conference. We thank our gracious hosts, the Delta, for their hospitality and service.

## PROVINCIAL ASB CONFERENCE SPONSORS

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*Watch for information about our generous event sponsors to be released in the final agenda package!*



## 2026 PROVINCIAL ASB CONFERENCE

JANUARY 20, 21, & 22, 2026

HOSTED BY THE NE REGION OF THE AAAF

## REGISTRATION FORM

### PAYMENT INFORMATION:

Please consider this to be your invoice.

Payable to "2026 Provincial ASB" sent to:  
c/o Mike Penner, AAAF NE Region Treasurer  
M.D. of Bonnyville  
61330 RR455  
Bag 1010  
Bonnyville, AB T9N 2J7

### REGISTRATION DEADLINE:

January 9<sup>th</sup>, 2026 at 4:30pm  
A late fee of **\$200 + GST** per person will  
apply following this date

### LOCATION:

Delta Edmonton South Conference Centre  
4404 Gateway Boulevard NW  
Edmonton, AB, T6H 5C2

### REGISTRATION SUBMISSION:

Please submit registration forms by email to Jonny Culbert at  
jculbert@beaver.ab.ca

### REFUNDS:

Refunds are subject to profitability and will not be issued until all  
conference related bills have been cleared through the bank.

MUNICIPALITY/COUNTY:	Registration Fee (\$675 + \$33.75 GST) \$708.75	Late Fee (\$200 + \$10 GST) \$210	Extra Banquet Ticket (\$100 each + \$5 GST) \$105	Dietary Restrictions/ Allergies:	ASB Orientation Y/N	ASB Chairmans Meeting Y/N	Attending Opening Reception Y/N	Attending Closing Banquet Y/N	Total Including GST
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THANK YOU FOR REGISTERING

We look forward to seeing you at the **2026 ASB**  
**Provincial Conference!**

Grand Total



**Subject:** Coaldale Chamber of Commerce Awards and Appreciation Banquet - February 7, 2026

Dear Tory Campbell - Lethbridge Ccountry Reeve,

The Coaldale Chamber of Commerce formally invites you to the 44th Annual Awards and Appreciation Banquet. The event takes place on **Saturday, February 7, 2026** at the Town of Coaldale's Civic Square (1801 20 Avenue). Cocktails start at 5:30 p.m. with dinner scheduled to start at 6:30 p.m.

Members of the business community, along with representatives from the Town of Coaldale and surrounding counties, will be in attendance. We are also honoured to welcome MP Rachael Thomas and MLA Grant Hunter to this prestigious event.

Please join with us in our celebration of community excellence as we acknowledge the many contributions made by individuals, businesses, and groups in the great Town of Coaldale.

Tickets are \$90 each or reserve a table for eight for \$650. To **secure your tickets or tables**, please reach out via email to [info@coaldalechamber.com](mailto:info@coaldalechamber.com) or call 403-345-2358. Only 150 tickets are available, so act fast!

On behalf of The Coaldale Chamber of Commerce Board,

Colleen Van Raalte

Executive Director

[info@coaldalechamber.com](mailto:info@coaldalechamber.com)—

**Colleen Van Raalte**

Executive Director

Coaldale Chamber of Commerce

403-345-2358 | [info@coaldalechamber.com](mailto:info@coaldalechamber.com)







ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister  
Deputy Premier of Alberta  
MLA, Calgary-West*

AR 31851

December 3, 2025

Mr. Tory Campbell  
Reeve  
County of Lethbridge  
100, 905 - 4 Avenue South  
Lethbridge AB T1J 4E4  
[tcampbell@lethcounty.ca](mailto:tcampbell@lethcounty.ca)

Dear Reeve Campbell:

Thank you for your May 2025 letter requesting a Ministerial Order to authorize the delegation of duties and powers of five local authorities under the *Emergency Management Act* to a joint emergency advisory committee.

I am pleased to provide you with a copy of Ministerial Order No. 35/2025, authorizing the Village of Barons, Towns of Picture Butte, Coalhurst, and Nobleford, and the County of Lethbridge to delegate their powers and duties under the *Emergency Management Act* to the Lethbridge County Regional Emergency Advisory Committee.

I commend the involved municipalities for pursuing this form of regional collaboration, and I wish you success on this initiative.

Sincerely,

Honourable Mike Ellis  
Deputy Premier of Alberta  
Minister of Public Safety and Emergency Services

Attachment: Ministerial Order No. 35/2025



ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

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Office of the Minister  
Deputy Premier of Alberta  
MLA, Calgary-West

PSES 35/2025

**MINISTERIAL ORDER**

I, **MICHAEL G. ELLIS, ECA**, Deputy Premier and Minister of Public Safety and Emergency Services for the Province of Alberta, pursuant to section 11.3(1)(b) of the *Emergency Management Act*, hereby authorize the Village of Barons, Towns of Picture Butte, Coalhurst, and Nobleford, and the County of Lethbridge to delegate their powers and duties under the *Emergency Management Act* to the Lethbridge County Regional Emergency Advisory Committee.

**DATED** at the City of Edmonton, in the Province of Alberta, this 2 day of December, 2025.

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**DEPUTY PREMIER AND  
MINISTER OF PUBLIC SAFETY AND EMERGENCY SERVICES  
OF THE PROVINCE OF ALBERTA**

# AGENDA ITEM REPORT



**Title:** Lethbridge County Council Attendance Update - November 2025  
**Meeting:** Council Meeting - 18 Dec 2025  
**Department:** Administration  
**Report Author:** Candice Robison

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 11 Dec 2025

## 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:**

[2025 November Lethbridge County Council Attendance](#)

**Lethbridge County Council Attendance  
November 2025**

**Division 1**

**Councillor Lorne Hickey**

November 1	EOEP Munis 101
November 6	Lethbridge County Council Meeting
November 7	MD of Willow Creek Legacy of the Land Banquet
November 16-20	RMA Fall Convention
November 19	Green Acres Finance Meeting
November 26	Green Acres Board Meeting
November 27	Green Acres Pemican Lodge Christmas Party
November 28	Budget Deliberation Meeting
November 28	Green Acres Black Rock Christmas Party

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**Division 2**

**Reeve Tory Campbell**

November 1	EOEP Munis 101
November 5	Link Pathway AGM
November 6	Lethbridge County Council Meeting
November 11	Lethbridge Legion Remembrance Day Ceremony
November 14	Employee Recognition Night
November 17-20	RMA Fall Convention
November 27	Virtual Meeting with Minister of Advanced Education
November 28	Budget Deliberation Meeting
November 28	Town of Coaldale Night of Lights Parade
November 29	Town of Coalhurst Heritage Ball

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**Division 3**

**Councillor Mark Sayers**

November 1	EOEP Munis 101
November 5	FCSS Board Meeting
November 5	Link Pathway AGM
November 6	Lethbridge County Council Meeting
November 11	Coaldale Remembrance Day Ceremony
November 13	RMA 101 Online
November 14	Employee Recognition Night
November 17	EOEP Course

November 17-20	RAM Fall Convention
November 25	ASB Meeting
November 28	Budget Deliberation Meeting
November 28	Town of Coaldale Night of Lights Parade

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#### **Division 4**

##### **Deputy Reeve John Kuerbis**

November 1	EOEP Munis 101
November 3	Alberta Council Effective Lobbying Refresher Course
November 4	Weekly Meeting with Community Futures Executive Director
November 5	Meeting with PrairiesCan
November 6	Lethbridge County Council Meeting
November 7&8	Community Futures Western Canada Chair Meeting
November 12	Weekly Meeting with Community Futures Executive Director
November 14	Employee Recognition Night
November 17	EOEP Course
November 17-20	RMA Fall Convention
November 26	Weekly Meeting with Community Futures Executive Director
November 28	Budget Deliberation Meeting

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#### **Division 5**

##### **Councillor Kevin Slomp**

November 1	EOEP Munis 101
November 6	Lethbridge County Council Meeting
November 14	Employee Recognition Night
November 17	EOEP Course
November 17-20	RMA Fall Convention
November 25	ASB Meeting
November 28	Budget Deliberation Meeting

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#### **Division 6**

##### **Councillor Eric Van Essen**

November 1	EOEP Munis 101
November 5	Picture Butte Chamber of Commerce Executive Meeting
November 6	Lethbridge County Council Meeting
November 11	Picture Butte Remembrance Day Ceremony
November 13	Picture Butte Chamber of Commerce Meeting

November 14	Employee Recognition Night
November 17-20	RMA Fall Convention
November 25	ASB Meeting
November 28	Budget Deliberation Meeting

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#### **Division 7**

##### **Councillor Tony Ankermann**

November 1	EOEP Munis 101
November 6	Lethbridge County Council Meeting
November 17	EOEP Course
November 17-20	RMA Fall Convention
November 25	ASB Meeting
November 28	Budget Deliberation Meeting

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