

# AGENDA Council Meeting

9:30 AM - Thursday, March 10, 2022 Council Chambers

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Page		
	A.	CALL TO ORDER
	В.	ADOPTION OF AGENDA
	C.	ADOPTION OF MINUTES
4 - 6	1.	Council Meeting Minutes Council Meeting - 03 Feb 2022 - Minutes
	D.	DELEGATIONS
7 - 17	1.	9:30 a.m Peter Casurella - SouthGrow SouthGrow Council Presentation
18 - 36	2.	10:30 a.m Shannon Frank - Oldman Watershed Council OWC Projects 2021-22
	E.	SUBDIVISION APPLICATIONS
37 - 45	1.	Subdivision Application #2021-0-116 – Dar Ray Farms Ltd Lots 5-7, Block 1, Plan 2110940 & Lot 2, Block 1, Plan 0814065 within S1/2 5-8-20 W4M Subdivision Application #2021-0-116 – Dar Ray Farms Ltd Lots 5-7, Block 1, Plan 2110940 & Lot 2, Block 1, Plan 0814065 within S1/2 5-8- 20 W4M
46 - 54	2.	Subdivision Application #2021-0-208 – Joss - Lot 1, Block 2, Plan 1810581 within NW1/4 5-8-20-W4M Subdivision Application #2021-0-208 – Joss - Lot 1, Block 2, Plan 1810581 within NW1/4 5-8-20-W4M
55 - 64	3.	<u>Subdivision Application #2022-0-002 – Sinke Farms</u> <u>- Lot 1, Block 1, Plan 1811292 &amp; N½ 2-11-22-W4M</u> <u>Subdivision Application #2022-0-002 – Sinke Farms - Lot 1, Block 1, Plan 1811292 &amp; N½ 2-11-22-W4M</u>

65 - 72	4.	Subdivision Application #2022-0-005 – Plomp - NW1/4 15-11-23- W4M Subdivision Application #2022-0-005 – Plomp - NW1/4 15-11-23-W4M		
73 - 81	5.	Subdivision Application #2022-0-007 – Bezooyen - SW1/4 32-8-19-W4M Subdivision Application #2022-0-007 – Bezooyen - SW1/4 32-8-19-W4M		
	F.	PUBI	LIC HEA	ARINGS - 11:00 A.M.
82 - 186	1.	Bylaw 22-001 - Municipal Development Plan - Public Hearing  Bylaw 22-001 - Lethbridge County Municipal Development Plan - Public Hearing		
	G.	DEP	ARTME	NT REPORTS
	G.1.	G.1. INFRASTRUCTURE		
		G.2.	MUNIC	CIPAL SERVICES
		G.3.	COMM	MUNITY SERVICES
187 - 192			G.3.1.	Community Planning Association of Alberta (CPAA) - 2022 Annual Conference and Sponsorship  Community Planning Association of Alberta (CPAA) - 2022 Annual Conference and Sponsorship
		G.4.	CORP	ORATE SERVICES
193 - 195			G.4.1.	Oldman Watershed Council Funding Request Oldman Watershed Council Funding Request
196 - 205			G.4.2.	Shaughnessy Community Association Funding Request Shaughnessy Community Association Funding Request
206 - 209			G.4.3.	Fire Service Response Fees Waiver Request Fire Service Response Fees Waiver Request
210 - 226			G.4.4.	2021 Year End Surplus Report 2021 Year End Surplus Report - Pdf
		G.5.	ADMIN	NISTRATION
227 - 231			G.5.1.	Request for Sponsorship - Alberta / NWT Command - Royal Canadian Legion - Annual Military Service Recognition Book Alberta / NWT Command - Royal Canadian Legion - Annual Military Service Recognition Book

232	2 - 236		G.5.2.	Canadian Fallen Heroes Foundation - Donation  Request  Canadian Fallen Heroes Foundation - Donation Request
237	' - 239		G.5.3.	Picture Butte and District Chamber of Commerce Annual General Meeting Picture Butte and District Chamber of Commerce Annual General Meeting- January 31, 2020
240	9 - 246		G.5.4.	FCM 2022 Annual Conference and Trade Show - June 2 - June 5, 2022 FCM 2022 Annual Conference and Trade Show - June 2 - June 5, 2022
		H.	NEW BUSINE	ESS
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#### I. COUNTY COUNCIL AND COMMITTEE UPDATES

247 - 251 1. <u>Lethbridge County Council Attendance Update - January 2022</u> <u>Lethbridge County Council Attendance Update - January 2022</u>

#### J. CLOSED SESSION

1. <u>Land Request (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)</u>

#### K. ADJOURN



# MINUTES Council Meeting

9:30 AM - Thursday, February 3, 2022 Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, February 3, 2022, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Tory Campbell

Deputy Reeve Klaas VanderVeen

Councillor Lorne Hickey Councillor Mark Sayers Councillor John Kuerbis Councillor Eric Van Essen Councillor Morris Zeinstra

Director of Public Operations, Jeremy Wickson Director of Community Services, Larry Randle

Infrastructure Manager, Devon Thiele

Manager of Finance & Administration, Jennifer Place

Executive Assistant, Candice Robison

Supervisor of Planning and Development, Hilary Janzen

#### A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:30 a.m.

#### B. <u>ADOPTION OF AGENDA</u>

456-2022 Deputy MOVED that Lethbridge County Council approve the February 3,

Reeve 2022 Council Meeting agenda as presented.

VanderVeen CARRIED

#### C. ADOPTION OF MINUTES

#### C.1. County Council Meeting Minutes

457-2022 Councillor MOVED that the January 13, 2022 Regular County Council Meeting

Kuerbis Minutes be accepted as presented.

CARRIED

#### D. <u>SUBDIVISION APPLICATIONS</u>

#### E. PUBLIC HEARINGS

#### F. <u>DELEGATIONS</u>

#### F.1. 9:30 a.m. - Stephen Mathyk - AEP

Stephen Mathyk, Dorothy Lok and Coreen Bates from Alberta Environment and Parks were present via Teams to provide an update and overview of the Lethbridge AEP Regulatory Assurance Division.

#### G. **DEPARTMENT REPORTS**

#### **G.1. INFRASTRUCTURE**

#### G.1.1. Rescind Policy 350: Public Road Right-of-Way - Requests for Information & Regulatory Signs

458-2022 MOVED that Council rescind Policy 350 Public Road Right-of-Way -

Kuerbis Requests for Information & Regulatory Signs.

**CARRIED** 

#### G.1.2. SMRID Pipeline Installation Waiver Request

459-2022 Deputy MOVED that Council approve the Saint Mary River Irrigation District Reeve

pipeline installation waiver within the west ditch of the Range Road

VanderVeen 21-0A road allowance as per the plans provided.

**CARRIED** 

#### **G.2. MUNICIPAL SERVICES**

#### G.2.1. 2022 Level of Service - Public Works Operations

460-2022 Councillor MOVED that Council rescind Policy 351 - Market Access Network -

> Kuerbis Haul Routes.

> > **CARRIED**

461-2022 MOVED that Council adopt the 2022 Level of Service Policy for Public Councillor

Sayers Works maintenance.

**CARRIED** 

Reeve Campbell recessed the meeting at 10:42 a.m.

The meeting reconvened at 10:59 a.m.

#### **G.3. COMMUNITY SERVICES**

#### G.3.1. Fire Service Response Fees Waiver Request

462-2022 Deputy MOVED that the request to waive the Fire Service Fees in the amount

of \$487.50 as per invoice 117437, be denied. Reeve

VanderVeen **CARRIED** 

#### F. **DELEGATIONS**

#### F.2. 11:00 a.m. - MLA Grant Hunter

MLA Grant Hunter was present to provide an update and information to Council on Emergency Medical Services, Policing and Municipal Sustainability Initiative.

#### **G.3. COMMUNITY SERVICES**

#### G.3.2. Rescinding of Emergency Preparedness Policy #802

463-2022 Deputy MOVED that Emergency Preparedness Policy #802 be rescinded.

Reeve

**CARRIED** 

VanderVeen

#### G.3.3. <u>Town of Coaldale Letter of Support Request for ACP Application - Coaldale</u> & District Master Fire Plan

464-2022

Councillor Kuerbis MOVED that Lethbridge County provide a letter of support to the Town of Coaldale for their Alberta Community Partnership Grant Application for the development of the Coaldale and District Master Fire Plan project.

**CARRIED** 

Reeve Campbell recessed the meeting at 12:05 p.m.

The meeting reconvened at 12:40 p.m. with all members of Council present as previously stated.

#### G.3.4. Planning and Development Department 2021 Annual Report

465-2022

Councillor Kuerbis MOVED that County Council accept the Planning and Development

Department 2021 Annual Report for information.

**CARRIED** 

- **G.4. CORPORATE SERVICES**
- G.5. ADMINISTRATION
- H. CORRESPONDENCE
  - H.1. Rural Municipalities of Alberta
  - H.2. Alberta Municipal Affairs
  - H.3. Year of the Garden 2022
  - H.4. Alberta Municipal Affairs
  - H.5. Royal Canadian Mounted Police

466-2022

Councillor Kuerbis MOVED that Council accept correspondence items H.1 - Rural Municipalities of Alberta, H.2 - Alberta Municipal Affairs, H.3 - Year of the Garden 2022, H.4 - Alberta Municipal Affairs and H.5 - Royal

Canadian Mounted Police for information.

**CARRIED** 

- I. <u>NEW BUSINESS</u>
- J. COUNTY COUNCIL AND COMMITTEE UPDATES
- K. CLOSED SESSION
- L. ADJOURN

467-2022 Councillor Sayers

MOVED that Lethbridge County Council Meeting adjourn at 1:01 p.m.

CARRIED

Reeve		
CAO		



### **Our Mission**

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





# Accomplishments



Over 2-dozen large-scale studies and reports that continue to inform investment in the region.



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



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



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



# Projects informing Investments

Fortis Infrastructure Access Pilot - 2021 Terragraph Technology Trial - 2021 Economic Recovery Taskforce - 2020 Regional Skills Gap Study - 2019 - 2020 Broadband Finish Line Project 2019 - 2020 Canada's Premier Food Corridor - 2019 - 2020 Community Broadband Options - 2019 Renewable Energy Impact Report - 2019 Highway 3 Twinning Development Association – 2019 Cost Benefit Analysis of Alberta Rural Broadband - 2019 CHP Technology trial on Dairy Farm - 2019 On Farm Energy Program - 2018 - 2020 Peaks to Prairies Electric Vehicle Network - 2017 - 2020 SouthGrow Community Business Retention, Expansion, and Marketing Plans - 2017 Broadband Project Master Plan - 2017 Formation of SAITI - 2016 Community Broadband Report - 2016 Investment Readiness and Attraction Review - 2015 Broadband Infrastructure in SouthGrow - 2015 Hospitality and Tourism Investment Study- 2015 Community Renewable Energy Toolkit - 2014 Investment Attraction and Lead Generation Project (MNP) - 2014 More than Enough Marketing Campaign - 2013 Community Ec Dev Strategies - 2012 Formation of RINSA – 2012 Investment Readiness Assessment - 2012 Bio Energy Opportunity Profile - 2010 Productivity Improvement - 2009 Study of SouthGrow Business Trends - 2009 Water for Economic Development – 2009 Wind Power - 2009 Carbon Credit Opportunity Profile - 2008 Innovation and Commercialization - 2008 Formation of SAAEP - 2007 Green Growth Plan - 2007 Waste to Energy Opportunity Profile - 2007 Alternative Energy – 2006 Feasibility Study - Integrated Bio-Diesel Refinery 2006 Gateway to Alberta Phase 1 and Phase 2 - 2004-2006 Ready Meals Opportunity Profile - 2004 Confectionary Opportunity Profile - 2003 Solar Energy Opportunity Profile - 2003 Agricultural Assessment - - Grow your Own - 2003 Ready Meals Opportunity Profile - 2004



### 2020-2021

AB Today GR Updates

Ag and Forestry Investment Attraction Support

**Annual Council Presentations** 

Bi-Weekly Newsletters

Buffalo Plains Wind Project Economic Assessment

Canada's Premier Food Corridor

Canada's Western Gateway

Completion of On Farm Energy Program

Cybera Rural Internet Conference

Economic Developers Alberta Conference

**EDA Disaster and Economic Recovery Training** 

EDA Ministry Meet-ups

**EDO Support Group** 

Electric Bus Pilot Project (Rural)

Energy Al Working Group

Exhibition Park VR Project

Foreign Direct Investment with the GOA

Government Relations Campaign

Highway 3 Twinning Development Association

Highway 3 Twinning from Burdett to Taber

Increased Memberships

Increased Staff Resources

Industrial Land Inventory Profiles (IA)

Inventory of Investment Opportunities

Lethbridge Region Economic Recovery Taskforce

Ministerial Meeting with REDA Chairs

MLA/MP Visits

Move to Picture Butte

Ongoing collaborations with the Ministry

Ongoing participation in SAAEP

Ongoing work with RINSA

Ongoing work with SAITI

Peaks to Prairies Electric Vehicle Network

Plant Protein Alliance of Alberta

Plant Protein Innovations Supercluster

Professional Development

**REDA Managers working group** 

**REDA Partnerships** 

Regional Food Hub at Exhibition Park

Regional MICE Committee

Regional Skills Gap Study

Regional Tourism Collaboration

Replacement Community Profiles (2021)

SAAEP Renewable Energy Promotion

SouthGrow Newsletter

SouthGrow Scholarship Program

Terragraph Pilot Project MRCC

Terragraph Technology Trial

Thermal Waste Environmental Solution Pilot Project

Todd Hirsch at our AGM

Vulcan County Terragraph Project

Zero Emissions Vehicle Infrastructure Program

Conclusion.

Impactful work despite Covid.

### 2021 - 2022

#### Pillar I: Strategic Collaboration

#### Member Engagement

- A. Annual Council Presentations
- B. Councillor Training
- C. Sustainability Committee
- D. Annual Economic Development Summit

#### **Build and Sustain Collaborations**

- A. Southern Alberta Alternative Energy Partnership
- B. Southern Alberta Investment and Trade Initiative
- C. Canada's Premier Food Corridor and Canada's Western Gateway
- D. Southern Alberta Tourism Collaboration
- E. Highway 3 Twinning Development Association
- F. Invest Alberta and Ag and Forestry Investment Attraction Supports

#### Sustain or Expand Membership

- A. Present to Barons and Barnwell on rejoining SouthGrow
- B. Expand Associate Memberships to Industry

#### Pillar II: Marketing & Communications

#### **Regional Promotion**

- A. Website Improvements
- B. Market the Region Globally

#### **Internal Communications**

A. Newsletters

#### Pillar III: Economic Development & Innovation

#### Ag-Tech Market Development

- A. Ag-Tech Scholarship Program
- B. Exhibition Park Virtual Reality

#### **Broadband Deployment**

A. Terragraph Project for Below CRTC Speed Members

#### **Pilot Projects**

- A. Zero Emissions Vehicle Infrastructure Project (30 month)
- B. EV Bus Project
- C. Nobleford Incinerator Pilot Project

#### Targets of Opportunity

- A. Regional Import Replacement Program
- B. Labour Market Partnership















# Value Proposition – (some examples)

#### Investment

Regional Investment	\$40,122
Government of Alberta	\$50,000
City of Lethbridge	<u>\$7,500</u>
	\$97,622

#### **Projects with dollar amounts**

Regional Marketing Project (SAITI)	\$45,000
Vulcan County Terragraph (Broadband)	\$600,000
Milk River, Coutts, Foremost, Warner (Broadband)	\$541,000
Zero Emissions Vehicle Infrastructure Program	\$2,000,000
Regional Tourism Collaboration	\$30,000
Rural EV Bus Pilot	<u>\$252,000</u>
	\$3,468,000

#### **Partnership Projects**

Southern Alberta Investment and Trade Initiative
Southern Alberta Alternative Energy Partnership (58 Communities)
Regional Innovation Network of Southern Alberta
Canada's Western Gateway
Canada's Premier Food Corridor
Regional Tourism Collaboration with Tourism Lethbridge
Highway 3 Twinning Development Association

#### **CONCLUSION**

Work that Enables Economic Development

# An Example

### Southern Alberta Alternative Energy Partnership - 58 Communities

Alberta SouthWest Regional Alliance SouthGrow Regional Initiative Lethbridge Economic Development Palliser Economic Partnership

The Opportunity: 16,048 MW of Wind, Solar, and Battery Storage

The Obstacle: Red tape, regulatory mess, legislation, modernization
Our Role: Convene the experts, propel action, enable investment

**The Payoff:** \$7 – \$20 billion in Cap Ex largely in southern Alberta

#### **CONCLUSION**

We build regional partnerships that enable Economic Activity which filters to the local level.

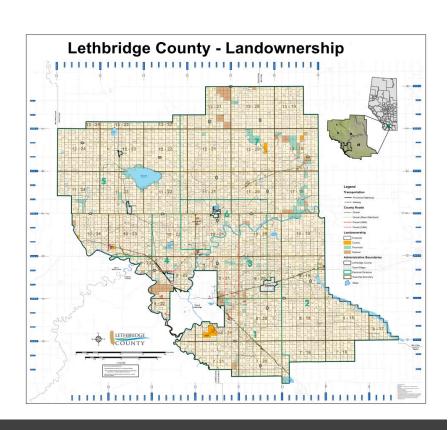
## Targets for the Coming Year

- Labour Market Pain
- Supply Chain Resiliency
- Non-traditional Energy Investments and growth
- Waste Solutions and Opportunities
- Agri-food Growth
- Delivery of Programs



## Key Opportunities

- Strategic Land Use / Energy
- Agri-food industrial expansion
- Hamlet Broadband
   Deployments
- Greenhouse development
- Irrigation / Municipal Solar
   Pilot
- Regional Tourism Growth
- Regional Services Integration

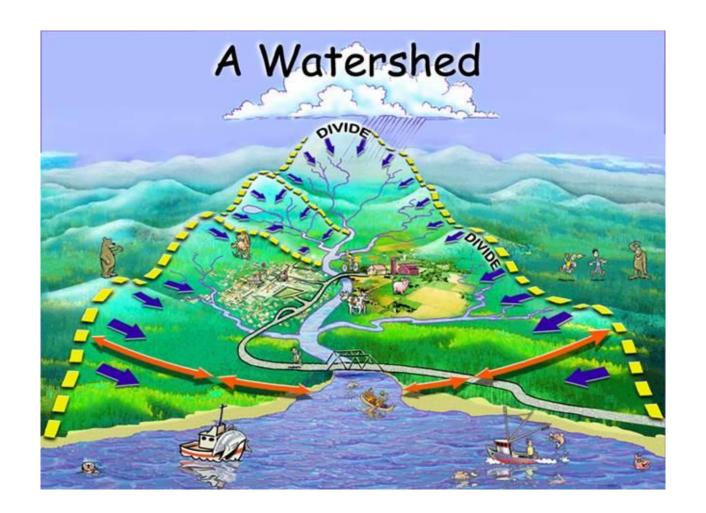






2021-22 Projects

oldmanwatershed.ca





2021-22

# **About us**



Staking willows along Dutch Creek

### **VISION**

Our vision is a healthy, resilient watershed where people, wildlife, and habitat thrive.

### **MISSION**

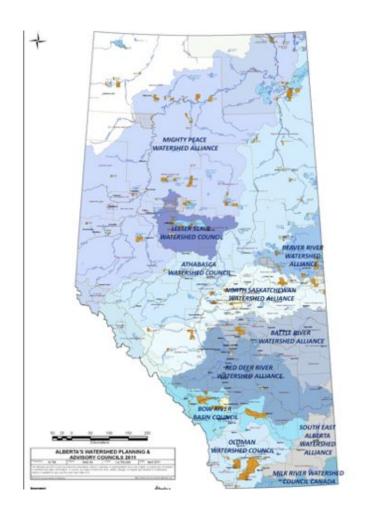
The Oldman Watershed Council (OWC) is a collaborative forum for all voices, working for watershed health through education, action, and stewardship.



Planting endangered trees in Castle Parks

# 3 pillars: environment, society, economy or Planet, people, profits





11 Watershed Planning and Advisory Councils (WPACs)

## All sector Board of Directors - 19 seats



### **Board of Directors 2021**

Towns and Villages Lethbridge Northern Irrigation District

City of Lethbridge Alberta Environment and Parks

Piikani Nation Alberta Agriculture and Forestry

Kainai Nation Southern Alberta Group for the Environment

Cardston County Water Conservation Trust of Canada

University of Lethbridge 4 individual members at large

Alberta Health Services Government of Canada

Spray Lake Sawmills Lethbridge College Integrated Agriculture Technology

Centre

# Neutrality is our superpower



TRUST is the currency we value most

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2021-22

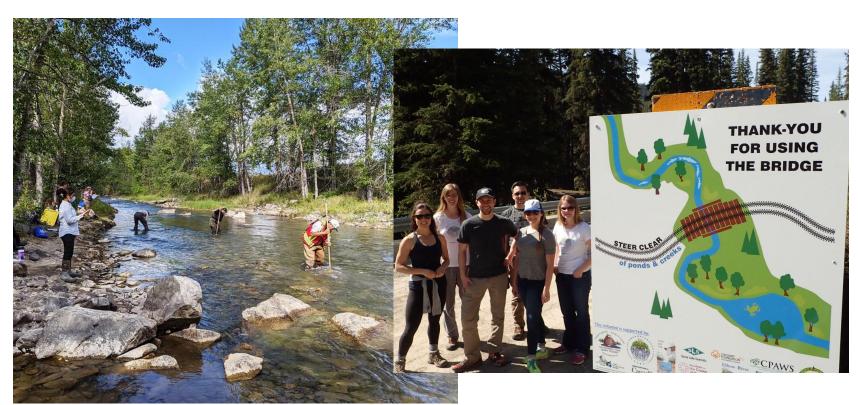
# **Projects**

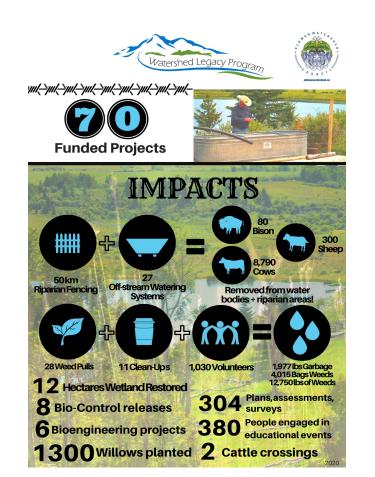


## Legislation and Policy



### **Headwaters Education and Restoration**







Supporting rural stewardship + restoration

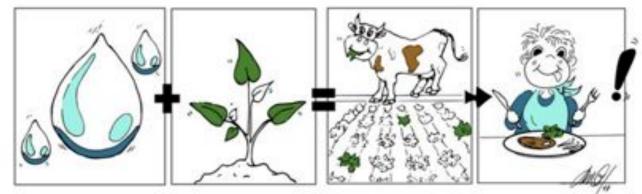
# Indigenous Partnerships







### Youth education



Uniting Rural
Producers and
Urban Consumers
Project



### Keep in touch

- Become a member it's free and automatically renews
- Sign up for monthly e-newsletter
- Oldmanwatershed.ca





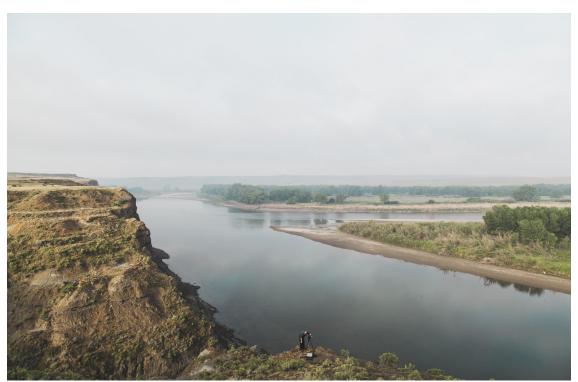






### Questions

The forks - where the Oldman River meets the Bow River



# AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-116 – Dar Ray Farms Ltd.

- Lots 5-7, Block 1, Plan 2110940 & Lot 2, Block 1, Plan 0814065 within S1/2

5-8-20 W4M

Meeting: Council Meeting - 10 Mar 2022

**Department: ORRSC Report Author:** Steve Harty

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development Larry Randle, Director of Community Services, Ann Mitchell, Chief Administrative Officer,

Approved - 17 Feb 2022 Approved - 21 Feb 2022

Approved - 17 Feb 2022

## STRATEGIC ALIGNMENT:











**Outstanding Quality** of Life

**Effective Governance** and Service Delivery

Prosperous Agricultural Community

Vibrant and Growing **Economy** 

Strong Working Relationships

#### **EXECUTIVE SUMMARY:**

The application is to subdivide a small phase in the 508 Agri-business Park and create five lots, three at 2.94-acres each, a 5.00-acre and an 8.92-acre lot respectively in size, along with one property line adjustment for agri-business/industrial use. The proposal meets the subdivision criteria of the Land Use Bylaw.

# **RECOMMENDATION:**

That S.D. Application #2021-0-116 be approved subject to the conditions as outlined in the draft resolution.

# PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council has redesignated the land to the 'Rural General Industrial RGI' land use district to enable the industrial subdivision of the subject land.
- Land Use Bylaw No. 1404 contains the 'RGI' land use district standards which the proposal complies with.
- Council adopted the 508 Agri-business Park Area Structure Plan, and the subdivision and lot configuration conforms to the plan approved for the land.
- The proposal aligns with the County's Industrial-Commercial Land Use Strategy and supports rural industrial economic development within Lethbridge County.

# **BACKGROUND INFORMATION:**

The property is located 3-½ miles southeast of the City of Lethbridge, immediately west of Highway No. 4 in the 508 Agri-business Park. The proposal is to develop the next phase of the agri-business park at the intersection of Highways 4 and 508.

Three new 2.94-acre vacant lots will be created, while one existing 13.92-acre lot will be resubdivided into two titles at 5.00 and 8.92-acres in size. The application also involves a property line adjustment for two larger 11.27 & 31.9-acre existing lots by straightening out the shared property line, resulting in adjusted lots 18.74 & 24.41-acres in size. Servicing is proposed to be the same as current development (potable rural water co-op and individual onsite septic systems), until the subdivision is further developed. In the future, a communal septic mound system would eventually be constructed. The applicant has submitted to the County preliminary design engineering information related to the future communal sanitary sewer system and how the subdivided lots will tie-in. The information also confirmed the proposed location would meet the required 300 m setback to the area residents to the west. Access is provided by a developed internal service road which connects to Highway 508. The north section of the internal road in the business park will have to be paved as part of any future additional subdivision. As this proposal is adjacent Highway 4 and the service road connects to Highway 508, any conditions from Alberta Transportation (AT) must be addressed in an approval and prior to endorsement.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a rural general industrial subdivision. The application was circulated to the required external agencies and no concerns were expressed. The County will require a general utility easement. AT is consulting with the applicants about TIA requirements and potential updates that will need to be addressed directly with the transportation dept.

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

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision criteria are met.

#### Pros:

 there are no advantages to denying the subdivision as it meets the ASP policies and industrial subdivision criteria of the County

#### Cons:

• a refusal would likely be appealed by the applicants to the LPRT as the County's subdivision criteria have been met. The County could also be legally challenged as the ASP was adopted by bylaw and the redesignation of the land was approved

# **FINANCIAL IMPACT:**

Non direct, but the County will benefit from a municipal reserve payment of approximately \$44,343 that is applicable. Additionally, the future tax situation may improve with opportunity for industrial business development.

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

The proposed subdivision meets the provincial Subdivision and Development Regulations, conforms to the ASP and the municipal subdivision policies as stated in the Land Use Bylaw.

## **ATTACHMENTS:**

5A 2021-0-116 Lethbridge County APPROVAL

2021-0-116 Regional Location

2021-0-116 Subd Sketch Proposed

2021-0-116-Subd Sketch Proposed with 2018 Aerial Photo

Survey sketch

# RESOLUTION

2021-0-116

**Lethbridge County**Industrial subdivision of Lots 5-7, Block 1, Plan 2110940 and Lot 2, Block 1, Plan 0814065 within S1/2 5-8-20 W4M

THAT the Industrial subdivision of Lots 5-7, Block 1, Plan 2110940 and Lot 2, Block 1, Plan 0814065 within S1/2 5-8-20 W4M (Certificate of Title No. 211 106 684, 211 106 684 +1, 211 106 684 +2, 211 106 684 +3), to subdivide an additional small phase of a rural industrial business park, and create five lots, three at 2.94-acres (1.19 ha) each, a 5.00-acre (2.02 ha) and an 8.92-acre (3.61 ha) respectively in size, and one property line adjustment for agri-business industrial use; <u>BE APPROVED subject to the following</u>:

**RESERVE:** The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the three 2.94-acre lots comprising an approximate total area of 8.82-acres, and the 10% payment of the deferred reserve caveat on existing Lot 2, Block 1, Plan 0814065 on 13.92-acres, for a **22.74-acre total**, at the market value of \$19,500.00 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat on the 13.92-acre title (Registration No. 171097524 on Lot 2, Block 1, Plan 0814065) be discharged in its entirety.

#### **CONDITIONS:**

- That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
- 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
- 3. That any utility easement(s) as required by the municipality shall be established. The County will require that a utility ROW plan be registered with the new lots proposed.
- 4. That any conditions as required by Alberta Transportation shall be provided prior to finalization.
- That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided, as approved.

## **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.
- The Subdivision Authority is satisfied that with the conditions imposed, the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
- 3. The Subdivision Authority is satisfied proposed subdivision conforms to the 508 Agri-business Park Area Structure Plan and lot configuration approved for the land.
- 4. The application conforms to the RGI land use district and the Subdivision Authority has imposed conditions to address any matters raised during the review and referral process.

2021-0-116 Page 1 of 2

#### **INFORMATIVE:**

- (a) MR for the remainder 61.90-acre agricultural remnant parcel shall be addressed at future subdivision stages, as it is presently used for agriculture and is over 40-acres in size.
- (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 Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

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

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

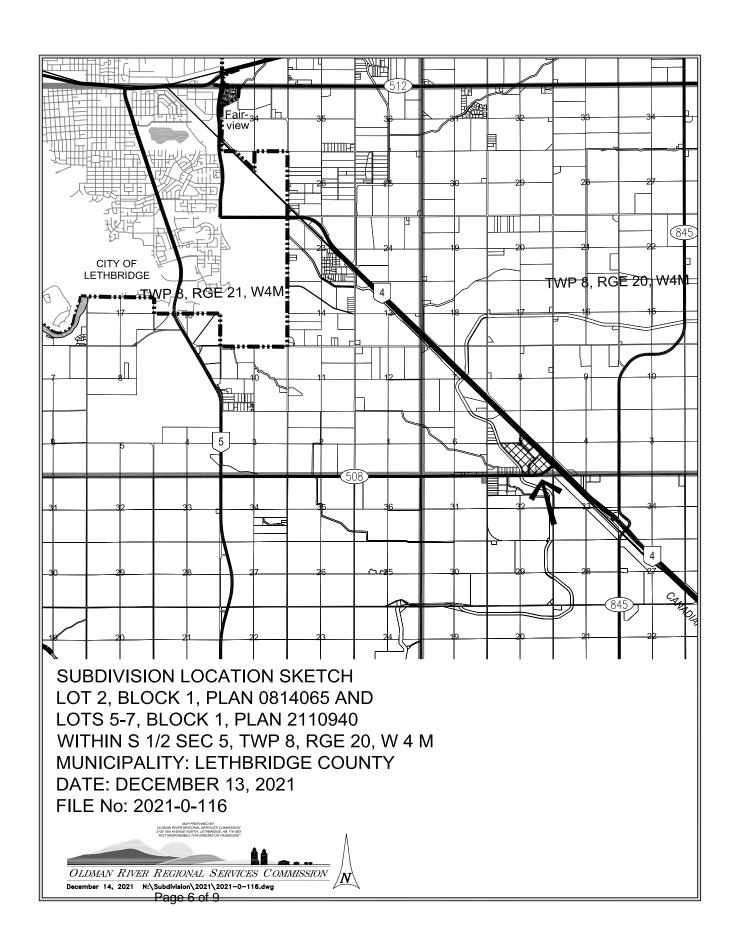
- (f) Triple W Natural Gas Co-op Ltd. has no objection.
- (g) SMRID Linda Park, Land Administrator:

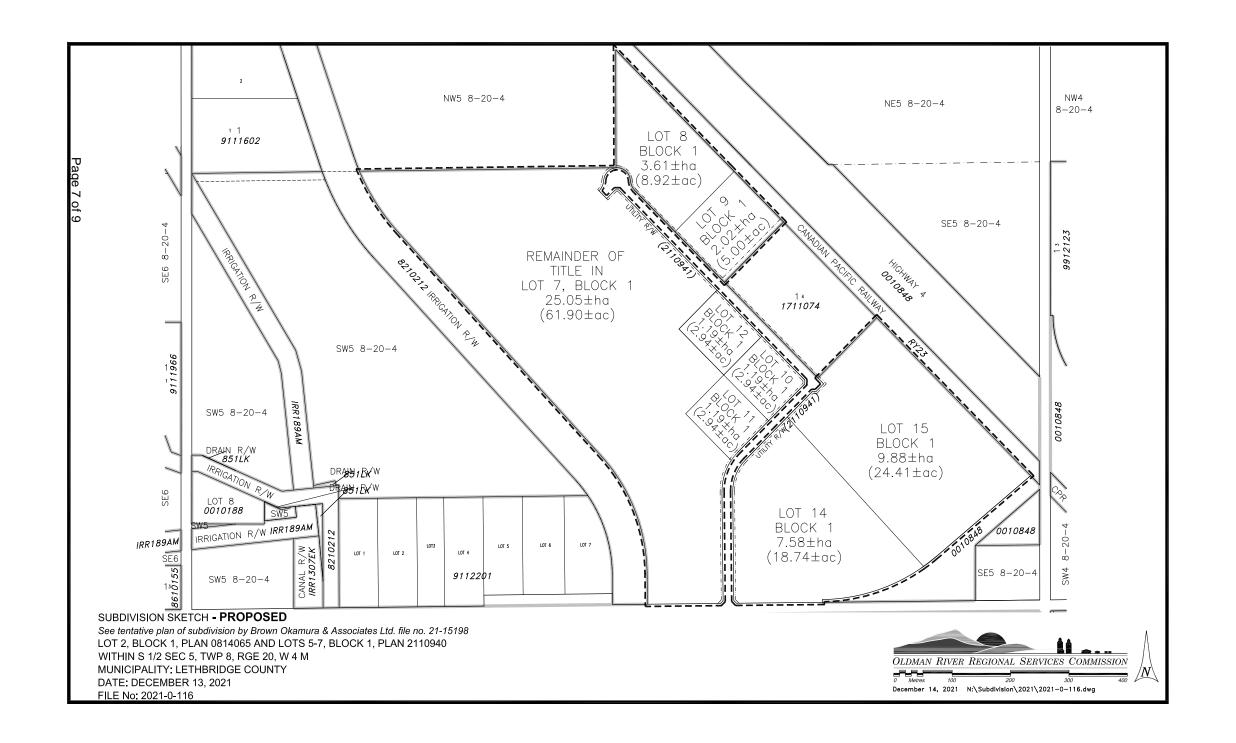
"Further to your correspondence of December 17th, 2021 in respect to the above-noted, this is to advise that we have no objection to the proposed application to subdivide an additional small phase of a rural industrial business park.

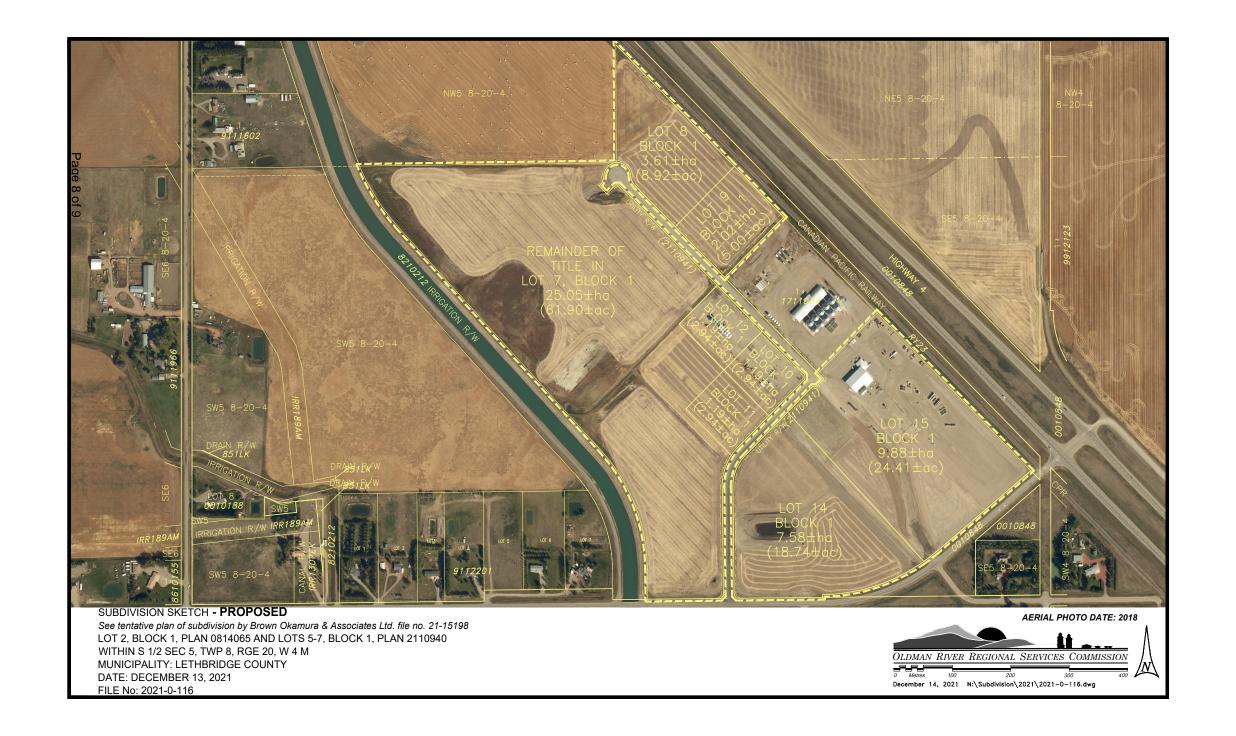
However, in the future, if they wish to use non-potable water provided by the District, they would be required to set up a Water Co-op."

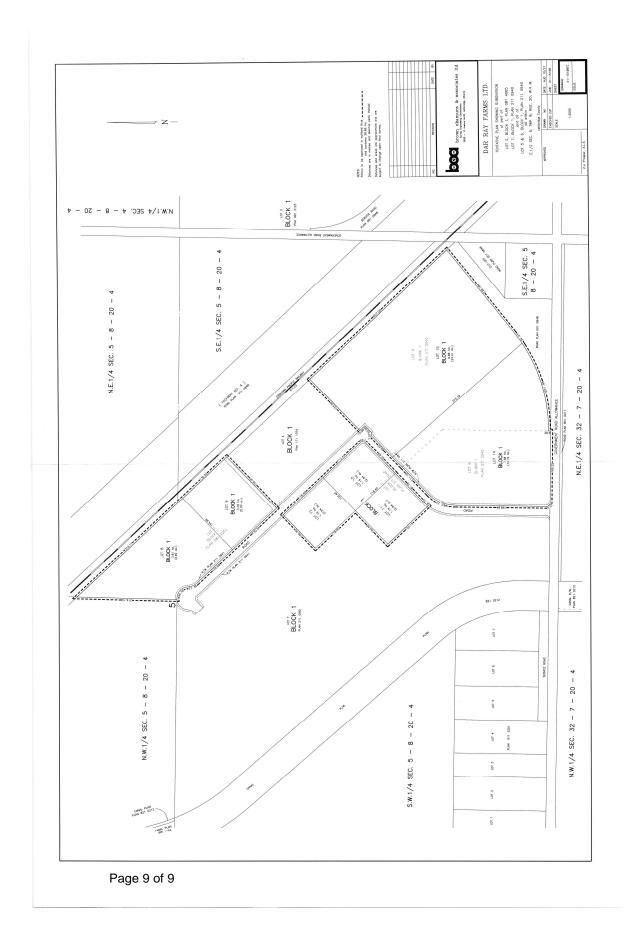
(h) Canada Post has no comment.

MOVER	REEVE	
DATE	<del></del>	









# AGENDA ITEM REPORT



**Title:** Subdivision Application #2021-0-208 – Joss

- Lot 1, Block 2, Plan 1810581 within NW1/4 5-8-20-W4M

Meeting: Council Meeting - 10 Mar 2022

**Department:** ORRSC **Report Author:** Steve Harty

# APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development

Larry Randle, Director of Community Services,

Ann Mitchell, Chief Administrative Officer,

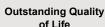
Approved - 17 Feb 2022

Approved - 18 Feb 2022

Approved - 21 Feb 2022

## STRATEGIC ALIGNMENT:







Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## **EXECUTIVE SUMMARY:**

The application is to resplit a 10.63-acre parcel into two titles, being 3.00 and 7.63 acres each respectively in size, for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

# **RECOMMENDATION:**

That S.D. Application #2021-0-208 be approved subject to the conditions as outlined in the draft resolution.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- This parcel was redesignated by Council in June 2021 to Grouped Country Residential (GCR) use (Bylaw No. 21-008) to allow for this subdivision proposal to proceed.
- Land Use Bylaw No. 1404 contains the 'GCR' land use district standards which the proposal complies with, and the proposed parcel sizes conform to the required minimum 2.0 acres.
- The proposed subdivision also meets the subdivision criteria of LUB No. 1404 as a resplit of a small title less than 20-acres in size.
- The subdivision aligns with County's land use strategy to consider in-fill development and subdivide existing areas with minimum servicing needs and utilities in place (e.g., gas, electrical) rather than prime agricultural land.
- The 10.63-acre title was created in 2017 with the size and layout approved to align with an Overlay (shadow) Plan that was prepared for this land in conjunction with the 508 Agri-Business Park Area ASP adopted for the land to the south.

## **BACKGROUND INFORMATION:**

Located west of Highway 4 and approximately 1.5 miles northwest of Wilson Siding. The application is to split a yard parcel and create a new separate 3.0-acre title on the northern portion.

The proposed south 7.63-acre yard contains an existing dwelling and other minor improvements, while the proposed north yard (3.00-acres) is vacant land. The yard is presently serviced by a private cistern for water and an on-site septic system. The north 3.00-acre vacant lot is proposed to be serviced in the same manner. This is a small low-density proposal but a soils analysis to verify suitability of an additional on-site septic system is required. There are shallow utilities available and both resulting titles have direct road access to the County's west municipal road allowance. There are no abandoned gas wells or confined feeding operations (CFOs) located in proximity to this proposal.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for the subdivision of a resplit of a title designated as GCR.

The application was circulated to the required external agencies and Alberta Transportation has no concerns. The CPR is generally not in favor of residential development in proximity to rail lines, but the proposal well exceeds the 75m setback guidelines as the 3.00-acre lot will enable a residential dwelling to be located over 160m from the east CPR right-of-way. FortisAlberta is the only utility that requested an easement be registered.

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

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision criteria are met and the title would remain as is.

Pros:

 there are no advantages to denying the subdivision as it meets the policies and the GCR subdivision criteria of the County

#### Cons:

• a refusal would likely be appealed by the applicants to the LPRT as the subdivision criteria have been met and the land was designated to GCR by Council

# **FINANCIAL IMPACT:**

None direct, but the future tax situation may improve with opportunity for development and a new residence with no additional services needed to be provided by the County. (It is noted that municipal reserve was previously paid on the 10.63-acre parcel.)

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

The proposed subdivision meets the provincial Subdivision and Development Regulations, GCR criteria and the municipal subdivision policies as stated in the Land Use Bylaw.

## **ATTACHMENTS:**

5A 2021-0-208 Lethbridge County APPROVAL 2021-0-208 Regional Location 2021-0-208 Subd Sketch 2021-0-208-Subd Sketch with 2018 Aerial Photo Survey sketch

# RESOLUTION

2021-0-208

**Lethbridge County Country Residential** subdivision of Lot 1, Block 2, Plan 1810581 within NW1/4 5-8-20-W4M

THAT the Country Residential subdivision of Lot 1, Block 2, Plan 1810581 within NW1/4 5-8-20-W4M (Certificate of Title No. 181 053 637), to resplit a 10.63-acre (4.3 ha) parcel into two titles, being 3.00 and 7.63 acres (1.21 & 3.09 ha) each respectively in size, for country residential use; <u>BE APPROVED subject</u> to the following:

#### **CONDITIONS:**

- 1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
- 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
- 3. That the applicant provides a final plan of survey as prepared by an Alberta Land Surveyor that corresponds to the subdivision approval and the GCR designation (Bylaw No. 21-008).
- 4. That the applicant has a professional soils analysis completed for the new 3.00-acre parcel to demonstrate suitability of an additional private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.
- 5. That the easement as required by FortisAlberta be provided prior to final endorsement.

#### **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 with the conditions imposed the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
- 3. The Subdivision Authority has determined the proposal conforms to the land use redesignation to Grouped Country Residential (GCR) use (Bylaw No. 21-008) as approved by council.
- 4. The subdivision is for a resplit of an existing title designated to the GCR land use district, and the Subdivision Authority has determined the proposed lot sizes meet and exceed the minimum 2.0-acres required in accordance with the criteria of the County's Land Use Bylaw and the subdivision criteria.

#### **INFORMATIVE:**

- (a) Since the proposed subdivision complies with Section 663(d) of the Municipal Government Act, Reserve is not required as it has previously been satisfied.
- (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 Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.

2021-0-208 Page 1 of 3 (e) CPR - Cyrus Njyng, Real Estate Technician:

"Canadian Pacific Railway is not in favor of residential uses adjacent to our right-of-way as this land use is not compatible with railway operations. The health, safety and welfare of future residents could be adversely affected by railway activities.

Should this proposed residential subdivision application adjacent to railway right of way receive approval. Canadian Pacific Railway requests that all recommended guidelines are considered as it relates to residential development adjacent to the CPR, which can be found at the following link - <a href="http://www.proximityissues.ca">http://www.proximityissues.ca</a>

We would appreciate being circulated with all future correspondence related to Residential or Commercial developments."

(f) Easements are required for this development. The developer can initiate the process of securing an easement for the proposed subdivision by contacting the undersigned. FortisAlberta is requesting that the county defer its subdivision approval until such time as this easement process is complete and the developer has entered into an appropriate easement agreement with FortisAlberta and the easement has been properly registered with Land Titles (Alberta). FortisAlberta will notify the county once these steps have been completed and confirm that FortisAlberta no longer has any concerns with approval of this subdivision.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision and for the easement by contacting FortisAlberta at 310-WIRE (310-9473) to make application.

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

(g) SMRID - Linda Park, Land Administrator:

"Further to your request of January 18th, 2022 in respect to the above-noted, the proposed area will be classified as "dry". The current parcel contains 9.23 permanent acres and these will need to be moved/sold to reflect the change in area. For your information, the minimum permanent acres allowed on a piece of land is 5.0 acres, as you cannot have more water rights than land.

However, If the proposed Grouped Country Residential wishes to use water supplied from the District for domestic purposes on the new subdivided lot, the District will now require a Water Co-Op be set up since there is more than one subdivided lot. This involves purchasing an allotment of water at \$1,200.00 plus GST an acre foot and entering into a metered Water Conveyance agreement with the District. The Co-op will be charged a yearly fee at \$69.00 plus GST an acre foot or \$690.00 plus GST whichever is greater.

All works and/or easements required will be at the landowner's expense."

- (h) Triple W Natural Gas Co-op Ltd. has no concerns.
- (i) Alberta Health Services has no concerns.
- (j) Canada Post has no comment.
- (k) Alberta Transportation Leah Olsen, Development/Planning Technologist:

"Reference your file to create one (1) parcel for grouped country residential use at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017("the regulation").

Alberta Transportation's primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

2021-0-208 Page 2 of 3 To that end, the parcel to be created will gain indirect access to the provincial highway network solely by way of the local road system. Given this, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the grouped country residential parcel as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance, Alberta Transportation grants a waiver of said Sections 14 and 15(2).

Notwithstanding the foregoing, the applicant would be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the center point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the proposed grouped country residential parcel could proceed under the direction, control and management of the country. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

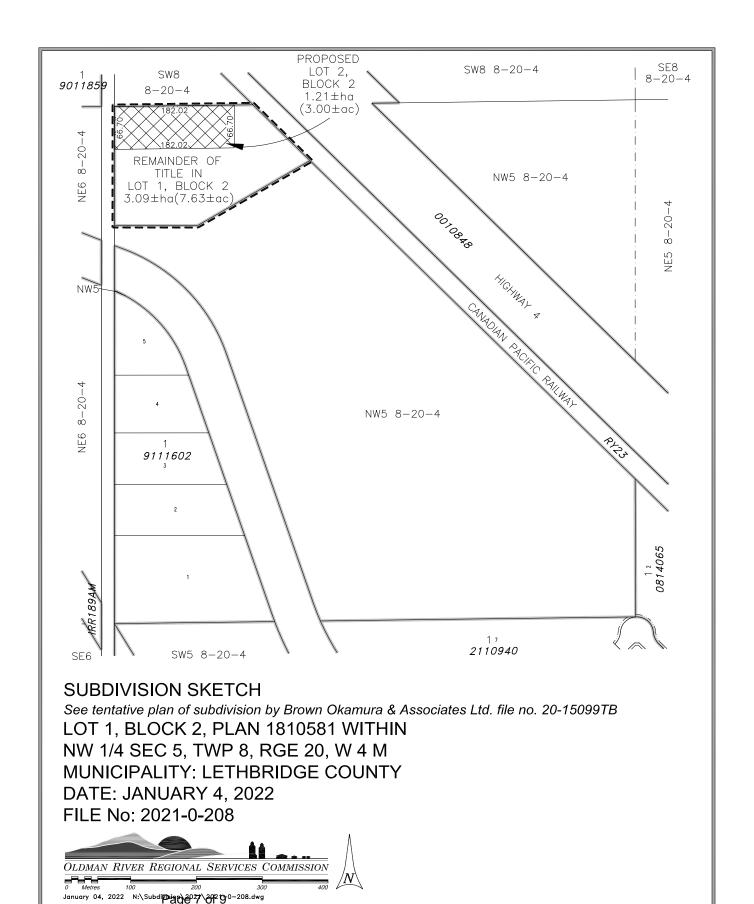
Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

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 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation 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."

MOVER	CHAIRMAN
DATE	

2021-0-208 Page 3 of 3







# SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 20-15099TB

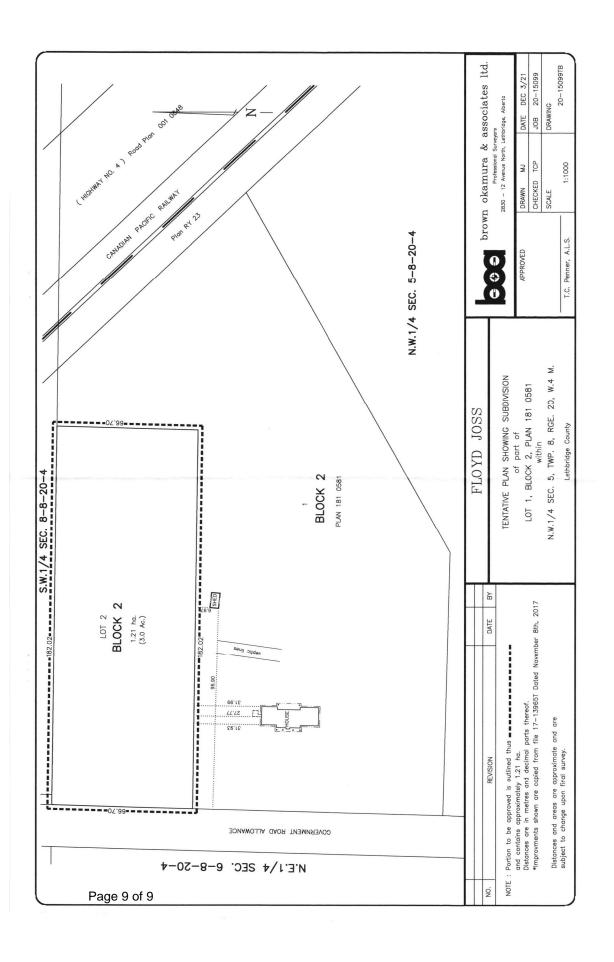
LOT 1, BLOCK 2, PLAN 1810581 WITHIN NW 1/4 SEC 5, TWP 8, RGE 20, W 4 M MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 4, 2022

FILE No: 2021-0-208



**AERIAL PHOTO DATE: 2018** 



# **AGENDA ITEM REPORT**



**Title:** Subdivision Application #2022-0-002 – Sinke Farms

- Lot 1, Block 1, Plan 1811292 & N½ 2-11-22-W4M

Meeting: Council Meeting - 10 Mar 2022

**Department:** ORRSC **Report Author:** Steve Harty

# APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development

Larry Randle, Director of Community Services,

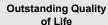
Ann Mitchell, Chief Administrative Officer,

Approved - 18 Feb 2022

Approved - 18 Feb 2022

## STRATEGIC ALIGNMENT:







Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## **EXECUTIVE SUMMARY:**

The application is to reconfigure the boundaries (property line adjustment) of two adjacent agricultural titles 95.06 & 225.66 acres in size, by subdividing and consolidating land along the shared boundary thereby creating adjusted agricultural titles 95.88 & 224.84 acres respectively in size. The proposal meets the subdivision criteria of the Land Use Bylaw.

## **RECOMMENDATION:**

That S.D. Application #2022-0-002 be approved subject to the conditions as outlined in the draft resolution.

#### PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 1404 contains policies that enable the subdivision and consolidation of land in consideration of a reconfiguration of titles, with no additional titles being created above what presently exist. In this situation, a separate standalone title is not being created, but the land being subdivided will be consolidated between existing agricultural titles by a plan of survey.
- The resulting agricultural parcel sizes comply with the minimum agricultural parcel size
  requirements of the bylaw as established by Council. The reconfiguration will result in very
  similar sized parcels.
- The Subdivision Authority has the discretion to decide on the suitability of the reconfiguration, and the proposal is based on the rationale that the land swap is to align the boundary to the irrigation pivot locations.

## **BACKGROUND INFORMATION:**

Located just over ½-miles north of Highway 519, approximately 6-miles due east of the Town of Nobleford and 3-miles northwest of the Hamlet of Shaughnessy. The proposal is to enable a land swap between the two adjacent agricultural titles and align the boundary to the pivot locations and how the two landowners use the land.

The existing boundary was created decades ago by the irrigation district using an old irrigation ditch as the separation between the two agricultural titles. The ditch has been replaced by a pipeline and is no longer a physical constraint on the land. The two landowners have made an agreement to slightly straighten the boundary and align it with how it actually works between them. In the end, the process will involve the west agricultural parcel being enlarged by 0.82 acres of land. There are no buildings on the land to be exchanged between the two titles. A dugout in the southwest corner of the east parcel that was previously jogged-around will now be located on the west 95.88-acre parcel. Access is unaffected and will remain as it is from the municipal road allowances.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a reconfiguration/realignment of titles subdivision and the Rural Agriculture land use district standards.

The application was circulated to the required external agencies with no concerns expressed regarding the application. Alberta Transportation had no objections and granted an approval. ATCO Gas requested a utility easement.

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

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

#### Pros:

• there are no advantages to denying the subdivision as it meets the subdivision criteria of the County

#### Cons:

 the agricultural parcels property lines would not align with how they are used and irrigated, and a refusal would likely be appealed by the applicants

## **FINANCIAL IMPACT:**

None, and the existing tax situation will remain the same.

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

The proposed subdivision meets the provincial Subdivision and Development Regulations and the municipal subdivision policies as stated in the Land Use Bylaw.

#### **ATTACHMENTS:**

5A 2022-0-002 Lethbridge County APPROVAL

2022-0-002 Regional Location

2022-0-002 Subd Sketch - Existing

2022-0-002 Subd Sketch - Proposed

2022-0-002-Subd Sketch - Proposed with 2018 Aerial Photo

# RESOLUTION

2022-0-002

Lethbridge County Agricultural subdivision of Lot 1, Block 1, Plan 1811292 & N1/2 2-11-

THAT the Agricultural subdivision of Lot 1, Block 1, Plan 1811292 & N1/2 2-11-22-W4M (Certificate of Title No. 131 042 257, 181 136 064), to reconfigure the property boundaries (property line adjustment) of two adjacent agricultural titles 95.06 & 225.66-acres (38.47 & 91.32 ha) in size, by subdividing and consolidating land along the shared boundary thereby creating agricultural titles 95.88 & 224.84-acres (38.80 & 90.99 ha) respectively in size; BE APPROVED subject to the following:

#### **CONDITIONS:**

- 1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
- 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
- 3. That the titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two (2) adjacent agricultural parcels be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting title cannot be further subdivided without approval of the Subdivision Authority.
- 4. That the easement as required by ATCO Gas be established prior to finalization.

#### **REASONS:**

- 1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
- 2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
- 3. The proposal is determined to comply with the subdivision policy, as the application is to reconfigure the property boundaries (property line adjustment) and size of two adjacent agricultural parcels with no additional titles being created.

#### INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) 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 Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

2022-0-002 Page 1 of 4 FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services. Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

(f) ATCO Gas has no existing Utility Right of Way on the subject property, or the existing Utility Right of Way is not sufficient for subdivision servicing. The landowner(s) is required to contact the ATCO Gas land agent listed below to execute a Utility Right of Way to the satisfaction of ATCO Gas. Once the Utility Right of Way has been registered at the Alberta Land Titles Office we will notify the municipality of the same.

Land Agent: Ellen Struthers, Phone No.: (587) 581-6567

ATCO REQUIRES TO UPDATE THE RIGHT OF WAYS ON TITLE 131 042 257 NE-2 PORTION ONLY. GAS MAIN ALONG NORTH PROPERTY LINE IS NOT PROPERLY COVERED.

(g) ATCO Transmission – Isabel Solis-Jarek, Sr. Administrative Coordinator, Operations Engineering:

"The Engineering Department of ATCO Transmission, (a division of ATCO Gas and Pipelines Ltd.) has reviewed the above named plan and has no objections subject to the following conditions:

- Any existing land rights shall be carried forward in kind and registered on any newly created lots, public utility lots, or other properties.
- Ground disturbances and surface works within 30 meters require prior written approval from ATCO Transmission before commencing any work.
  - Municipal circulation file number must be referenced; proposed works must be compliant with ATCO Transmission requirements as set forth in the company's conditional approval letter.
  - Contact ATCO Transmission Land Department at 1-888-420-3464 or landadmin@atco.com for more information.
- 3. Road crossings are subject to Engineering review and approval.
  - Road crossing(s) must be paved and cross at a perpendicular angle.
  - Parallel roads are not permitted within ATCO Transmission right(s)-of-way.
  - If the road crossing(s) requires a pipeline alteration, the cost will be borne by the developer/owner and can take up to 18 months to complete.
- 4. Parking and/or storage is not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
- 5. Encroachments are not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
- 6. ATCO Transmission recommends a minimum 15 meter setback from the centerline of the pipeline(s) to any buildings.
- 7. Any changes to grading that alter drainage affecting ATCO Transmission right-of-way or facilities must be adequate to allow for ongoing access and maintenance activities.
  - If alterations are required, the cost will be borne by the developer/owner.
- Any revisions or amendments to the proposed plans(s) must be re-circulated to ATCO Transmissions for further review.

If you have any questions or concerns, please contact the undersigned at <a href="mailto:hp.circulations@atco.com">hp.circulations@atco.com</a>." (See Attachment)

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

"Reference your file to create a boundary adjustment agricultural parcel at the above noted location.

This is merely a boundary adjustment of which the proposal is to continue using the parcel to be created and remnant land for agricultural purposes. As such, this application is in accordance with Section 14(a) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation").

Alberta Transportation's primary objective is to allow subdivision and development of adjacent properties in a manner that will not compromise the integrity and associated safe operational use or future expansion of the provincial highway system. As this application complies with said Section 14(a)

2022-0-002 Page 2 of 4 and access to the proposed parcel and the remnant land is to be solely by a means other than a highway, Section 15(3) of the regulation applies.

Notwithstanding the foregoing, the applicant would be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the center point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the agricultural parcel could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

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 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation 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.

(j) Lethbridge Northern Irrigation District (LNID) - Alan Harrold, General Manager:

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

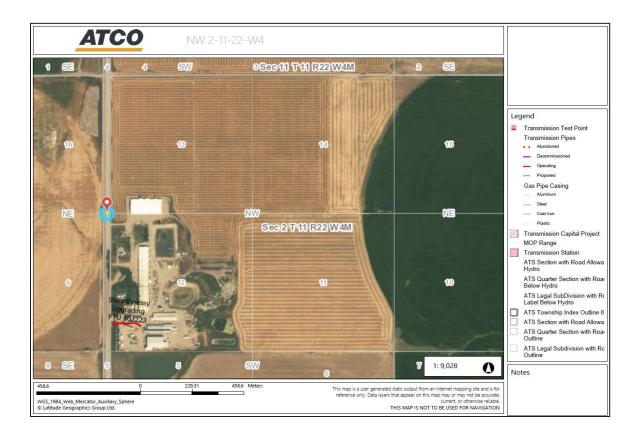
- 1. Payment in full of any outstanding irrigation rates that may be assessed on the original parcel at the time of finalization of the subdivision.
- Payment of the District's subdivision administration fee. The current fee is \$630.00 (includes GST).
- 3. Since the current title 131 042 257 with two separate parcels will be consolidated to one parcel consisting of approximately 224.84 acres more or less, the irrigable unit registered as 851 0 t 1 845, may be discharged from the title. The current fee is \$420.00 including GST.
- 4. Due to the subdivision realignment of parcel boundaries, acres assessed as "irrigation acres" may have to be re-arranged to suitable areas within the parcel.
- 5. Any alteration to District works required as a result of this subdivision is subject to District approval and payment by the applicant of all applicable costs.

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

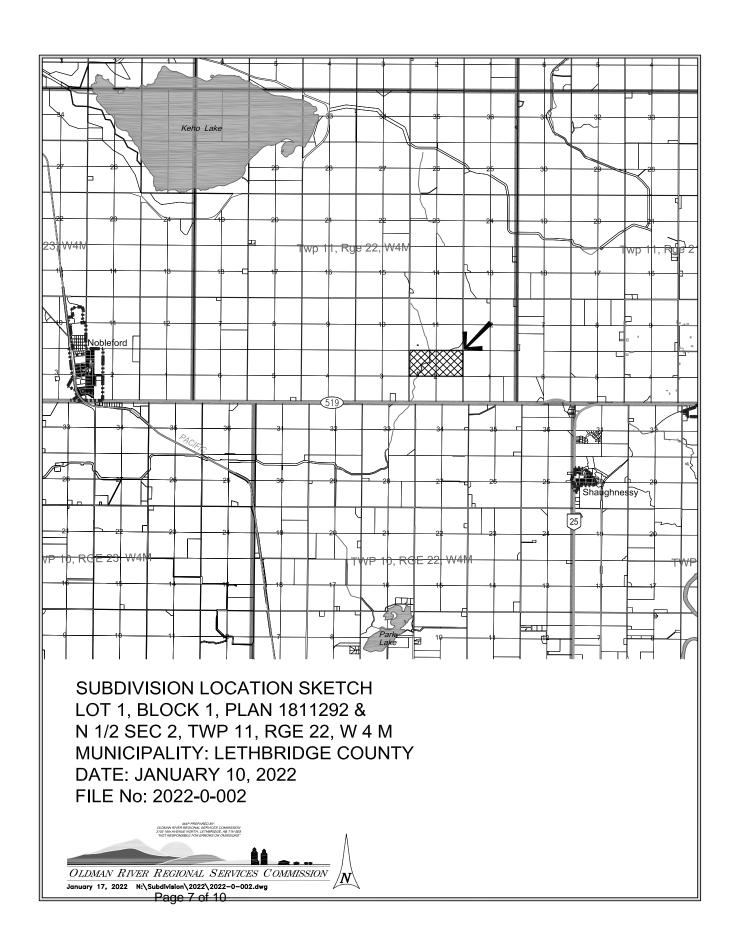
k) Canada Post has no comment.		
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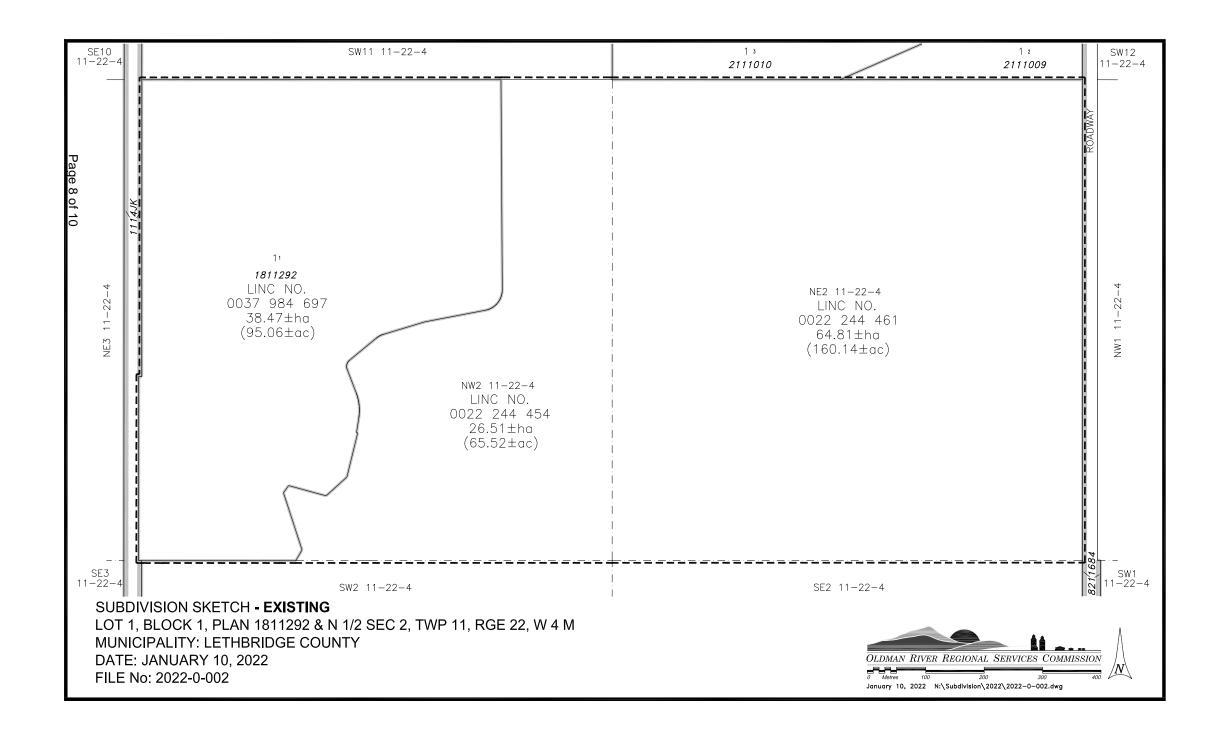
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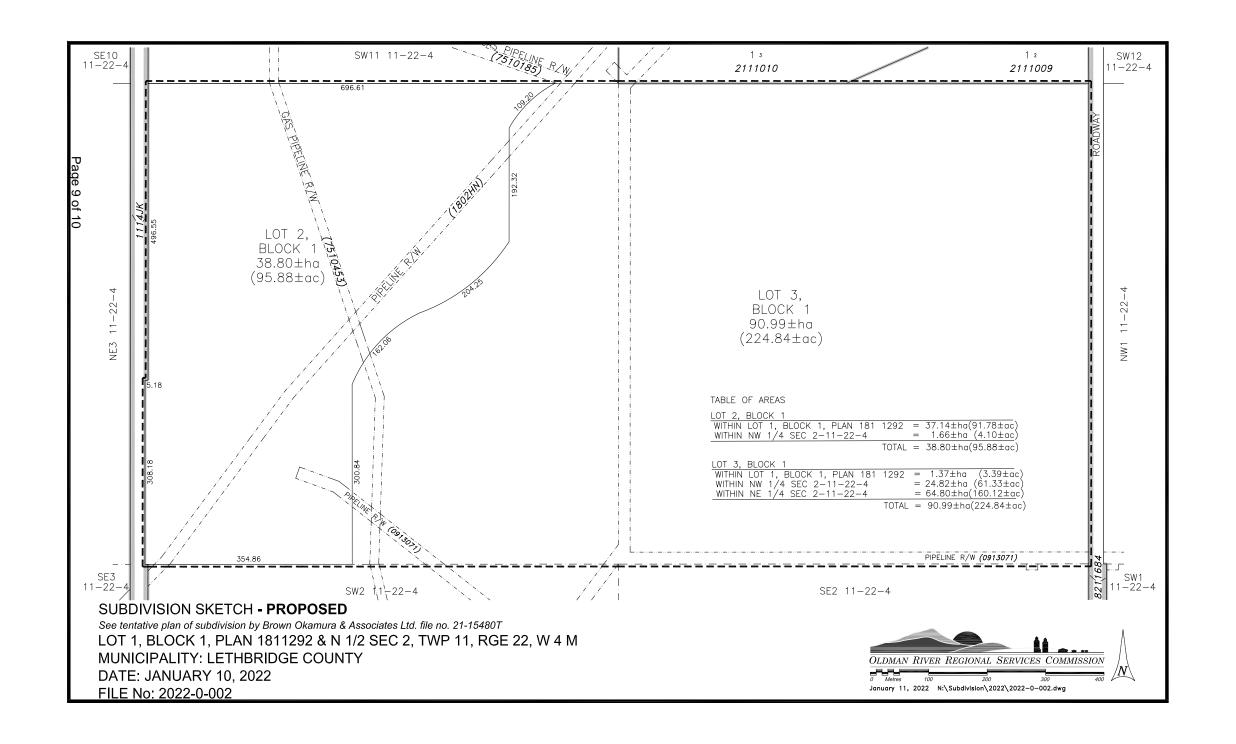
# ATCO TRANSMISSION ATTACHMENT



2022-0-002 Page 4 of 4









SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 21-15480T

LOT 1, BLOCK 1, PLAN 1811292 & N 1/2 SEC 2, TWP 11, RGE 22, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 10, 2022 FILE No: 2022-0-002



# **AGENDA ITEM REPORT**



**Title:** Subdivision Application #2022-0-005 – Plomp

- NW1/4 15-11-23-W4M

Meeting: Council Meeting - 10 Mar 2022

**Department:** ORRSC **Report Author:** Steve Harty

# APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development

Larry Randle, Director of Community Services,

Ann Mitchell, Chief Administrative Officer,

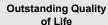
Approved - 18 Feb 2022

Approved - 18 Feb 2022

Approved - 02 Mar 2022

## STRATEGIC ALIGNMENT:







Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## **EXECUTIVE SUMMARY:**

The application is to subdivide a vacant 4.50-acre first parcel out former farmstead subdivision from a title of 156.1-acres for country residential use. The proposal would require a parcel size waiver as it does not meet the subdivision criteria of the Land Use Bylaw.

# **RECOMMENDATION:**

That S.D. Application #2022-0-005 be approved subject to a parcel size waiver being granted and the conditions as outlined in the draft resolution.

#### PREVIOUS COUNCIL DIRECTION / POLICY:

- The isolated single-parcel subdivision policies are within Land Use Bylaw No. 1404 that allow one subdivision per ½-section, which the proposed first parcel out subdivision complies with.
- The proposal is categorized as a vacant (bareland) subdivision, as the area being subdivided no longer contains a habitable dwelling.
- The proposed 4.50-acres requires a waiver as the bylaw criteria stipulate a minimum 2.0-acre to maximum 3.0-acre vacant parcel size.
- The subdivision policy allows that a parcel may be squared-off if there is 100m or less of land to the property line and in this case there would be 75m if only 3.0 acres was approved, which supports the waiver request.

#### **BACKGROUND INFORMATION:**

Located 1½-miles north of the Town of Nobleford, and ½-mile east of Highway 23. The proposal is to subdivide an older farmstead area, located in the very NW corner of the ½-section for over 60 years.

The yard contains several older farm out-buildings and a shrub/caragana shelter belt. An older farm house has been removed and the owner's plan is to construct a new dwelling. The proposed parcel is 4.50 acres in size as the applicant desires to square-off the parcel and the area between the yard and the road is lower-quality land. The historic yard was originally setback 120 m from the west municipal roadway as this location is the highest elevation on the ¼-section and does not experience flooding. The subdivision criteria encourage subdivided parcel corners to be squared-off if there is 100m or less of land to the property line. In this case, there would only be 75m if just a 3-acre parcel was approved. The layout also allows for a rectangular, uniform parcel with a straight property line. Access will continue from an existing approach from the west municipal road allowance. Water is to be provided by a hauled private cistern system and sewage treatment will be a new on-site septic field system.

Overall, the proposal is the first subdivision from the ¼-section but the 4.5-acre parcel requires a size waiver in consideration of the bareland (vacant) parcel subdivision criteria of the County's Land Use Bylaw No. 1404. The application was circulated to the required external agencies and no concerns were expressed regarding the application. Alberta Culture and Status of Women has no objection to the proposal (land is adjacent to an identified Historic Resource HRV5). No easements have been requested (at time of agenda report).

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

The Subdivision Authority could decide to not grant the waiver and the approved parcel may be reduced to no more than 3-acres in size, which can be imposed as a condition of approval.

Pros:

• the County would be adhering to the parcel size criteria of the bylaw and reducing the acreage land area being removed from the remnant agricultural title

#### Cons:

• it would not be as orderly parcel layout and the applicants could file an appeal to the provincial LPRT.

## **FINANCIAL IMPACT:**

None direct, but the future tax situation will change with an increase in country residential taxes paid on a new residential dwelling.

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

A parcel size waiver can be considered based on the subdivision policies and the proposed subdivision otherwise meets the provincial Subdivision and Development Regulations and the municipal vacant parcel subdivision policies as stated in the Land Use Bylaw.

## **ATTACHMENTS:**

5A 2022-0-005 Lethbridge County APPROVAL

2022-0-005 Regional Location

2022-0-005 Subd Sketch 1-5000

2022-0-005-Subd Sketch with 2018 Aerial Photo

Proposed Subdivision Plan 219421LS

# RESOLUTION

2022-0-005

#### Lethbridge County

Country Residential subdivision of NW1/4 15-11-23-W4M

THAT the Country Residential subdivision of NW1/4 15-11-23-W4M (Certificate of Title No. 951 037 982), to subdivide a 4.50 acre (1.82 ha) first parcel out farmstead subdivision from a title of 156.1 acres (63.2 ha) for country residential use; <u>BE APPROVED subject to the following</u>:

#### **CONDITIONS:**

- 1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
- That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both
  enter into and comply with a Development Agreement with Lethbridge County which shall be registered
  concurrently with the final plan against the title(s) being created.
- 3. That the applicant provides a final Plan of Surveyor as prepared by an Alberta Land Surveyor to illustrate the exact dimensions and parcel size of the proposed parcel as approved.
- 4. That the applicant has a professional soils analysis completed for the new parcel to demonstrate suitability of a private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.
- 5. That any easements required by utility agencies be established prior to finalization.

#### **REASONS:**

- The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
- The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
- 3. The application is the first parcel out subdivision from the 1/4-section and no objections have been received on the proposal.
- 4. The Subdivision Authority has determined that a waiver of the maximum 3-acre vacant parcel size has merit, due to the reason that the yard is historic and used to contain a habitable dwelling, and the layout also allows for a rectangular, uniform parcel configuration with a straight property line.

#### **INFORMATIVE:**

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) The Subdivision Authority granted a waiver of the vacant parcel size in accordance with section 654(2) of the MGA.
- (c) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (d) 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 Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (e) Telus Communications Inc has no objection.

2022-0-005 Page 1 of 2 (f) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services. Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

(g) Historical Resources - Barry Newton, Land Use Planner:

"We have reviewed the captioned application and determined that Alberta Culture and Status of Women has no objection to the proposed first parcel out farmstead subdivision."

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

"Reference your file to create a country residential/farmstead parcel at the above noted location.

Alberta Transportation's primary objective is to allow subdivision and development of adjacent properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system. The proposal is to create a single parcel of land from an unsubdivided quarter section to accommodate an existing residence and related improvements. As such, this application is in accordance with Section 14(b) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation").

As this application complies with said Section 14(b) and access to the proposed parcel and the remnant lands is to be by a means other than a highway, Section 15(3) of the regulation applies. Notwithstanding the foregoing, the applicant would also be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the centre point of the intersection of the highway and another highway would require the benefit of a permit from our department. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is not within the noted control lines and given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the country residential parcel could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

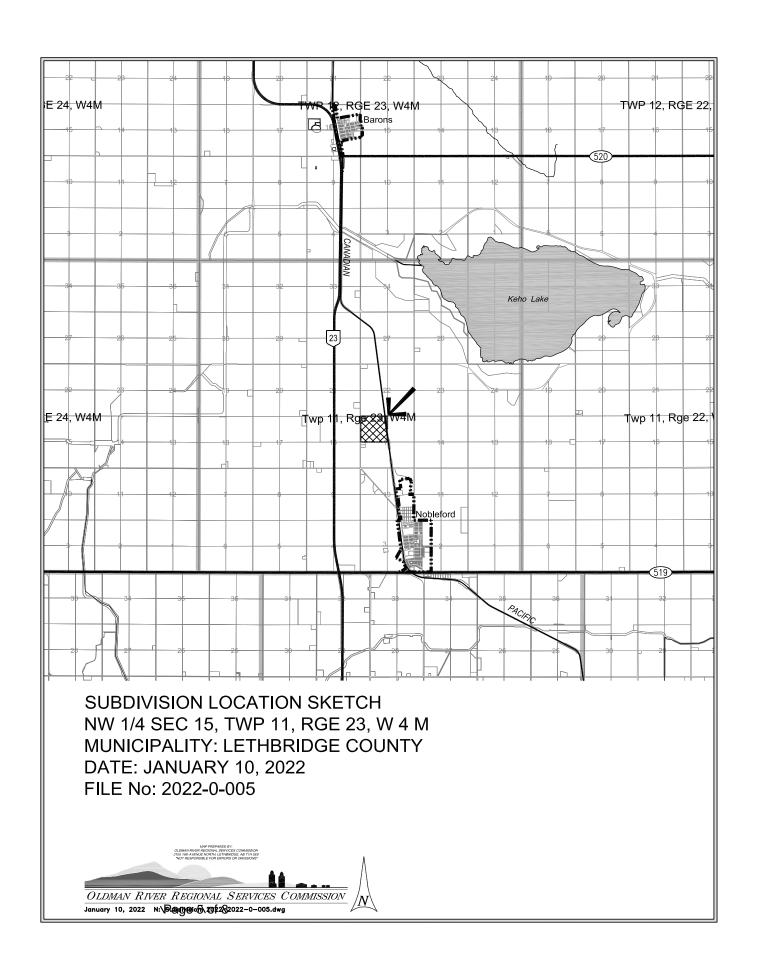
Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

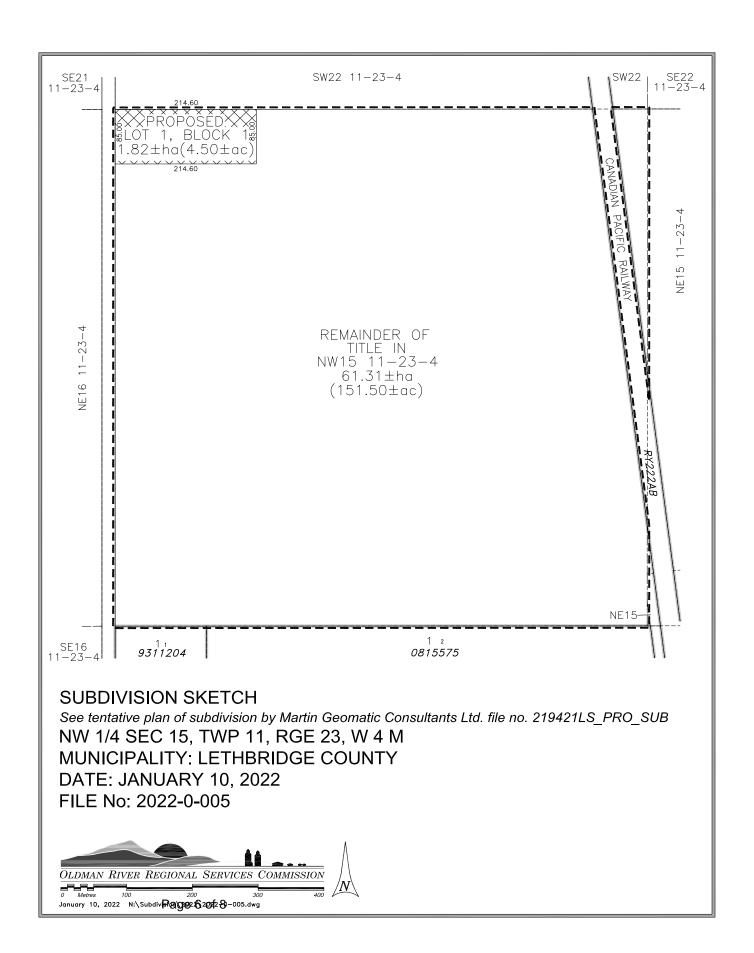
Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

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 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation 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."

) Canada Post has no comment.		
MOVER	REEVE	
DATE	_	
		2022-0-005 Page 2 of 2

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# SUBDIVISION SKETCH

See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 219421LS\_PRO\_SUB

NW 1/4 SEC 15, TWP 11, RGE 23, W 4 M MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 10, 2022

FILE No: 2022-0-005



**AERIAL PHOTO DATE: 2018** 

# **AGENDA ITEM REPORT**



**Title:** Subdivision Application #2022-0-007 – Bezooyen

- SW1/4 32-8-19-W4M

Meeting: Council Meeting - 10 Mar 2022

**Department:** ORRSC **Report Author:** Steve Harty

# APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development

Larry Randle, Director of Community Services,

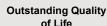
Ann Mitchell, Chief Administrative Officer,

Approved - 18 Feb 2022

Approved - 18 Feb 2022

# STRATEGIC ALIGNMENT:







Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

# **EXECUTIVE SUMMARY:**

The application is to subdivide a 5.56-acre first parcel out subdivision from a title of 153.94-acres for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

# **RECOMMENDATION:**

That S.D. Application #2022-0-007 be approved subject to the conditions as outlined in the draft resolution.

# PREVIOUS COUNCIL DIRECTION / POLICY:

- The isolated single parcel subdivision policies are within Land Use Bylaw (LUB) No. 1404 that allows one subdivision per 1/4-section, which the proposed first parcel out farmstead subdivision conforms to.
- LUB No. 1404 stipulates a minimum 2.0-acre to maximum 10.0-acre parcel size for a county residential use, which the 5.56-acre parcel size complies with.
- The application complies with the County's subdivision criteria regarding existing servicing provisions and there are no CFOs or abandoned gas wells located in proximity.

#### **BACKGROUND INFORMATION:**

Located approximately  $2\frac{1}{2}$ -miles southeast of the Town of Coaldale,  $\frac{1}{2}$ -mile south of Highway 512. The proposal is to accommodate the subdivision of an existing long-established farmyard.

The yard is situated in the SW corner of the ¼-section and contains a dwelling, several farm buildings, grain bins and a tree shelterbelt. The proposed parcel is angled on the northside to account for the

irrigation pivot on the agricultural land. Water is provided by a private cistern and sewage is treated by an on-site septic field on the north side of the dwelling that will remain within the confines of the subdivision. Access is from the west municipal road allowance. The application proposes to exclude a 20-foot-wide strip of land south of the proposed subdivision line to remain with the ¼-section title to continue to enable the use of the existing access to the east agricultural land.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 regarding as a first parcel out subdivision. The application was circulated to the required external agencies with no objections expressed and Alberta Transportation has authorized an approval. There are no requests for utility easements.

# **ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could impose a condition that the acreage parcel be squared to the south existing property line and a private access easement registered between the two titles to continue to allow legal access across/over the vard property as per the current situation.

#### Pros:

 It would create an orderly title (property) layout and may help reduce any future ambiguity of where the property line is

#### Cons:

 It is a private access/egress situation between properties and such a condition may be appealed by the applicants, as the County's subdivision criteria have been met

#### FINANCIAL IMPACT:

None, and the existing tax situation will remain is.

# REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations and the municipal subdivision policies as stated in the Land Use Bylaw.

# **ATTACHMENTS:**

5A 2022-0-007 Lethbridge County APPROVAL

2022-0-007 Regional Location (1)

2022-0-007 Subd Sketch 1-5000 (1)

2022-0-007 Subd Sketch 1-5000 (Photo)

2022-0-007 Surveyors sketch

# RESOLUTION

2022-0-007

#### Lethbridge County

Country Residential subdivision of SW1/4 32-8-19-W4M

THAT the Country Residential subdivision of SW1/4 32-8-19-W4M (Certificate of Title No. 901 287 515), to subdivide a 5.56-acre (2.25 ha) first parcel out subdivision from a title of 153.94-acres (62.25 ha), for country residential use; <u>BE APPROVED subject to the following</u>:

#### **CONDITIONS:**

- 1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
- 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.
- That the applicant submits a final subdivision plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved by the Subdivision Authority.

#### **REASONS:**

- 1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
- 2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
- 3. The Subdivision Authority has determined that this application conforms to the County's subdivision criteria as a first parcel out subdivision.

# **INFORMATIVE:**

- (a) Since the proposed subdivision complies with Section 663(a) 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 Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.
  - FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.
  - Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.
- (f) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a

2022-0-007

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Utility Right of Way Agreement, registered as Instrument(s) # 791 101 893.

Therefore, ATCO Gas has no objection to the proposed subdivision.

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to <a href="https://pp.circulations@atco.com">https://pp.circulations@atco.com</a>.
- (h) SMRID Linda Park, Land Administrator:

"Further to your January 26th, 2022 subdivision application, this is to advise that the District has a few comments in respect to the above-noted:

- The proposed subdivision will be classified as "dry".
- If the subdivided parcel wishes to use non-potable water provided by the District for their trees, yard etc., the landowner must enter into a Household Purposes Agreement with the District.
- If the turnout is located on the irrigated piece, the landowner must enter into a Remote Delivery
  Agreement with the District and have an easement registered on title in order to guarantee
  supply of water to the subdivided parcel. All works and easements involved to provide water to
  the subdivided parcel will be at the landowner's cost.
- A Service Fee of \$100.00 plus GST will apply.
- (i) Alberta Transportation Leah Olsen, Development/Planning Technologist:

"Reference your file to create a country residential/farmstead parcel at the above noted location.

Alberta Transportation's primary objective is to allow subdivision and development of adjacent properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

The proposal is to create a single parcel of land from an unsubdivided quarter section to accommodate an existing residence and related improvements. As such, this application is in accordance with Section 14(b) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation").

As this application complies with said Section 14(b) and access to the proposed parcel and the remnant lands is to be by a means other than a highway, Section 15(3) of the regulation applies.

Notwithstanding the foregoing, the applicant would also be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the centre point of the intersection of the highway and another highway would require the benefit of a permit from our department. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is not within the noted control lines and given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the country residential parcel could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

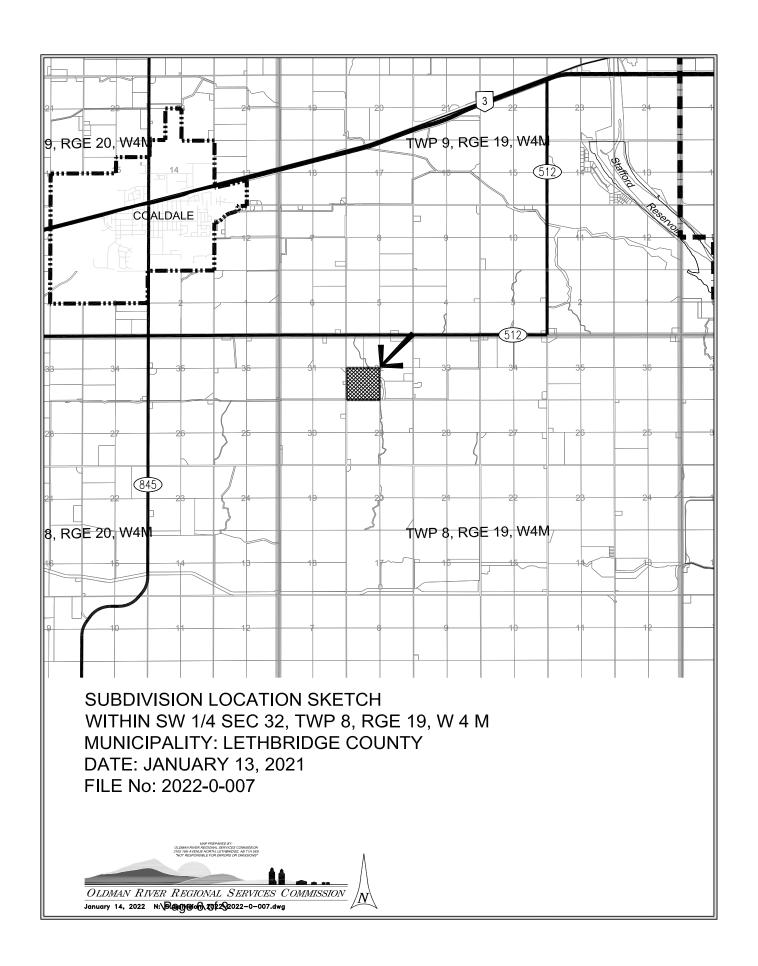
Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

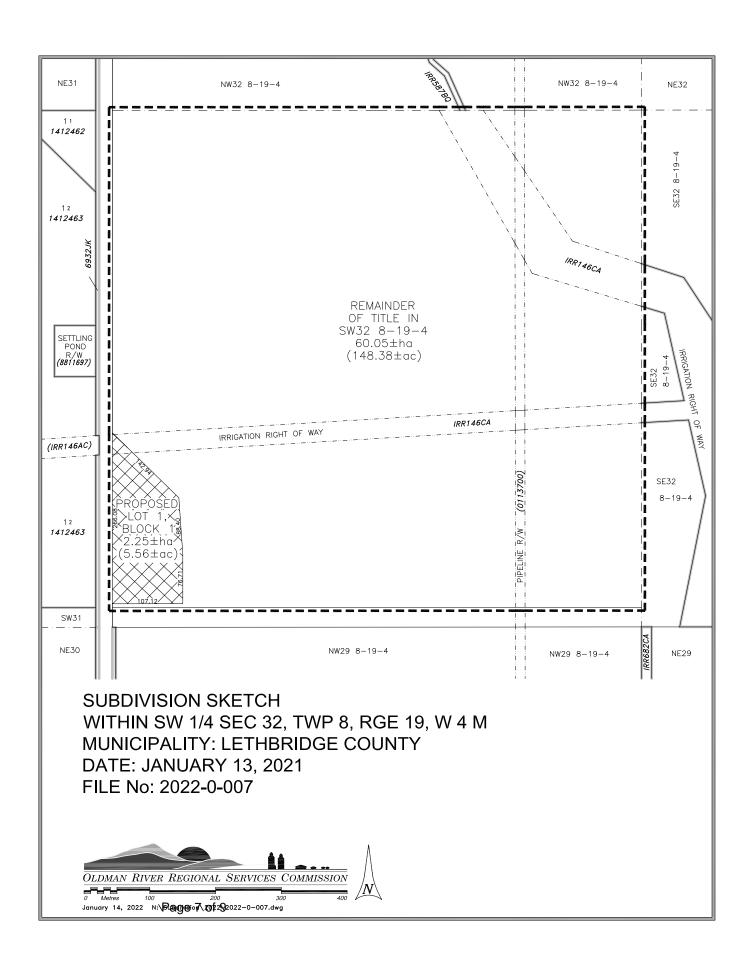
Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

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 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned an appeal of this subdivision application may be heard by the local

2022-0-007 Page 2 of 3

	Subdivision and Development Appeapplication."	eal Board provided that no other pro	vincial agency is involved in the
(j)	Canada Post has no comments.		
-	MOVER	REEVE	
-	DATE		







SUBDIVISION SKETCH

WITHIN SW 1/4 SEC 32, TWP 8, RGE 19, W 4 M

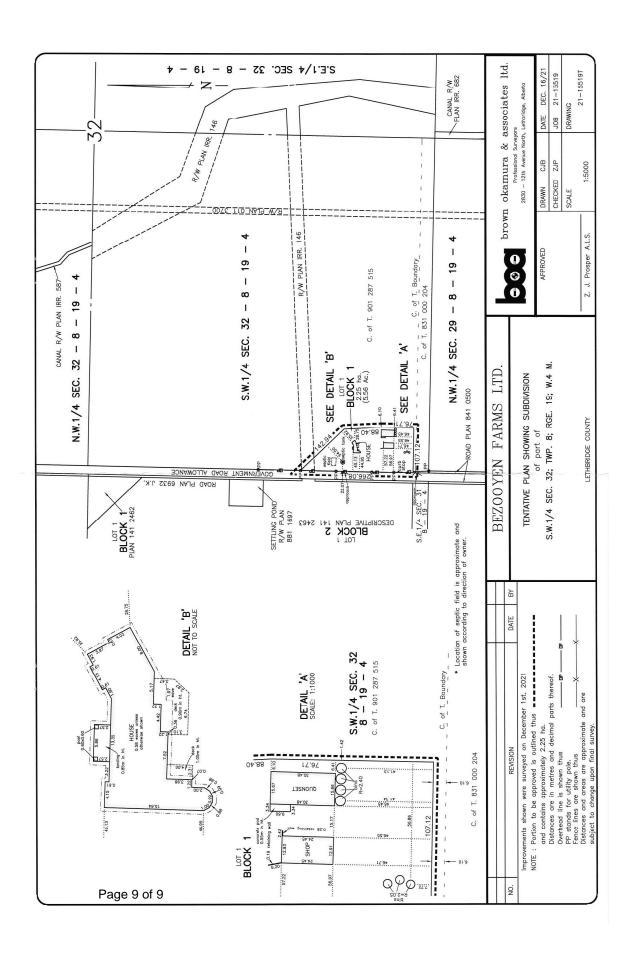
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 13, 2021

FILE No: 2022-0-007



**AERIAL PHOTO DATE: 2018** 



# **AGENDA ITEM REPORT**



Title: Bylaw 22-001 - Municipal Development Plan - Public Hearing

Meeting: Council Meeting - 10 Mar 2022

**Department:** Community Services

Report Author: Hilary Janzen

# APPROVAL(S):

Larry Randle, Director of Community Services,
Ann Mitchell, Chief Administrative Officer,
Approved - 17 Feb 2022
Approved - 21 Feb 2022

# STRATEGIC ALIGNMENT:







Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

# **EXECUTIVE SUMMARY:**

The current Municipal Development Plan was approved by County Council in 2010. In reviewing the document it was determined that the Municipal Development Plan needed to be updated and modernized to reflect the current strategic direction of Lethbridge County.

# **RECOMMENDATION:**

- That Bylaw 22-001, being the Lethbridge County Municipal Development Plan be read a second time, as amended.
- That Bylaw 22-001, being the Lethbridge County Municipal Development Plan be read a third time.

# PREVIOUS COUNCIL DIRECTION / POLICY:

- Current Municipal Development Plan Bylaw 1331 Approved January 20, 2010
- First Reading of Bylaw 22-01 occurred on January 13, 2022

# **BACKGROUND INFORMATION:**

In January 2021, Lethbridge County Administration began the consultation and review process for a new Municipal Development Plan. The current Municipal Development Plan was approved in January 2010. Typically, an MDP should be reviewed every 5 years with a complete review every 10-15 years to ensure that the plan is meeting the needs of the County and the County's strategic direction.

The updated Municipal Development Plan has a format that is user friendly and provides clear policy direction for development. The Municipal Development Plan has been split into five main sections being:

- Part 1 Introduction- this section reviews the legislative requirements and provides an overview of the Municipal Development Plan
- Part 2 Community Overview this section briefly looks at the location of Lethbridge County and some notable statistics
- Part 3 Overall Vision this section lists the guiding principles of the Municipal Development Plan
- Part 4 Plan Policies this section is the main part of the Municipal Development and provides policies for the different areas of consideration:
  - Agricultural Land Use and Development
  - o General Land Use and Development
  - Subdivision
  - Residential Development
  - o Industrial/Commercial Development
  - o Infrastructure and Servicing
  - Environment
  - Alternative and Renewable Energy
  - Economic Development
  - o Intermunicipal and Regional Collaboration
- Part 5 Implementation the section looks at how the Municipal Development shall be used and provides a review schedule

As part of the review and consultation process, Lethbridge County Administration had five workshops with County Council to review and discuss the different aspects of the Municipal Development Plan. In addition, six articles were written and published in the Sunny South News and on the What's Happening Lethbridge County webpage. The articles provided details on certain aspects of the Municipal Development Plan and provided County citizens the opportunity to learn more about the Municipal Development Plan and to be involved in the process. The final draft of the MDP has been posted on the What's Happening Lethbridge County website.

The application was circulated to external agencies and adjacent municipalities for review. All the comments have been included in the attachments to this report. There was specific feedback requesting amendments to the proposed MDP from the Lethbridge Northern Irrigation District and the City of Lethbridge. The LNID requested that the County add the following:

- that there be a setback (50 feet) to an irrigation pipeline right-of-way
- include language that irrigation pipelines be protected
- update the irrigation map (in the current bylaw)

County Administration reviewed requested additions and determined that the inclusion of setbacks to pipeline Right-of-ways was not appropriate in the Municipal Development Plan. Setbacks are items that are regulatory and used in the Land Use Bylaw. With regards to protection of irrigation pipelines, administration determined that the policies included in the new MDP (Policies 5.9 and 15.4) adequately address how the County will work with both irrigation districts. In addition, the MDP does not include an irrigation map as it is something that appears to constantly changing and current information is available through the irrigation districts.

The City also provided feedback on the new Municipal Development Plan. They had a number of suggestions including, reference to the Intermunicipal Development Plan policies, clarity on referrals to the City (adjacent municipalities), additional policies regarding roads and water for firefighting purposes and some general comments.

County administration reviewed their requested changes and comments and recommends the following amendments be made to the Municipal Development Plan:

Page 2 of 105

- An additional policy to Section 4:
  - 4.9 Development applications proposed within the boundary of an Intermunicipal Development Plan (IDP) in effect with an adjacent municipality shall be referred to the neighbouring municipality for comment in accordance with the referral policies of the applicable plan.
- Policy 4.15
  - Bullet point to be added to include reference to Intermunicipal Development Plans
- Policy 4.19
  - Bullet point to be added to include reference to Intermunicipal Development Plans
- Policy 10.31
  - Will add "and adjacent municipalities"
- Policy 10.37
  - Will add "and adjacent municipalities"
- Section 11 Roads an additional policy:
  - o 11.19 4.9 The County will consult with adjacent municipalities with regards to any new or future road networks as per any approved Intermunicipal Development Plan.

No other adjacent municipalities or external agencies had any comments or concerns with regards to the proposed Municipal Development Plan.

# **ALTERNATIVES / PROS / CONS:**

# Option 1

County Council may refuse second reading of the Bylaw

- Pros there are no advantages to refusing first reading of the Municipal Development Plan
- Cons the existing outdated Municipal Development Plan will remain in place

# Option 2

Council Council may choose not to accept the amendments upon second reading

• the amendments are minor in nature and do not materially impact the MDP one way or another **Option 3** 

Council Council may choose to make other amendments to the MDP at their discretion based on the discussion at the Public Hearing

# **FINANCIAL IMPACT:**

The Lethbridge County Municipal Development Plan provides a framework for future development which looks to diversify the tax base and valued-added industrial development.

This plan was completed with the assistance of the Oldman River Regional Services Commission.

# REASON(S) FOR RECOMMENDATION(S):

- The proposed Municipal Development Plan meets the requirements of the Municipal Government Act and aligns with the South Saskatchewan Regional Plan.
- The proposed Municipal Development Plan meets the strategic goals of Lethbridge County and provides a a policy framework for development moving forward.

# **ATTACHMENTS:**

Bylaw 22-001 - Signed First Reading

Municipal Development Plan -Proposed Amendments March 10 2022

Alberta Transportation Comments

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Cardston County Comments
Coaldale Comments
MD of Willow Creek Comments
MD of Taber Comments
Picture Butte Comments
LNID Comments
City of Lethbridge Comments

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# LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA

# **BYLAW NO. 22-001**

Being a bylaw of Lethbridge County for the purpose of adopting the Lethbridge County Municipal Development Plan. In accordance with Part 17, Section 632 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended.

WHEREAS the Municipal Government Act requires that every municipality must adopt by bylaw a Municipal Development Plan;

AND WHEREAS the County Council of Lethbridge County wishes to replace the existing Municipal Development Plan (Bylaw 1331);

AND WHEREAS the purpose of the proposed bylaw 22-001 is to provide a framework that will guide future policies regarding land use and infrastructure investment decision in a way that aligns with the County's strategic plans;

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:

- Lethbridge County does hereby adopt Schedule "A" as the Lethbridge County Municipal Development Plan.
- Bylaw No 1331 (former Municipal Development Plan) be rescinded ر ا
- The Bylaw shall come into effect upon third and final reading hereof. რ.

20 20 Chief Administrative Officer Chief Administrative Office Reeve GIVEN first reading this 13<sup>th</sup> day of January 202 Reeve day of Reeve day of GIVEN second reading this **GIVEN third reading this** 

Chief Administrative Officer

# LETHBRIDGE COUNTY

# MUNICIPAL DEVELOPMENT PLAN



Bylaw 22-001

December 2021

DRAFT

Page 6 of 105

Prepared for Lethbridge County



Prepared in collaboration by



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# Lethbridge County

# **Municipal Development Plan**

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# Municipal Development Plan

Lethbridge County

# INTRODUCTION

PART 1

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# PART1

# Introduction

The Municipal Development Plan (MDP) is the primary land use planning and community development guiding document for a municipality. It is a statutory policy document required by the Municipal Government Act (MGA). The MDP helps Council and municipal staff to make sound decisions on planning and development matters and informs the content of the Land Use Bylaw (a regulatory document). Plan preparation is conducted under the requirements of the MGA, which has both specific requirements and allows for a broad series of considerations.

This Municipal Development Plan (MDP or Plan) is designed to provide a roadmap for the rational growth of Lethbridge County, as well as the financial and social well-being of the community. It is intended that the policies contained in the MDP be interpreted as a guide in the County's actions, providing a strategic perspective to help inform development and management decisions and act as a blueprint for building Lethbridge County that the community can support.

The content of the MDP is designed to also encourage and integrate proposals into long-term plans for managing the physical landscape and built environment. By ensuring that growth takes place in a sustainable, orderly, and rational manner, the County can better balance economic, social, environmental requirements of its residents and bring a sense of stability to the community.



This MDP is based on the goals of enhancing sustainable growth opportunities, supporting agriculture, creating a diversified economy, and outlining a long term strategic vision for managing future growth, planning and development within suitable areas of the municipality.



Lethbridge County adopted a MDP in 2010 (Bylaw No. 1331) which has provided municipal guidance for the last decade. However, the last 10–12-year period has seen many changes in County policy direction, new and emerging development trends, and legislative land use changes at the provincial level. This has necessitated the need for an updated and new MDP to be developed.

# Legislative Framework

Section 632 of the MGA establishes that every municipality in Alberta must adopt an MDP and stipulates the mandatory and voluntary content requirements. The MDP sets the vision, principles, goals and policies for the municipality and it guides most major land use and development decisions, particularly those that will impact the community for many years, typically over a 10 to 20 year of more period. The MDP also provides direction on how other plans are to be interpreted. The MDP must address future development, infrastructure and land use, and how municipal services and facilities are provided. It may also address other important community issues, such as environmental matters and the physical, social, or economic development of a municipality.

A municipal development plan sits in the middle of a hierarchy of plans and guides the development of more specific planning documents (see Figure 1). Part 17 of the MGA places the authority for land use decision making at the local level. Through the legislation, a municipal Council is empowered with the authority to create and adopt statutory plans, establish approval committees, enforce conditions of planning approvals, and ensure that the public is involved with planning at a local level. Over the years, numerous statutory and non-statutory plans and related studies have been completed to guide the growth and development of the County.

A MDP must be compliant with the Regional Plan (being the South Saskatchewan Regional Plan) prepared and adopted pursuant to the *Alberta Land Stewardship Act*.



As per section 638 of the MGA, all statutory plans must be consistent with one another, and higher-order plans prevail over lower-order plans (where an inconsistency exists).

# **MGA REQUIREMENTS**

What must be considered and included in the preparation of an MDP?

Specifically, section 632(3) of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* states that:

Lethbridge County Municipal Development Plan – Bylaw 22-001

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#### s.632(3) A municipal development plan:

#### (a) Must address

- i. the future land use within the municipality,
- ii. the manner of and the proposals for future development within the municipality,
- iii. the coordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities,
- the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities,
- v. the provision of municipal services and facilities either generally or specifically,

#### (b) may address

- i. proposals for the financing and programming of municipal infrastructure,
- the co-ordination of municipal programs relating to the physical, social, and economic development of the municipality,
- iii. environmental matters within the municipality,
- iv. the financial resources of the municipality,
- v. the economic development of the municipality,
- vi. any other matter relating to the physical, social or economic development of the municipality
- (c) <u>may</u> contain statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies,
- (d) <u>must</u> contain policies compatible with the Subdivision and Development Regulation to provide guidance on the type and location of land uses adjacent to sour gas facilities,
- (e) <u>must</u> contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards,
- (f) must contain policies respecting the protection of agricultural operations; and
- (g)  $\underline{may}$  contain policies respecting the provision of conservation reserve in accordance with section 644.2(1)(a) to(d).

The MGA also authorizes a notification and circulation process pursuant to section 636 that:

- s.636(1) While preparing a statutory plan a municipality must notify the following and provide a means for suggestions and representations to be made:
- (a) any members of the public who may be affected by the plan;
- (b) the school boards with jurisdiction in the area to which the plan preparation applies;
- (c) in the case of a municipal development plan,
  - (i) any adjacent municipalities,
  - (ii) the Indian band of any adjacent Indian reserve, and
  - (iii) any adjacent Metis settlement.

# Plan Framework

#### UNDERSTANDING AND USING THE MDP

The MDP is intended to be used by multiple stakeholders in a range of contexts:

- · Citizens to understand the growth strategies and future direction of Lethbridge County
- Developers and businesses to understand the decision-making criteria, potential application requirements, and how they can develop within the municipality
- Council, staff, and municipal authorities to make informed decisions that align with the municipality's vision and strategies

The MDP is designed and intended to be used in a comprehensive manner as the various sections and policies sometimes are inter-connected with other policies.

This document is divided into 5 key sections as summarized in the table below.

1. INTRODUCTION	Description of a Municipal Development Plan, legislative requirements, and an overview of the planning process
2. COMMUNITY CONTEXT	An overview of Lethbridge County, with a description of the local landscape and economy
3. GUIDING PRINCIPLES & PLAN STRATEGY	The vision for Lethbridge County and key strategies and directions for managing growth and development over the next 10-20 years
4. POLICY FRAMEWORK	The Plan policies to guide the municipality, developers, and landowners in achieving the vision and responding to growth opportunities and change
5. IMPLEMENTATION	A framework for implementing and updating the MDP policies

# INTERPRETATION OF THE MDP

When interpreting the content and policy wording of this document, the words below have the corresponding meaning:

- SHALL, REQUIRE, MUST, or WILL directive terms that indicate the actions outlined are mandatory and apply to all situations.
- SHOULD or ENCOURAGED a directive term that indicates a preferred outcome or course of action but one that is not mandatory.
- MAY or COULD a permissive and/or discretionary term that denotes a choice in applying the course of action or policy.

# Municipal Development Plan

Lethbridge County

# COMMUNITY OVERVIEW

PART 2

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# PART 2

# Community Overview

Lethbridge County is located in the heart of southern Alberta and covers a total of 2,839.28 km². Significant geographic features include the river valleys of the Oldman River and the Little Bow River, and the Chin Coulee. Natural vegetation found within the County is the result of a biological adaption to the semi-arid environment of the Palliser Triangle. Main water bodies are Keho Lake, Park Lake, and the Stafford Lake Reservoir. Agriculture is the main land use in the County and is supported by two distinct irrigation districts. The Lethbridge Northern Irrigation District covers 172,387 acres while 124,900 acres are contained within the St. Mary River Irrigation District. Highways 3 and 4 are the primary transportation arteries within the County; other important roadways, such as, Highways 5, 845, 512, 519 and 520 all serve to facilitate the transportation of people and goods.

The 2021 Canada Census population for the County was 10,120, reflecting a stable rural population base over the past couple decades. Employment in traditional agriculture is slightly declining while growth in agri-business related activities and other sectors of the economy (e.g., processing, transportation, construction, manufacturing) are attracting new residents and businesses to the region. The local economy is largely driven by agricultural sectors including production of major field crops, intensive livestock, irrigated high-value crops, agri-food processing, and various agriculturally related support industries.

The County borders the rural municipalities of Vulcan County, Municipal District of Taber, County of Warner, Cardston County, and the Municipal District of Willow Creek. Additionally, six urban municipalities exist within the geographic boundary of Lethbridge County, including: the City of Lethbridge, the Towns of Coaldale, Coalhurst, Nobleford and Picture Butte, and the Village of Barons. (Refer to Map 1)

A portion of Lethbridge County's west municipal boundary is located adjacent to the Kainai (Blood Tribe) Reserve which is the single largest reserve in Canada. Lethbridge County acknowledges that we live, work, and play on the traditional territory of the Blackfoot Confederacy (Siksika, Kainai [Blood], Piikani), the Tsuut'ina, the Stoney Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta. It is recognized the descendants of these First Peoples have continued to live in this area and are deeply tied to this particular territory; their practices, ceremonies and daily lives are tied to this land.

# Municipal Development Plan

Lethbridge County

OVERALL VISION

PART 3

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# **Guiding Principles**

- Support and recognize agriculture as the main economic driver of Lethbridge County and commit to
  ensuring its long-term viability by promoting managed growth to help minimize the conversion of
  agricultural land to non-agricultural uses through strategic planning.
- Promote economic development and diversity by strengthening Lethbridge County's position as a leader in agri-business development and entrepreneurialism by creating synergies between businesses, producers, transportation, and high-quality places to live and work.
- Provide a clear framework for land use development in the County ensuring that growth is sustainable and minimizes the land use conflicts.
- To apply the recommendations of the County's various strategic documents including the Strategic Plan, Grouped County Residential Land Use Strategy, Hamlet Growth Studies, and the Industrial/Commercial Land Use Strategy.
- Collaborate with other municipalities in the region on economic growth, development, and new beneficial endeavors.
- To encourage business growth in the County that is appropriately located and contributes to the overall economy of the County.
- To support the development of complete communities that are inviting and affordable within the County's existing hamlets.
- Address the occurrence of competing land uses (i.e., alternative energy vs. agriculture vs. commercial/industrial development vs residential development) through rational and balanced land use policies.
- To facilitate and encourage the preservation of environmental and historical areas within the County.
- Develop and maintain an efficient transportation system within the County working with regional partners and Alberta Transportation.
- Ensure all development has adequate services and infrastructure necessary to serve the intended use and that will not be a major financial burden to the County.

# Municipal Development Plan

Lethbridge County

PLAN POLICIES

PART 4

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# PART 4

# Plan Policies

The MDP provides a policy framework to establish municipal goals, guide long-range decisions, and deliver effective and reliable governance. The policies are to guide the municipality, developers, and landowners in achieving the County's vision and responding to growth opportunities and change.

Through a lens of sustainable growth, our MDP provides a balance between accommodating future growth and considering the critical industries which rely on the rich, vast landscape we call home. Through thoughtful investigation and thorough analysis, the MDP outlines 'what' goes 'where' and the sequence that development occurs by defining areas of suitability, transition, and new growth.

The MDP is intended to guide day-to-day decision-making, bylaw development and investment for the future, providing a degree of certainty to Council, administration, developers, and ultimately the public, regarding the form and character of the community. As such, all bylaws adopted and works undertaken in the community must be consistent with the MDP. In regard to land use decision-making, the County's Land Use Bylaw serves as the regulatory document and operates within the direction and framework developed in the MDP process.



To summarize, the main objectives of the Plan's outlined policies (in no specific order) are:

- To accommodate growth and change in the County in accordance with sound land use planning.
- To provide Council with a set of sound policies to guide decision-making.
- To provide municipal staff, appeal boards, and the Subdivision and Development Authorities direction in land use decision-making.
- To provide landowners and developers clear guidance and information to assist development proposals being successful.
- To strategically balance and manage physical, environmental, economic, and social interests in the County.
- To encourage and enable opportunities for collaboration and cooperation in the region.

Agriculture is the mainstay of Lethbridge County as the municipality has annually generated \$2.2 billion in gross farm receipts. The County understands the importance of the agriculture sector and the impact to the local economy. It recognizes the important role of Lethbridge County as being a leader in the value-added agri-business sector in southern Alberta. The County is also aware that agricultural land is under constant pressure from many other competing and complimentary uses wanting to establish themselves on the landscape and that a balanced land use management approach is considered necessary.

# General Agriculture

# **Policy Intent:**

- As a rural municipality located in a productive agricultural land area, the County recognizes the value
  of higher quality agricultural lands contributing to the local economy and through sound decision
  making will manage the use of such lands through good land use management practices, sensible
  planning, and directing non-agricultural growth and development to appropriate areas or lands
  deemed suitable for the proposed use.
- The County will strive through various policies to foster relationships and inspire entrepreneurs to innovate and grow in their agricultural business endeavours.
- To support the agricultural sector to the fullest extent possible without unduly restricting compatible
  development, new economic development opportunities, or rural economic diversification where the
  municipality determines it is suitable for such non-agricultural uses to establish.
- Through informed decision making and strategic planning, the County will try to ensure agricultural
  operators can continue to farm and engage in acceptable agricultural practices and they are not overly
  impacted by major conflicts arising from new incompatible land uses being established.

#### Policies:

- 1.0 The County will consider the value and importance of agricultural land in decision making.
- 1.1 The County may allow the conversion of good quality agricultural lands to other uses through strategic and sound planning to support economic growth or meet the County's objectives or strategic plans for rural diversification.
- 1.2 Where feasible, the County will attempt as best able to direct non-agricultural uses to fragmented or poorer quality lands, to lands appropriately preplanned for such uses, or to areas where the County's strategies, growth studies or plans allow such non-agricultural uses to occur.
- 1.3 The municipal land use bylaw should allow for a wide range of agriculture activities and agricultural related or ancillary land uses.
- 1.4 Lands designated as 'Rural Agriculture' within the County's current Land Use Bylaw shall be the primary land use within the County and where agricultural uses are supported and directed.

- 1.5 Land designated 'Rural Agriculture' will remain as such until County Council determines it may be redesignated to a non-agricultural use in accordance with the MDP and various other statutory and strategic plans approved by County Council.
- 1.6 Higher quality irrigated land parcels are encouraged to be used for agricultural production, but the County may make exceptions based on considerations of uses that are:
  - associated with or support the agricultural activity,
  - are to accommodate value-added processing, or
  - the land is identified in municipal strategies or plans to be used for a different type of nonagricultural use.
- 1.7 The County will continue to monitor and learn about emerging trends and technology in the agricultural industry-sector that may require the need for changes in the planning instruments and policies to support new trends, opportunities, or related operational aspects of agri-business or value-added processing.
- 1.8 The County will strive to be aware of evolving agricultural farming practices (e.g., technology, equipment size, market driven exports, industrial scale production, etc.) that continue to progress and rapidly change, and that may also contribute to changes in land use to enable the County to respond and support such changes.
- 1.9 Through the subdivision policies in the municipal land use bylaw the minimum agricultural parcel size should be 80-acres (or 70-acres with up to 10-acres of exceptions on the title) to maintain an adequate and productive land base to support agricultural operations.
- 1.10 Proposed subdivisions in the 'Rural Agriculture' district that are for a non-agricultural use that is not provided for in the district, shall be required to undertake a redesignation process to the appropriate land use district prior to a decision being made on a subdivision application.
- 1.11 The County will support the success of agricultural producers by providing advice and assistance, primarily through the Agricultural Services Board, in the education of beneficial management practices, water and soil conservation, wetland protection, weed control and environmental issues.
- 1.12 The County will advocate for the agricultural community and its long-term stability by supporting and managing several different but interconnected policy areas to try to ensure that needed services and amenities, such as access to health services, emergency services and various municipal services are available to County residents.
- 1.13 Support the diversification of the municipal tax base and recognize the importance of alternative/renewable energy developments (wind energy conversion systems, solar collector facilities, waste-to-energy) and other industrial energy operations.

- 1.14 The County will attempt to balance the establishment of alternative energy developments with agricultural land considerations but may allow such uses to be sited on prime or irrigated agricultural lands based on infrastructure/connectivity needs and if deemed appropriate.
- 1.15 Through appropriate planning the County will attempt to minimize conflicts between intensive agricultural operations and incompatible land use by applying setback or separation distances and by directing non-compatible uses (i.e., residential) to more appropriate areas where less or no conflict may occur.
- 1.16 To continue to identify though studies, strategies and land use plans, prime areas where agricultural activities, including extensive and intensive agricultural and associated activities, should be the primary land use and other land use activities may be discouraged or prohibited from developing in such areas.

# 2. Intensive Agriculture / Horticulture

# **Policy Intent:**

- Intensive agriculture/ horticultural operations such as green houses, nurseries, hydroponics, aquaponics, aquaculture, and similar applications are considered important agricultural sectors and the County is supportive of applying policy and criteria for their successful implementation through the Land Use Bylaw.
- To direct and site intensive agriculture/ horticultural operations to suitable locations and land parcels.

#### **Policies**:

- 2.0 The suitability of establishing intensive agriculture/ horticultural developments, including greenhouse, aquaculture, and hydroponic operations will be considered on the basis of the availability, consumption volume, and management of water resources required for the use and type of facility and such developments must provide a plan for the provision of water.
- 2.1 The County will direct such developments to areas that are in close proximity to or can directly access the primary transportation corridors (i.e., highways, haul routes, etc.).
- 2.2 The parcel topography, slope of the land and local drainage patterns must be taken into consideration in siting and making decisions on establishing intensive agriculture/ horticultural developments, and developers will be required to provide professionally prepared storm water management drainage plans to the County for any proposed development.
- 2.3 In approving intensive agriculture/ horticultural operations the County will review each proposal on its own merits having regard to location, size, access to road networks, parcel/land suitability, storm water management, and may impose conditions on a permit approval to address any siting and development standards required.

# 3. Intensive Livestock/Confined Feeding Operations

# **Policy Intent:**

- To recognize that Confined Feeding Operations (CFOs) are an important economic component of Lethbridge County and to direct CFOs to suitable areas designated as 'Rural Agriculture' that may accommodate the size, scale, and associated activities of these agricultural operations.
- To recognize it is in the best interest of the municipality and operators to mitigate risks by identifying
  and respecting appropriate setbacks to the water systems, known environmentally sensitive lands,
  urban centres, residential areas, and recreational areas. The development of appropriately situated
  CFOs within the County will bolster economic development by increasing profitability, while allowing
  space for extensive agriculture to continue.
- To recognize the issues or concerns that adjacent urban municipalities, hamlets or non-agricultural developments may have regarding the establishment or expansion of confined feeding operations in relation to more dense residential uses.
- The County has created CFO exclusion areas based on the rationale of protecting the urban and
  residential areas where the County is actively directing residential growth, areas identified as
  recreational areas, or areas of significant environmental importance, such as the Oldman River Valley.
  By doing so, also enables the County and NRCB to allow CFOs to establish and expand in areas where
  there are less potential for conflicts or concerns.
- To provide the Natural Resources Conservation Board (NRCB) direction that County Council desires to
  have considered when applications for CFOs are evaluated for approval, along with also providing
  guidelines for the municipality when providing comments to the NRCB regarding CFO applications.

# Policies:

- 3.0 The County is supportive of the livestock and feeding industry establishing and expanding in areas where there are less potential for conflicts, and where municipal infrastructure can adequately serve and support such developments.
- 3.1 New Confined Feeding Operations (CFOs) are not permitted to be established within the Municipal Development Plan Confined Feeding Exclusion Areas as illustrated on Map 2 (2A & 2B), CFO Exclusion Area.
- 3.2 The development of new Confined Feeding Operations (CFOs) shall not be supported within the prescribed CFO Exclusion Area of any identified higher density residential growth centre, such as the hamlets, or within an Intermunicipal Development Plan (IDP) stipulated CFO Exclusion Area with adjacent urban municipalities.
- 3.3 Existing established operations located within an urban fringe district may be permitted to expand or make improvements to the operations in consideration of any IDP policy that allows for such.

- 3.4 For statutory plan consistency, as required under the *Municipal Government Act*, the County Municipal Development Plan CFO policies and associated map shall be reviewed and updated as needed to reflect any changes to a CFO Exclusion Area as agreed to and defined in an Intermunicipal Development Plan with an adjacent municipality.
- 3.5 CFOs shall not be supported to establish or expand within the environmentally sensitive areas as shown in the *Cotton Wood Report:* County of Lethbridge: Environmentally Sensitive Areas in the Oldman River Region (1988) [refer to report maps]
- 3.6 No part of a CFO building, structure, corrals, compost area or stockpile is to be located within the established property line and public roadway setbacks, including provincial highways, as outlined in the municipal Land Use Bylaw.
- 3.7 CFOs are discretionary uses within the 'Rural Agriculture' land use district and prohibited in all other districts. CFOs are to be excluded from being established on parcels less than 80-acres in size (an exclusion area) as the stipulated minimum agricultural parcel size allowed within the 'Rural Agriculture' district is 80-acres (or 70-acres with up to 10-acres of exceptions on the title).
- 3.8 The County recognizes and supports that existing CFOs located within the MDP area will be allowed to continue to operate under acceptable operating practices and within the requirements of the *Agricultural Operation Practices Act and Regulations (AOPA)*.
- 3.9 In regard to manure application on lands in the CFO Exclusion Area, the County expects and requests that the standards and procedures as outlined in the *Agricultural Operation Practices Act, Standards and Administration Regulation* shall be consistently applied by the NRCB.
- 3.10 Council or the subdivision and development approval authority shall consider the results of a reciprocally applied minimum distance separation (MDS) calculation, as applied through the land use bylaw, using the AOPA Standards and Administration Regulation MDS as the formula when considering:
  - (a) the redesignation of a parcel to Grouped Country Residential (GCR) or other district that may allow uses sensitive to CFOs,
  - (b) any residential, food, community, or school development, or
  - (c) any residential use subdivision application allowed for in this plan or the Land Use Bylaw unless it is within a hamlet or either a predesignated or established GCR subdivision.
  - (d) Some exemptions may be applied through the Land Use Bylaw for pre-existing residences/conditions.
- 3.11 The County will continue to consult with the NRCB on CFO matters and will be proactive in discussing either municipal policy amendments or provincial regulations regarding CFOs with the NRCB to best manage such types of development.



# 4. Land Use and Development Requirements

# **Policy Intent:**

- The County recognizes the importance of having defined development policies to ensure the municipality's land use and growth strategies are met while also limiting land use conflicts.
- To ensure the approval authorities have sufficient information to make informed decisions in order to direct land development to areas that are best suited to the prospective use.
- To provide clear standards and criteria for landowners/developers so they understand the
  requirements and obligations in developing land that is appropriately planned for and serviced in
  relation to the proposed use.
- To ensure that a proposed development is suitable for the intended use and municipal criteria and provincial regulations can be satisfactorily met.

# **Policies:**

#### General Criteria and Standards

- 4.0 In addition to the MDP general policies, the development of land shall be thoroughly regulated through policies, standards and criteria as established in the municipal Land Use Bylaw.
- 4.1 The review and decision-making process for applications regarding the redesignation, subdivision, or development of land will take into consideration the compatibility of a proposed use with existing uses in the area.
- 4.2 Land use proposals that conform to the MDP, comply with the Land Use Bylaw, and align with the County's strategic plans and growth strategies are the preferred development scenario.
- 4.3 The County should, whenever possible, engage the public in discussion with respect to major municipal planning decisions. Developers may be required to undertake public consultation upon the direction of the Development Authority.

- 4.4 Subdivision and development applicants should be advised by the County that Alberta Transportation manage location and approval standards for lands within prescribed distances of highways beyond what is contained within this Plan.
- 4.5 All non-agricultural development must be able to be serviced by potable water, sewage (septic) systems, and have suitable access necessary to service the intended use. The detailed servicing requirements applicable for landowners/developers are outlined in Part 4 of the MDP.
- 4.6 Developers shall be responsible for all servicing infrastructure and utility costs associated with the development of land. As a condition of a development permit, the applicant may be required to enter into a Development Agreement with the municipality to address the terms and obligations of providing services.
- 4.7 Developers, planners, engineers, contractors, and county residential will be responsible for complying with the requirements outlined in the Engineering Guidelines and Minimum Servicing Standards document, additional information may be requested by the County as deemed necessary.
- 4.8 Subdivisions or developments may be completed and serviced in defined phases provided Lethbridge County has agreed to such or it has been detailed and outlined in an approved Area Structure Plan.
- 4.9 All subdivision applications proposed within the boundary of an Intermunicipal Development Plan (IDP) in effect with an adjacent municipality shall be referred to the neighboring municipality for comment in accordance with the referral policies of the applicable plan.

#### **Development Decisions**

- 4.10 Prior to making a decision on a development application, the Development Authority shall ensure
  - Standards in the Land Use Bylaw are met, or the appropriate waivers needed are considered.
  - Compatibility with or potential impacts to adjacent land uses are considered, especially regarding discretionary uses,
  - Access and minimum servicing standards (e.g., availability of potable water, suitable sewage system) are met in relation to the use,
  - Drainage is adequately addressed, and
  - Any comments received from the circulation process are considered.
- 4.11 The Development Authority has the discretion to place conditions on a development permit approval to enforce the standards of the Land Use Bylaw, to address site suitability, to stipulate servicing provisions required, to request the provision of security, and to enter into a Development Agreement.

4.12 The Development Authority may refuse to approve a development application if it determines the land or proposal is not suitable based on the County's development and servicing criteria.

#### Redesignation of Land

- 4.13 Landowners/developers may apply to Lethbridge County to initiate a redesignation process for parcels of land in support of development proposals that may not conform to the existing land use designation. The applicant shall be responsible for providing any required support information as requested by the County.
- 4.14 The Development Authority shall request an applicant apply for a redesignation of land if it determines:
  - The standards of the Land Use Bylaw cannot be met,
  - The proposal involves more than two adjacent and contiguous parcels of the same type of land use (non-agricultural), or
  - The use is deemed more appropriate or may only be permitted in a different land use district than the current designation (zoning) of the parcel(s).
- 4.15 The redesignation process may require additional engineering studies, professional reports or planning studies (e.g., Area Structure Plans, Conceptual Design Schemes) be prepared and submitted in support of the proposal at the developer's expense.
- 4.16 Council, in reviewing and deciding on redesignation applications, should generally consider:
  - If policies and direction of the MDP are being met.
  - The policies of a relevant IDP are being met.
  - Standards of the Land Use Bylaw can be complied with.
  - The proposal aligns with the various municipal growth strategies or strategic plans.
  - The proposal can be properly serviced in relation to the intended use.
  - If the use is deemed compatible with established adjacent land uses.
  - How the proposal might impact the municipality regarding future servicing obligations and/or financial implications.
  - The comments received during the agency and public referral process.

# PLAN REQUIREMENTS

4.17 The County shall apply detailed criteria and standards for Area Structure Plans (ASPs) and Conceptual Design Schemes to define specific application requirements and support information to be provided.

- 4.18 Applications for redesignations (rezoning) and multi-lot subdivisions shall be supported by the submission of ASPs or Conceptual Design Schemes, as requested at the discretion of the County, and must be accompanied by the necessary professional technical reports
- 4.19 All submissions of ASPs or Conceptual Design Schemes shall generally be evaluated by the County according to the following criteria:
  - Compliance with the MGA, Subdivision and Development Regulation, this Plan, an IDP, and the Land Use Bylaw.
  - Conformity to other municipal strategic plans or growth studies the County may have that are applicable.
  - Adequacy of road access and off-site traffic impacts generated by the proposal.
  - Adequacy of servicing provisions.
  - Drainage impacts and proposed storm water management.
  - Suitability of use and location, including compatibility with adjacent land uses.
  - Comments providing during the referral or public consultation process; and
  - The provided information being to the level of detail as instructed by the County.
- 4.20 The County may require an Area Structure Plan or Conceptual Scheme for any redesignation, subdivision, or development if Council or the relevant approval authority deems it relevant.
- 4.21 All ASPs and Conceptual Design Schemes shall be professionally prepared and comply with County plan criteria and information requirements.
- 4.22 The County shall circulate the ASP or Conceptual Scheme to an affected municipality for comment where required by and IDP or when a proposed plan, subdivision or development is perceived to impact an adjacent municipality.

## PLAN TYPES

Area Structure Plans (ASPs) are to be adopted by bylaw to become statutory plans in accordance with the MGA and will provide a land use strategy for redesignating and developing a specific area of land. ASPs are to contain diagrams/maps, goals, and policies that set out locations for major land uses, density, major roadways, utility servicing, drainage, and possible development phases.

Conceptual Design Schemes are non-statutory plans and may be adopted by resolution of Council or used as support information for redesignation or subdivision proposals. Conceptual schemes are smaller-scale plans to provide general land use direction, subdivision design, servicing and development guidance to Council, administration, and the public.

**Site plans** are a sketch plan (to scale) showing uses and structures proposed for a parcel of land. The purpose is to show how the intended use relates to the land features and includes showing lot lines, roads, building sites, grades, open space, buildings, major landscape features (both natural and man-made) and, depending on requirements, the location of proposed utility lines, parking areas, and utilities.

- 4.23 Developers must provide a detailed site plan for an individual development proposal when requested at the discretion of the Development Authority, which typically will be required for commercial industrial or large-scale developments.
- 4.24 Council, the Subdivision Authority or the Development Authority may refuse to accept or approve a plan or technical information provided in support of a land use proposal if it determines the submission does not meet the County's criteria and standards.

#### **Conceptual Design Schemes**

- 4.25 A Conceptual Design Scheme will typically be required for the subdivision of three to four lots that are contiguous or where the Subdivision or Development Authority is of the opinion a concept plan would be of benefit to the municipality or public.
- 4.26 At the discretion of the municipality, a Conceptual Design Scheme may be required to be prepared if an applicant is proposing less than three additional lots, but they are located contiguous to previously subdivided titles resulting in three or more lots being adjacent to each other.
- 4.27 A Conceptual Design Scheme is not required to be prepared by an engineer, but any technical information must be provided by a qualified professional in the field or engineered where necessary (e.g., drainage analyses).

#### **Area Structure Plans**

- 4.28 An Area Structure Plan (ASP) will be required where the land to be subdivided is:
  - creating five or more lots that are contiguous or part of the same parent parcel, or
  - part of an area of badly fragmented land ownership, or
  - within an IDP area with a neighboring urban municipality that requires it.
- 4.29 ASPs may be required for recreational or mixed-use land use proposals even if they are to be developed/located on one parcel with no foreseen subdivision. Such plans may address density of development, servicing, drainage, phasing, mitigation of any potential impacts and any other matter the County deems necessary.
- 4.30 An ASP must encompass the land subject to the proposal and other such lands, as required by the County, that may be impacted by the proposal including lands under different ownership
- 4.31 All ASPs must be prepared by a qualified individual in the planning or engineering field and the servicing, drainage and technical information must be provided by a licensed engineer to meet the municipality's engineering standards.
- 4.32 A professionally prepared ASP shall generally include, but is not limited to, site plans and drawings and engineering information on:
  - subdivision considerations (e.g., density and layout, lot sizes),

- servicing details (e.g., water and sewer provisions),
- access and road networks,
- shallow utilities,
- drainage analysis and proposed storm water management,
- soils analysis for private sewage systems,
- · provision of municipal and/or environmental reserve,
- geotechnical analysis (if required for slopes or subsidence soils),
- staging of development (phases of subdivision),
- development specifications (including special standards such as setbacks and minimum, dwelling size or proposed Architectural Controls),
- special considerations, such as wetland review information or Historical Resources clearance, and
- any other information the Subdivision or Development Authority may deem appropriate.

#### **Geotechnical Evaluations**

- 4.33 At an ASP level stage, a detailed geotechnical investigative evaluation conducted by a qualified professional engineer may be required to ensure that overall, the site soil conditions are amenable to site development and building construction for foundations.
- 4.34 For areas in proximity to coulees, river valleys or steep slopes, or land that in the opinion of the approval authority is unstable in any way, an engineered geotechnical evaluation may be required at the subdivision or development stage to determine slope stability and establish safe development setback distances.
- 4.35 The County shall require that an applicant submit a professionally engineered geotechnical analysis for any proposed development on sites with slopes of 15% or greater.
- 4.36 For lands with identified abandoned mining activity or potential subsidence concerns, a detailed geotechnical evaluation must be provided as part of the redesignation, subdivision, or development application to ensure the site is suitable for development.

#### Soil Analysis and Reports

4.37 For any development or vacant lot subdivision proposing a private on-site sewage septic system, the applicant must have a professional soil tests/analysis done at their expense to ensure that the soil characteristics can support an on-site septic system. Analyses of the test must be performed and approved by an engineer, approved agency or certified individual by the province, with a copy of the report submitted to the municipality.

## **Other Development Considerations and Standards**

## **Hazard Lands**

- 4.38 The County shall prohibit subdivision and/or development in potential hazard land areas or in other areas where hazard lands are identified such as coal mining, until the relevant approval authority is satisfied the development can proceed safely.
- 4.39 Prior to making a decision on potential hazard lands, the relevant approval authority may:
  - require a professionally prepared engineered geotechnical analysis,
  - circulate the development application to the relevant government department for comment,
  - and depending on the nature of the hazard, request an Environmental Impact Assessment (EIA) at the applicant's expense.
- 4.40 The County shall not permit the subdivision or development of parcels located within the 1:100-year floodplain. In areas where there may be uncertainty as to where the floodplain lies, the applicant may be requested to provide a professional assessment of the floodplain at their expense.

#### **Environmentally Sensitive Lands or Areas**

- 4.41 An Environmental Impact Assessment (EIA) or analysis report shall by provided by developers when requested by the municipality. The EIA may be required for land(s):
  - known as Environmentally Significant Areas (ESAs),
  - identified as environmentally sensitive areas or ESAs in the Cottonwood Report:
     Environmentally Significant Areas in the Oldman River region 1988,
  - located within coulees or river valleys,
  - known environmental sensitivity of existing vegetation, wetlands, water bodies, wildlife habitats or other unique physical features.
  - The report shall recommend appropriate measures for mitigating, enhancing, and protecting environmentally significant features, which may be incorporated into the subdivision and/or development design and conditions of approval.

## Wetlands

- 4.42 All development proponents are responsible to review and consider the provincial wetlands inventory to determine the existence of a wetland and adhere to provincial requirements regarding wetland preservation.
- 4.43 Where a wetland is present, developers shall undertake a Wetland Assessment and Report by a qualified aquatic specialist and will be responsible for following the recommendations and applying for any provincial approvals required.

## **Gas Pipelines and Wells**

- 4.44 New development or subdivision proposal near an existing oil or gas well, pipeline and/or facility shall be circulated to the Alberta Energy Regulator (AER). Any AER provincially required setbacks shall be applied to the proposal from the oil or gas infrastructure.
- 4.45 The County shall ensure that higher density country residential developments be appropriately sited to meet enhanced setbacks from sour gas infrastructure, and developers should identify and address this at the ASP stage.

#### **Abandoned Gas Well Sites**

- 4.46 Subdivision and development applicants are required to provide the approval authority a copy of the AERs abandoned well map information pertaining to the land as part of an application submission.
- 4.47 If the relevant approval authority believes that an abandoned well site could be located within an area for re-designation, subdivision or development, the applicant should provide the following information:
  - (a) The land coordinate identifier of abandoned well site locations and the necessary setback area illustrated on the sketch accompany the application. [i.e., Illustrate the actual well location (latitude, longitude) and the 5-metre setback radius around the well in relation to existing or proposed building sites.]
  - (b) A statement confirming that the abandoned well site area is marked with onsite identification.
  - (c) Any other information as obtained from the AER.

#### **Anhydrous Ammonia Storage Facilities**

- 4.48 The Development Authority shall consider the "Guidelines for the Location of Stationary Bulk Ammonia Facilities" prepared by Alberta Environment before deciding on a development permit application concerning a bulk, ammonia storage facility.
- 4.49 All residential uses are to be appropriately setback from any established bulk, ammonia storage facility in accordance with the provincial guidelines.



## 5. Subdivision

## **Policy Intent:**

- The County recognizes the importance of having defined subdivision policies applicable to different lands and proposed uses to ensure the municipality's land use and growth strategies are met while also limiting land use conflicts.
- To manage the subdivision of land in a sustainable manner to help reduce the undue fragmentation of agricultural land and direct subdivisions to appropriate lands in consideration of the County's various strategies.
- To provide clear standards and criteria for landowners/developers so they understand the requirements and obligations in subdividing land that is appropriately serviced in relation to the proposed use.
- To ensure that a proposed subdivision is suitable for the intended use and municipal and provincial subdivision regulations can be satisfactorily met.
- To comply with the MGA and establish guidelines for the provision and allocation of municipal, school, and environmental reserves at the time of subdivision.

#### **Policies:**

- 5.0 Lethbridge County shall implement the regulations and standards for the subdivision of land through policies and criteria as established in the municipal Land Use Bylaw.
- 5.1 Subdivision decisions will be made based on the determination of suitability of land in relation to the proposed or intended use. Determining suitability may include, but is not limited to, the following main criteria considerations:
  - Appropriate parcel size to support the use
  - Conformity with the land use designation (zoning)
  - Servicing (water, sewer) can be provided
  - Soils are suitable if private on-site septic is proposed
  - Both legal and physical access is available
  - Shallow utilities (e.g., gas, electricity) if required, can be provided
  - No flooding or drainage issues are present

- Topography and slope are suitable (i.e., safe, and developable)
- Any municipal or provincially mandated setback can be met (e.g., MDS to confined feeding operations, abandoned wells, wetlands, potential historic resources, etc.).
- 5.2 The Subdivision Authority may refuse to approve a subdivision application if it determines the land or proposal is not suitable based on the County's subdivision criteria.
- 5.3 New subdivided parcels or lots shall not be allowed within a flood plain or flood hazard area. Subdivisions may also be refused on lands with identified or potential drainage issues unless the situation can be adequately managed, to the satisfaction of Lethbridge County, through an approved storm water management drainage plan.
- A single parcel subdivision, up to a maximum of 10-acres (4.05 ha) in size, is allowed out of ¼-section in the Rural Agriculture (RA), Rural Urban Fringe (RUF) and Lethbridge Urban Fringe (LUF) land use districts, provided the criteria can be met.
- Parcels or titles in the RA, RUF or LUF districts which contain 20-acres (8.0 ha) or less of farmable land may be eligible for further subdivision consideration provided there would be no more than three resulting titles per ¼-section.
- 5.6 The County encourages the efficient use of land and will direct subdivision and growth to:
  - lands conforming to the standard municipal subdivision criteria
  - fragmented (cut-off) titles or lands deemed to be poor quality agricultural parcels
  - lands specifically designated for non-agricultural use
  - areas identified in plans or studies to accommodate future subdivision and development
  - lands where an Area Structure Plan or Conceptual Design Scheme has been approved to allow further subdivision
  - subdivided parcels 20-acres (8.0 ha) or less in size that may be further subdivided to allow in-fill in grouped country residential areas; and,
  - hamlets where municipal services are available.
- 5.7 The Subdivision Authority may consider a ¼-quarter section to be unsubdivided if previous subdivisions were for the purpose of public or quasi-public use as defined in the Land Use Bylaw.
- 5.8 The minimum parcel size for any subdivided title not connected to a municipal or communal sewer system shall be 2-acres (0.8 ha) of developable land in accordance with the standards as described in the Land Use Bylaw.
- 5.9 In proposing a tentative application for subdivision, landowners/developers should consider the parcel size, location, and layout and if it will negatively affect any irrigation systems on the land subject to the subdivision proposal.

- 5.10 All proposed subdivisions (for the proposed parcel(s) and the residual parcel) shall be required to meet the applicable policies and specific standards the County has stipulated in the Land Use Bylaw. Approved subdivisions are also subject to meet the specified requirements of the County's Engineering Guidelines and Minimum Servicing Standards document.
- 5.11 Applicants shall comply with the policies and requirements of specific types of subdivision and districts (i.e., group country residential, industrial, etc.) as stipulated in other sections of this MDP.
- 5.12 All subdivisions intended for proposed development (residential, commercial, industrial) must be able to be serviced by potable water, sewer septic systems, and have suitable access necessary to service the intended use. The detailed servicing requirements applicable for landowners/developers are outlined in Part 11 of the MDP.
- 5.13 Some defined lands in the County have statutory plans (ASPs) adopted or conceptual design schemes approved and may contain certain standards or requirements that subdivision applicants must comply with. (*Requirements for ASPs and conceptual design schemes are outlined in Part 4.*)
- 5.14 All subdivision applications proposed within the boundary of an Intermunicipal Development Plan (IDP) in effect with an adjacent municipality shall be referred to the neighboring municipality for comment in accordance with the referral policies of the applicable plan.

#### **Subdivision Decisions**

- 5.15 Prior to making a decision on a subdivision application, the Subdivision Authority should ensure that:
  - Minimum health standards (e.g., availability of potable water, suitable sewage system) are met
  - Standards in the Land Use Bylaw are met, and
  - Comments received from the circulation process are considered.
- 5.16 When rendering a decision on an application, the Subdivision Approval Authority has the discretion to place conditions on a tentative subdivision approval to:
  - Address servicing matters to municipal standards
  - Ensure access is provided to the County's satisfaction
  - Address drainage issues
  - Accommodate utility agency easement requirements
  - Require the applicant to provide various engineering or technical reports to verify suitability of the proposal
  - Ensure conformity with the municipality's subdivision criteria and standards
  - Adjust proposed parcel/lot boundaries or configurations to create a logical title layout
  - · Address various municipal, provincial, or federal legislation or regulatory requirements; and

- Require applicants to enter into a development agreement with Lethbridge County in respect of the provision of all infrastructure required to service the land, including the payment of applicable fees or provide security.
- 5.17 Landowners/developers shall be responsible for the provision of all servicing infrastructure and utility costs associated with the subdivision of land.
- 5.18 If considering a parcel size waiver request for an existing use, the Subdivision Authority:
  - Shall consider the merit of the request and have regard for the location and extent of related buildings, structures and improvements, tree shelterbelts, and dugouts they determine are relevant to the operation.
  - Additionally, the quality of land, topography, physical access needs, and the rationale for the lot size or configuration should be considered.

## Municipal, School, and Environmental Reserve

#### Reserve Process

- 5.19 Municipal reserve will be taken by the municipality at the time of subdivision in accordance with section 663 of the Municipal Government Act.
- 5.20 The County will require the dedication of 10% of the titled area, less the land required for environmental reserve and the land subject to environmental easement, for municipal reserve purposes.
- 5.21 Municipal reserve is to be provided or dedicated as:
  - Land as part of the parcel to be subdivided
  - Money in place of land (cash-in-lieu)
  - · A combination of land and money, or
  - a deferred reserve caveat to be taken at a future subdivision stage.
- 5.22 At the discretion of the Subdivision Authority, environmental reserve land, environmental easements, or conservation easements may be provided at the time of subdivision in certain specific circumstances.
- 5.23 Lethbridge County has a reserve fund policy and a *Management of Lethbridge County Environmental & Municipal Reserve* policy that are applicable and to be considered in the decision-making process and future management of reserve funds and land matters.
- 5.24 Where the municipality is of the opinion that certain lands have the potential to be resubdivided in the future, the Subdivision Authority may require that municipal and/or school reserves be deferred by caveat pursuant to section 669 of the Municipal Government Act.
- 5.25 When the reserve requirement is to be satisfied as money in place of land:

- The land reserve value calculation for payment will be established by the County assessor for the purpose of Section 667(1)(b) of the Municipal Government Act.
- An applicant has the option of providing their own private land market appraisal value prepared by a certified Property Appraiser completed within 30-days prior to a decision being rendered in lieu of using the value provided by the County's assessor.

## **Reserve Funds Allocations and Agreements**

- 5.26 Municipal reserve funds paid as cash-in-lieu will be held in a reserve fund account and used for the items as allowed for in the MGA and in accordance with the municipality's reserve fund policy.
- 5.27 County Council will require, where applicable, that developers of multi-lot residential subdivisions construct and/ or pay for the construction of parks, playgrounds, linear pathways, or improvements on municipal reserve lands where the County deems them required (i.e., most typically in hamlets or large grouped county residential subdivisions).
- 5.28 Lethbridge County will receive and hold all municipal reserve funds paid and should the regional school districts require land or funds for a school site in the future, or funding for playground equipment, an agreement for municipal assistance will be discussed at that time.
- 5.29 The County should periodically consult with the school districts to determine areas where cooperative activities may be needed and to advance communication with the school districts regarding planning matters and future school needs.
- 5.30 The County commits to collaborating on Joint Use and Planning Agreements (JUPAs) with the school boards operating within the municipality to enable the integrated and long-term planning and use of school sites on reserve lands.



## 6. General Residential Land Use

## **Policy Intent:**

- The County recognizes the importance of having a wide variety of housing types and lot sizes to accommodate a range of County residents in different areas of the municipality.
- Residential development is required to be appropriately sited so that it does not negatively impact non-residential development and sensitive land uses.
- All Residential development needs to have adequate servicing to provide safe, high-quality development for current and future County residents.

#### **Policies**:

- 6.0 The County shall provide a range of housing types as reflected in the Land Use Bylaw.
- 6.1 Newly subdivided lots not connected to a municipal sewer system shall be a minimum of 2.0 developable acres (0.8 ha) in size and comply with the regulations as described in the Land Use Bylaw.
- 6.2 All subdivided lots shall have physical and legal access to a dedicated municipal County road (surveyed road or statutory road allowance) or numbered provincial highway, as acceptable to the County, as access easements are not permitted.
- 6.3 As stipulated by provincial authorities, the County shall ensure that residential development is sufficiently setback from the following land uses including:
  - Confined Feeding Operations
  - Sour Gas Pipelines and Wells
  - Abandoned Gas Wells
  - Major Transportation Corridors
  - Certain types of Industrial/Commercial Development
  - Sensitive Areas (i.e., wetlands, environmentally significant areas, and historic sites)

6.4 No new subdivided parcels shall be allowed within a flood plain or flood hazard area.

**General Servicing Requirements** 

- 6.5 **Potable water** is to be provided to the County's satisfaction:
  - (a) The County shall ensure that all residential developments have a potable water source, sufficient for the type of proposed type and scale of development, acceptable to the County and compliant to Alberta Environment and Parks regulations.
  - (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 and Parks for comment. A report would be required if requested by Alberta Environment and Parks.
    - 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 and Parks for evaluation.
    - iii. The approval authority should not consider the application for a decision until the comments are received.
- 6.6 **Sewage (wastewater) treatment** is to be provided to the County's satisfaction:
  - (a) All subdivided residential lots not connected to a municipal system shall address servicing for soil suitability for proposed on-site private septic systems.
  - (b) Subdivision applicants may be requested to provide at their expense, a professional soils analysis to determine the suitability of the land for on-site private sewage septic systems in relation to the subdivision proposal.
- 6.7 **Drainage and Stormwater Management** is to be addressed to the County's satisfaction:
  - (a) All subdivided lots shall address on-site drainage to the satisfaction of the County.
  - (b) A professional engineered stormwater management report may be requested to be provided at the applicant's expense to ensure stormwater drainage issues are addressed.
- 6.8 **Soil and geotechnical** reports may be required to be provided to the County's satisfaction based on the following considerations:
  - (a) Requested professional engineered geotechnical reports or tests are 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.

- (b) Engineered geotechnical reports will be required for land containing or adjacent to steep coulee slopes or the river valley.
- 6.9 **Municipal Engineering Standards**: The County has adopted an *Engineering Guidelines and Minimum Servicing Standards* document which must be consulted and applied to any type of development or 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 development or tentative subdivision approval to address any servicing standards issues.
- 6.10 In addition to the outlined general servicing requirements and those also in Part 4, Section 11 of the MDP, all proposed developments or subdivisions shall be required to meet the applicable standards the County has stipulated in the Land Use Bylaw.

# 7. Isolated Country Residential

## **Policy Intent:**

- To preserve the agricultural integrity of the County by limiting number of subdivided lots/parcels out of a ¼- section (160 acres) agricultural title.
- To enable potential subdivision of yards where suitable rural servicing is available and where
  existing farmsteads have been established with improvements, shelterbelts, and utility services
  in place.

## **Policies:**

- 7.0 A farmstead or a single lot (isolated) country residential parcel may be subdivided from an unsubdivided ¼-quarter section which has the Rural Agriculture or an Urban Fringe land use designation, provided the site and servicing requirements of the land use bylaw can be met to the satisfaction of the County's subdivision authority and the proposal conforms to any applicable provincial legislation.
- 7.1 The subdivision authority may consider a ¼-quarter section to be unsubdivided if previous subdivisions were for the purpose of public or quasi-public use as defined in the Land Use Bylaw.
- 7.2 A subdivided yard site must be as small as possible to conserve agricultural land but must contain a minimum 0.8 ha (2.0 acre) of developable land and is not to exceed 4.05 ha (10 acres) based on the existing improvements, access, physical features, and shelterbelts.
- 7.3 Generally, a farmstead or a single lot (isolated) country residential parcel should not include any cultivated farmland, pastureland used for grazing of animals, or lands suitable for agricultural production unless included within a shelterbelt and/or physically defined area or is a part of a cut-off parcel.

- 7.4. Through the subdivision policies of the Land Use Bylaw, the subdivision authority shall limit the additional subdivision of existing small titles to one subdivision on lands under the Rural Agriculture district.
- 7.5 A title that is 20 acres (8.1 ha) or less in size may be eligible for one additional lot to be subdivided as long as there are no more than 3 titles per ¼-quarter section.
- 7.6 Further subdivision beyond 3 titles per ¼-quarter section, or the creation of 3 adjacent county residential titles, will require the parcels be redesignated to the Grouped Country Residential District and provide a Conceptual Design Scheme or Area Structure Plan as required under Part 4.

# 8. Grouped Country Residential

## **Policy Intent:**

- To apply a balanced approach when reviewing applications for Grouped Country Residential developments ensuring that they meet the current market demand and provide a high level of service.
- Grouped Country Residential uses will be located in a manner that compliments the growth and development of all other land uses in the County including agricultural pursuits, commercial/industrial growth, and hamlet growth. Grouped Country Residential proposals are not to unduly fragment or convert high quality agricultural land from its agricultural use.
- The County's Grouped Country Residential Land Use Strategy provides direction for County Council, Administration and landowners/developers on suitability and requirements for potential future Grouped Country Residential developments.
- All Grouped Country Residential (GCR) developments shall follow the recommendations and direction of the *Grouped Country Residential Land Use Strategy*.
- All Grouped Country Residential (GCR) developments are to have adequate servicing to serve the proposal and ensure high quality development occurs.

#### **Policies:**

- 8.0 Generally, the subdivision of land for Grouped Country Residential (GCR) is not supported on good quality agricultural lands (parcels that are 70 acres or greater in size) and shall be directed to poorer quality lands, fragmented parcels, and existing residential areas that are readily serviceable, as outlined in the MDP siting criteria and the *Grouped Country Residential Land Use Strategy*.
- The County shall follow the recommendations included in the *Grouped Country Residential Land Use Strategy* including:
  - (a) GCR development shall not be located within the MDS of an approved or grandfathered CFO.
  - (b) GCR development shall not be located adjacent to noxious or hazardous facilities.

- (c) GCR developments will be discouraged:
  - within 300 metres (984 ft.) of a designated/undesignated industrial park/areas unless
    it can be demonstrated that there will be no adverse impacts to either the industrial
    area or future residential area; and
  - II. on parcels included or adjacent to lands identified in the Lethbridge County Industrial-Commercial Land Use Strategy 2016 that are identified to be reserved for future industrial/business use and growth.
- (d) Any GCR development proposed next to a coulee or waterbody/water course shall provide a geotechnical assessment conducted by a qualified professional that demonstrates:
  - A safe development setback from coulee edge
  - 1:100-year flood hazard area
  - Top-of-Bank
  - Wetland conservation plan
- (e) The County will consider the subdivision of parcels of 20 acres (8.1 ha) or less for Grouped County Residential use provided they meet the other policies of this Plan and are accompanied by either a Conceptual Design Scheme or Area Structure Plan as per Section 4.
- (f) Applicants shall provide a market demand assessment with an application for new Grouped Country Residential development.
- (g) The County encourages infill development that is supported by a Conceptual Design Scheme or Area Structure Plan and can meet the standards of the land use bylaw.
- (h) Small-scale GCR developments, defined as 4 or less lots, will be encouraged where they meet the other policies of this statutory plan.
- (i) Large-Scale GCR development (5 or more lots) may be considered where they meet the other policies of this statutory plan.
- 8.2 Small-scale GCR developments that comprise less of a land area, demonstrate they are more easily to be serviced, and will have less on-going infrastructure needs and maintenance from the municipality are preferred.

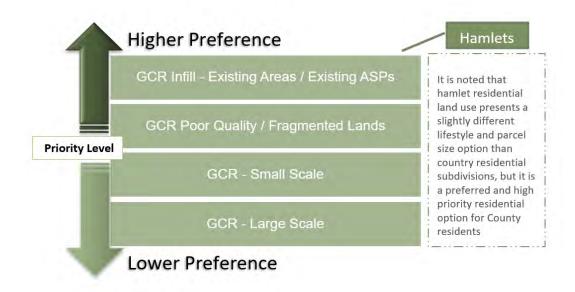
## Siting Criteria

- 8.3 The County shall require new Grouped Country Residential areas to be sited on lands with consideration for the following:
  - (a) Adjacent to hamlets (with consideration for the relevant hamlet study growth plans).
  - (b) Adjacent to recognized recreational areas.
  - (c) Poor quality agricultural lands/non-agricultural areas, including parcels that are 20 acres (8.1 ha) or less in size or titles containing 20 acres (8.1 ha) or less of farmable land.
  - (d) The top of banks of geotechnically sound coulee edges.
  - (e) Cut-off and fragmented parcels.

- (f) Subdivided/fragmented areas including the following:
  - Existing parcels or subdivided areas where agricultural productivity is low or limited, or cannot logically be used for agricultural purposes, due to the prevalence of multiple smaller, existing titles or parcels of land.
  - ii. Historic registered plan or subdivided areas partially developed for country residential use and where further subdivision may be possible.
  - iii. Adjacent to hamlets or urban areas (provided it complies with the relevant Intermunicipal Development Plan).
- (g) Be located in reasonable proximity to emergency services.
- (h) Grouped Country Residential development shall not be located on good quality agricultural lands (parcels that are 70 acres (28.3 ha) or greater in size).

RESIDENTIAL LAND USE Strategy
Multi-lot / Grouped / Clustered Density

FIGURE 2



8.4 In considering and making decisions on new residential subdivision proposals, the County will give higher consideration to those proposals that are deemed to be of a higher priority and preference based on the preferable Residential Land Use strategy as outlined in Figure 2.

## **GCR Servicing Requirements**

- 8.5 All Grouped Country Residential (GCR) uses are to have adequate servicing and all proposed developments shall provide the municipality a servicing plan (including shallow utilities). In addition to the servicing requirements in Section 6, the following are also applicable for GCR use:
  - (a) Sewer (wastewater) treatment is to be provided to the County's satisfaction as all GCR must demonstrate that the area can handle multiple wastewater systems, or a communal septic system if acceptable to the municipality. (Refer to policy 6.6 and the General Servicing Requirements as outlined in Part 4, Section 11 of the MDP).
  - (b) **Potable water** is to be provided to the County's satisfaction:
    - i. Any Large-scale (5 or more lots) country residential development is to be serviced with potable water from the applicable water co-op or the County.
    - ii. Small-scale (4 or less lots) country residential developments may use individual cisterns and hauled potable water or private filtration of irrigation water.
  - (c) **Roadways and access** are to be provided to the County's satisfaction:
    - i. All GCR lots shall have physical and legal access to a municipal road or numbered highway, as access easements are not permitted for multiple lots.
    - ii. Proponents of a proposed GCR development will be required to upgrade any rural road benefitting the development to municipal standards.
  - (d) **Drainage and Stormwater Management** are to be addressed to the County's satisfaction and all GCR development must demonstrate that stormwater will be managed and not impact any adjacent or downstream landowner.
  - (e) **Soil and geotechnical** reports may be required in consideration of policy 6.8, especially for land containing or adjacent to steep coulee slopes or a river valley.
- 8.6 The County shall monitor and amend the *Grouped Country Residential Strategy* over time to ensure that Grouped Country Residential development is managed and suitably planned for, and that the strategy meets the County's future residential needs.

# 9. Hamlets

## **Policy Intent:**

- To encourage and support the residential and economic viability of the hamlets within Lethbridge
   County and direct growth to these urban centres as part of the overall municipal growth strategy.
- The County will support the growth of the hamlets as per the *Hamlet Growth Studies*.
- The County will ensure that hamlets have adequate servicing to allow for growth and a good quality of life for hamlet residents.

#### **Policies:**

- 9.0 The County shall support hamlet growth as identified in the *Hamlet Growth Studies*, provided appropriate servicing provisions exist to facilitate expansions (refer to Map 4).
- 9.1 The County will encourage infill development of land within hamlets as identified within the *Hamlet Growth Studies*.
- 9.2 The County encourages increased density and the efficient use of land by directing residential growth to developed hamlets where municipal services are available.
- 9.3 Future hamlet planning may consider providing a combination of lot sizes and include regular standard sized hamlet residential lots and larger sized lots to cater to a range of resident's needs.
- 9.4 The hamlets should benefit from comprehensive planning and consideration for siting different land uses in a logical manner and ensure there are not land use conflicts created by either poorly sited or incompatible uses operating adjacent to each other.
- 9.5 The hamlets should be planned to benefit from a range of land uses beyond residential including commercial, industrial, and institutional where viable, so that they prosper, grow, and offer residents a high quality of life.
- 9.6 The *Hamlet Growth Studies* are to guide and facilitate the comprehensive planning and development of servicing that will be needed to support healthy, probable growth projections.
- 9.7 The County shall develop a servicing master plan for the individual hamlets to facilitate future hamlet growth and infrastructure needs.
- 9.8 Where existing municipal services in a hamlet are in place and available, new development shall be required to connect to such services.
- 9.9 The County shall monitor, review, and amend the various *Hamlet Growth Studies* over time as part of the studies recommendations, to confirm relevancy and to consider any necessary updates that may be warranted.



Industrial and commercial uses are primarily established along main transportation corridors for visibility and ease of access to major trucking routes. Many of these are situated within designated business parks. Local industry is mainly concentrated on the agriculture sector, food production, and related agri-businesses and is not heavily dependent on the oil industry. More recently, industry sectors such as construction, wholesale and retail, manufacturing, service, and professional services have experienced increases in growth. Isolated rural commercial uses in support of agricultural activities also form a large component of the industrial/commercial land use sector.

## 10. Industrial & Commercial Land Use

## **Policy Intent:**

- To plan for and pursue a strategy of growth in the industrial/commercial sector to help provide
  the County a more balanced, diversified, and healthier tax base, and particularly encourage
  growth of value-added processing in the region.
- To provide a positive environment for industrial/commercial development by encouraging such
  uses in suitably planned locations and to help mitigate potentially negative impacts to residents,
  the environment and infrastructure.
- To plan for and direct industrial and commercial growth towards business parks provided that adequate infrastructure servicing is available.
- To consider and apply through policy, the recommendations and direction of the County's Industrial-Commercial Land Use Strategy (2016) in decision making.
- To plan for effective, managed growth when supporting and encouraging the establishment and
  expansion of industrial business parks or centres and provide some locational certainty to
  businesses looking to locate within the municipality.
- To provide siting and locational criteria that is defined but flexible, as some types of industrial/commercial development need to have adequate servicing to enable the use to occur, while others may be able to operate with minimal servicing requirements.
- To provide developer's clear development criteria and standards that must be considered and applied with respect to siting and servicing requirements.

## **Policies:**

#### General Industrial and Commercial

10.0 The County will direct industrial/commercial uses to fragmented or poorer quality lands, to lands appropriately preplanned or designated for such uses (i.e., established industrial parks), or to areas where the County's strategies, growth studies or plans allow such non-agricultural uses to occur (refer to Map 5).

- 10.1 The County may support land use designations and development on agricultural lands, even those categorized as higher quality, to various industrial or commercial designations that will encourage primary and secondary agricultural production and value-added processing opportunities.
- 10.2 The County will monitor and review its policies and strategies over time to ensure opportunities and a policy framework are provided to enable local producers to be able to market a finished product that is produced locally rather than exporting raw materials to other regions or countries.
- 10.3 The County shall provide for a wide range of industrial and commercial types of development as reflected in the Land Use Bylaw through the districts and prescribed land uses within those.
- 10.4 In considering industrial or commercial development proposals, the County should follow the recommendations included in the *Lethbridge County Industrial-Commercial Land Use Strategy* (2016) [or any subsequent updates].
- 10.5 The County shall monitor, review, and amend the *Lethbridge County Industrial-Commercial Land Use Strategy* over time as part of the study's recommendation, to confirm relevancy, address growth, and to consider any necessary updates that may be warranted.
- 10.6 Through sound land use decision making, the County will protect the Agri-food or protein corridor designated around the Highway 3 area to ensure:
  - (a) land is available for the specialty use and future expansion may also occur, and
  - (b) adjacent land uses are compatible or will not impede the development of the protein corridor.
- 10.7 Industrial-commercial developments shall be restricted from locating on land containing or adjacent to sensitive environmental, cultural and/or historical features unless measures to mitigate any negative impacts are implemented. It is the responsibility of developers to address and obtain any required provincial approvals, such as Historical Resource clearance, when it is required.
- 10.8 The municipality should regularly monitor land supply and local absorption rates for industrial/commercial areas in order to appropriately plan for growth and help guide landowners/developers in bringing industrial land successfully on stream to meet market needs and demand.
- 10.9 Areas which may in the future benefit from or be recipients of water or sanitary sewer service should be identified and protected for industrial-commercial land use if appropriate and may be reserved for those types of businesses that require larger volumes of water for processing.
- 10.10 The County may consider industrial and commercial uses (grouped or isolated), either through the redesignation of lands process or a subdivision or development permit approval, for development proposals that are:
  - (a) agriculturally related (e.g., agricultural processing facilities and transfer facilities) and support the agricultural community and producers;

- (b) non-labour intensive industries which require relatively large areas of land, but require minimal on- site improvements, services, and public amenities;
- (c) value-added processing facilities provided suitable infrastructure or servicing is available;
- (d) natural resource extractive uses such as gravel pits which are governed by the location of the specific natural resource; and are compatible with existing land uses and do not emit offensive or noxious odours.

## Grouped/Clustered Industrial & Commercial Use (Business Parks)

- 10.11 County Council and the Development Authority, through its decision making, will consider the type of land use to be sited in the appropriate industrial land use district, with special consideration for the location, adjacent land uses, servicing needs, and the directives in County's long-term strategic plans, including the Lethbridge County Industrial-Commercial Land Use Strategy.
- 10.12 Industrial and commercial development may be considered on lands considered higher-quality agricultural land (refer to definition) in situations where:
  - (a) the land is adjacent to or in close proximity to major transportation corridors (highways, road, rail);
  - (b) the land has been identified in a report, study, or strategy, (e.g., *Industrial-Commercial Land Use Strategy*) of the County to be suitable or preferred for such use;
  - (c) the area has been agreed to in an Intermunicipal Development Plan with an adjacent municipality to be suitable for such use;
  - (d) the land is to accommodate an expansion to an existing business park or industrial/commercial area;
  - (e) the proposal is for value-added processing or ancillary to agri-business; and
  - (f) the appropriate infrastructure or servicing is readily available in relation to the proposed use and its needs.
  - (g) At an ASP adoption or land use designation stage, Council may also, at their prerogative, restrict such developments if they are deemed to be unsuitable for such lands.
- 10.13 Designated business parks or areas where industrial or commercial facilities are existing may be considered for expansion to accommodate growth based on:
  - Conformity to adopted ASPs or the provision of an approved update or amendment to the ASP;
  - Servicing needs and the ability to provide the required infrastructure capacities;
  - Traffic and road networks;
  - Required minimum parcel sizes will be attainable;
  - Drainage and storm water management being addressed; and
  - Considerations of any adjacent existing land uses in proximity.

- 10.14 If an existing business/industrial park has potential to expand and the area is adjacent or in close proximity to a residential area:
  - (a) Any potential impacts should be considered and mitigative measures may be required to be provided by developers; and
  - (b) Conditions may be placed on development proposals to help manage any identified issues.
  - (c) However, notwithstanding this consideration, the presence of residential uses themselves may not necessarily prevent such uses from occurring and growth being permitted.
- 10.15 Further subdivision beyond 3 titles per ¼-quarter section, or the creation of 3 adjacent for industrial or commercial use titles, will require the parcels be redesignated to the General Rural Industrial or other appropriate district and accompanied by either a Conceptual Design Scheme or Area Structure Plan as required under Part 4, Section 4.
- 10.16 For new grouped or multi-lot industrial and commercial subdivisions the County shall require that Area Structure Plans or Conceptual Design Schemes be professionally prepared that meet the requirements as set forth in Part 4.
- 10.17 The County, as best able though its decision making, will reserve lands identified as industrial-commercial growth areas in the Lethbridge County Industrial-Commercial Land Use Strategy for those uses, and they should not be used for grouped county residential use or other incompatible land uses.
- 10.18 The Highway 3 corridor (Lethbridge to Coaldale), and in particular the Broxburn development node area, is considered a prime area for industrial-commercial development for Lethbridge County, and additional development may be considered for this area, based on:
  - (a) Conformity to existing plans and servicing availability provisions;
  - (b) Additional studies or plans prepared to provide a framework for additional subdivision or business park development which should involve the creation of ASPs; and
  - (c) The County preparing a higher-level concept plan to layout a land development sequence and master road network for the area to provide connectivity for adjacent parcels of land in the Highway 3-CANAMEX interchange area. If implemented, all future ASPs or conceptual design schemes will need to adhere to the municipality's master plan framework.
- 10.19 If a secured water supply is provided for a specific business park or area, the County should strive to reserve those areas for industries that require water for processing or manufacturing, and appropriately direct potential business to those areas, and direct non-water users to other areas that may be suitable.

#### **Isolated Industrial and Commercial Uses**

10.20 Proposed isolated (i.e., non-grouped or clustered) industrial uses may be considered outside established business parks if it can be demonstrated that the use is suitable and adequate

measures or operational standards will be undertaken to minimize any nuisance, hazard or noxious effect on nearby land uses especially residential.

- 10.21 **Isolated industrial or commercial** uses may be considered based on the following locational and siting criteria:
  - (a) Strategic location of business related to visibility or access needs based on proximity to highways, especially intersections and interchanges.
  - (b) Directed to cut-off, fragmented or poor-quality agricultural lands wherever feasible.
  - (c) Higher quality agricultural lands should only be considered if they are parcels adjacent to major transportation corridors or are to be used for value-added processing.
  - (d) The proposed uses compatibility with existing development and adjacent land uses.
  - (e) Availability of existing or ability to obtain infrastructure/services.
  - (f) Type of road network to provide access and accommodate volume of traffic.
  - (g) Drainage and stormwater run-off can be properly addressed and managed by the development.
  - (h) Future growth considerations for the land and lands adjacent to them.
  - (i) The potential to mitigate any negative impacts of the development.
  - (j) If the proposed use or business is servicing or working in the area it is wanting to be established.
  - (k) The quality of the land being used for non-agricultural use, and whether it is acceptable for the type of use proposed or whether it may be encouraged to locate in a more suitable area (i.e., good quality lands being removed for value-added processing [higher priority] or for storage [lower priority]).
  - (I) The proposal adheres to other statutory plans (i.e., IDPs).
  - (m) The use conforms to the general criteria outlined in policy 10.10 of this section.
- 10.22 Highway commercial developments may be considered, where appropriate servicing allows, to provide retail and service-oriented amenities to the public by directing such development towards:
  - (a) primary road networks and highways, including interchange areas;
  - (b) hamlets;
  - (c) convenient and accessible locations;
  - (d) poor quality or fragmented lands were location and access are deemed suitable.
- 10.23 Major or large-scale industrial or commercial developments to be established outside of business parks or transportation corridors may require the developer to undertake a public consultation process corresponding to the size and type of development proposed (bigger scope of development = more consultation required).

- 10.24 For applications pertaining to isolated industrial-commercial uses, the County may request developers provide any or all the following application information for redesignation or development proposals:
  - data on the use such as number of employees, area required, buildings and signs, volume of trucks and traffic impact;
  - site plan which is accurate and shows existing structures, proposed structures, proposed storage area;
  - structure elevations;
  - proposed storage and screening;
  - source of water supply;
  - drainage plan prepared by an engineer;
  - method of proposed fire suppression;
  - a statement explaining why the location is requested and why the use should be allowed outside a hamlet or designated clustered/grouped industrial area.

#### Hamlet Industrial and Commercial

- 10.25 The County may consider commercial developments within hamlets, where servicing allows, to provide retail and service-oriented convenience to residents, directing such development towards highway corridors, main streets and entrances, or where it has been identified in the applicable Hamlet Growth Study.
- 10.26 The type of industrial or commercial development that may be approved in hamlets is contingent to the type of hamlet servicing available to serve the needs of the proposed use.
- 10.27 Depending on the parcel location and the type of use proposed, the Development Authority may consider and impose special siting and screening conditions on development permit approvals to address visual aesthetics for hamlet residents as it relates to operational factors and equipment or storage of the business.
- 10.28 In recognition of hamlet industrial lands historically located adjacent to railways in many instances, and often in close proximity to residential uses, the Development Authority:
  - (a) should carefully consider industrial or commercial development proposals in relation to potential impacts to residents; and
  - (b) may place conditions on development permit approvals to address or mitigate any potential negative impacts (e.g., noise, odours, traffic, hours of operation, storage, and unsightly premises).
- 10.29 Industrial-commercial uses are encouraged and supported to establish within designated hamlets where the businesses cater to a more local service area, either to the urban residents or agricultural producers in the general area.

#### **Hazardous or Noxious Industries**

- 10.30 Industrial uses categorized as hazardous or noxious use as defined in the Land Use Bylaw shall be appropriately sited and should not be approved if they are determined to have the potential to negatively impact the health or quality of life of County residents.
- 10.31 The Development Authority shall solicit and consider the comments of Alberta Environment and Parks, Alberta Health Services, adjacent municipality, and adjacent or deemed to be affected neighbors, before making a decision on a development application concerning a hazardous industry.
- 10.32 Prior to making a decision on a development proposal to establish or enlarge a hazardous or noxious industry, Council on a redesignation application or the Development Authority on a development application, shall:
  - (a) solicit and consider the comments of an urban municipality if the land is less than 3.2 kilometres (2-miles) from the boundaries of any adjacent municipal jurisdiction; and
  - (b) consider any relevant process and policies in the Intermunicipal Development Plan.
- 10.33 Prior to a decision being made on a hazardous or noxious industry, the Development Authority may hold a public meeting to solicit the views of the public regarding the application or require the applicant to undertake a public consultation process and report the feedback to the municipality.
- 10.34 The County will provide and implement through specific standards in the Land Use Bylaw appropriate setbacks to urban boundaries applied to high intensity/noxious uses, such as abattoirs, composting facilities, asphalt batch plants, bio-waste facilities, kennels, and other similar uses.
- 10.35 The development authority shall consider the "Guidelines for the Location of Stationary Bulk Ammonia Facilities" prepared by Alberta Environment and the application of needed setbacks before making a decision on a development application concerning a bulk, ammonia storage facility.

## Natural Resource Extraction Uses

- 10.36 The relevant approval authority may require an applicant developing a natural resource extraction use, such as a sand or gravel pit, to provide information regarding:
  - dust suppression
  - haul routes
  - invasive plant management
  - reclamation plans

- 10.37 Before approving a development application for a natural resource extractive use, the development authority shall solicit and consider the comments of:
  - Alberta Environment and Parks
  - any landowners within 0.8 km (0.5 mi) of the lot proposed for a natural resource extractive
  - any adjacent municipality

#### **Brownfield Site Redevelopment**

- 10.38 The redevelopment of privately owned industrial land categorized as brownfields is supported as it is considered as an efficient means to allow for the re-use of land, supports densification, protects agricultural land conversion, stimulates community revitalization, increases property values, and reduces health and environmental risks.
- 10.39 To facilitate responsible brownfield redevelopment, the County may require developers to conduct environmental development reviews and Environment Site Assessments for applicants to demonstrate that the environmental site conditions are suitable for the intended use.
- 10.40 The merits of supporting brownfield redevelopment for specific sites will be reviewed by Lethbridge County individually and any consideration for incentives to encourage redevelopment, such as through the implementation of tax deferrals and exemptions, will be considered by the County on a case-by-case basis at its discretion with regard to the long-term benefits and costs to the municipality.

#### **Home Occupations**

- 10.41 Home Occupations are to be limited in size and scope in order to not become the primary use of a parcel whose principal purpose is the residential aspect, as the Home Occupation is to remain a secondary use.
- 10.42 Home Occupations that grow beyond the original parameters and conditions of a development permit approval shall be required at the request of the Development Authority to:
  - (a) cease the unapproved expansion of activities beyond the parameters of an approved permit, or
  - (b) redesignate to an appropriate commercial or industrial land use designation.
- 10.43 Home Occupations that desire to expand and grow beyond the original parameters and conditions of a development permit approval and the standards/regulations of the Land Use Bylaw will be required to relocate to a more suitable parcel already designated for industrial or commercial type use.
- 10.44 Home Occupations should continue to be allowed wherever deemed appropriate, with Lethbridge County reviewing and monitoring their success or constraints over time. At some point in future

- time, those Home Occupations that have successfully grown or desire to expand should be encouraged to relocate to established industrial areas.
- 10.45 The County will regulate the size and operational factors of Home Occupations through criteria and standards in the Land Use Bylaw, including having different categories and standards applied to regulate such uses.

## **Industrial and Commercial Servicing**

- 10.46 All industrial and commercial development must meet the standards outlined in the Lethbridge County Engineering Guidelines and Minimum Servicing Standards. Additionally, development must also meet both Alberta Environment and Alberta Health Services regulations as applicable.
- 10.47 Any commercial or industrial use that uses high volumes of water as part of its operations (such as a food processor, truck or car wash facility, heavy manufacturing industry) must be located in an area that has a secured water supply and be able to connect to a municipal treated sewage system, or an approved private or communal sewage system that can handle the volume of effluent and wastewater.
- 10.48 All development must comply with the servicing requirements and criteria stipulated in Part 4, Section 11 of the MDP, and generally must meet the basic following requirements:

**Roads/Access** – All development and each parcel of any proposed subdivision must have both legal and direct physical access to a public road unless it is part of a registered condominium plan.

**Water** - For any development, the County will require developers to demonstrate the availability of a secure water supply relative to the proposed development's volume usage needs.

**Sewage/sanitary service** - All developments are to have appropriate sanitary servicing suitable for the use and volume of effluent produced. Exceptions may be considered where the industrial or commercial use is mainly outdoor storage, resource extraction or primarily agriculturally related (e.g., hay plant, seed cleaning facility, etc.).

**Drainage** - Stormwater management must be addressed to the municipality's satisfaction and developers must provide lot grading plans and/or engineered stormwater management plans as required.

**Shallow utilities** - Utilities such as electricity and gas necessary to serve the development must be provided at the developer's expense.



# 11. Infrastructure and Servicing

## **Policy Intent:**

- To support the County's commitment to maintaining and improving upon the County's infrastructure systems.
- To recognize the value of Asset Management in making decisions about the use and care of
  infrastructure to deliver services in a way that considers the current and future needs, manages risk,
  identifies opportunities for best maintenance practices and evaluates the best use of the County's
  resources.
- To ensure clear municipal servicing requirements and standards are provided to prospective developers to help facilitate their proposal being successfully developed.

#### **Policies:**

## Infrastructure General

- 11.0 The County will strive to ensure that infrastructure is provided in a sustainable, efficient, cost-effective, and environmentally sound manner to provide adequate service and maintain public health and safety.
- 11.1 The County shall utilize transportation master plans to guide maintenance and operational investments into existing and future expansions of the County's transportation network.
- 11.2 The County shall have a municipal *Engineering Guidelines and Minimum Servicing Standards* manual which applies to all development or subdivision proposals. This document shall be reviewed and updated as determined necessary by the municipality.
- 11.3 The County commits to preparing a comprehensive water strategy plan that examines the potential to obtain or secure additional water resources to accommodate future growth needs within the municipality.

- 11.4 The municipality will try to help where possible to ensure water resources are efficiently provided to help support growth and the economical delivery of rural water systems.
- 11.5 The County has prepared or is in the process of completing several master drainage plans for catchment basins within Lethbridge County (refer to Map 9). With respect to these:
  - (a) The *Malloy Drain Master Drainage Plan* must be considered by landowners/developers when undertaking any land development within the specified catchment area.
  - (b) The County will complete master drainage plans for 8-mile Lake and the Battersea drainage basins that once completed, must be considered when undertaking any land development within the specified catchment area.
  - (c) If developers meet the criteria outlined in the Lethbridge County stormwater approval for the *Malloy Drain*, or other drainage master plans approved by Alberta Environment, they do not need to apply for separate approval to Alberta Environment under the Water Act provided the plan is adhered to.
- 11.6 The Market Asset Network should be regularly monitored and reviewed to ensure the long-term (35-year) plan is meeting the needs of the County and the users to efficiently move goods and product to market.
- 11.7 The County will continue to implement Asset Management processes for the purpose of longterm infrastructure planning and sustainability, and to help guide municipal capital investment regarding transportation, water, sanitary sewer, and storm water management infrastructure.
- 11.8 The County will regularly review existing policies and procedures relating to Asset Management within the organization and where necessary, make amendments based on the approved recommendations of the Senior Leadership Team and/or Council.
- 11.9 The various hamlet's infrastructure systems will be regularly maintained and monitored so future growth may be accommodated through long-term capital and infrastructure planning that may be necessary to address any services delivery and capacity issues.
- 11.10 The County shall consult with Alberta Transportation to coordinate land use in the vicinity of highways and the future CANAMEX Freeway (refer to Map 8). Consultation with Alberta Transportation is also needed to help efficiently coordinate the planning of future highway upgrades and routing as proposed by the province.
- 11.11 The County may negotiate a highway vicinity management agreement with Alberta Transportation in accordance with the *Regulation* to better manage local land use in the vicinity of provincial highways.

## **Development Servicing Requirements**

#### Roads

- 11.12 All development, and each parcel of any proposed grouped or multi-lot subdivision (residential, industrial, or commercial), must have both legal and direct physical access to a public road, unless it is part of a registered condominium plan.
- 11.13 Any new roadways provided by developers are to adhere to the transportation guidelines within the *Lethbridge County Municipal Engineering Guidelines and Minimum Servicing Standards*.

  Developers will be required to enter into Development Agreements with the municipality to address the terms of providing or upgrading roadways necessary to serve the development.
- 11.14 For any subdivision proposal where a new municipal road is needed to provide access, the road right-of-way required is to be dedicated at the time of subdivision and the road alignment shall be illustrated on the tentative plan of subdivision prepared by the applicant's surveyor.
- 11.15 Private access easements for parcels to be subdivided shall not be permitted as the sole means of legal access. However, the following may be considered in limited circumstances:
  - (a) The County may take into consideration existing or historical easements if it is the case of a boundary title realignment which has an easement currently registered on title.
  - (b) Exceptions may also be made in instances where parcels are severed and physically cutoff from a roadway (e.g., such as by an irrigation canal) and there is no other means of obtaining access.
- 11.16 Where Large-scale (5 or more multi-lot) subdivisions are approved that take access from an adjacent paved municipal roadway or highway, the municipality may require the local internal or access road for the subdivision to be paved at the developer's expense.
- 11.17 Applicants for major development proposals and multi-lot subdivision applications may be required to provide Traffic Impact Assessments (TIAs) as a means of identifying access and roadway improvements and upgrading requirements.
- 11.18 The County may require developers enter into a Road Use Agreement to address haul routes, maintenance and/or upgrading, heavy haul usage degradation, dust control, and any other matters relative to the use or impacts to municipal roads.
- 11.19 The County will consult with adjacent municipalities with regards to any new or future road networks as per any approved Intermunicipal Development Plan.

## Water

11.20 All residential developments are to have a potable water source, sufficient for the proposed type and scale of development, acceptable to the County and compliant with both Alberta Environment and Parks and Alberta Health regulations.

- 11.21 For any development, the County will require developers to demonstrate the availability of a secure water supply relative to the proposed development's volume usage needs.
- 11.22 Private water systems comprised of hauled water cisterns, self treated dugout systems or individual water wells are considered acceptable methods of water supply for individual parcels or developments, or Small-scale grouped country residential developments.
- 11.23 Where subdivisions propose a water well or an unlicensed water supply, the applicant is responsible for meeting the requirements of the *Water Act* and the Subdivision Authority should not render a decision on the application until the Alberta Environment comments are received.

#### Sanitary Wastewater (Sewer)

- 11.24 All developments are to have appropriate sanitary servicing based on the *Lethbridge County Municipal Engineering Guidelines and Minimum Servicing Standards*.
- 11.25 For any development or subdivision proposing an on-site private septic disposal system, a soils analysis and report as prepared by a certified professional is required to demonstrate soil suitability and type of system acceptable for the parcel.
- 11.26 For any County hamlets where municipal sanity sewer systems are in place, all new developments shall be required to connect to such systems where adequate capacity exists and individual private systems shall not be allowed.
- 11.27 Developers shall be responsible for ensuring regional (or communal) wastewater treatment systems approved by the municipality:
  - (a) meet or exceed all provincial and municipal guidelines and regulations and design requirements; and
  - (b) must be sited on public utility lots where the title is held by the County, unless part of an approved condominium plan.

#### **Hamlet Services**

The hamlets of Monarch, Diamond City, Shaughnessy, and Turin have both municipal potable water and sewer systems in place.

## Stormwater Management

- 11.28 Landowners/developers are to manage and address to the municipality's satisfaction stormwater management as it pertains to their developments and parcels of land.
- 11.29 Lot grading plans may be required by the Development Authority at the time of development to establish individual lot grades and finish elevations for buildings or structures.
- 11.30 Developers will be obliged to prepare stormwater management plans as required as per the policies of this plan, which must be professionally prepared by a licensed, qualified engineer.
- 11.31 All new developments are to meet the storm water management requirements set forth in the County Municipal Engineering Guidelines and Minimum Servicing Standards, and the Malloy Basin

- Master Drainage Plan if applicable, and comply with all Alberta Environment requirements in accordance with the Water Act.
- 11.32 The County may request developers provide letters of assurance for any storm ponds to be constructed, even those located on non-municipal property.
- 11.33 Landowners/developers must meet any provincial requirements pertaining to stormwater management and are responsible for obtaining any necessary Alberta Environment approvals in accordance with the Water Act.

## **General Development Standards**

- 11.34 Developers will be responsible for complying with the standards outlined in the *Engineering Guidelines and Minimum Servicing Standards* document and additional information may be requested by the County as deemed necessary. Conditions may be placed on a tentative development or subdivision approval to address any servicing standards.
- 11.35 In addition to the outlined general servicing requirements, all proposed developments or subdivisions shall be required to meet the applicable standards the County has stipulated in the Land Use Bylaw.
- 11.36 At the time of subdivision or development developers may be required to enter into Development Agreements with the municipality to address any infrastructure or servicing requirements necessary to serve the proposal.
- 11.37 Developers may be required to provide an acceptable form of security (e.g., irrevocable letter of credit, bank draft, etc.) to the municipality, where infrastructure is to be installed that will later be taken over by the County, to ensure that financial security is available in the event that the developer is unable to meet their servicing/infrastructure obligations under the Development Agreement.
- 11.38 The County shall require the developer to apply for and provide proof of compliance of all applicable provincial safety codes if a development permit has been approved for a development.

Environmental protection is a central concern to Lethbridge County as the County contains unique geographical areas that are of local, provincial, and national importance. Natural vegetation found within the County is the result of a biological adaptation to the semi-arid environment of the Palliser Triangle. The fields and grasslands that border upon the impressive Oldman and Little Bow River valleys typify the natural prairie and coulee landscape of Lethbridge County. As a result of this natural topography, much of the land area in the County is utilized for agricultural purposes.

## 12. Environmental

## **Policy Intent:**

- It is essential that the environment is both respected and taken into consideration when making land use and development decisions.
- Principle environmental concerns focus on the ongoing sustainability of the air, water, and soil in relation to agricultural productivity. The County will attempt to safeguard its natural capital through the protection of these components while developing sustainable opportunities, such as renewable energy and biofuels production.
- To protect the integrity of the environment through the promotion of the natural capital within the
  County and to undertake methods to increase public awareness regarding activities within
  environmentally sensitive areas. Policies and practices regarding environmental protection should be
  a partnership between all levels of government, interest groups and the public.

#### **Policies:**

## General

- 12.0 The County may require an applicant /developer to provide further professional studies identifying the important aspects of land suspected to be environmentally significant.
- 12.1 The County recognizes the environmentally significant areas as identified in the *Cottonwood Report, Environmentally Significant Areas in the Oldman River Region (1988)* and commits to protecting or mitigating potential negative impacts to such areas by recognizing, avoiding and/or addressing such matters at the time of subdivision and development.
- 12.2 The County may obtain lands identified as environmentally significant using environmental reserve, environmental easements, or municipal reserve as section 664 of the Municipal Government Act where it deems warranted.
- 12.3 Where deemed appropriate and warranted, the municipality will attempt have access provided to the public for parcels that are adjacent to river valleys and other water body features, in the planning or subdivision of such lands and in the determination of suitable locations of environmental or municipal reserve lands.

- 12.4 Lethbridge County will follow and promote provincial and federal regulations regarding:
  - Environmental protection
  - Waste management
  - Water protection
  - Confined Feeding Operations
- 12.5 The County shall work with the agricultural community and other orders of government to encourage the development of Environmental Farm Plans for Lethbridge County producers.
- 12.6 The County will continue to consult and work with intermunicipal neighbours and various agencies to address regional storm water drainage issues.
- 12.7 As water bodies are a limited resource within the municipality, the County shall manage development adjacent to these vital resources through various planning processes and restrict overdevelopment as deemed appropriate.
- 12.8 The relevant approval authority reserves the right to deny development approvals that may detrimentally affect a water body or the surrounding area that forms part of the ecosystem.
- 12.9 The County shall require all subdivision proposals ensure that storm water drainage and sewage disposal systems are installed to protect the water quality of both surface and ground water sources.
- 12.10 The County will participate in studies related to water quality issues within the Oldman River Basin whenever possible.
- 12.11 The Oldman and Little Bow Rivers are recognized as important regional water sources in Lethbridge County, and decisions regarding land use and development should consider potential affects to these water bodies.
- 12.12 The County may create plans or studies that more comprehensively plan for and manage future growth and land use in proximity to key water and recreational areas, such as Keho Lake, Park Lake, Stafford Reservoir and Chin Coulee.
- 12.13 Land use within proximity to the river valleys and coulee systems of the Oldman and Little Bow Rivers shall be cognizant of the sensitive features of the landscape including geological features, plants, bird and animal habitat, spring/seepage areas and drainage systems, and should not negatively affect such environmental features.
- 12.14 Natural coulee systems, such as Piyami Coulee, Six-Mile Coulee, Chin Coulee, act as part of the regional drainage system and development should be suitably sited to not negatively impact or cause unnatural subsidence or erosion to occur.
- 12.15 Native prairie grassland is an important ecological and endangered feature that should be protected, and the County commits to protecting this natural vegetative feature whenever

- possible in its decision-making processes.
- 12.16 Developers shall be encouraged to conserve and protect important archaeological, prehistoric, and paleontological sites and minimize conflict with planned development.
- 12.17 Council, Subdivision or Development Authority may require developers to provide a professional Environmental Impact Assessment (EIA) where it is deemed necessary to identity or address development or land parcels either known or deemed to potentially have environmental concerns.

#### **Flood Mitigation**

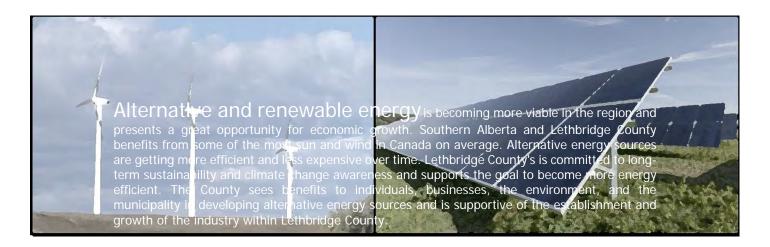
- 12.18 Through the standards and requirements of the land use bylaw, the County Subdivision or Development Authority shall refuse to approve an application for subdivision or development if it is of the opinion that the parcel or development will be located within the 1:100-year flood plain or flood hazard area, or if it cannot be clearly demonstrated to the satisfaction of the approval authority that the parcel will not be subject to flooding.
- 12.19 The County may consult with Alberta Environment and Parks or other appropriate organization or individual to assist in determining high-water marks, flood hazard/risk area, banks and the level of a lake, dam, river, or other waterway taking into account 1:100 water levels, wind set-up and wave run-up.
- 12.20 Where flood information is not available, but Lethbridge County believes that lands may be subject to flooding, development may be required to be setback such distance as the Development Authority considers reasonable and appropriate to minimize the risk of flooding.
- 12.21 Should the Subdivision or Development Authority consider it appropriate in limited circumstances, development may be allowed in the flood fringe area subject to the specified restrictions and requirements as outlined in the land use bylaw. These generally may include that development shall be restricted to non-residential buildings or structures that can be adequately protected to minimize potential flood damage.

#### Wetlands

The municipality recognizes in the semi-arid region of southern Alberta within which Lethbridge County is situated, the importance of watersheds, rivers, streams and water bodies or portions thereof, to both citizens, industry and agricultural, and it recognizes that maintaining the water quality in these watersheds is in the best interests of the municipality, its ratepayers, as well as downstream consumers.

- 12.22 The County will strive to ensure development is appropriately planned and located to have minimal impact on the water quality.
- 12.23 Lethbridge County shall consider the conservation of or the return of wetlands to their natural state in both policy making and decisions on development proposal, and through standards provided in the municipal land use bylaw, the municipality will ensure that where

- it is deemed practical to retain wetlands the Development Authority does not approve development that disturbs a wetland.
- 12.24 All development proponents are responsible to review and consider the provincial wetlands inventory to determine the existence of a wetland and adhere to provincial requirements regarding wetland preservation references including, but not limited to, the Alberta Wetland Policy, *Public Lands Act* and *Water Act*, Water for Life and Stepping Back from the Water.
- 12.25 Where an activity is proposed that will impact an identified wetland, and prior to receiving an Area Structure Plan or redesignation of land approval, Lethbridge County will require the developer to consult with Alberta Environment and Parks to determine whether the Crown intends to claim the wetlands on the site in accordance with the provisions of the *Public Lands Act, R.S.A. 2000*, c. P-40. Crown claimed wetlands shall be retained in accordance with the directions from Alberta Environment and Parks.
- 12.26 Where it can be demonstrated to the satisfaction of the municipality that it is not practical to avoid impacting a wetland, such as due to inherent site constraints or requirements for the proper functioning of a wetland, the bylaw standards may allow for the approval of development that disturbs a wetland with conditions designed to mitigate the impact of the development on the wetland.



# 13. Alternative and Renewable Energy

# **Policy Intent:**

- To encourage the development of emerging technologies in power generation and support a range of different energy sources to allow for a diversified energy supply that is resilient, sustainable and can meet growing demand.
- To provide criteria for the siting and establishment of alternative energy systems and minimize conflicts as much as possible with adjacent land uses.
- To provide opportunity for both large scale renewable energy projects and smaller micro-scale systems for individual homes or businesses.
- To ensure the approval, erection, construction and decommissioning of alternative energy systems comply with the Land Use Bylaw and appropriate provincial and federal requirements regulating the alternative energy system.

### **Policies:**

# General

- 13.0 The County is supportive of growth in the alternative or renewable energy sector, such as wind, solar, geothermal, waste energy and similar types of developments, within the municipality and shall ensure such uses are regulated through the processes outlined in the municipal Land Use Bylaw.
- 13.1 County Council may create policies and regulations in the Land Use Bylaw as it determines are necessary, to address development standards for specific energy developments.
- 13.2 County Council will encourage new alternative or renewable energy developments in the County, including wind, solar and geothermal, but such proposals should have consideration for the type of technology and potential impacts on neighbouring land uses, especially higher density residential development.
- 13.3 Proponents of alternative or renewable energy developments will be encouraged to:

- Consult with the municipality to understand the County's applicable land use policies and what local development matters may need to be addressed (i.e., road use agreements) prior to making an application to the AUC; and,
- Engage with the community by proactively consulting on development proposals with potentially affected landowners in the vicinity.
- 13.4 The municipality will respond to AUC renewable energy application notifications in a manner consistent with the MDP and will request the AUC review the local plans and policies and consider those in the decision-making process.
- 13.5 The County requires that all alternative/renewable energy developments provide plans and reserve funds to account for the decommissioning of infrastructure and restoration of affected land once the life cycle of the development has concluded.
- 13.6 Alternative/renewable energy developments are required to provide to the municipality studies and information demonstrating the extent of potential impacts, and any proposed mitigation measures, related to some or all the following areas:
  - Noise and/or vibration,
  - Sightlines and/or shadows,
  - Natural heritage and/or water bodies,
  - Archaeology and/or historic resources,
  - Telecommunications,
  - · Neighboring residential land uses, and
  - Consultation conducted with area or affected landowners.
- 13.7 County Council will review the County's alternative energy and renewable energy policies over time as new technological developments and advancements, or opportunities are presented.
- 13.8 Lethbridge County is supportive of incorporating more green energy sources to use for power in the municipality and where feasible, will assist in the process for establishing solar electrification in key beneficial areas or industrial parks through community-owned power generation.

### Small-Scale (Micro) Individual Renewable Energy

- 13.9 Individual landowners or businesses are supported in installing private or micro-scale alternative energy systems on their properties or buildings, and the County will ensure the municipal Land Use Bylaw allows for such opportunities through the outlined prescribed uses and standards of the bylaw.
- 13.10 Development proposals for small-scale (micro) alternative energy systems must adhere to all regulations as established by the municipality in the Land Use Bylaw.

- 13.11 When deciding on development permits for private or micro-scale alternative energy systems, the Development Authority will take into consideration:
  - The type and scale of the proposed system and if it may potentially negatively affect adjacent landowners, especially with regards to issues of glare, noise, or visual obstruction;
  - If the applicant can suitably demonstrate the infrastructure or building on which the energy system can safely and securely support the mechanism and building or electrical code requirements can be met.
  - Applicants may be required to provide engineering reports to ensure the roof structure is safe for the extra weight load and wind uplift.

# Large-scale Commercial Wind Energy Conversion Systems (WECS)

- 13.12 Development proposals for large-scale commercial multiple tower WECS may be considered within the 'Rural Agricultural RA' land use district without the requirement to go through a redesignation process to some other land use district.
- 13.13 Land use and siting requirements for large-scale commercial multiple tower WECS developments shall be addressed through the standards of the Land Use Bylaw and will contain at a minimum:
  - The process for developers to submit such proposals to the municipality and what information is required.
  - Specified setbacks to municipal public roadways and adjacent property lines; and
  - The requirement to enter into a Road Use Agreement with the municipality.
- 13.14 Wind Energy Conversion Systems are not to be located within the specified flight paths/approaches and distances of the Lethbridge Airport as stipulated by Transport Canada and/or NavCanada.

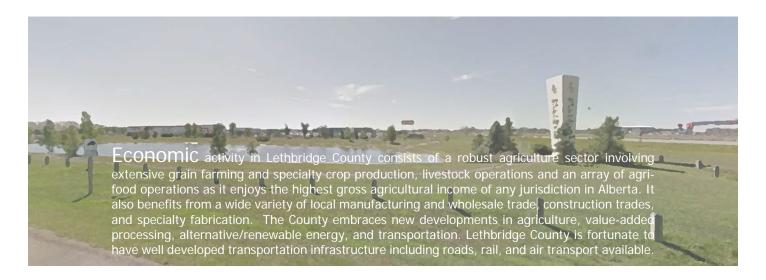
### Large-scale Commercial Solar Collection

- 13.15 Development proposals for Commercial Solar Collection Facilities must be designated to the Direct Control land use district for a decision to be made by County Council on the suitability of the use and the issuance of a development permit.
- 13.16 The County will attempt to balance the establishment of large-scale Commercial Solar Collection Facilities with agricultural land considerations as best able but may allow such uses to be sited on prime or irrigated agricultural lands based on infrastructure/connectivity needs, location of electrical sub-stations, and if deemed appropriate by Council.
- 13.17 County Council will consider the following with regards to the siting of Commercial Solar Collection Facilities:
  - (a) Use of poor quality, lowest production land and dry corners is preferred.
  - (b) Use of cut-off, fragmented, irregular shaped parcels are preferred.

- (c) Use of parcels with no irrigation rights is preferred.
- (d) To the extent possible, use of irrigated land should be avoided/minimized, but exceptions may be considered based on proximity to sub-stations or connectivity to the grid network.
- (e) Commercial Solar Collection Facilities are not to be located within 300 metres (984.3 feet) of an individual dwelling on an adjacent parcel and 750 metres (2,460.6 feet) of a boundary of a Grouped Country Residential area (designated or undesignated), hamlet, village, or town, as measured from the closest point of a solar collector infrastructure supporting photovoltaic cells. The 300 metre (984.3 feet) distance may be lessened at the discretion of the approval authority if the neighbouring impacted landowner consents to a lesser setback distance.
- 13.18 County Council will consider and use the policy directives as outlined in previous policy 13.17 when deciding on whether to support or oppose Commercial Solar Collection Facility proposals that will ultimately need to be submitted to the Alberta Utilities Commission (AUC) to obtain the necessary provincial approval to establish and operate.
- 13.19 Commercial Solar Collector Facilities must not to be located within 3.2 km (2.0 miles) of the Lethbridge Airport unless the technology of the associated photovoltaic cells is determined to be such a type that no glare or reflection is produced.
- 13.20 Recognizing that Commercial Solar Collection Facilities are a new emerging industry and changes will occur as the technology comes to terms with the various issues, Council shall commission a review, which shall re-examine the impact of Commercial Solar Collection Facilities at such time when 500 hectares (1,235.52 acres) of irrigated land or lands with irrigation rights, or a total of 2,500 hectares (6,177 acres) have been developed for such use.

# Biogas/Biofuels/Waste-to-Energy

- 13.21 The County is supportive of the development of biogas digesters and biodiesel processing facilities provided they are appropriately sited on land designated for such use.
- 13.22 Biofuels development will be encouraged to locate in proximity to a good transportation corridor or provincial highway with the access/egress road to the site paved and should typically be located in a rural grouped industrial district where possible.
- 13.23 Biogas digesters, biodiesel processing facilities or waste-to-energy plants should not be located adjacent to grouped county residential designated areas and must be situated a minimum of 250 m to a residence.
- 13.24 Commercial geothermal facilities producing energy for market sale must obtain development permit approval from Lethbridge County. Individual geothermal systems to provide heat or energy to a private business or dwelling do not require development permit approval but must meet all provincial regulations and obtain the necessary Safety Code approvals.



# 14. Economic Development and Growth

# **Policy Intent:**

- The County's objective is to encourage a high standard of development that promotes sustainable growth and fosters the ongoing diversification of the County's economy.
- To build on the economic strengths of Lethbridge County as it is situated in an excellent location for
  future economic growth and to emphasize the transportation linkages within the municipality which
  allow for the efficient exchange of people and commodities facilitating economic development.
- To build on economic development successes while diversifying the economy with a focus on valueadded processing and working with municipal, provincial, and federal partners on regional economic growth projects.
- To encourage and support rural economic growth and diversification through creating a positive policy
  environment and long-term strategic planning that enables a wide variety of economic opportunities
  to occur.

## **Policies:**

- 14.0 The County will pursue an economic balance between agricultural, residential, industrial, and commercial employment nodes and services.
- 14.1 The County is committed to collaborating with neighbouring municipalities in the region and SouthGrow on the establishment and promotion of the "Canada's Premier Food Corridor" along Highway 3 and "Canada's Western Gateway" along Highway 4.
- 14.2 The County will support the establishment of an agri-food (or protein) corridor, by:
  - Creating policy to protect the corridor and ensure all adjacent uses are compatible; and
  - Developing an economic strategy to attract and support value-added processors to the corridor.

- 14.3 The County will support and provide for opportunities that enable local producers to be able to market a finished product that is produced locally rather than exporting raw materials to other regions or countries.
- 14.4 The County embraces new developments in agriculture, alternative/renewable energy, transportation, and logistics, and will create a positive policy environment that allows such developments to establish within the municipality.
- 14.5 The County shall prioritize the development of a formal water strategy to help secure additional water supplies, which may be through obtaining licensing, transfers, purchase, or partnerships, in order to provide potable water within the County to help support growth and development initiatives.
- 14.6 The County commits to collaborate and create partnerships with adjacent municipalities to plan for joint development areas that may be mutually beneficial.
- 14.7 The County will continue to plan and ensure there are a variety of designated business or industrial parks with shovel ready land within Lethbridge County in various suitable locations that may take advantage of transportations corridors and utility servicing.
- 14.8 The County will ensure the Land Use Bylaw allows for a wide range of commercial or industrial uses and economic development opportunities including a mix of land uses.
- 14.9 The County may support land use designations on agricultural lands to various industrial or commercial designations that will encourage primary and secondary agricultural production and value-added processing opportunities.
- 14.10 Economic development growth strategies are to also support agricultural ancillary businesses and minor service, local fabrication, storage, transportation, and repair businesses that are also important components of the local economy, and which may also occur on agricultural lands provided that they are accessible, serviced or in serviceable areas based on the development infrastructure needs.
- 14.11 The County will cooperate with tourist associations to identify and develop tourism resources that may be beneficial to Lethbridge County and add to the local economy.
- 14.12 It is recognized that some development or economic proposals may be regionally significant and/or mutually beneficial to multiple parties and the County will consult and discuss such proposals with its neighboring municipalities when they come forward to find methods to accommodate such developments for the benefit of the shared region.



# 15. Intermunicipal and Regional Collaboration

# **Policy Intent:**

- The County is committed to intermunicipal and regional cooperation to ensure development meets the needs of the County and the region as a whole.
- The County is open to partnerships and collaboration where it is foreseen there may be efficiencies in
  providing services to the public, potential for economic and regional growth, or opportunities that
  may be seen as mutually beneficial with another party.
- Lethbridge County shall consult with various agencies and government departments to ensure development decisions are made having regard to utility needs and provincial requirements.

# **Policies:**

- 15.0 The County is committed to ensuring that the policies as established in all the adopted Intermunicipal Development Plans (IDPs) are adhered to and updated as required (refer to Map 6).
- 15.1 The County will communicate and collaborate with adjacent municipalities on non-land use planning related matters where it is seen there may be mutually beneficial opportunities.
- 15.2 County administration shall communicate on a regular basis with adjacent municipal administrations to identify and address matters of mutual interest or concern.
- 15.3 To regularly engage with other rural municipalities to identify matters affecting rural agricultural areas and to work together with the *Rural Municipalities of Alberta (RMA)* association to highlight and seek solutions to such matters on a provincial level.
- 15.4 The County will consult and work with the Irrigation Districts on land use and drainage matters and will try to ensure development does not negatively impact irrigation works.
- 15.5 The County will consult with Alberta Environment and Parks on land use proposals or applications where:

- It is determined there may be an impact to the environment,
- Drainage or storm water drainage may involve provincial authorizations.
- 15.6 Alberta Health Services will be consulted by the County on land use planning decisions involving:
  - Industrial Uses
  - Uses that may impact water quality
  - Any application or situation that may involve or impact public health.
- 15.7 The Development Authority will consult with the Natural Resources Conservation Board (NRCB) on land use planning decisions regarding development near existing Confined Feeding Operations (CFOs) and issues with regards to manure spreading/stockpiling in the County.
- 15.8 The County will endeavour to contact or consult with any other public or private agencies as required to ensure both its and citizens services or needs are being met or where collaboration is determined to be warranted.
- 15.9 The County is committed to consult with Indigenous Peoples on the development of lands adjacent to traditional First Nations sites as noted in the *Cottonwood Report, Environmentally Significant Areas in the Oldman River Region (1988)*.
- 15.10 The County is appreciative of groups, activities or events that celebrate or bring awareness to Indigenous Peoples culture in the area and will help recognize or provide support where able.
- 15.11 The local history and culture of the region is recognized for its heritage value and the County will support or engage with ethnic and cultural societies/groups on activities, events, education, acknowledgments, or development as deemed as having significance to Lethbridge County.
- 15.12 Lethbridge County recognizes the importance of community associations and non-profit groups that assist or provide services or social opportunities to citizens, and it will try to regularly engage and support the local community groups in their endeavors, where feasible.

# Municipal Development Plan

Lethbridge County

**IMPLEMENTATION** 

PART 5

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# PART 5

# 16. Plan Implementation

Lethbridge County prepared the Municipal Development Plan with a strategic vision for managing growth, encouraging sustainable development, supporting diversification of the local economy, and identifying appropriate development locations guided by standards and requirements applicable to future proposals. It is anticipated the potential life of this plan could be 25 or more years into the future. However, the MDP should be treated as a living document that is revisited regularly in response to changing circumstances.

## **Policy Intent:**

- To ensure that the policies of this plan are relevant and followed in all future land use and development related decisions.
- To outline an implementation and on-going review system of the MDP to ensure its relevancy.

### **Policies:**

- 16.0 The policies contained within this Plan shall be implemented through other statutory and non-statutory plans and the Land Use Bylaw. All existing bylaws, plans, policies, and standards that take direct action from, or are guided by, the MDP shall be updated in a timely manner following adoption of this plan to ensure that they align.
- 16.1 The policies of this MDP shall be used as a guide to formulate any amendments to the County's Land Use Bylaw to ensure conformity.
- 16.2 The County should regularly take note of pertinent information, suggestions, legislative changes, and emerging municipal planning trends for consideration of possible future improvements to the MDP.
- 16.3 Planning administration should informally conduct a brief annual review of the MDP and land use, approvals, appeals, and interpretation issues to gauge if the key MDP policies are being effective and address land use scenarios or other matters brought forward and deemed relevant.
- 16.4 The County shall conduct a complete review of the MDP every five years to ensure the document meets the needs of the community and that policies are relevant and up to date.
- Any future updates or major amendments should include a suitable public consultation process to seek input and validate that the MDP goals and policy directions are reflected by the political, economic, environmental, and social environment of the future and inclusive of the community.
- 16.6 Lethbridge County will consult with adjacent municipalities in respect of IDP requirements and

- processes, prior to considering any major changes or new MDP policies that may potentially affect or require consideration of how they may or may not align with applicable IDP policies.
- 16.7 Amendments to the MDP shall be in accordance with the provisions of the Municipal Government Act.

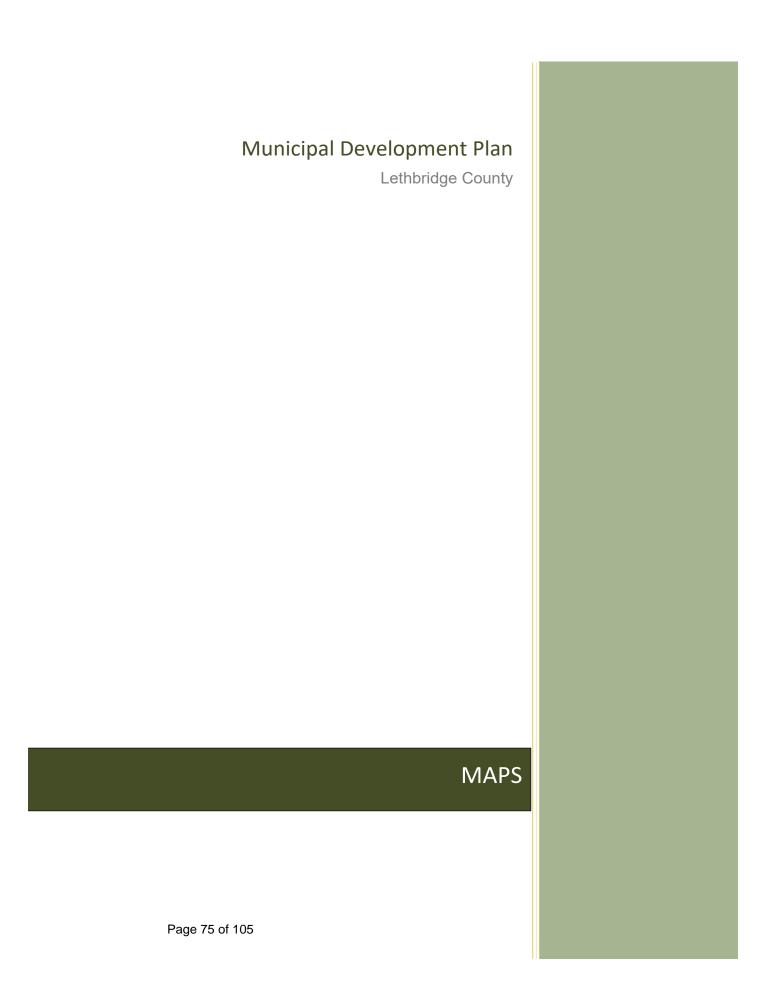
As Necessary
Update & Revise

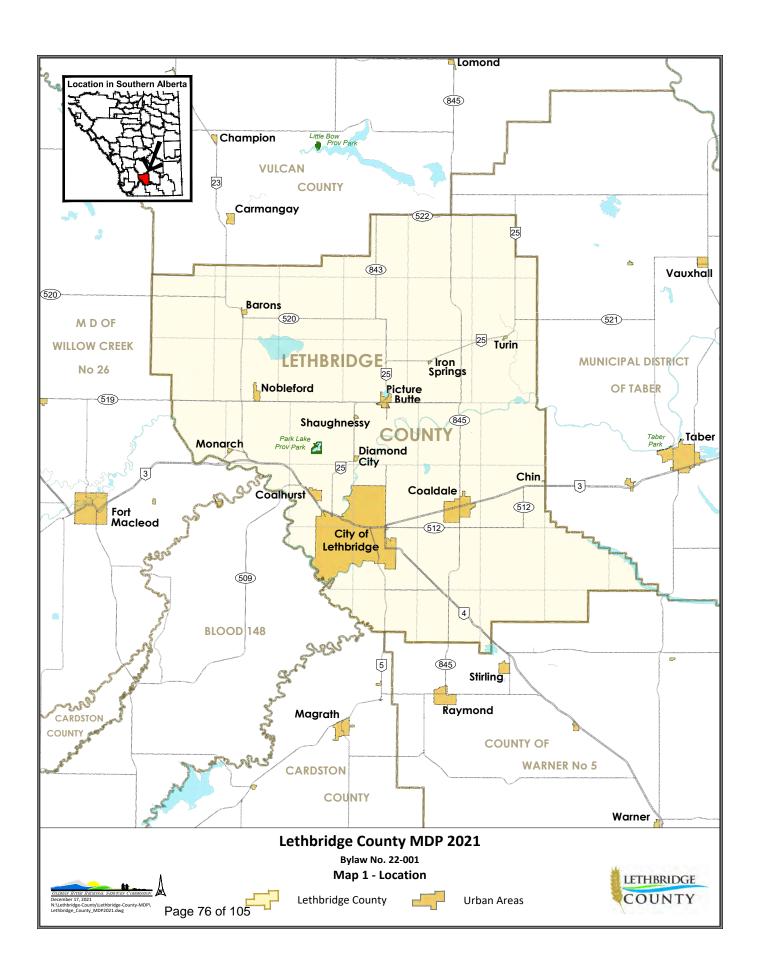
Implement & Monitor

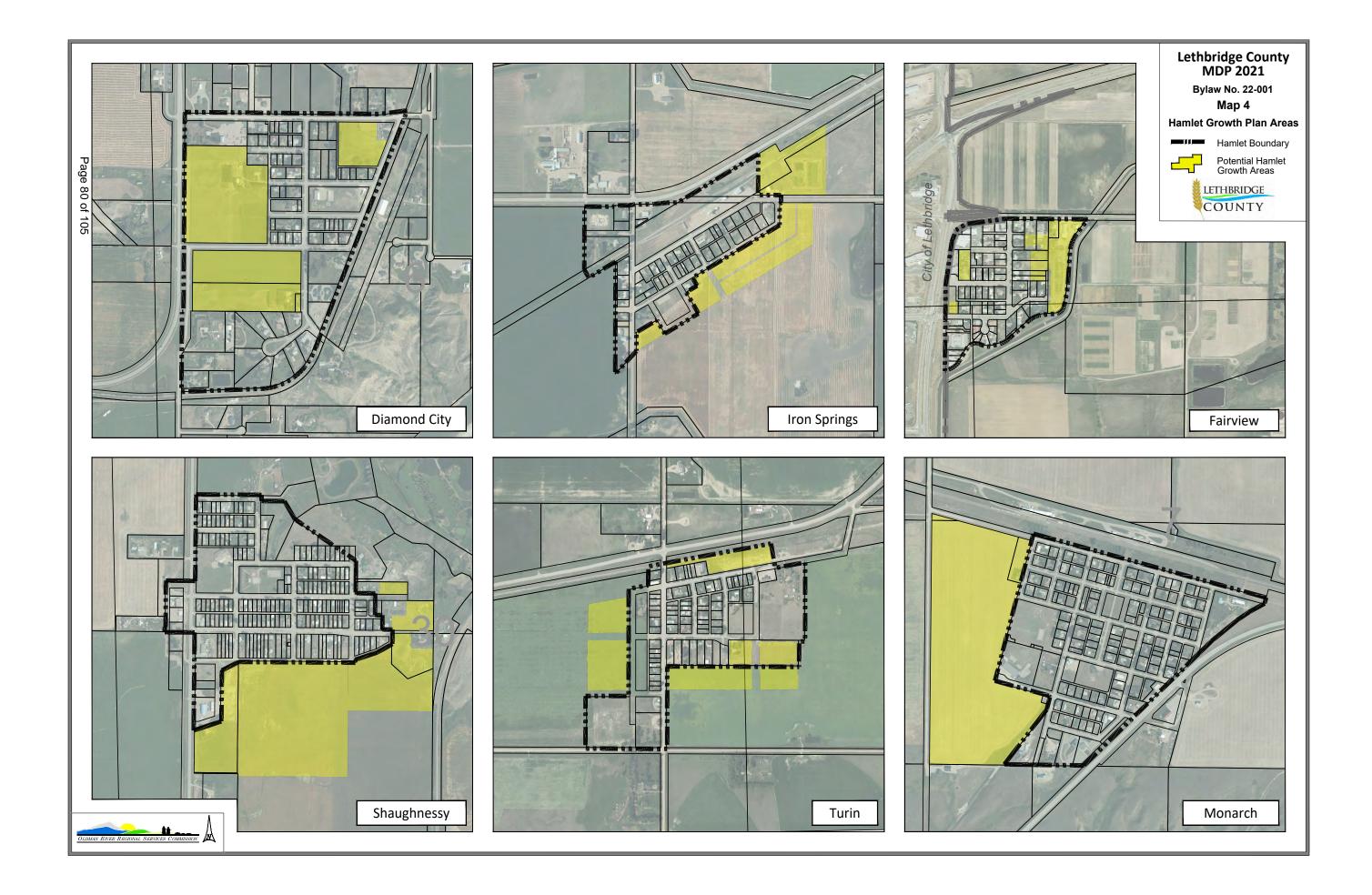
Formal Review
Every 5-years

General Review
Yearly

FIGURE 3







# Municipal Development Plan Lethbridge County GLOSSARY OF TERMS Page 86 of 105

# Glossary of Terms

Agricultural Land, Higher Quality means land contained in an irrigable unit or having a CLI classification of 1-4, comprising 64.8 ha (160 acres) parcels of dryland or 32.4 ha (80 acres) parcels of irrigated land, or land having a CLI classification of 5-7 with permanent water rights. This does not include land considered as cut-off parcels or badly fragmented land as defined in the Lethbridge County Land Use Bylaw.

Agricultural Land, Poorer Quality means land that has a lower agricultural productivity than that as defined as higher quality land and is typically farmable agricultural land in CLI classes 5-7 with no permanent water rights, coulee grazing land, or land which is so badly fragmented it is difficult to farm.

**Agricultural Operation** means an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and generally includes the cultivation of land, the raising of livestock, the raising of fur-bearing animals, pheasants or fish, the production of agricultural field crops, the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops, the production of eggs and milk, and the production of honey (apiaries).

**Cut-off/fragmented parcels** means parcels of 4.0 ha (10 acres) or less that are separated by a permanent irrigation canal as defined by the irrigation district, a permanent watercourse normally containing water throughout the year, a railway, a graded public roadway or highway, an embankment, or some other physical feature, which makes it impractical to farm or graze either independently or as part of a larger operation, including nearby land, and land which is so badly fragmented by existing use or ownership that the land has a low agricultural productivity or cannot logically be used for agricultural purposes. For the purpose of subdivision, fragmented land may be considered land containing 8.1 ha (20 acres) or less of farmable agricultural land in CLI classes 1-4.

Area Structure Plans (ASPs) are to be adopted by bylaw to become statutory plans in accordance with the MGA and will provide a land use strategy for redesignating and developing a specific area of land. ASPs are to contain diagrams/maps, goals, and policies that set out locations for major land uses, density, major roadways, utility servicing, drainage, and possible development phases.

**Conceptual Design Schemes** are non-statutory plans and may be adopted by resolution of Council or used as support information for redesignation or subdivision proposals. Conceptual schemes are smaller-scale plans to provide general land use direction, subdivision design, servicing and development guidance to Council, administration, and the public.

**Concept Plan** means a generalized plan indicating the boundaries of a parcel or parcels of land which identifies (at a minimum) the proposed land use, land-use intensity, and road and infrastructure servicing alignments and/or linkages.

Site plans are a sketch plan (to scale) showing uses and structures proposed for a parcel of land. The purpose is to show how the intended use relates to the land features and includes showing lot lines, roads, building sites, grades, open space, buildings, major landscape features (both natural and man-made) and, depending on requirements, the location of proposed utility lines, parking areas, and utilities.

**Developable area** means an area of land in a title that can be developed or constructed upon for buildings, structures, driveways, septic fields, various utilities, and dugouts if required, and may not include land that is located within required road and property line setbacks, land that is too steep, situated within floodplain, or an area that has easements or right-of-ways registered over it in which buildings or structures cannot be placed over.

**Easement** means a legal right held by one party in land owned by another (a dominant and servient tenant), typically for access thereto or to accommodate a utility over the parcel and is typically registered on title.

**Environmentally Sensitive Areas** means areas that are important to the long-term maintenance of biological diversity, physical landscape features and/or other natural processes, both locally and within a larger spatial context, and are areas of land and/or water that contain natural features or ecological functions of such significance that protection is warranted as these areas are critical to the maintenance of productive and diverse plant and wildlife populations.

Canada's Premier Food Corridor (CPFC) - Canada's Premier Food Corridor is a consortium of Economic Development professionals located in municipalities along Alberta Provincial Hwy 3 working to advance the agri-food sector in Southern Alberta, Canada through investment attraction and advocacy for the agri-food industry. Each Municipality or Economic Development Organization serves an individual community while focusing on a greater vision of investment, innovation, and growth for the CPFC Region. As of 2021, the CPFC members are Lethbridge County, Economic Development Lethbridge/City of Lethbridge, Town of Taber, MD of Taber, and the Town of Coaldale. It is anticipated that the CPFC will expand in the future. <a href="https://www.canadaspremierfoodcorridor.ca/">https://www.canadaspremierfoodcorridor.ca/</a>

Canada's Western Gateway (CWG) – Canada's Western Gateway is a trade and logistics corridor along Alberta Provincial Hwy 4 between the City of Lethbridge and the Coutts/Sweetgrass border crossing. The goal of the CWG consortium is to sustainably develop the corridor into a vibrant, strategically significant land shipping hub for western Canada, with a particular focus on cross-border trade to the United States and Mexico. Membership is comprised of all the municipalities along the gateway, as well as private sector entities with an interest in corridor growth and development. <a href="https://www.canadaswesterngateway.ca/">https://www.canadaswesterngateway.ca/</a>

Business or Industrial park means an area specifically designated (zoned) and planned for the purpose of clustered or grouped commercial and industrial development. A use referred to as a business park may often have offices and light industry, rather than heavy industry, whereas an industrial park can often have heavier industry and processing occurring and there may be external effects from the activity such as heavy truck traffic, smoke, noise or odour or other similar nuisances.

Commercial Use means the use of land and/or buildings for the purpose of public sale, display and storage of goods, merchandise, substances, materials and/or services on the premises. Any on-premises manufacturing, processing, or refining of materials is typically incidental to the sales operation.

Highway commercial means a use which provides goods and/or services essential to the motoring public such as, but not necessarily limited to, service stations, cafes, restaurants, motor hotels, public roadside rest stops and campgrounds, recreation vehicle sani-dumps and commercial recreational development.

Confined Feeding Operation (CFO) means an activity on land that is fenced or enclosed or within buildings where livestock is confined for the purpose of growing, sustaining, finishing, or breeding by means other than grazing and requires registration or approval under the conditions set forth in the *Agricultural Operation Practices Act (AOPA)*, as amended from time to time, but does not include seasonal feeding and bedding sites.

**CFO Exclusion Area** means the area within the Intermunicipal Development Plan where new confined feeding operations (CFOs) are not permitted to be established or existing operations allowed to expand.

**Country Residential Use** means a use of land, the primary purpose of which is for a dwelling or the establishment of a dwelling in a rural area, whether the dwelling is occupied seasonally, for vacation purposes or otherwise, or permanently.

Country Residential, Isolated means one or two existing or proposed country residential uses.

**Country Residential, Grouped** means existing or proposed residential uses on more than two adjacent parcels of less than the minimum extensive agricultural parcel size, and may consist of the yard site of a former farmstead.

**Grouped Country Residential Comprehensive (Large-scale)** means a higher density subdivision consisting of 5 or more contiguous country residential lots. These proposals will require land use re-designation and an approved area structure plan. These types of subdivisions must be carefully reviewed in terms of density, size, location, servicing needs and stormwater drainage. Large-scale grouped country residential subdivisions should not be located far from urban service centres or emergency services.

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Grouped Country Residential Small Cluster (Small-scale) means a lower density subdivision consisting of 4 or less contiguous country residential lots. These proposals will require land use re-designation and a prepared conceptual scheme. This type of subdivision may occur as a re-subdivision of existing small titles 20 acres or less in size, on areas consisting of 20 acres or less of farmable land, and cut-off or fragmented parcels. Small-scale grouped country residential subdivisions typically require less infrastructure compared to large-scale grouped country residential subdivisions and may be considered throughout the Country with consideration for siting, servicing, roads, and adjacent land use compatibility.

**Industrial** means the use of land and/or buildings for the purpose of manufacturing, processing, refining, storing, and/or distributing materials or products for sale or application elsewhere. Any on-premises sales shall be incidental to the operation of the industry.

Large-scale industrial/commercial developments mean a development for manufacturing, assembling, fabricating activities, warehousing and wholesale distribution, or retail sales on a large scale which is defined as in an area of other similar uses established, may involve large areas of land, buildings, or facilities over 50,000 sq. ft. in size, or where there may be external effects from the activity such as heavy truck traffic, smoke, noise or odour or other similar nuisances. Also includes administrative offices and uses which are accessory uses to the above.

Home occupation means any occupation, trade, profession, or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building, and which does not change the character thereof. No offensive noise, vibration, smoke, dust, odours, heat, or glare should be produced by the use. For all Home occupation categories, a home occupation shall not be allowed if the use would be more appropriately located in a Commercial or Industrial district or if it is deemed incompatible with the residential character of the district.

**Industrial Commercial Land Use Strategy** is a non-statutory municipal document approved by Council which is a report that identifies issues and opportunities for the development of industrial-commercial lands in Lethbridge County and presents solutions or strategies that will help provide for those economic opportunities. It respects the principles of managed growth and identifies suitable siting criteria for Commercial/Industrial development within Lethbridge County.

**Grouped County Residential Land Use Strategy** is a non-statutory municipal document approved by Council that formulates policy direction for managing multi-lot residential subdivision and development and identifies suitable siting criteria for Grouped Country Residential development within Lethbridge Country.

Extensive Agriculture means the general raising of crops and grazing of livestock in a non-intensive nature, typically on existing titles or proposed parcels usually 64.8 ha (160 acres) on dryland or 32.4 ha (80 acres) on irrigated land.

**Intensive Agriculture** means any concentrated method used to raise crops or to rear or keep livestock, animals, poultry, or their products for market, including such operations as horse riding stables, poultry farms, pastures, rabbitries, fur farms, greenhouses, tree farms, sod farms, apiaries, dairies, nurseries, and similar specialty uses conducted as the principal use of a building or site.

**Horticulture** means the use of land or buildings for an agricultural operation concerned with intensively cultivated plants produced on site, typically utilizing smaller areas of land than extensive agricultural practices, high yield production or specialty crops and are either used for food, for medicinal, environmental, aesthetic purposes or sold. These uses may include plant nurseries, greenhouses, market gardens, hydroponic, tree farms, wood lots, mushroom farms, sod farms, specialty crops, or experimental crops.

**Farmstead** means an area in use or formerly used for a farm home or farm buildings or both and which is impractical to farm because of the existing buildings, vegetation, or other constraints.

**First Parcel Out** means the first subdivision to create a standalone certificate of title from a previously unsubdivided quarter section of land. The subdivision authority may consider a quarter section to be unsubdivided if the previous subdivisions were for the purpose of public or quasi-public use.

Flood fringe means that portion of the flood plain that lies outside of the flood way and is susceptible to inundation by flood waters characterized by relatively low velocity flows, shallow depths and/or standing water.

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Flood hazard area means the area including and adjacent to a watercourse that is subject to both regular, intermittent or 1:100 year flooding, or any area officially designated as such by government departments or identified in government studies, legislation, or mapping, and includes but is not limited to the flood plain.

Hazard Land means land which exhibits or potentially exhibits, a hazardous condition as a result of its susceptibility to flooding, erosion, subsidence, inundation or the presence of organic soil or steep slopes, or where, by reason of its low lying, marshy or unstable character, the cost of safely undertaking construction and establishing satisfactory waterworks, sewage or drainage facilities is prohibitive.

**Ancillary Land Use** means a use of a building or land, which is secondary in nature and not the main use of the land, it is incidental to and subordinate to the principal use of the site on which it is located.

**Historic Resource** means a heritage resource consisting of a building, structure, material, artifact, site, or object typically associated with an archeological, paleontological, cultural nature, or an Indigenous traditional use site, together with any land in or on which it is located, designated by the province, or a municipal Council as a Municipal Historic Resource by bylaw, whose preservation is considered to be in the public interest.

**Intermunicipal Development Plan** means a statutory land use plan prepared by two (or more) municipalities that share a common border adopted by bylaw. An IDP ensures future development and land use policy are coordinated between municipalities. IDP's help to reduce the possibility of any future land use conflicts between municipalities.

**Municipal Development Plan** means a statutory plan adopted by bylaw in accordance with section 632 of the *Municipal Government Act*, which is used by municipalities as a long-range planning tool.

Municipality means Lethbridge County in the Province of Alberta.

MGA means the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26, as amended.

Market Asset Network means the Lethbridge County roadway system that assists in getting the transport of local agricultural and industrial products to market and consists of 1,243 miles (2,000 km) of roads, including 138 miles of haul routes, and 167 bridges that form the infrastructure network.

**Non-Agricultural Uses** are those that are not primarily associated with the principal production of crops, intensive or horticultural activities but are mainly associated with residential, commercial, industrial, or recreational type activities or uses.

**Noxious Use** means a use, usually industrial or commercial in nature which, by reason of emissions (i.e., air, water, glare, or noise), is hazardous to human health, safety or well-being and cannot reasonably be expected to co-exist in proximity to population concentrations.

**Nuisance** means any use, prevailing condition or activity which adversely affects the use or enjoyment of property or endangers personal health or safety.

Alternative energy means renewable or sustainable energy that is generally derived from natural sources (for example, the earth, sun, wind, water).

Anhydrous ammonia storage/facility means a tank, structure or facility used for the storage and distribution of anhydrous ammonia used for fertilizer for agricultural crops and includes any development that meets the criteria described in the "Guidelines for the Location of Stationary Bulk Ammonia Facilities" prepared by Alberta Environment.

**Brownfield site** is a parcel of land or lot, the expansion, redevelopment, or reuse of which may be complicated and expensive by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Typically, these are often properties at one time used for some sort of industrial activity or processing involving petroleum, oils, hydrocarbons, or chemicals.

Reserve land means environmental reserve, municipal reserve, school reserve or municipal and school reserve pursuant to the Municipal Government Act.

Lethbridge County Municipal Development Plan – Bylaw 22-001

65

**Resource extraction and associated works** means a use involving on-site extraction of surface or subsurface mineral products or natural resources and the storage of the same. Typical uses are quarries, borrow pits, sand and gravel operation, mining, and soil mining.

**Stormwater Management Plan (SWMP)** means a plan completed by a licensed professional engineer that proposes to manage the quality and quantity of stormwater, or run-off, collected and/or released from a parcel(s) into the watershed.

**Environmental Impact Assessment** means a comprehensive report professionally prepared by a qualified professional (i.e., engineer, biologist) assessing the impacts a proposed development may have on the environment.

Qualified professional means a professional educated in their field of practice or study and who can demonstrate appropriate knowledge, expertise, and abilities and one who practices the principle of professional accountability (architect, landscape architect, land use planner, municipal planner, biologist, civil engineer, geotechnical engineer, municipal engineer, Alberta Land Surveyor, agrologist, geoscientist, hydrologist). A qualified professional can be described as an expert with specialized knowledge in field which one is practicing professionally and practices a high standard of professional ethics, behaviour and work activities while carrying out one's profession.

**Solar collector** means a device or structure that is capable of collecting and distributing solar energy for the purpose of transforming it into thermal, chemical, or electrical energy.

**Unsubdivided quarter section** means a single titled area containing 64.8 ha (160 acres) more or less, but excluding registered right-of-way plans for public roadways, road widenings, irrigation canals, utilities, pipelines and previous subdivisions for government, quasi-public (e.g., irrigation districts) uses or school sites.

Value added processing in agriculture is defined as the production techniques and processes that add economic value to a raw agricultural product. This traditionally referred primarily to food processing sector activities, such as milling, meat preparation, vegetable canning and dairy product manufacturing, and includes innovations in storage, packaging, and transportation techniques. This definition has expanded to include enhancing raw agricultural products through special production methods and the protection of identity characteristics through systems such as geographic indications, identity preserved products and organic agriculture.

Waiver means a whole or partial exemption or relaxation of the numerical standard(s) required of a development as established in the land use bylaw and which has been allowed by the Development Authority authorized to grant it pursuant to this bylaw. A waiver cannot be granted for use.

Wetlands are low-lying areas of land covered by water long enough to support aquatic plants and wildlife for part of all of their life cycle. More specifically, wetlands are land saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, hydrophytic (water loving) vegetation, and various kinds of biological activity that are adapted to a wet environment.

Wind energy conservation system (WECS) means a system consisting of subcomponents which convert wind energy to electrical energy and having major components being generator rotors, tower, and a storage system.



Construction and Maintenance Southern Region Box 314, 909 – 3 Avenue North Lethbridge, Alberta T1H 0H5 www.alberta.ca

AT File Reference: RSDP039313 Our Reference: 2300-LETH

December 9, 2021

Hilary Janzen
hjanzen@lethcounty.ca
Supervisor of Planning and Development
Lethbridge County
905 - 4<sup>th</sup> Avenue, South
Lethbridge, AB T1J 4E4

Dear Ms. Janzen:

# RE: DRAFT MUNICIPAL DEVELOPMENT PLAN

Alberta Transportation has received and reviewed the draft Municipal Development Plan for Lethbridge County.

Alberta Transportation's primary objective is to allow subdivision and development of properties that are subject to review and comment by Alberta Transportation pursuant to the control lines stipulated in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009, and the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation"), in an manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway network.

The proposed draft Municipal Development Plan has addressed and incorporated policies and objectives that pertain to future planning and development matters that allows Alberta Transportation to comment on and be adequately engaged and involved in.

Therefore, strictly from Alberta Transportation's point of view, we do not have any objections/concerns with the draft Municipal Development Plan, as it addresses Alberta Transportation's concerns and will provide for the orderly and efficient development within the municipality based on sound planning practices.

We would appreciate it if you could provide Alberta Transportation with a link to the final plan for our files and future reference.

Thank you for the referral and opportunity to comment.

Yours truly,

Leah Olsen Development/Planning Technologist 403-388-3105

LO

cc: Oldman River Regional Services Commission – <u>steveharty@orrsc.com</u>

M:\DS\SR\LETH\Development\Development and Planning\Lethbridge County letter Municipal Development Plan (RSDP039313).docx

Classification: Protected 292 of 105

From: Murray Millward
To: Hilary Janzen

Subject: Re: Lethbridge County - New Municipal Development Plan

**Date:** Monday, December 06, 2021 12:27:42 PM

Attachments: image001.jpg image001.jpg

Hilary. No concerns from Cardston County

Sent from my iPhone

On Dec 1, 2021, at 2:49 PM, Hilary Janzen <a href="mailto:hjanzen@lethcounty.ca">hjanzen@lethcounty.ca</a> wrote:

Lethbridge County has drafted a new Municipal Development Plan (MDP), we request that you review and provide comment on the draft MDP which can be found at:

https://lethcounty.ca/p/municipal-development-plan

The County request that any comments on the draft plan be emailed or mailed to the County no later than **January 4, 2022**.

If you have any other questions regarding the Municipal Development Plan please contact me at <a href="mailto:higher-new-night

Regards,

# Hilary Janzen, RPP, MCIP

Supervisor of Planning and Development Lethbridge County 905 4<sup>th</sup> Ave S Lethbridge, AB T1J 4E4

403.328.5525 office 403.328.5602 fax www.lethcounty.ca





December 22, 2021

**DELIVERED BY EMAIL** 

Hilary Janzen, RPP MCIP, Supervisor of Planning and Development Lethbridge County 905, 4<sup>th</sup> Avenue South Lethbridge, AB T1J 4E4

Dear Hilary,

As per the request received on December  $1^{st}$ , 2021, Town of Coaldale administration has reviewed the draft Lethbridge County Municipal Development Plan (MDP). We have no specific comments or concerns regarding the draft MDP.

Thank you for the opportunity to review the document and provide feedback.

Sincerely,

Spencer Croil, RPP MCIP

Director of Planning and Development Deputy Chief Administrative Officer

cc: Kalen Hastings, CAO, Town of Coaldale

Kyle Beauchamp, CFO, Deputy CAO, Town of Coaldale

Ann Mitchell, CAO, Lethbridge County

Larry Randle, Director of Community Services, Lethbridge County



# Municipal District of Willow Creek

Office of the Administrator

www.mdwillowcreek.com 273129 Secondary Highway 520 Claresholm Industrial Area Box 550, Claresholm Alberta ToL oTo Office: (403) 625-3351 Fax: (403) 625-3886 Shop: (403) 625-3030 Toll Free: 888-337-3351

December 20, 2021

Lethbridge County c/o Hilary Janzen 905 – 4<sup>th</sup> Ave. S. Lethbridge, AB T1J 4E4

# RE: Proposed draft Municipal Development Plan

In reference to the above, at the December 15, 2021 meeting, the Municipal District of Willow Creek (MDWC) Council have no comments at this time.

The Municipal District wish to thank you for the opportunity to comment.

If you have any questions, please call (403) 625-3351, extension 235 or via email at <a href="mailto:chisholm@mdwillowcreek.com">chisholm@mdwillowcreek.com</a>.

Thank you

(VIA EMAIL ONLY)

Cindy Chisholm Manager of Planning & Development From: Joanne Bronsch
To: <u>Hilary Janzen</u>

Subject: RE: Lethbridge County - New Municipal Development Plan

**Date:** Monday, December 20, 2021 11:31:02 AM

Attachments: image001.jpg

Hi Hilary,

The MD of Taber has no comments or concerns regarding the draft MDP. Thank you for the opportunity to comment.

Have a very Merry Christmas!

# Joanne Bronsch | Municipal District of Taber

Development Coordinator Office [403-223-3541] 4900B - 50 Street | Taber, AB| T1G 1T2

www.mdtaber.ab.ca

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information.

Please contact me immediately if you are not the intended recipient of this communication. Do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

From: Hilary Janzen [mailto:hjanzen@lethcounty.ca]

**Sent:** December 1, 2021 2:47 PM

To: Hilary Janzen

Cc: Ann Mitchell; Larry Randle

Subject: Lethbridge County - New Municipal Development Plan

Lethbridge County has drafted a new Municipal Development Plan (MDP), we request that you review and provide comment on the draft MDP which can be found at:

# https://lethcounty.ca/p/municipal-development-plan

The County request that any comments on the draft plan be emailed or mailed to the County no later than **January 4, 2022**.

If you have any other questions regarding the Municipal Development Plan please contact me at <a href="mailto:hjanzen@lethcounty.ca">hjanzen@lethcounty.ca</a> or call me at 403-380-1580.

Regards,

Hilary Janzen, RPP, MCIP Supervisor of Planning and Development Lethbridge County 905 4<sup>th</sup> Ave S Lethbridge, AB T1J 4E4

Page 96 of 105

403.328.5525 office 403.328.5602 fax www.lethcounty.ca



From: Keith Davis
To: Hilary Janzen

Cc: <u>Ann Mitchell</u>; <u>Larry Randle</u>

Subject: RE: Lethbridge County - New Municipal Development Plan

**Date:** Tuesday, December 21, 2021 1:55:25 PM

Attachments: <u>image001.jpg</u>

### Hello Hilary

The Town of Picture Butte has reviewed the drafted MDP and does not have any comments to add, other than it looks really good.

Merry Christmas Keith Davis CAO Town of Picture Butte (W) 403-732-4555

From: Hilary Janzen <a href="hijanzen@lethcounty.ca">hijanzen@lethcounty.ca</a>
Sent: Wednesday, December 01, 2021 2:47 PM
To: Hilary Janzen <a href="hijanzen@lethcounty.ca">hijanzen@lethcounty.ca</a>

Cc: Ann Mitchell <amitchell@lethcounty.ca>; Larry Randle <lrandle@lethcounty.ca>

Subject: Lethbridge County - New Municipal Development Plan

Lethbridge County has drafted a new Municipal Development Plan (MDP), we request that you review and provide comment on the draft MDP which can be found at:

# https://lethcounty.ca/p/municipal-development-plan

The County request that any comments on the draft plan be emailed or mailed to the County no later than **January 4, 2022**.

If you have any other questions regarding the Municipal Development Plan please contact me at <a href="mailto:hjanzen@lethcounty.ca">hjanzen@lethcounty.ca</a> or call me at 403-380-1580.

Regards,

# Hilary Janzen, RPP, MCIP

Supervisor of Planning and Development Lethbridge County 905 4<sup>th</sup> Ave S Lethbridge, AB T1J 4E4

403.328.5525 office 403.328.5602 fax www.lethcounty.ca



From: Alan Harrold
To: Hilary Janzen

Subject: RE: Lethbridge County - New Municipal Development Plan

**Date:** Tuesday, January 04, 2022 3:01:24 PM

Attachments: image001.jpg

# Hilary:

In response to the circulated Lethbridge County Municipal Development Plan and my telephone call to you earlier today, I can confirm that I did review this document on behalf of the Lethbridge Northern Irrigation District (LNID) and was pleased to see the emphasis that has been placed on agriculture and irrigation within the Lethbridge County for economic development and expansion. As a result, I wish to provide the following comments for changes/updates to this Plan for continued support and consideration of irrigation district infrastructure:

#### 6.1.3 Policies (Page 20)

- a) Irrigation Canals Should be updated to "Irrigation Canals and Pipelines"
   I. Should be updated to: The County shall restrict development within 30 m (100 ft.) of the boundary of an irrigation canal and within 15 m (50 ft.) of the
  - boundary of an irrigation pipeline right-of-way.
- 6.4.3 Policies (Page 30)
  p) Approval Authority Considerations
- v. Should be updated to: Protection of water sources, drainage courses, irrigation canals and irrigation pipelines
  - 6.5.3 Policies (Page 34)
    - c) Irrigation Installation
      - I. Should be updated to: The County shall ensure adequate separation distances between uses and irrigation canals and irrigation pipelines within the Land Use Bylaw Pursuant to Policy 6.1.3.(a-l)

Figure 10 Irrigation Infrastructure Canals & Drains

- Label should be updated to: Irrigation Infrastructure Canals, Pipelines & Drains
- (This is considering that the majority (60-70%+) of the irrigation infrastructure lines shown on this map consist of irrigation pipelines)

If I missed any other reference points in the Municipal Development Plan that should also include irrigation pipelines in addition to irrigation canals, please also make the necessary update to those areas for consistency.

Thank you for the opportunity to provide feedback on the Lethbridge County Municipal Development Plan. If you would like to discuss the proposed changes as noted above or require any clarification, please do not hesitate to contact me at the LNID Office, 403-327-3302.

Alan Harrold General Manager Lethbridge Northern Irrigation District

Page 100 of 105

2821 – 18 Avenue North Lethbridge, AB T1H 6T5 Office: 403-327-3302

Email: ah Inid@telus.net

From: Lethbridge Northern Irrigation District [mailto:lnid@telus.net]

**Sent:** December 8, 2021 8:59 AM **To:** Alan Harrold; Chris Gallagher

Subject: FW: Lethbridge County - New Municipal Development Plan

From: Hilary Janzen [mailto:hjanzen@lethcounty.ca]
Sent: Tuesday, December 07, 2021 4:42 PM
To: SMRID (lpark@smrid.ab.ca); LNID (lnid@telus.net)

Subject: FW: Lethbridge County - New Municipal Development Plan

Lethbridge County has drafted a new Municipal Development Plan (MDP), we request that you review and provide comment on the draft MDP which can be found at:

#### https://lethcounty.ca/p/municipal-development-plan

The County request that any comments on the draft plan be emailed or mailed to the County no later than **January 4, 2022**.

If you have any other questions regarding the Municipal Development Plan please contact me at <a href="mailto:hianzen@lethcountv.ca">hianzen@lethcountv.ca</a> or call me at 403-380-1580.

Regards,

#### Hilary Janzen, RPP, MCIP

Supervisor of Planning and Development Lethbridge County 905 4<sup>th</sup> Ave S Lethbridge, AB T1J 4E4

403.328.5525 office 403.328.5602 fax www.lethcounty.ca







January 7, 2022

Lethbridge County 905 4th Ave S Lethbridge, AB T1J 4E4

RE: Proposed Lethbridge County Municipal Development Plan – City of Lethbridge Comments

Thank you for circulating the proposed Lethbridge County Municipal Development Plan (MDP). The City of Lethbridge has reviewed the proposed MDP through an interdepartmental circulation within our organization and has the following comments:

- Figure 1 on page 2 appears as though the Municipal Government Act (MGA) directly
  informs the South Saskatchewan Regional Plan (SSRP) in the planning hierarchy. You
  may want to consider modifying this, as the MGA does not directly inform the
  policies of the SSRP.
- Part 2 on page 5 refers to the 2016 Federal Census population. You might want to
  update this for the 2021 Federal Census. Population counts are anticipated to be
  released next month.
- Section 4 The Lethbridge Urban Fringe (LUF) is not discussed much in this
  proposed MDP. We would like to see a policy in this section that states that
  development in the LUF is regulated by the Intermunicipal Development Plan (IDP)
  in addition to any other relevant planning documents.
- Section 4 Under Development Decisions We would request that a policy around
  circulation to adjacent municipalities for development applications in accordance
  with approved IDPs be included in this section. This is mentioned in regards to
  subdivision applications under policy 5.14 and this is a good template to be used
  here as well.

**P.** 403.320.3920

**F.** 403.327.6571

planning@lethbridge.ca

Planning and Design
4<sup>TH</sup> Floor, City Hall
910 – 4<sup>th</sup> Avenue South

Page-4102rio 94,098, T1J 0P6



#### **GATEWAY TO OPPORTUNITY**



- Policy 3.3 This policy states that existing uses in urban fringe districts may expand
  or make improvements in consideration of any relevant IDP policies. As IDPs are a
  statutory document between multiple municipalities, we ask that this language be
  more assertive. Suggested language is as follows:
  - "3.3 Existing established operations located within an urban fringe district may be permitted to expand or make improvements to the operations in compliance with any applicable IDP policies."
- Policy 4.15 This policy lists considerations for County Council on redesignation
  applications, however it does not mention compliance with approved and applicable
  IDPs as one of these considerations. We ask that a bullet be added to this policy that
  addresses this.
- Policy 4.18 This policy lists evaluation criteria for new Area Structure Plans and redesignation applications, however it does not mention compliance with approved and applicable IDPs as a consideration. We request that either:
  - 1) mention of compliance to IDPs be directly addressed in the bullet that states, "Conformity to other municipal strategic plans or growth studies the County may have that are applicable" or;
  - 2) that a new bullet be added to this policy that addresses the role of IDPs.
- Policy 10.31 In regards to the approval of hazardous or noxious industries, this
  policy states that the development authority will solicit and consider the comments
  of Alberta Environment and Parks, Alberta Health Services and affected neighbours,
  but does not specifically mention adjacent municipalities. As Lethbridge County is
  adjacent to a number of municipalities that could be greatly impacted by these
  types of industries we ask that adjacent municipalities also be specifically
  mentioned in this policy as well.
- Policy 10.37 In regards to the approval of natural resource extractive uses, this
  policy states that the development authority will solicit and consider the comments
  of Alberta Environment and Parks and landowners within 0.8km, but does not
  specifically mention adjacent municipalities. As Lethbridge County is adjacent to a
  number of municipalities that could be greatly impacted by these types of uses we
  request that adjacent municipalities also be specifically mentioned in this policy as
  well.
- **Section 11 Roads –** The City of Lethbridge has a number of existing transportation connections with Lethbridge County, which will continue to increase as

Planning and Design  $4^{TH}$  Floor, City Hall  $910 - 4^{th}$  Avenue South

Page-4103rio 94,058, T1J 0P6

**P.** 403.320.3920 **F.** 403.327.6571 planning@lethbridge.ca







development proceeds into the future in both municipalities. To ensure the effective transition between both municipalities we request an additional policy in this section that states, "within the Lethbridge Urban Fringe (as identified in the IDP) where new roads will connect directly to the City, consider utilizing an urban cross-section and sidewalks to meet customer expectations for access to City services (walking to bus stops, etc.)"

- Section 11 Roads Some areas in the Lethbridge Urban Fringe are also identified in the IDP AS "City Growth Areas", as they are expected to be annexed into the City at some point in the future. In order to ensure that development in these areas will be consistent and compatible with the future surrounding City development when they are annexed, we request an additional policy in this section that states, "within areas identified as City Growth Areas under the IDP, roadways for new development will utilize an urban cross section and sidewalks to ensure consistency with City of Lethbridge development standards if and when these areas are annexed into the City of Lethbridge."
- Section 11 Water The City of Lethbridge is the firefighting services provider for a large area of the County, including its most highly developed areas. Because of this we strongly suggest adding a policy that states that "Developments are required to have water for firefighting purposes that is sufficient, as determined by the relevant firefighting services provider" to this section.
- Section 15 As referenced in the Intermunicipal Collaboration Framework
   Lethbridge County and its adjacent municipalities have agreements to provide
   services on a number of fronts. Because of these linkages we strongly request that a
   policy that states that "the County will consult with neighbouring municipalities,
   where a neighbouring municipality is or will be a service provider to a development.
   Examples include fire protection services, water utilities etc." be added to this
   section.

Planning and Design
4<sup>TH</sup> Floor, City Hall
910 – 4<sup>th</sup> Avenue South
Pagel 1047619 05, T1J 0P6

**P.** 403.320.3920 **F.** 403.327.6571 planning@lethbridge.ca





#### **GATEWAY TO OPPORTUNITY**

If you wish to discuss these comments further, or wish to meet with City staff please contact myself at 403-320-3928 or tyson.boylan@lethbridge.ca

Regards,

Tyson Boylan, RPP, MCIP Senior Community Planner

City of Lethbridge

Planning and Design

910 – 4<sup>th</sup> Avenue South

4<sup>TH</sup> Floor, City Hall

Page-9105rio 91,093, T1J 0P6

# **AGENDA ITEM REPORT**



Title: Community Planning Association of Alberta (CPAA) - 2022 Annual Conference

and Sponsorship

Meeting: Council Meeting - 10 Mar 2022

**Department:** Community Services

Report Author: Hilary Janzen

# APPROVAL(S):

Larry Randle, Director of Community Services, Ann Mitchell, Chief Administrative Officer, Approved - 10 Feb 2022 Approved - 11 Feb 2022

#### STRATEGIC ALIGNMENT:











Outstanding Quality of Life

Effective Governance and Service Delivery

Prosperous Agricultural Community Vibrant and Growing Economy Strong Working Relationships

# **EXECUTIVE SUMMARY:**

The 2022 Community Planning Association of Alberta annual conference will be held in person this year on May 2-4, 2022.

# **RECOMMENDATION:**

- That any member of Council may attend the 2022 CPAA Annual Conference
- That County Council sponsors the 2022 Community Planning Association of Alberta Conference at the Gold Sponsorship Level; funds to be utilized from Council's Discretionary Reserve

# PREVIOUS COUNCIL DIRECTION / POLICY:

County Council has historically attended this conference and sponsored the conference at a Gold Level.

#### **BACKGROUND INFORMATION:**

Attached is registration and sponsorship information for the Community Planning Association of Alberta Conference to be held in person from May 2-4, 2022 at the Royal Hotel in Leduc. The theme for the conference is: Now What? What's Next? - Moving Past an Uncertain Future. The Registration cost is \$500 for the main conference and \$150 for the Education session per person. The preliminary conference program is attached.

The attached information outlines the various sponsorship levels available and for the past few years the County has generously sponsored the event at a Gold Sponsor Level. The Gold Level Sponsor cost for 2022 is \$1,700 and includes one free registration to the conference.

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

That Council not attend the 2022 Conference and not Sponsor the Conference Pros:

 cost savings to the County for not attending the conference and not sponsoring the conference

#### Cons:

 missed opportunity to learn about upcoming and current issues within the realm of Planning and Development

# **FINANCIAL IMPACT:**

- The registration fee per person is \$650 (conference and education session) for CPAA members
- The Gold Level Sponsor ship is \$1,700 and includes one free Conference Registration (\$500 value)

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

- Attending the conference would give Council members an opportunity to discuss similar issues with fellow Councillors and to learn about upcoming issues on the horizon
- Sponsorship of the Conference will highlight the County and support the Community Planning Association.

# **ATTACHMENTS:**

2022 CPAA Registration Form2022 CPAA Sponsorship Package Exhibitor Form



Page 3 of 6



# 2022 ANNUAL PLANNING CONFERENCE & EDUCATION SESSION

# **REGISTRATION FORM**

Conference Location: Royal Hotel, Edmonton Airport, 8450 Sparrow Drive, Leduc, Alberta. T9E 7G4

Delegate Name(s) [with title/pos	sitions for name tags]:	
Organization:		
Address:		City:
		Phone:
Dietary Restrictions: No	Yes,	
		ons, Hot Buffet Breakfasts, Hot Luncheon & Banquet.
Education Session fee includes: Edu	ıcation Session, Hot Buffet Breakfast, Buf	fet Lunch.
CONFERENCE REGISTRATION		
	ee: \$500.00 for CPAA members	
Registration Fee: \$575.00 f		
		te sponsorship level
	\$50.00 Students must be current mem	abers of CPAA.
Full-time students please i	ndicate Institution:	
•••••		
EDUCATION SESSION REGISTR	ATION	
Education Session Registra	ation Fee: \$150.00 for CPAA members	
Education Session Registra	tion Fee: \$175.00 for CPAA non-memb	pers
Total Amount Owing:	Payment Enclose	ed Payment to Follow Invoice
GST is not applicable. Credit car	rd payment is not available. However, p	payment may be made by e-transfer, direct deposit or by cheque,
made payable to Community Pla	nning Association of Alberta.	
•	e no refunds, but you may transfer the	
to another individual with the sar	r conference and/or education session me organization.	Privacy Statement: The CPAA collects personal
to another marriadar with the bar	o. gazano	and commercial information under the Personal Information Protection Act. The use of personal
Please complete the form and re	turn with payment to:	information provided to the CPAA is limited to
CPAA Office		the purposes of conference administration and to future CPAA outreach and communications to CPAA
205 - 10940 166A Street NW	P   780-432-6387	members, non-members and conference attendees.
Edmonton, AB. T5P 3V5	E   cpaa@cpaa.biz	
205 - 10940 166A Street NW	<b>\</b> 780-432-6387	Visit us at:
Edmonton AB T5P 3V5	g cpaa@cpaa.biz	www.cpaa.biz





# 2022 CPAA CONFERENCE SPONSOR PACKAGE SPONSOR FORM

Conference Location:
Royal Hotel, Edmonton Airport,
8450 Sparrow Drive,
Leduc, Alberta, 19F 7G4

Edmonton, AB. T5P 3V5  Questions regarding sponsorship should be directed to:  Vicki Hackl, CPAA Secretary P I 780-432-6387 E I cpaa@cpaa.biz	
Questions regarding sponsorship should be directed to:  Vicki Hackl, CPAA Secretary P I 780-432-6387	
Questions regarding sponsorship should be directed to:  Vicki Hackl, CPAA Secretary	
Questions regarding sponsorship should be directed to:	
205 - 10940 166A Street NW	
CPAA Office	
Mail cheques to:	
Please forward completed sponsorship forms to: cpaa@cpaa.biz	
Please note the deadline for sponsorship is April 11, 2022	
Signature: Date:	•••••
I have read and agree to the terms of the sponsorship/partnership agreements contained herein:	
Community Planning Association of Alberta.	
GST not applicable. Credit card payment is not available. Payment by e-transfer, direct deposit or by cheque, made payable to:	
Payment to follow  Please invoice sponsorship amount to above organization	
Payment to follow	
Silent Auction (< \$500) Amount	
Sponsorship Level:         Diamond (\$3,000)         Platinum (\$2,000)         Gold (\$1,700)         Silver (\$1,000)         Bronze (\$700)	
SPONSORSHIP & PAYMENT DETAILS	
5. Sponsorship refunds will not be issued by the CPAA.	
4. CPAA reserves the right to assign sponsorship based on sponsorship level and number of sponsors at each level.	
3. CPAA reserves the right to amend the rules and regulations governing sponsorship at any time.	
A sponsorship is secured only upon receipt of sponsorship contribution.	
Benefits will be allocated by the CPAA on a "first come, first served" basis.	
TERMS AND CONDITIONS:	
Postal Code: Phone:	
Address:	
Organization:	
Contact Name:	





# **2022 CPAA CONFERENCE SPONSOR PACKAGE**

There may only be one sponsor in this category. The diamond sponsor shall be recognized as a <i>Principal Sponsor</i> in all conference materials. A sponsor representative will be invited to speak as part of conference welcoming and closing remarks.  BENEFITS  Two (2) free registrations for Conference (Value: \$1,000)*  One (1) free registration for Education Session (Value: \$150)*  One (1) free exhibitor space (Value: \$250)  Primary sponsor in all conference materials and publications  Primary recognition through prominent on-site signage  First opportunity to sponsor conference delegate swag items	SILVER \$1,000  Sole Sponsor for one activity. Please choose:  AGM Banquet Entertainment Concurrent Session (Two) Education Session Lunch  BENEFITS  Two (2) free tickets for the Conference Luncheon and Banquet (Value: \$220)  One (1) free registration for Education Session (Value: \$150)* Logo placement and listing in conference program Recognition through prominent on-site signage			
□ PLATINUM \$2,000  Sole Sponsor for one activity. Please choose: □ Education Session □ Conference Banquet □ Silent Auction □ Student Participation  BENEFITS  One (1) free registration for Conference (Value: \$500)* and one (1) free registration for Education Session (Value: \$150)*  One (1) free exhibitor space (Value: \$250)  Logo placement and listing in conference program  Recognition through prominent on-site signage	BRONZE \$700  Sole Sponsor for one activity. Please choose:  Concurrent Session (One) Conference Program  BENEFITS  One (1) free ticket for the Conference Luncheon and Banquet for non-delegates (Value: \$110) Recognition on the on-site Master Board of Sponsors. Logo placement and listing in conference program  Silent Auction / Scholarship Sponsor (less than \$500)			
GOLD - \$1,700  Sole Sponsor for one activity. Please choose:  Keynote Speaker  Banquet Beverages  Plenary Session  Refreshment breaks  Welcome Reception	May include financial or in kind contribution which supports annual CPAA silent auction hosted at conference banquet. The CPAA silent auction raises funds directly for student scholarships to pursue and advance education and a career in planning. Contributing sponsors supporting the silent auction and student scholarships are listed in the conference program.  *Conference Registration includes one ticket for all conference meals.			
One (1) free registration for Conference (Value: \$500)*     Logo placement and listing in conference program     Recognition through prominent on-site signage	*Education Session Registration includes one ticket for all edu- cation session meals.  GST NOT APPLICABLE			





# 2022 CPAA CONFERENCE **EXHIBITOR FORM**

Conference Location: Royal Hotel, Edmonton Airport, 8450 Sparrow Drive, Leduc, Alberta. T9E 7G4

Contact Name:	
Organization:	
Address:	City:
Postal Code:	Email: Phone:
Exhibitor cost is \$250. You ma \$500.00) and/or for the Educ	ay register separately for the conference which includes one ticket for all meals (Value ration Session (Value: \$150).
PAYMENT DETAILS	
Payment Amount Enclosed	
Payment to follow	
☐ Invoice amount to above organiz	zation
Display included with conferenc	e sponsorship
GST not applicable. Credit card pay Community Planning Association o  Name:	
Signature:	Date:
ARE YOU ALSO A SPONSOR?	EXHIBITOR SPACE DETAILS:
YES	• Displays will be set up along the perimeter walls in the main corridor - spaces will be assigned
□NO	• Each display space consists of a maximum area 8 feet wide by 4 feet deep (including any tables or chairs).
IF YES, AT WHAT LEVEL?	• If requested, a covered table (6 feet by 2 feet) and two chairs will be included as part of the regular cost.
☐ PLATINUM ☐ GOLD	• Displays may be set up as early as <u>8:00 a.m., Monday, May 2</u> . They must be removed from the conference space by <u>12:15 p.m. Wednesday, May 4.</u>
☐ SILVER ☐ BRONZE	<ul> <li>Extra Luncheon and Banquet tickets will be available through the Conference (<u>Lunch: \$40/person</u>); if the person at the booth has not registered for the conference</li> </ul>
SUPPORTER	Electrical plugs available.
Number of display spaces  Number of complimentary	WOULD LIKE TO RESERVE DISPLAY SPACE AS FOLLOWS:  (Note one banquet ticket included with each space purchased.) - \$250 each  / chairs required (Maximum of 2 included with space / tables required (skirted) (Maximum of 1 included/space)
	f Alberta. Please complete the form and return with payment to <b>CPAA Office</b>
205 - 10940 166A Street NW Edmonton, AB. T5P 3V5	P   780-432-6387 E   cpaa@cpaa.biz

# AGENDA ITEM REPORT



Title: Oldman Watershed Council Funding Request

Meeting: Council Meeting - 10 Mar 2022

**Department:** Corporate Services **Report Author:** Jennifer Place

# APPROVAL(S):

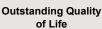
Ann Mitchell, Chief Administrative Officer,

Approved - 21 Feb 2022

# STRATEGIC ALIGNMENT:









**Effective Governance** and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing **Economy** 



Strong Working Relationships

# **EXECUTIVE SUMMARY:**

A funding request was received from the Oldman Watershed Council in the amount of \$4,866. (\$0.47 per capita). Council has contributed to the Oldman Watershed Council since 2004. Historically these funds have been paid through the Council's Operating budget - Donations/Grants to Individuals and Organizations.

## **RECOMMENDATION:**

That County Council approve the funding request from the Oldman Watershed Council in the amount of \$4,866.00, based on a rate of \$0.47 cents per resident for 10,353 residents based on 2019 Municipal Affairs Population List, to be funded from the Council Operating Budget.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Resolution 40-2021 - MOVED that County Council approve the funding request from the Oldman Watershed Council in the amount of \$4,866.00, based on a rate of \$0.47 cents per resident for 10,353 residents based on 2019 Municipal Affairs Population List, to be funded from the Council Operating Budget.

## **BACKGROUND INFORMATION:**

The Oldman Watershed Council is a non-profit organization whos mission is to keep water and land healthy and safe. Donations received have supported their organization in over sixty restoration projects directly benefiting the health of land and water. More information regarding the organization and their projects are detailed in the attached letter.

Lethbridge County Council has supported the Oldman Watershed's efforts since 2004 through an annual contribution based on a per capita rate.

# **ALTERNATIVES / PROS / CONS:**

Alternatives:

- Council could choose to no longer contribute to the Oldman Watershed Council.
- Council could choose to contribute a different amount determined by Council to the Oldman Watershed Council.

# **FINANCIAL IMPACT:**

Contribution to Oldman Watershed Council in the amount of \$4,866 (\$0.47 per capita).

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

Lethbridge County has been making contributions to the Oldman Watershed Council for many years and sees the value in and supports their cause of keeping land and water healthy and safe.

# **ATTACHMENTS:**

Oldman Watershed Council Funding Request





#### Oldman Watershed Council

PO Box 1892 Lethbridge, Alberta, T1J 4K5 () (403) 330 - 1346 ()

info@oldmanwatershed.ca

oldmanwatershed.ca (#)

Reeve Tory Campbell Lethbridge County 100, 905 - 4 Avenue South Lethbridge Alberta T1J 4E4

Dear Reeve Campbell and Council,

January 4, 2022

Thank you for your on-going support of the Oldman Watershed Council and our mission to keep our water and land healthy and safe. You are an essential part of the fabric of our organization and we offer our sincerest thanks for your support as a donor.

The Oldman Watershed Council is a collaborative forum for all voices. Our Board of Directors is made up of 19 seats from all sectors, to make sure that all voices are at the table and have an equal vote. Municipalities have the most seats, with 3; 1 for towns and villages, 1 for rural municipalities, and 1 for the City of Lethbridge. We provide monthly updates to municipalities at the Mayors and Reeves of Southwest Alberta meetings. This group also elects a mayor for the towns and villages seat, and a reeve for the rural municipalities seat.

When contentious topics, like coal mining, are being debated, we provide you with reliable, trustworthy information so that you can make your own informed decisions. Last year was polarizing because of the public debate about coal mining, and it was a good example of how important it is to have unbiased, science-based groups like the OWC to inform the conversation. We demonstrated how it is possible to provide neutral information about the potential benefits and drawbacks of a development project, without taking sides. We received positive feedback from stakeholders, and government officials that our non judgemental approach and information sharing was helpful and appreciated. Our unique role helped to depolarize the debate and assist decision makers to separate fact from rumour.

We are working alongside all levels of government, stakeholders and First Nations partners to improve the health of the watershed. We provide information about key issues, and we also work on the ground to restore damaged ecosystems. In 2021, we rehabilitated 7 streambanks by staking 2500 willows to reinforce eroding banks, improve water quality, and provide habitat for fish and wildlife. We also engaged over 2000 people in-person and tens of thousands online through our many videos, blogs, and social network.

One of our largest projects is in the headwaters where we engage recreationists in watershed-friendly practices that minimize their impact. We also have a large focus on agricultural stewardship, where we invest in producer-led restoration projects and showcase these beneficial practices to the broader community. Our approach is always to ensure there are educational opportunities, appropriate infrastructure and practical guidelines that benefit everyone; we do not place blame but focus on solutions. We hope you will take a moment to look through our annual report, which is full of exciting photos of our projects and short summaries.

Your municipality is asked to help ensure this critical work continues with a standardized rate of 47¢ per resident for the April 2021 to March 2022 fiscal year. For 10353 residents based on the 2019 Municipal Affairs Population List, that is a donation of \$4,866. Thank you for your support over the years, it is making a difference. Your contribution provides critical funding which allows us to provide citizen education, habitat restoration, and be an unbiased forum for all voices in the watershed.

Sincerely,

Doug Kaupp/OWPager3 of Seneral Manager of Water and Wastewater, City of Lethbridge

# AGENDA ITEM REPORT



Title: Shaughnessy Community Association Funding Request

Meeting: Council Meeting - 10 Mar 2022

**Department:** Corporate Services **Report Author:** Jennifer Place

# APPROVAL(S):

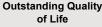
Ann Mitchell, Chief Administrative Officer,

Approved - 01 Mar 2022

# STRATEGIC ALIGNMENT:









**Effective Governance** and Service Delivery



**Prosperous** Agricultural Community



Vibrant and Growing **Economy** 



Strong Working Relationships

#### **EXECUTIVE SUMMARY:**

The Shaughnessy Community Association has reached out to the County with a request for funding to assist the association with the replacement of the community hall boiler. The total estimated cost of the replacement including some asbestos removal is \$91,064.

## **RECOMMENDATION:**

That County Council supports the Shaughnessy Community Association's request for funding to replace the boiler in the amount of \$XXX to be funded from the Tax Equalization Reserve.

That County Council approves the Shaughnessy Community Association's request (provided they are a non-profit organization as defined in the Municipal Government Act) for a loan of up to \$XXX, with funds to be drawn from the Tax Equalization Reserve, with the terms of repayment to be negotiated by administration. The Tax Equalization Reserve balance is to be replenished as the loan is repaid.

That County Council deny the Shaughnessy Community Association's request for funding.

# PREVIOUS COUNCIL DIRECTION / POLICY:

Policy #161 - Donations to Community Organizations, Programs, Events & Activities

Annual budget as approved by Council includes a \$10,000 payment to each of the Community Halls within the County to assist with their operational and capital needs.

221/19 - K. BENSON MOVED that County Council approves the McNally Community Association's request (provided they are a non-profit organization as defined in the Municipal Government Act) for a loan of up to \$60,000, with funds to be drawn from the Tax Equalization Reserve, for a term of five

years at an annual percentage rate of prime plus one percent compounded monthly. The Tax Equalization Reserve balance is to be replenished as the loan is repaid. CARRIED

#### **BACKGROUND INFORMATION:**

An email was received from the Shaughnessy Community Association indicating that they would like to make a request to Council for some funding to assist with the replacement of the community hall boiler. The existing boiler is 70 years old and is need in of some repairs, however they are finding it difficult to locate parts due to the age of the boiler and when they are able to locate parts they are very expensive. In addition to reducing the halls gas bills, replacing the boiler would also reduce the amount of time the pilot light needs to run and would cut down on green house emissions and carbon moving forward.

The Association has received a quote of \$71,064 to replace the boiler. In addition to the boiler replacement there is also some asbestos removal required estimated between \$17,000 - \$20,000, as both asbestos and lead was found in the boiler and lines.

Since the pandemic started two years ago, the association has been unable to hold their annual fundraiser and is lacking funds to support a project of this size. However, the association is applying for some grant funding through the Community Foundation of Lethbridge and Southern Alberta for \$15,000, which the association will have to match. They have also sent donation requests to Blue Ridge, Lions Club of Picture Butte and the Picture Butte Library and hope have their annual fundraiser in the Fall with a live and silent auction.

# **ALTERNATIVES / PROS / CONS:**

To provide some funding to the association to assist with the replacement of the boiler.

- PRO would assist the association in getting the boiler replacement completed in a timely manner
- CON future requests of a similar nature could come forward from other associations and/or for larger amounts.

To provide funding through in the form of a "loan" similar to the McNally Community Associations request per Council Resolution #221/19

- PRO is consistent with a similar request received from McNally Community Association
- CON the County would have to ensure the Shaughnessy Community Association is a the
  position to repay any funds lent by the County

To not provide funding for the boiler replacement

- PRO does not create or set a precedent for future requests.
- CON may delay the boiler replacement due to lack of funding

## **FINANCIAL IMPACT:**

Administration would recommend any funding approved be taken from the Tax Equalization Reserve (reserve balance - \$4,956,133

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

At this time the association has not made a request for a specific amount and is open to any support the County could provide as well as funding options such as a "loan" and therefore administration has provide a some recommendation options for Council consideration.

#### **ATTACHMENTS:**

161DonationstoCommunityOrganizations iRq33w

Page 2 of 10



EFFECTIVE: August 1, 2013 SECTION: 100 NO. 161 Page 1 of 7

APPROVED BY: County Council SUBJECT: Donations to Community

Organizations, Programs,

**Events & Activities** 

REVISED DATE: September 2, 2021

# **Purpose**

> To establish consistent guidelines for Council to donate financial resources or provide in-kind support to community programs, organizations, events & activities.

- > To provide the authority to the Chief Administrative Officer (CAO) regarding requests for donations up to a value of \$200.
- ➤ To provide clear procedures for Administration and Council to provide and respond to requests for donations.

# **Policy Statement**

Lethbridge County appreciates the positive contributions that community organizations make to the quality of life in the County, and recognizes that municipal government support may be required to help further the goals of community programs, organizations, events and activities.

## **Policy Guidelines and Procedures**

# 1. Eligibility

- a. Consideration of providing support of community programs, organizations, events and activities through donations shall be limited to those that demonstrate any of the following:
  - (i) a need for financial support or specific in-kind from the County;
  - (ii) are held for the enjoyment and benefit of the general public;
  - (iii) are hosted on a yearly basis or recognize significant milestones events; and/or
  - (iv) take place within the County boundaries.
- b. The following are not eligible for support under this policy
  - (i) private functions;
  - (ii) capital facilities and equipment including requests for gravel donations;



EFFECTIVE: August 1, 2013 SECTION: 100 NO. 161 Page 2 of 7

APPROVED BY: County Council SUBJECT: Donations to Community

Organizations, Programs,

**Events & Activities** 

REVISED DATE: September 2, 2021

- (iii) youth and adult sports teams and associated programs/events, activities and school reunions; and
- (iv) programs, organizations, events and activities that receive support from the County through other programs or policies.
- (v) major County and inter-County events (eg. Lethbridge International Air Show).

## 2. Donations

- a. Donations may be cash or in-kind contributions
- In-kind contributions are donations that do not involve a direct cash contribution but instead might include providing promotional items or County services or other materials or supplies.

# 3. Criteria

- a. In evaluating each application, decisions will be based on merit with consideration being given to the following:
  - (i) evidence for the need;
  - (ii) number of local residents served;
  - (iii) quality of management (established track record, proposal well thought out, etc.);
  - (iv) number of local volunteers;



SECTION: 100 NO. 161 Page 3 of 7 **EFFECTIVE:** August 1, 2013

**APPROVED BY: County Council SUBJECT: Donations to Community** 

Organizations, Programs,

**Events & Activities** 

**REVISED DATE:** September 2, 2021

- mitigation of barriers to services for people with mental and physical disabilities and minority groups;
- level of involvement with other community partners; (vi)
- (vii) agreement to acknowledge the County's contribution in all publicity related events or activities relating to the event.

# 4. Funding Allotment & Allocation

- a. The County shall support this based on the following:
  - (i) Applicants are able to request a maximum amount of \$500 or up to \$1,000 for in-kind donations. No gravel will be granted. The funds will be provided from the Donations Reserve. Any donations exceeding the policy limits will be

allocated from Councillor's Discretionary Reserve funds.

## 5. Grant Applications

- a. Applications must be completed in full and contain the following:
  - name, address and contact information for the organization;
  - the amount of financial support being requested; (ii)
  - a description of the program, event or activity and associated dates and (iii) timelines:
  - a budget identifying the proposed revenue and expenditure pertinent to (iv) the request;
  - (v) an explanation of how the County's support will be recognized during the program, event or activity.



EFFECTIVE: August 1, 2013 SECTION: 100 NO. 161 Page 4 of 7

APPROVED BY: County Council SUBJECT: Donations to Community

Organizations, Programs,

**Events & Activities** 

REVISED DATE: September 2, 2021

- (vi) completed application forms must be submitted to the County. If the application is not properly filled-out, the grant application will not be considered.
- (vii) must be received at least 30 days before the date of the need for support.
- b. County Council shall be the deciding authority on all applications, except for donation requests of \$200 or less, which the CAO will have the authority to approve.

#### 6. Accountability of Funds

- a. Applicants will be notified in writing once a final decision on their application has been made.
- b. Applicants who are provided with support pursuant to this policy shall be accountable for the expenditures of funds provided.
- c. The entire amount of financial support provided must be used exclusively for the program, organization, event or activity identified in the application.
- d. The community programs, activities and events must be conducted within six months of the date the donation is approved.
- e. If the community programs, activities or events do not occur within the allotted time, a written letter of request for an extension must be submitted. If an extension is not received, or if an extension is not granted, the community organization or group shall return all the funds provided by the County.
- f. The County's support must be recognized during the program, event or activity in the manner described in the application.



EFFECTIVE: August 1, 2013 SECTION: 100 NO. 161 Page 5 of 7

APPROVED BY: County Council SUBJECT: Donations to Community

Organizations, Programs,

**Events & Activities** 

REVISED DATE: September 2, 2021

g. Organizations, programs, events and actives receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

# 7. Door Prizes

a. If the request is for a door prize, silent auction item or other similar promotional item, a written request is required. Funds for door prizes, silent auctions items or promotional items of a value of a \$200 or less shall be decided upon by the CAO.



# --- DONATION REQUEST APPLICATION ---

Community Organization:
Name:
Address:
Phone Number/Cell Number:
Board of Directors (Names & Positions):
Amount of Funding Requested or Description of In-Kind Donation Requested:  \$
Description of Request including Timelines:
Other sources of funding:
Total cost of program, event or activity: \$
Total Budget:



Description of how Lethbridge County's contribution may be recognized:				
Other supporting information (Please attach separate sheet if necessary):				
Name (please print)				
Signature on behalf of Community Organization				
Date				
Phone Number:				
Email:				
Address:				
*** Donations made by Lethbridge County are not to be regarded as a commitment by the County to continue such donations in the future.				

# AGENDA ITEM REPORT



Title: Fire Service Response Fees Waiver Request

Meeting: Council Meeting - 10 Mar 2022

**Department:** Community Services

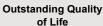
**Report Author:** Jennifer Place, Larry Randle

# APPROVAL(S):

Larry Randle, Director of Community Services,
Ann Mitchell, Chief Administrative Officer,
Approved - 01 Mar 2022
Approved - 02 Mar 2022

## STRATEGIC ALIGNMENT:







Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

# **EXECUTIVE SUMMARY:**

On December 3, 2021 the Coalhurst Fire Department responded to large non-dwelling structure fire, thought to possibly be a grain elevator burning near several buses on Highway 3 near Range Road 23-0. On arrival it was determined it was a large bin fire occurring during a fire ban.

# **RECOMMENDATION:**

That County Council not waive the Fire Service Fees in the amount of \$1625.00 per invoice #118618 as requested.

# PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 20-022 Schedule of Fees

# C. Emergency Services

1.c) Cause and/or origin of the incident will determine either the individual or the registered property owner will be invoiced fees for emergency response.

## **BACKGROUND INFORMATION:**

Coalhurst Fire responded to a possible large structure fire called in from passers by on Highway 3. On arrival they determined it was the same "incinerator" that they have been to multiple times. At that point unneeded resources were stood down. The County's Fire Services Manager arrived on scene to huge flames coming out of the bin that they were burning in and informed Coalhurst Fire that there was currently a fire ban in place and the fire therefore needed to be extinguished. Talking to workers on scene, they stated they were not aware that there was a fire ban in place. The Manager of Fire services explained to them that their burning receptacle did not meet "acceptable incinerator"

standards according to fire bylaw regardless of the ban in place. This means a fire permit is required to burn in that bin when no fire ban is in place.

On January 31, 2022 once receiving the invoice for the call, Mrs. Vandenberg called Fire Services to ask about the invoice. The circumstances of the incident were explained and she was advised that she may send a letter of appeal to be taken to council requesting that the fire service fees be waived.

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

#### Waive Fire Service Fees

Pro - Would satisfy request

Con- Could set precedent for other fire service invoices. The County has agreements with urban fire departments and is responsible to pay each of them as per the agreements.

## **FINANCIAL IMPACT:**

If waived, the County would not recoup the costs related to the fire call.

The cost to the County was \$2140.00, however the customer was invoiced for only \$1625.00.

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

Administration has made the following recommendation as the property owner was invoiced the fire service fees as per the Schedule of Fees Bylaw. However, Council does have the authority to waive fees as they see fit to do so.

#### **ATTACHMENTS:**

Appeal Letter Invoice #118618 January 31 2022 Spoke with Byran about invoice attached Fire department came to put out incinerator as there was a fire ban at the time. We were not aware of this new to us law. About 3 weeks before this episode fire dept also came for incinerator. Called the county at that time to make sure a burn permit was not needed for incinerator. We were told a burn permit was not necessary. No mention was made about not burning during fire ban. Dec 3,2021 Fire department came again – tried to put out the incinerator (didn't succeed of which we have proof). Jan 25, 2022 received invoice saying 3 fire depts were involved with this call ...3? For 1 incinerator? I called County – thought I was connected to Byran who made me aware that not allowed burning incinerator during fire ban. I told him we were not aware of this and since then they always check fire ban report at wood shop before burning. At the time Byran stated we are trying to educate the public about this law. I think sending out a bill when we didn't know is not a proper way to educate. Byran did his job well and we haven't burned incinerator since during fire ban. Thank -you Greetings Nellie Vandenberg. 403 381 3945 home 403 328 2515 fax 403 892 6639 cell

Page 3 of 4



# **Lethbridge County**

#100, 905 - 4 Avenue South, Lethbridge, AB T1J 4E4 Phone: (403) 328-5525 Page#:

1

# INVOICE

WESTVIEW DAIRY LTD.

P.O. BOX 542 COALHURST AB TOL OVO CANADA GST Reg. #: Customer #: R106989023 7757

Invoice Total: Invoice Date: Invoice #: 1,625.00 2021/12/31

118618

Tax Codes: E=Exempt; T=Taxable; I=Included

				Tax		
Date	Invoice Description	Quantity	Unit Price	Code	GST	Amount
2021/12/31	EMERG. SVCS-COALHURST RESPONSE	1.250	650.00	E	. 00	812.50
2021/12/31	EMERG. SVCS-PICTURE BUTTE RESP	750	650.00	E.	.00	487.50
2021/12/31	EMERGENCY SVCS-CNTYCMD	. 500	650,00	Ε	00	325.00
	Structure fire incident					

responded on Dec. 3, 2021 to 100032 RR233, County Dept:PBFH:F21091634

.00 1,625.00

COUNTY

Please make cheque payable to: Lethbridge County

Invoice Date	Customer #	Invoice #	Amount Due
2021/12/31	7757	118618	\$ 1,625.00

WESTVIEW DAIRY LTD.
P.O. BOX 542
COALHURST AB TOL OVO
CANADA

Amount Paid

Page 4 of 4

1:34653#9001

96

\$

# **AGENDA ITEM REPORT**



Title: 2021 Year End Surplus Report Meeting: Council Meeting - 10 Mar 2022

**Department:** Corporate Services **Report Author:** Jennifer Place

# APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 01 Mar 2022

# STRATEGIC ALIGNMENT:











Outstanding Quality of Life

Effective Governance and Service Delivery

Prosperous Agricultural Community Vibrant and Growing Economy Strong Working Relationships

#### **EXECUTIVE SUMMARY:**

As part of the year end process, in preparation of the annual audit, entries are required to ensure funding for capital and operating projects are completed as identified in the budget or by Council resolution.

Upon completion of these entries, the 2021 budget has resulted in an overall unaudited operating surplus of \$439,260. A summary of the surpluses and deficits by department has been included in the attached financial report..

# **RECOMMENDATION:**

Move that the reallocation of funds from Unrestricted Surplus to Restricted Surplus (Reserves) be transferred as presented below:

SURPLUS TRANSFER TO RESERVE	Amount
Tax Support Surplus Transfer TO:	
Public Works Reserve	\$165,000
<b>Emergency Services Contingency Reserve</b>	\$ 25,000
Administration Building Reserve	\$ 50,000
ASB Future Projects Reserve	\$100,000
Tax Equalization Reserve	\$ 99,260
SURPLUS TRANSFER TOTAL	\$439,260

# PREVIOUS COUNCIL DIRECTION / POLICY:

# Reserve Policy #169

## **BACKGROUND INFORMATION:**

The budget is approved annually and is the guideline used for providing services, procurement of materials and supplies and issuance of taxation and invoices for revenue purposes. When the budget is prepared it contains estimates based on known revenues and expenses, as well as historical data. While these budgets are prepared with due diligence and much consideration and all departments take care in adhering to their budgets, there are often unforeseen circumstances that generate variances creating either a surplus or deficit within a department.

As in previous years, administration has provided a summary outlining the variances and transfer recommendations. The recommendations fit within the guidelines of Reserve Policy #169.

The Audited Financial Statements will be reviewed by the Audit Committee and presented to Council by KPMG, in April for County Council approval.

# **ALTERNATIVES / PROS / CONS:**

The reserve transfers can be reallocated to any reserve or in any amount as Council directs within the Reserve Policy #169 guidelines.

## FINANCIAL IMPACT:

If the funds are not transferred to a restricted reserve they will become part of the unrestricted surplus and will not be unavailable for future use.

# REASON(S) FOR RECOMMENDATION(S):

To ensure that unrestricted surplus funds generated through additional revenues and expense savings are accessible for future use by transferring them to reserves.

# **ATTACHMENTS:**

Financial Report - Dec 31-21





Presented by: Manager of Finance & Administration

Jennifer Place

Page 3 of 17

# **QUARTERLY FINANCIAL DASHBOARD to Dec. 31-21**

Page 4 of 17

**Total Revenue** 

24,556,651

previous quarter \$13,310,126

**Investments** 



22,154,714

previous quarter \$22,145,132 (M.R. GIC included) **Total Expenses** 



39,726,126

previous quarter \$30,672,820

Cash at end of quarter



13,636,015

previous quarter \$18,338,366 (HISA acct funds included)



2021 Taxes Levied \$22,796,876



Current Taxes Collected \$21,884,853.75 98.63% **Accounts Payable** 

4,114,409



previous quarter \$4,190,602 Total to Date \$17,765,095

**Accounts Receivable** 

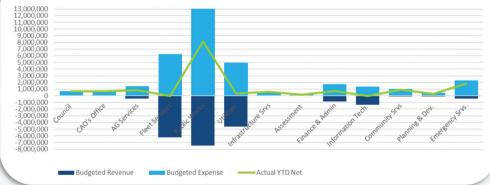


1,766,704

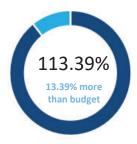
previous quarter \$1,631,368 Total to Date

\$6,897,919





## % of income Budget



Budget 21,656,910 YTD Balance 24,556,650

# % of Expenses Budget



Budget 37,265,645
YTD Balance 39,725,813

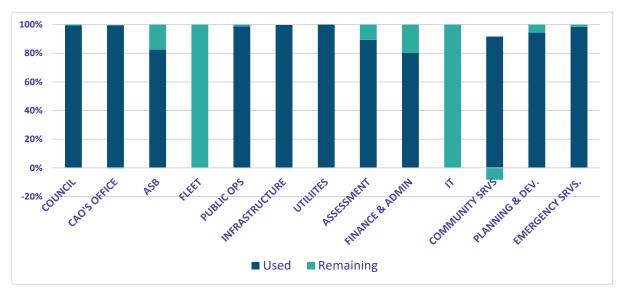
# CONSOLIDATED FINANCIAL SUMMARY to December 31, 2021

# Tax Support by Department

Included within this report is the unaudited yearend operating financial summary for 2021. The information included is meant to provide both Council and the public with highlights from each department and a financial overview of the annual revenues and expenditures for the year.

Upon the completion of the required funding entries, Lethbridge County has an overall operating surplus of \$439,260, which equates to 97.19% of the budgeted tax support being fully utilized. The majority of the surplus is due to some unanticipated grant revenues received within Agricultural Services, the total for tax penalties levied, reduced public works department expenditures and the emergency services revenues as received through year end invoicing. Further details of the overall surplus is included within the department summaries.

The below chart provides a visual of the tax support funding used and remaining by department as of December 31, 2021.



\*Fleet & IT are self-funding and therefore do not reflect tax support used as they net to zero at year end.

**Tax Support by Department** 

Department	Budget	Actual YTD Projected		Surplus (Deficit)	%
Council	(646,620)	(642, 469)	(642,469)	4, 151	99.36%
CAO's Office	(662,840)	(665, 629)	(665,629)	(2, 789)	100.42%
Agricultural Services	(992,610)	(819, 554)	(819,554)	173,056	82.57%
Fleet Services	-	-	-	-	N/A
Public Works	(8, 221, 235)	(8, 124, 320)	(8, 124, 320)	96,915	98.82%
Infrastructure Department	(577,630)	(578, 961)	(578,961)	(1,331)	100.23%
Utilities	(327,925)	(327, 925)	(327,925)	-	100.00%
Assessment & Taxation	(213,030)	(190, 539)	(190,539)	22,491	89.44%
Finance & Administration	(927,805)	(744,017)	(744,017)	183,788	80.19%
IT	-	32	12	-	N/A
Community Services	(843,355)	(927, 599)	(927,599)	(84, 244)	109.99%
Planning & Development	(312,870)	(295, 433)	(295, 433)	17,437	94.43%
Emergency Services	(1,882,815)	(1,853,029)	(1, 853, 029)	29,786	98.42%
Tax Support	(15,608,735)	(15,169,475)	(15, 169, 475)	439, 260	97.19%

**Consolidated Financial Summary** 

Revenues	Budget	Actual YTD	Projected	Variance	%	
Grants (Operating)	4, 494, 620	4,063,839	4,063,839	(430,781)	90.42%	
Sales & User Charges	4,313,720	5,326,333	5, 326, 333	1,012,613	123.47%	
Fines	75,000	105, 824	105,824	30,824	141.10%	
Penalties	170,000	481,922	481,922	311,922	283.48%	
Rentals	185,690	5, 850	5,850	(179,840)	3.15%	
Return on Investments	325,000	256, 100	256,100	(68, 900)	78.80%	
Other Revenue	6,514,880	9,092,514	9,092,514	2,577,634	139.57%	
From Reserves	5, 578,000	5,224,269	5, 224, 269	(353, 731)	93.66%	
Total Revenue	21,656,910	24,556,651	24,556,651	2,899,741	113.39%	
Expenditures						
Operating / Projects	(24, 464, 775)	(25, 729, 275)	(21, 672, 502)	2,792,273	88.59%	
To Reserves	(3, 585, 870)	(8,921,854)	(8, 838, 624)	(5, 252, 754)	246.48%	
To Capital	(9, 215, 000)	(5,074,997)	(9,215,000)	-	0.00%	
Total Expenditures	(37, 265, 645)	(39,726,126)	(39,726,126)	(2,460,481)	106.60%	
Tax Support	(15, 608, 735)	(15,169,475)	(15,169,475)	439,260	97.19%	

# **Statement of Operations**

As of December 31, 2021 (unaudited)

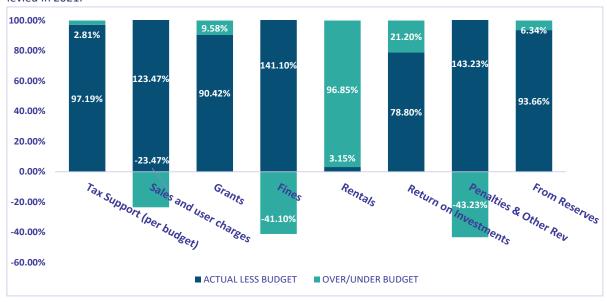
		2021 Budget		2021 Actual		Year End Actual (Unaduited)	
Revenue:							
Tax Support (per budget)	\$	15, 608, 735			\$	15, 608, 735	
Sales and user charges		4,313,720	5,3	26,333		5, 326, 333	
Grants		4,494,620	4,0	63,839		4,063,839	
Fines		75,000	1	05,824		105,824	
Penalties and costs on taxes		170,000	4	81,922		481,922	
Rentals		185,690		5,850		5,850	
Return on Investments		325,000	2	56,100		256,100	
Other revenues		6,514,880	9,0	92,514		9,092,514	
From Reserves		5,578,000	5,2	24,269		5,224,269	
Total revenue		37,265,645	24,5	56,651		40, 165, 386	
Expenses:							
Council and other legislative		671,620	6	80,622		680,622	
General administration		5, 336, 955	6,8	53,682		6,852,978	
Protective services		2,299,315	3,0	74,939		3,074,939	
PW - Roads, streets, walks and lighting, infrastructure		16,252,635	15,3	37,882		15,337,882	
Fleet services		6,241,510	7,6	96,933		7,696,933	
(UT) Water, wastewater and waste management		4,977,010	4,8	10,325		4,810,325	
Family and community support		79,490		78,786		79,490	
Agricultural development		1,307,110	1,1	81,937		1,092,957	
Parks and recreation		100,000		11,020		100,000	
Total expenses		37,265,645	39,7	26,126		39,726,126	
Excess (deficiency) of revenue							
over expenses	_	-	(15,1	69,475)		439, 260	

The statement of operations provides a snapshot of the total revenues by source received to date and expenditures by department in the format that is presented in the annual financial statements.

#### Revenues Received to date

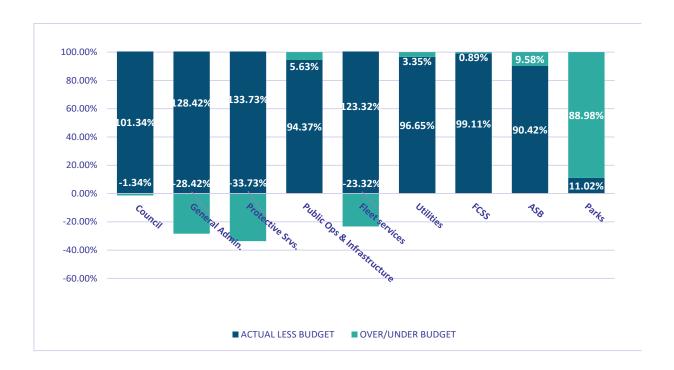
The below information shows the overall revenues that have been recorded as of December 31, 2021. To date the County has received just over \$24,556,651 million of the budgeted revenue (excluding taxes), this represents approximately 13.39% over the total revenue budgeted, which includes the additional sales revenues, penalties and grant funds received to date.

The largest source of revenue is taxation, as of December 31<sup>st</sup>, the County has collected 98.63% of the total taxes levied in 2021.



#### **Expenditures by Department**

This chart represents expenditures by department. The total operating and capital expenses to date are just over \$39.7 Million (6.60%) over the budgeted expense. This is a combination of additional transfers made to reserves due to excess revenues earned, approved by Council by resolution and department expenditures that were over budget. The net balance of the overall expenditures less revenues leaves an operating surplus of \$439.260.



#### 2021 YEAR END OPERATING SURLUS/DEFICIT REPORT (unaudited)

Department	Tax Support Budget	Tax Support Actual	Surplus (Deficit)
Council	(646,620)	(642,469)	4,151
CAO's Office	(662,840)	(665, 629)	(2,789)
Agricultural Services	(992,610)	(819,554)	173,056
Fleet Services	-	-	-
Public Works	(8,221,235)	(8,124,320)	96,915
Infrastructure Department	(577,630)	(578,961)	(1,331)
Utilities	(327,925)	(327,925)	-
Assessment & Taxation	(213,030)	(190,539)	22,491
Finance & Administration	(927,805)	(744,017)	183,788
ІТ	-	-	-
Community Services	(843,355)	(927, 599)	(84, 244)
Planning & Development	(312,870)	(295, 433)	17,437
Emergency Services	(1,882,815)	(1,853,029)	29,786
Tax Support	(15,608,735)	(15,169,475)	439,260

#### DEPARTMENT ACTIVITY SUMMARY

Below are some department activity highlights for information.

#### Council

• As of this report the balance of the surplus within the Council budget is \$4,151, this balance is a combination of reduced costs for supplies, communication and insurance fees. As reported within the financial report ending October 31st, Council was projected to have a large surplus due to reduced expenses related to wages, per diems and travel related costs due to COVID Restrictions. At that meeting a resolution was passed by Council to have the surplus within the Council budget as of December 31, 2021, be transferred to the Council Discretionary Reserve. The total amount transferred as part of the year end process was \$83,280. The October 31st projected surplus was \$79,230.

#### CAO/Executive Office

• The CAO/Executive Office had a small deficit of \$2,789 primarily due to some additional meeting related costs and minor salary and benefit adjustments.

#### **MUNICIPAL SERVICES**

#### **Agricultural Services**

• The Agricultural Services Department, which includes Parks has an overall surplus of \$173,056. The departments overall expenses make up a portion of this as they are under budget by \$44,153, mainly due to reduced mowing related costs due to the dry summer and fall we experienced in 2021. The balance of the surplus is related to the additional unanticipated grant revenues of \$123,000 received from the province and additional revenues earned from custom work completed for Volker Stevin and strychnine sales.

#### Fleet

• The fleet department is a self-funded department which collects revenues through vehicle and equipment rates through. Any operating surpluses or deficits are transferred to/from the fleet reserve to ensure the department does not utilize tax support. As of the end of 2021, the fleet department had a deficit which was due to additional expenses related to building repairs and maintenance, increased fuel costs (\$65,800 – over budget) and additional machine parts expenses. Some additional revenues were earned in equipment rentals based on overall usage and budgeted transfers. Therefore, the transfer from reserves to offset the overall 2021 Fleet Department deficit was \$39,882.

#### **Public Works**

• The Public Works crews remained busy throughout the year with road maintenance, signage, dust control, drainage activities, roadside cleanup and more. Although it was projected in October that the Public Works Department may have an overall deficit of \$119,575, based on anticipated snow removal near the end of the year they ended up with a surplus. The department surplus is \$96,915, which equates to 98.82% of the tax support required being utilized. As mentioned, some of this is related to reduced snow removal expense as well as cost related to spray patching which were under budget.

#### **Utilities**

• The Utilities Department is similar to Fleet as it is a self-funded department which collects revenues through water, wastewater and garbage rates, with offset the operational expenses. As 2021 was a dry year, water usage was up and additional revenues of \$263,464 were earned. Some of this additional revenue is offset by the cost of purchasing water, however rates to ensure purchasing and cost of operations are covered. The Utility Department budgets annual tax support of \$327,925 to fund the annual McCains Waterline Debenture Payment, any surplus or deficits outside of the tax support are to be transferred to or from the Utility Reserve. As of December 31<sup>st,</sup> a surplus transfer of \$173,211 was transferred to the reserve.

#### Infrastructure Services

The Infrastructure Department has a small deficit of \$1,331. Although the majority of the department
expenses were in line with the budget, there were some additional engineering related costs that were over
the budgeted amount, this deficit (overage) is less than 1% of the departments overall tax support
requirement.

#### Finance & Administration

• The Finance & Administration department also includes revenues earned through tax penalties and investment interest. The total investment interest received in 2021 was \$256,100, all of which was distributed amongst the capital reserves based on the average annual investment interest rate per the reserve policy. This amount is lower than budgeted as the County did not "cash in" on many investments in 2021, as more funds were kept in the high interest savings account in an effort to maintain readable funds, due to the unpredictably of COVID. As interest rates are increasing and the pandemic is winding down, administration will look at more investment options in 2022. Additionally in 2021, tax penalties were up significantly. Although the county's annual collections are over 98%, the 2 year and over balances that receive the 15% penalty are up, primarily due to oil and gas companies that have outstanding balances, most of which have since gone out of business. These outstanding balances will likely have to be written off in the future. A liability has been set up for this as part of the year end process. The uncollectible amount entered for 2021 was \$160,176. Even with this liability being recorded the Finance Department has an overall surplus of \$183,788.

#### **Assessment**

The Assessment Department has a surplus of \$22,491. The combination of additional tax certificate
revenues of \$6,930, reduced professional development opportunities and lower than anticipated
assessment costs related for land title and DIP fees contributed to the departments overall surplus.

#### Information Technology (IT)

• The IT Department manages and maintains all of the County's phones and computer related hardware and software as well as all Audio-Visual equipment. This department is also self-funded and does not rely on direct tax support. As with Fleet and Utilities, any surpluses or deficits are transferred to/from the IT Reserve. At the end of 2021, the IT Department had and overall deficit of \$26,886 funded from the IT reserve. This deficit was related to data processing and software costs that have increased as well as some new initiatives the County took on. One of these initiatives is "What's Happening", a virtual platform accessed through the County's website that allows for more public engagement that is project specific.

#### Community Services

• The Community Services Department has an overall deficit of \$84,244. The largest portion of this deficit is due to the higher than anticipated recreation funding payment, due to arbitration. The arbitration decision 2021 payment amount was for \$300,000. The County had budgeted \$253,750. The balance of the deficit is related to benefit adjustments, advertising and print costs.

#### Planning & Development

• The Planning & Development Department had an exceptionally busy year with issuing development and building permits. A surplus of \$164,600 was projected for the department within the October financial report. At that meeting similar to the Council surplus, a resolution was passed to have the Planning revenue surplus transferred to the Tax Equalization Reserve. A total of \$129,500 was transferred at year end. This left a small surplus balance in the department of \$17,437, which is due to planning fees being under budget.

#### **Emergency Services**

• The Emergency Services Department had also anticipated a surplus in October as revenues earned for both emergency service calls and bylaw fines were higher than budgeted. As per the October financial report, the department anticipated receiving additional revenues for which Council passed a resolution to transfer them to the Emergency Services Contingency reserve at year end. Although the overall revenues earned were much higher than anticipated, costs related to some operational changes and the new fire agreements resulted in a transfer of \$36,556, with an overall remaining department surplus of \$29,786.

### **Grant Summary**

	Budget			
	as approved	Approved	Received	Comments
INFORMATION TECHNOLOGY				
MSI Operating - Financial Software Conversion Phase 1	105,000		105,000	Submission of Spending Plan no longer required
TECHNICAL SERVICES				
MSI - Operating Grant - Asset Management Phase 3				C/F project cost to 2021 - \$6,734.75
A ORIGINI TURAL OFFINIOSO				
AGRICULTURAL SERVICES	100.000		0.1.00=	
New ASB (Combined ASB & AESA)	123,000		214,907	Funds received.
PUBLIC WORKS				
MSI - Sunset Acres Base & Pave - Rge Rd 22-4	700,000	Υ	700,000	Approved project.
MSI - Rge Rd 19-2 (Readymade Rd.) Repaying	195,000	Y		Approved project.
MSI - Broxburn Paving Phase 3 (Final)	1,250,000	Y		Approved project.
MSI - Malloy Phase 2B	340.000	Y		Approved project.
MSI - BMTG - Road Rehabilitation	547,420	Ϋ́		Project in review.
MSP - Broxburn Paving Phase 3	1,230,000	Ϋ́		Project approved for \$1,230,652.00.
STIP-LRB - Bridge File #71467	1,200,000	D	1,200,002	Project declined.
STIP-LRB - Bridge File #79598	337,000	D		Project declined.
O III END DINGO I NO FFT 3000				- 10jos 400 mod.
TOTAL	4,827,420		4,582,979	-
	Projects C/F to 2021	Approved	Received	
EMPP - Unified ECC/EOC Functional Exercise	3,200	Y		C/F to 2021
FGTF - McCains Access Road - GTF 878	245,560	Υ	255,000	C/F to 2021
MAMP - Asset Management Phase 3	50,000	Υ		C/F to 2021
MSI - 8 Mile Lake Basin & Battersea Drain - CAP 8842	181,856	Υ	235,000	C/F to 2021
MSI - Rave Infrastructure Upgrades-Eng CAP7711	120,940	Υ	160,000	C/F to 2021. Project tied with Hwy 3 Corridor.
MSI - Shaughnessy Infrastructure-Phase 3 - CAP 11289	69,124	Υ	623,900	C/F to 2021
MSI - Shaughnessy Ph4&5 - Eng & Land Purchase - CAP 12296	94,865	У	135,000	C/F to 2021
MSI - RR22-4 (Sunset Acres) Eng. & Land Purchase - CAP12299	114,853		135,000	C/F to 2021
MSI - TWP 10-1 (Agropur Rd) Base & Pave - CAP 12301	562,625	Υ	,	C/F to 2021
STIP - LRB - BF #1692	330,000			Final payment received - Feb. 17, 2021
STIP - LRB - BF #81684	660,000	y	,	Final payment received - June 8, 2021
	•	-		
	Project Not in Budget	Approved	Received	
FGTF - Mountain Meadows Slope Failure Remediation	514,000	N	neceiveu	Project in review.
MOST Grant	1,053,334	Y	1 053 224	Finds received.
STIP-LRB - Bridge File #71467	250,000		1,033,334	Project declined.
51117-1010 - Diruge File #71407	250,000	U		riojectueuilleu.
<b>Y</b> - Yes, project is approved.				
r - res, project is approved.  N - No, awaiting for approval.				
D - Declined.				
P - Pending.				
C - Cancelled.				

#### **2021 Provincial Announcement Summary**

Below is an update of the funding announcements since the last quarterly report ending October 31, 2021, from the Provincial Government.

As noted previously, on February 12, 2021, Administration was contacted by Municipal Affairs regarding a new funding program called the Municipal Operating Support Transfer (MOST). The purpose of the program is to provide municipalities with one-time funding to assist with lost revenues or expenses incurred due to COVID-19. The County has received \$1,053,334 under this program and were transferred to the Tax Equalization reserve per Council resolution.

The Resource Management grant which was not funded in 2020 or anticipated for 2021, will be paid to municipalities in 2021, and has been renewed for the remainder of the ASB Legislative grant period. An amended agreement was received that outlined the ASB Legislative and Resource Grants at \$123,000 and \$91,000 respectively for 2021. The County has now received the additional \$182,000 (\$91,000 for 2020 & 2021) in grant funding. As mentioned at the April 1, 2021, Council meeting, the Agricultural Service Department will be putting a plan in place to utilize the grant through a collaborative approach which will include more members of our staff being involved and working with other municipalities and outside agencies to achieve department goals.

Another financial impact from the province is the Grant in Place of Taxes (GIPOT) program. Grants in Place of Taxes (GIPOT) GIPOT assists municipalities in the cost of providing municipal services. Although Crown-owned properties are exempt from assessment and therefore exempt from taxation, the Province of Alberta pays a grant equivalent to the property taxes that would otherwise be levied on many of these properties. Approximately 170 municipalities receive grants in place of taxes for 6,600 Crown properties. However, the province has provided correspondence indicating that they will be reducing this payment by approximately 50% of the total GIPOT owed. As indicated in the provincial notice, that because the Provincially owned properties are ultimately exempt, and the GIPOT revenue is a grant rather than a tax, it is not necessary for council to cancel the portion of taxes not funded by GIPOT. The County assessor has identified as part of the tax rate calculation. The 2021 Provincial GIPOT total tax levy was \$600,051.

In an effort to support municipalities that are finding it difficult to collect property taxes during the recent downturn in the energy industry, the province has established two programs to assist municipalities where taxes related to requisitioned amounts cannot be collected from property owners. The Provincial Education Requisition Credit (PERC) is for uncollectable education property taxes on oil and gas properties and for the Designated Industrial Requisition Credit (DIRC) for any uncollectable Designated Industrial (DI) property tax requisition. 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. Municipalities may apply for PERC retroactively to the 2015 tax year through to the 2021 tax year. The County has made an application and hopes to recoup approximately \$12,000 in Education Requisition funds through this program. The balance of the unpaid taxes for oil and gas have been written off as per the PERC requirements.

# **Reserve Balances** (includes anticipated surplus transfer)

DESCRIPTION	2021
RESERVES	
ADMINISTRATION RESERVE	674,114.51
ASB FUTURE PROJECTS RESERVE	261,890.73
IT CAPITAL RESERVE	211,259.52
IT OPERATING PROJECTS RESERVE	-
COUNCIL DISCRETIONARY RESERVE	157,337.29
DONATION RESERVE	23,015.00
DRAINAGE RESERVE	410,014.30
COMMUNITY GRANT RESERVE	34,588.42
UTILITIES CAPITAL RESERVE	4,415,497.68
FLEET SERVICES	5,639,050.41
GRAVEL PIT RECLAMATION RESERVE	55,196.29
COMMERCIAL/INDUSTRIAL LAND	4,511,682.84
LANDFILL (KEDON) RESERVE	584,922.00
TAX EQUALIZATION RESERVE	4,956,133.29
EMERGENCY SERVICES PROJECTS RESERVE	220,323.92
EMERGENCY SERVICES EARS PROGRAM RESERVE	1,117,490.64
EMERGENCY SERVICES CONTINGENCY RESERVE	614,982.63
PROVINCIAL POLICING FUNDS RESERVE	354,355.00
PW CAPITAL PROJECTS RESERVE	3,610,067.73
RECREATION RESERVE	165,775.00
SAFETY PROGRAM RESERVE	107,223.74
SNOW REMOVAL	874,841.70
MARKET ACCESS NETWORK - BASE STABILIZATION	1,764,735.13
MARKET ACCESS NETWORK - BRIDGES/H.T. ROADS	5,874,332.17
TAX RECOVERY - HENSCHEL	16,999.49
TOTAL OPERATING & CAPITAL RESERVES	36,655,829.44
DESIGNATED RESERVES	
DIAMOND CITY PREPAID FRONTAGE	348,594.82
MONARCH LIT RESERVE	250,525.20
MOUNTAIN MEADOWS LIT RESERVE	200,092.40
TURIN LIT RESERVE	886,287.82
SUNSET ACRES LIT RESERVE	95,606.04
RIVERBRINK LIT RESERVE	15,761.72
TOTAL DESIGNATED RESERVES	1,796,868.00
TOTAL RESERVES	38,452,697.44

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# **Investment Summary**

DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	
DATE	DATE	PURCHASE	MATURITY	Monthly	Total	Interest	
INVESTED	MATURITY	PRICE	VALUE	Interest	Interest	Rate	
March 13, 2021	March 13, 2022	565,959.80	569,355.55	288.41	3,395.75	0.600%	
April 14, 2021	April 15, 2022	2,709,425.27	2,739,228.94	2,531.27	29,803.67	1.100%	
February 27, 2021	February 25, 2022	1,031,150.40	1,043,008.62	1,007.14	11,858.22	1.150%	
October 19, 2021	October 19, 2020	2,036,200.00	2,051,471.50	1,297.03	15,271.50	0.750%	
December 31, 2021	December 31, 2022	4,006,949.21	4,087,088.19	6,678.25	80,138.98	2.000%	
December 31, 2021	December 31, 2022	1,197,000.00	1,223,932.50	2,244.38	26,932.50	2.250%	
December 31, 2021	December 31, 2022	2,100,702.94	2,141,036.44	3,361.13	40,333.50	1.920%	
December 31, 2021	December 31, 2022	3,219,023.16	3,280,828.40	5,150.44	61,805.24	1.920%	
December 31, 2021	December 31, 2022	34,428.75	35,089.78	55.09	661.03	1.920%	
September 30, 2021	September 30,2022	5,000,000.00	5,105,000.00	8,750.00	105,000.00	2.100%	
		21,900,839.53					
RBC HIS Account		10,555,269.36	10,555,914.82	645.46	7,599.79	0.072%	
	TOTALS	32,456,108.89	32,831,954.74	32,008.58	382,800.18	:	
May 7, 2021	May 7, 2022	253,875.00	254,204.11	329.11	3,875.00	0.050% Mun	icipal l

#### AGENDA ITEM REPORT



Title: Request for Sponsorship - Alberta / NWT Command - Royal Canadian Legion -

Annual Military Service Recognition Book

Meeting: Council Meeting - 10 Mar 2022

**Department:** Administration **Report Author:** Ann Mitchell

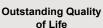
#### APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 11 Feb 2022

#### STRATEGIC ALIGNMENT:







Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

#### **EXECUTIVE SUMMARY:**

On February 8, 2022, an email and supporting documents, were received from the Alberta / NWT Command Royal Canadian Legion Campaign Office, requesting Lethbridge County purchase a 1/4 page full color advertisement in their 15th Annual Military Service Recognition Book, at the cost of \$625.

#### **RECOMMENDATION:**

That Lethbridge County purchase a 1/4 page full color advertisement in the 15th Annual Military Service Recognition Book, at a cost of \$625.00, with funds coming from the Councillor's Discretionary Reserve.

#### PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County has sponsored a 1/4 page advertisement since the inception of the Recognition Book.

#### **BACKGROUND INFORMATION:**

The Military Service Recognition Book is in its 15th year of publishing. This annual publication helps identify and recognize many Veterans of Alberta and the Northwest Territories who served their country. The Royal Canadian Legion has honored these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters.

This year, thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

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

Council could consider the following when deliberating this decision:

In support of the recommendation:

continuing to support this valuable resource in preserving Canada's history

To deny the recommendation:

the cost has increased from last year total of \$570.00 for the same ad

Alternatives could include:

• a smaller advertisement at a lower price

#### **FINANCIAL IMPACT:**

The requested purchase of a 1/4 page full color advertisement is \$595.24 + \$29.76 for a total of \$625. This cost would be allocated from the Councillor's Discretionary Reserve.

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

Since its inception, Lethbridge County has supported this initiative, supporting and acknowledging those brave individuals who sacrificed so much for the freedoms enjoyed today.

#### **ATTACHMENTS:**

Royal Canadian Legion - Annual Military Service Recognition Book



# Alberta-Northwest Territories Command The Royal Canadian Legion

## "Military Service Recognition Book"

#### Dear Sir/Madam:

Thank you for your interest in the Alberta-Northwest Territories Command of The Royal Canadian Legion, representing Veterans in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The Alberta-NWT Command is very proud to be printing another 5,000 copies of our 15<sup>th</sup> Annual "Military Service Recognition Book" that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the "Keepers of Remembrance", so that none of us forget the selfless contributions made by our Veterans.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our "Military Service Recognition Book." Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to Veterans and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada's largest "Community Service" organizations and we are an integral part of all the communities we serve. This project ensures the Legion's continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

John Mahon President



# Alberta-Northwest Territory Command The Royal Canadian Legion

# "Military Service Recognition Book"

# **Advertising Prices**

#### Ad Size

Full Colour Outside Back Cover Inside Front/Back Cover (Full Colour)

Full Colour 2 Page Spread

Full Page (Full Colour)

**Full Page** 

½ Page (Full Colour)

½ Page

1/4 Page (Full Colour)

1/4 Page

1/10 Page (Full Colour)

1/10 Page (Business Card)

Cost		<u>GST</u>		Total
\$2,523.81	+	\$126.19	=	\$2,650.00
\$2,195.24	+	\$109.76	=	\$2,305.00
\$3,509.52	+	\$175.48	=	\$3,685.00
\$1,752.38	+	\$87.62	=	\$1,840.00
\$1,314.29	+	\$65.71	=	\$1,380.00
\$985.71	+	\$49.29	=	\$1,035.00
\$766.67	+	\$38.33	=	\$805.00
\$595.24	+	\$29.76	=	\$625.00
\$485.71	+	\$24.29	=	\$510.00
\$357.14	+	\$17.86	=	\$375.00
\$300.00	+	\$15.00	=	\$315.00

# **G.S.T. Registration # R12 397 0410**

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:
Alberta-NWT Command
The Royal Canadian Legion
(AB-NWT RCL)
(Campaign Office)
P O Box 2275, Stn. M
Calgary, AB T2P 2M6



Visa/Mastercard Accepted

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adcopy can be emailed to: abcl@fenety.com



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

Tel: (403) 328-5525 Fax: (403) 328-5602

E-Mail: mailbox@lethcounty.ca www.lethcounty.ca

We Support, Honour and Appreciate Our Veterans

#### AGENDA ITEM REPORT



Title: Canadian Fallen Heroes Foundation - Donation Request

Meeting: Council Meeting - 10 Mar 2022

**Department:** Administration **Report Author:** Ann Mitchell

#### APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 14 Feb 2022

#### STRATEGIC ALIGNMENT:











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#### **EXECUTIVE SUMMARY:**

Canadian Fallen Heroes Foundation is requesting a donation to recognize and honor Lethbridge County Veterans who have served our Country.

#### **RECOMMENDATION:**

That County Council approve a silver donation in the amount of \$500.00 to the Canadian Fallen Heroes Foundation to recognize and honor many of the Lethbridge County Veterans who have served our Country with funds being utilized from the Councillors Discretionary Reserve.

#### PREVIOUS COUNCIL DIRECTION / POLICY:

Canadian Fallen Heroes Foundation made similar requests in 2019, 2020 and 2021. Council approved a silver donation in the amount of \$500.00 with funds being utilized from the Councillors Discretionary Reserve.

#### **BACKGROUND INFORMATION:**

The Canadian Fallen Heroes Foundation was formed by retired military personnel over 18 years ago to honour comrades who died in service in Canada's military. Thousands of oak framed and metal art Memorials are on display in Legions and public buildings, memorial halls and private businesses throughout Alberta. They serve as a testament to the high price paid for the rights and freedoms we enjoy. Memorials commissioned in honour of the fallen soldiers of Lethbridge County now number over 50, the majority of which are proudly displayed at the Lethbridge branch of the Royal Canadian Legion.

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

Alternative: That Lethbridge County not support the Canadian Fallen Heroes Foundation or support the foundation in a different amount determined by Council.

#### FINANCIAL IMPACT:

Silver Donation in the amount of \$500.00

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

Lethbridge County has had several men and women, from various parts of the County, who have served our Country. This donation will recognize and honor many of the brave Veterans who made sacrifices and served during times of great conflict.

#### **ATTACHMENTS:**

Canadian Fallen Heroes Foundation Donation Request





The Canadian Fallen Heroes Foundation was formed by retired military personnel over 18 years ago to honour comrades who died in service in Canada's military. Thousands of oak framed and metal art Memorials are on display in Legions and public buildings, memorial halls and private businesses throughout Alberta. They serve as a testament to the high price paid for the rights and freedoms we enjoy. Memorials commissioned in honour of the fallen soldiers of Lethbridge County now number over 50, the majority of which are proudly displayed at the Lethbridge branch of the Royal Canadian Legion.

Pictured above are Flying Officer Audrey Allen Ayres, Lieutenant Hugh Cameron Fulton, Sergeant Donald Redshaw and Sergeant Leo Max Lysak. They represent four of the biographies being researched and written this year for soldiers from Lethbridge. Once complete they will join their comrades at the Legion and IN MEMORIAM on our charity's website to be preserved for this and future generations.

We can never repay them, or the parents and families left mourning, but we can remember them and are grateful for the opportunity to preserve their memory. Contributors to the memorial project are acknowledged IN MEMORIAM adjacent the Lethbridge County honour roll. We would like to thank our volunteers and supporters for helping honour Alberta families who lost a son or daughter in service. "They shall grow not old, as we that are left grow old; Age shall not weary them, nor the years condemn. At the going down of the sun and in the morning, We will remember them." - Robert Laurence Binyon

The Canadian Fallen Heroes Foundation is a federally registered charity.

Contributors to the memorial project are issued a tax receipt in accordance with our charitable status.

Thank-you very much for your consideration. Sponsors are acknowledged IN MEMORIAM as follows:

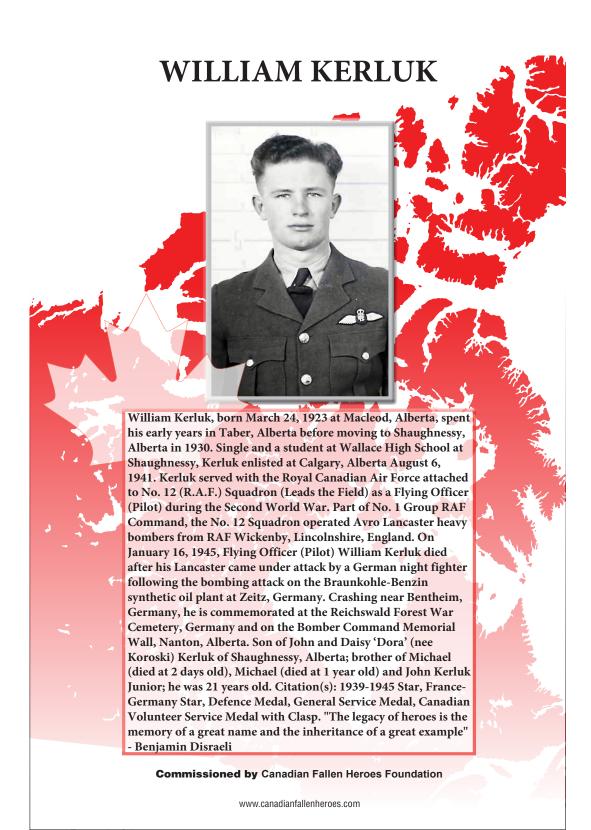
#### Platinum Sponsor \$2500.00

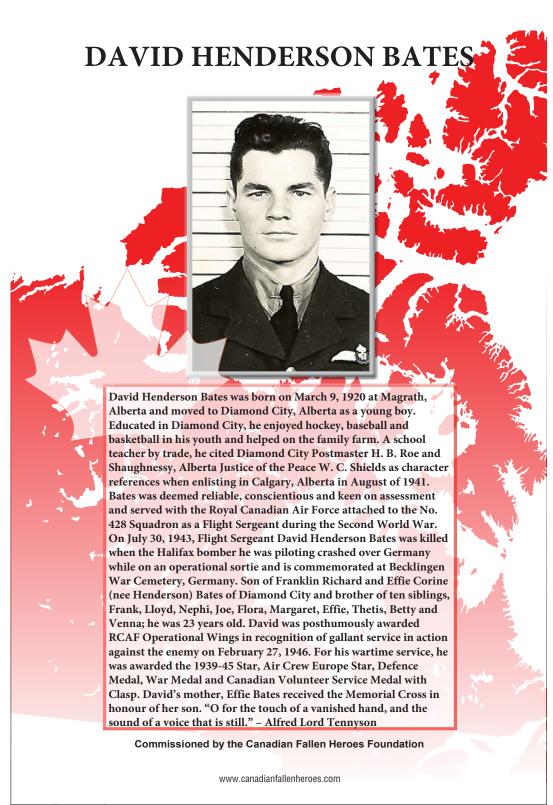
Gold Sponsor \$1000.00 Silver Sponsor \$500.00 Bronze Sponsor \$250.00 Co-Sponsor \$125.00

Should you have any questions please feel free to call or email.
403.453.1881 email: memorials@canadianfallenheroes.com
Canadian Fallen Heroes Foundation – 13A 2115 27 Ave. N.E. Calgary, AB - T2E 7E4

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Registered Charity No. 86563 9447 RR0001





#### AGENDA ITEM REPORT



Title: Picture Butte and District Chamber of Commerce Annual General Meeting

Meeting: Council Meeting - 10 Mar 2022

**Department:** Community Services

Report Author: Ann Mitchell

#### APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 14 Feb 2022

#### STRATEGIC ALIGNMENT:











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#### **EXECUTIVE SUMMARY:**

The Picture Butte and District Chamber of Commerce Annual General Meeting was held on February 11, 2022. Councillor Zeinstra attended and requests that a Gold Sponsorship in the amount of \$200 be provided.

#### **RECOMMENDATION:**

That Lethbridge County provide sponsorship to the Picture Butte and District Chamber of Commerce in the amount of \$200.

#### PREVIOUS COUNCIL DIRECTION / POLICY:

Members of Council have attended this event and provided various sponsorship amounts in the past.

#### **BACKGROUND INFORMATION:**

The Picture Butte and District Chamber of Commerce held their Annual General Meeting on Friday, February 11, 2022 at the Picture Butte Seniors Centre.

The program for the evening consisted of a short business meeting followed by dinner and entertainment. Awards, including Business of the Year, Citizen of the Year, etc. were also presented at the event.

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

Alternative:

To provide sponsorship in an amount determined by Council.

#### **FINANCIAL IMPACT:**

Gold sponsorship in the amount of \$200.

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

Lethbridge County's practice is to attend community events as is feasible to maintain our strong relationships within the region.

#### **ATTACHMENTS:**

Invoice-114 Lethbridge County

# Picture Butte & District Chamber of Commerce



Invoice # 114

Feb. 15, 2022

Bill To

Lethbridge County 100-905-4th Ave S. Lethbridge, Ab T1J 4E4 For

AGM Sponsorship

	Amount
AGM Gold Sponsorship	\$200.00

 Subtotal
 \$200.00

 Tax Rate
 \$0.00

 Other
 \$0.00

 Total Cost
 \$200.00

Make all checks payable to Picture Butte & District Chamber of Commerce and mail to:

Box 517 Picture Butte, AB TOK 1VO

If you have any questions concerning this invoice, use the following contact information: Rita Palawaga, 306-960-7100 or email chamber@picturebutte.ca
Thank you for your sponsorship!

#### **AGENDA ITEM REPORT**



Title: FCM 2022 Annual Conference and Trade Show - June 2 - June 5, 2022

Meeting: Council Meeting - 10 Mar 2022

**Department:** Administration **Report Author:** Ann Mitchell

#### APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 01 Mar 2022

#### **STRATEGIC ALIGNMENT:**











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#### **EXECUTIVE SUMMARY:**

The FCM Annual Conference and Trade Show is being held June 2 - June 5, 2022 in Regina, Saskatchewan as well as virtually.

#### **RECOMMENDATION:**

That any member of Council wishing to attend the FCM 2022 Annual Conference and Trade Show, scheduled for June 2 - June 5, 2022 in Regina or virtually be authorized to do so.

#### PREVIOUS COUNCIL DIRECTION / POLICY:

Council has alternated attending the FCM Annual Conference in the past. Due to COVID and the municipal election Council members have not attended the FCM Annual Conference in a few years.

#### **BACKGROUND INFORMATION:**

This years FCM Annual Conference and Trade Show will be a hybrid conference where you can join in person in Regina or online with the following being offered:

- Receive tools and ideas though workshops, panels and networking.
- Engage with federal leaders and senior officials.
- Connect at the Trade Show with partners and suppliers.
- Learn how FCM's programs, like GMF and MAMP, can support rural municipalities.
- Shape the national municipal agenda by electing FCM's 2022-2023 Board of Directors
- Experience innovative study tours.

The 2023 FCM Annual Conference and Trade Show will be held in Toronto.

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

#### Alternative:

That Council not attend the FCM 2022 Annual Conference and Trade Show.

#### **FINANCIAL IMPACT:**

Conference registration is as follows:

In Person registration - \$895 (if registered prior to April 22, \$1055 after April 22) Online registration - \$480

Hotel Accommodations - Group Rates range from \$139 - \$259 depending on the hotel chosen.

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

Lethbridge County is a member of FCM and has supported this event in the past.

#### **ATTACHMENTS:**

FCM 2022 Annual Conference and Trade Show Program

#### FCM 2022 Annual Conference and Trade Show Program

Thursday, June 2	
8 a.m.–3 p.m.	Exhibitor registration and move-in
8 a.m.–3 p.m.	Delegate registration Sponsored by Municipal Information Network
8:30 a.m.–5:30 p.m.	Big City Mayors' Caucus (BCMC) meeting (S/I) ((•))
1–3 p.m.	<ol> <li>Cowessess renewable energy site and cultural tour</li> <li>mâmawêyatitân centre</li> <li>Behind the scenes at Mosaic Stadium</li> <li>Brandt Industries: Pinkie Road manufacturing facility</li> <li>Regina's waste management education room and landfill gas-to-energy facility</li> </ol>
1–4 p.m.	Blanket exercise: reconciliation through learning (TBC)
3–4 p.m.	Orientation session for first-time attendees (S/I) ((•))
4–5 p.m.	Regional caucus meetings
5–7 p.m.	Official Trade Show opening and reception Sponsored by Port of Vancouver

Friday, June 3	
7–8 a.m.	Breakfast on Trade Show floor
7 a.m.–2:30 p.m.	Exhibitor registration
7 a.m.–2:30 p.m.	<u>Trade Show</u>

7 a.m.–6 p.m.	Delegate registration Sponsored by Municipal Information Network	
	Sponsored by Wantelpar Information Network	
8–9 a.m.	Opening ceremony (S/I) ((•)) Sponsored by Shaw Communications	
9–9:30 a.m.	Political keynote #1 (S/I) ((•))	
9–11 a.m.	Companions access to Trade Show	
9:30–10:30 a.m.	President's Forum (S/I) ((•))	
10:30–11 a.m.	Coffee break	
10:45 a.m.–12:45 p.m.	<ol> <li>Cowessess renewable energy site and cultural tour</li> <li>Brandt Industries: Pinkie Road manufacturing facility</li> <li>City of Regina's upgraded wastewater treatment plant</li> <li>Regina's waste management education room and landfill gas-to-energy facility</li> <li>Conexus Cultivator: a place for innovators</li> </ol>	
11 a.m.–12:30 p.m.	Workshops	
11 a.m.–2 p.m.	Connected Lab	
12:30–2 p.m.	Lunch on Trade Show floor Sponsored by Nuclear Waste Management Organization	
2–2:30 p.m.	3 <sup>rd</sup> VP candidate presentations (S/I) ((•))	
2:30–3 p.m.	Political keynote #2 (S/I) ((•))	

3:15–5:15 p.m.	<ol> <li>mâmawêyatitân centre</li> <li>Behind the scenes at Mosaic Stadium</li> <li>City of Regina's upgraded wastewater treatment plant</li> <li>New transit maintenance facility, materials yard and asphalt plant</li> <li>Conexus Cultivator: a place for innovators</li> </ol>
3:15–3:45 p.m.	Coffee break in workshop rooms
3:30–4:30 p.m.	Workshops
6:30–8:30 p.m.	Mayor's welcome reception

Saturday, June 4	
7:30–8:30 a.m.	Breakfast
7:30 a.m.–2 p.m.	Exhibitor registration
7:30 a.m. – 2:30 p.m.	<u>Trade Show</u>
7:30 a.m.–6 p.m.	Delegate registration Sponsored by Municipal Information Network
8–9 a.m.	Resolutions Plenary (S/I) ((•))
9–10 a.m.	Rural Plenary (S/I) ((•))
9–11 a.m.	Companions access to Trade Show
10–10:30 a.m.	Political keynote #3 (S/I) ((•))
10:30–11 a.m.	Coffee break
10:45 a.m.– 12:45 p.m.	<ol> <li>Study tours</li> <li>mâmawêyatitân centre</li> <li>City of Regina's upgraded wastewater treatment plant</li> </ol>

	<ul><li>3. New transit maintenance facility, materials yard and asphalt plant</li><li>4. Conexus Cultivator: a place for innovators</li></ul>
11 a.m.–12:30 p.m.	Workshops
11 a.m.–1:30 p.m.	
12:30–2 p.m.	Lunch on the Trade Show floor Sponsored by Lidstone & Company
1:45–2:15 p.m.	Trade Show prize draw
2:30–3:30 p.m.	Plenary and political keynote #4 ((•))
3:45–5:45 p.m.	1. Cowessess renewable energy site and cultural tour 2. Behind the scenes at Mosaic Stadium 3. Regina's waste management education room and landfill gas-to-energy facility 4. New transit maintenance facility, materials yard and asphalt plant
3:45–4:45 p.m.	Workshops

Sunday, June 5	
7:30–8:30 a.m.	Breakfast
7:30 a.m.–4 p.m.	Delegate registration Sponsored by Municipal Information Network
8:30–10 a.m.	AGM & elections (S/I) ((•))
10–10:30 a.m.	Coffee break

10 a.m.–12:30 p.m.	((•))
12:30–1 p.m.	((•))
12:15–1:30 p.m.	Lunch
1:45–2:15 p.m.	FCM 2022-2023 Board members – election results (S/I) ((•))
2:15–3:15 p.m.	Closing Plenary (S/I) ((•))
6–11 p.m.	Host City Closing Gala Dinner

#### **AGENDA ITEM REPORT**



Title: Lethbridge County Council Attendance Update - January 2022

Meeting: Council Meeting - 10 Mar 2022

**Department:** Administration **Report Author:** Ann Mitchell

#### APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 15 Feb 2022

#### **STRATEGIC ALIGNMENT:**











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#### **EXECUTIVE SUMMARY:**

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

#### **RECOMMENDATION:**

That Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - January 2022", identifying the activities and events attended by Lethbridge County Council for the month of January 2022 as information.

#### PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

#### **BACKGROUND INFORMATION:**

Lethbridge County Council in order to remain transparent to its citizens, provides 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.

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

To remain transparent to the citizens of Lethbridge County.

#### ATTACHMENTS:

Lethbridge County Council Attendance Update - January 2022

# Lethbridge County Council Attendance January 2022

#### Division 1 Councillor Lorne Hickey

January 5	Effective Meeting Session
January 11	Council Orientation Session #4 – Public Operations
January 13	Lethbridge County Council Meeting
January 18	Council Orientation Session #5 – Infrastructure
January 26	Audit Committee Meeting
January 26	Green Acres Foundation Meeting
January 31	Strategic Planning Session

#### Division 2 Reeve Tory Campbell

January 5	Effective Meeting Session
January 5	Emergency Advisory Committee
January 5	Exhibition Park Board Meeting via Zoom
January 6	RMA Virtual Town Hall via Zoom – Provincial Policing
January 7	Meeting with CAO
January 7	Meeting with MLA Nathan Neudorf
January 7	Mayors and Reeves via Zoom
January 11	Council Orientation Session #4 – Public Operations via Zoom
January 13	Lethbridge County Council Meeting via Teams
January 14	Southern Regional Drainage Committee Meeting via Zoom
January 17	Meeting with Strategic Planning Facilitator & CAO via Zoom
January 17	AHS Virtual Session
January 18	Council Orientation Session #5 – Infrastructure
January 19	Virtual AEMA Training
January 19	Keep Alberta RCMP Session presented by National Police Federation
January 19	Exhibition Park Ownership Engagement via Zoom
January 20	Economic Development Training – Southgrow via Zoom
January 21	Foothills Little Bow Municipal Association Meeting
January 26	Audit Committee Meeting
January 28	Meeting with CAO
January 31	Strategic Planning Session

#### Division 3

#### **Councillor Mark Sayers**

January 5	Effective Meeting Session
January 5	Emergency Advisory Committee
January 6	RMA Virtual Town Hall via Zoom – Provincial Policing
January 11	Council Orientation Session #4 – Public Operations
January 13	Lethbridge County Council Meeting
January 18	Council Orientation Session #5 – Infrastructure
January 19	Virtual AEMA Training
January 31	Strategic Planning Session

#### Division 4

#### **Councillor John Kuerbis**

January 5	Effective Meeting Session
January 11	Council Orientation Session #4 – Public Operations
January 11	Community Futures Lethbridge Training Seminar
January 13	Lethbridge County Council Meeting
January 15	Community Futures Lethbridge Training Program
January 18	Council Orientation Session #5 – Infrastructure
January 26	Audit Committee Meeting
January 26	Community Futures Lethbridge Monthly Board Meeting
January 31	Strategic Planning Session

#### Division 5

#### **Councillor Eric Van Essen**

January 5	Effective Meeting Session
January 6	MUNIS 101
January 11	Council Orientation Session #4 – Public Operations
January 13	Lethbridge County Council Meeting
January 13	MUNIS 101
January 18	Council Orientation Session #5 – Infrastructure
January 19	Virtual AEMA Training
January 20	MUNIS 101
January 21	Foothills Little Bow Municipal Association Meeting
January 27	Budget Orientation
January 27	MUNIS 101
January 31	Strategic Planning Session

#### Division 6

#### **Deputy Reeve Klaas VanderVeen**

January 5	Effective Meeting Session
January 7	Mayors and Reeves via Zoom
January 11	Council Orientation Session #4 – Public Operations
January 12	Coalhurst Fire Discussion with CAO
January 13	Lethbridge County Council Meeting
January 21	Foothills Little Bow Municipal Association Meeting
January 25-28	ASB Conference in Edmonton
January 28	SAEWA

#### Division 7 Councillor Morris Zeinstra

January 5	Effective Meeting Session
January 5	Emergency Advisory Committee
January 11	Council Orientation Session #4 – Public Operations
January 13	Lethbridge County Council Meeting
January 18	Council Orientation Session #5 – Infrastructure
January 25-28	ASB Conference in Edmonton
January 31	Strategic Planning Session