



Agenda

Council Meeting | Thursday, July 16, 2026 | 9:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

4 - 10

1. **County Council Meeting Minutes**
[Council Meeting - 18 Jun 2026 - Minutes](#)

D. DELEGATIONS

11 - 17

1. **9:15 a.m. - RCMP - Staff Sergeant Malcolm Callihoo**
[Lethbridge County Final Q4 2025-2026](#)

E. SUBDIVISION APPLICATIONS

18 - 25

1. **Subdivision Application #2026-0-069 - Howe**
- Lot 5, Block 17, Plan 9511337 within NW1/4 25-8-21-W4M
[Subdivision Application #2026-0-069 - Howe - Lot 5, Block 17, Plan](#)
[9511337 within NW1/4 25-8-21-W4M](#)

26 - 34

2. **Subdivision Application #2026-0-078 – 2337046 Alberta Ltd. - SW1/4**
03-09-19-W4M
[Subdivision Application #2026-0-078 – 2337046 Alberta Ltd. - SW1/4](#)
[03-09-19-W4M](#)

F. DEPARTMENT REPORTS

F.1. DEVELOPMENT & INFRASTRUCTURE

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- F.1.1. **Development Permit Application 26-D0116 (Pelleboer**
Farms Ltd)
[Development Permit Application 26-D0116 \(Pelleboer](#)
[Farms Ltd\)](#)

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- F.1.2. **Bylaw No. 26-016 – Lethbridge County Subdivision**
Authority Bylaw
[Bylaw No. 26-016 – Lethbridge County Subdivision](#)

Authority Bylaw

- 77 - 81 F.1.3. **Bylaw 26-017 – Schedule of Fees Amendment (Amends Bylaw 25-035)**
[Bylaw 26-017 - Schedule of Fees Amendment \(Amends Bylaw 25-035\)](#)
- 82 - 88 F.1.4. **Bylaw 26-019 – Amendment to the Land Use Bylaw to Revise the Definition of “Specialty Manufacturing / Cottage Industry” in Part 9 – Definitions – First Reading**
[Bylaw 26-019 – Amendment to the Land Use Bylaw to Revise the Definition of “Specialty Manufacturing / Cottage Industry” in Part 9 – Definitions – First Reading Report](#)
- 89 - 92 F.1.5. **Bylaw 26-015 Repeal Bylaw No. 1257 – Oldman River Regional Services Commission**
[Bylaw 26-015 Repeal Bylaw No. 1257 – Oldman River Regional Services Commission](#)

F.2. CORPORATE SERVICES

- 93 - 98 F.2.1. **2026 Bursary Awards**
[2026 Lethbridge County Bursary Award](#)
- 99 - 121 F.2.2. **2026 Stirling Wind Community Benefit Scholarship Program**
[2026 Stirling Wind Community Benefit Scholarship Program](#)

G. CORRESPONDENCE

- 122 - 123 1. **Coaldale Summer Fest**
[Coaldale Summer Fest](#)

H. COUNTY COUNCIL AND COMMITTEE UPDATES

- 124 - 128 1. **Lethbridge County Council Attendance Update - June 2026**
[Lethbridge County Council Attendance Update - June 2026](#)

I. NEW BUSINESS

J. CLOSED SESSION

1. **CAO Report - C.Beck (ATIA Sections 19, 20, 28 and 29)**
2. **Canada's Premier Food Corridor Phase 2 - Expression of Interest (ATIA Section 26 - disclosure harmful to intergovernmental relations)**

K. ADJOURN

Minutes

Council Meeting | Thursday, June 18, 2026 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, June 18, 2026, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Tory Campbell
- Deputy Reeve John Kuerbis
- Councillor Lorne Hickey
- Councillor Mark Sayers
- Councillor Kevin Slomp
- Councillor Eric Van Essen
- Councillor Tony Ankermann
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Hailey Pinksen
- Director, Operations Ryan Thomson
- Legislative Coordinator & Executive Assistant Candice Robison
- Coordinator, Payroll & HR Erin Lyster
- Manager, Planning and Development Kaylyn Franklin
- Senior Planner Steve Harty
- Director, Growth & Engagement Trevor Lewington

A. CALL TO ORDER

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

Reeve Tory Campbell read the following land acknowledgement:

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

B. ADOPTION OF AGENDA

146-2026	Deputy Reeve Kuerbis	MOVED that the June 18, 2026 Lethbridge County Council Meeting Agenda be adopted as amended.	CARRIED
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C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

147-2026	Councillor Sayers	MOVED that the May 21, 2026 Lethbridge County Council Minutes be adopted as presented.	CARRIED
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D. SUBDIVISION APPLICATIONS

D.1. Subdivision Application #2026-0-056 – Bahler - NW1/4 34-10-20-W4M

148-2026	Deputy Reeve Kuerbis	MOVED that the Country Residential subdivision of NW1/4 34-10-20-W4M (Certificate of Title No. 231 187 375 +2), to subdivide an 8.32-acre (3.367 ha) first parcel out subdivision from a ¼-section title of 153.65-acres (62.18 ha) for country residential use; BE APPROVED subject to the following:
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CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.

2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that corresponds to the approved parcel being subdivided.
4. Consideration of comments or any conditions of Alberta Culture regarding Historical Resources Act clearance or approval that may be required.

CARRIED

D.2. Subdivision Application #2026-0-057 – Zwartbol/Slingerland
- Lot 1, Block 1, Plan 9312354 within NW1/4 24-9-22-W4

149-2026 Councillor Slomp MOVED that the Country Residential subdivision of Lot 1, Block 1, Plan 9312354 within NW1/4 24-9-22-W4M (Certificate of Title No. 261 020 553), to subdivide a 10.47-acre (4.24 ha) title and create three lots varying in size from 3.04 to 4.37 acres (1.23 to 1.77 ha) for grouped country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 10.47-acres at the market value of \$47,000 per acre with the actual acreage and amount (approx. \$49,209) to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes. AND FURTHER that once paid, the existing Deferred Reserve caveat registered on the title (Registration No. 251261891) be discharged in its entirety concurrently with the final endorsement.

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. (It is noted that there is an existing Development Agreement registered on titled as Registration No. 251261812 that will need to be reviewed as part of this process.)
3. That a professional soils analysis and report be provided to the satisfaction of the Subdivision Authority to determine suitability and provide recommendations for private septic system installations, with a minimum of two test pits per each proposed lot be undertaken as part of the analysis.
4. That the applicant submits a final surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.
5. That any easement(s) as required by utility companies, or the municipality shall be established.

CARRIED

E. DELEGATIONS

E.1. 9:15 a.m. - Robin Hepher, CEO - Chinook Arch Library System

Robin Hepher, CEO of Chinook Arch Library System was present to provide an update for Council.

Councillor Van Essen arrived at 9:25 a.m.

F. DEPARTMENT REPORTS

F.1. DEVELOPMENT & INFRASTRUCTURE

F.1.1. Bylaw 26-010 – Amendment to the Land Use Bylaw to Redesignate a Portion of Plan 0815575, Block 1, Lot 2 (112026 Range Road 223) within SW-15-11-23-W4M from Rural Agriculture (RA) to Business Light Industrial (BLI)

150-2026 Councillor MOVED that Bylaw 26-010, be read a first time.
Sayers CARRIED

Reeve Campbell recessed the meeting at 9:48 a.m.

Reeve Campbell reconvened the meeting at 10:01 a.m.

G. PUBLIC HEARINGS - 10:00 AM

G.1. Bylaw 26-003 - Amendment to the Land Use Bylaw to Redesignate a portion of NW-4-9-20-W4M (90081 Range Road 204) from Urban Fringe (UF) to a Direct Control (DC) - Public Hearing

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 26-003 at 10:01 a.m.

151-2026 Councillor MOVED that the Public Hearing for Bylaw 26-003 commence at 10:02 a.m.
Hickey CARRIED

The Manager, Planning and Development reviewed Bylaw 26-003.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 26-003.

Brian Stwbesdyk spoke in favor of Bylaw 26-003.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 26-003.

No further comments were made.

152-2026 Deputy MOVED that the Public Hearing for Bylaw 26-003 adjourn at 10:07 a.m.
Reeve CARRIED
Kuerbis

Reeve Campbell reconvened the regular meeting at 10:07 a.m.

153-2026 Councillor MOVED that Bylaw 26-003, be read a second time.
Van Essen CARRIED

154-2026 Councillor MOVED that Bylaw 26-003, be read a third time.
Ankermann CARRIED

G.2. Bylaw 26-009 - Amendment to the Land Use Bylaw to Redesignate Plan 309 DT Block 1 Lots 9-11 (120 Main Street, Turin) from Hamlet Direct Control (H DC) to Hamlet Residential (HR) - Public Hearing

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 26-009 at 10:08 a.m.

155-2026 Councillor MOVED that the Public Hearing for Bylaw 26-009 commence at 10:09 a.m.
Sayers CARRIED

The Manager, Planning and Development reviewed Bylaw 26-009.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 26-009.

Jaylene Pickering Chrupka spoke in opposition of Bylaw 26-009.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 26-009.

No further comments were made.

156-2026	Councillor Van Essen	MOVED that the Public Hearing for Bylaw 26-009 adjourn at 10:19 a.m.	CARRIED
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Reeve Campbell reconvened the regular meeting at 10:19 a.m.

157-2026	Councillor Van Essen	MOVED that Bylaw 26-009, be read a second time.	CARRIED
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158-2026	Deputy Reeve Kuerbis	MOVED that Bylaw 26-009, be read a third time.	CARRIED
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H. DEPARTMENT REPORTS

H.1. ADMINISTRATION

H.1.1. Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw

159-2026	Councillor Van Essen	MOVED that Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw be read a first time.	CARRIED
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160-2026	Councillor Sayers	MOVED that Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw be read a second time.	CARRIED
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161-2026	Councillor Slomp	MOVED that Council consider third reading of Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw.	CARRIED
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162-2026	Deputy Reeve Kuerbis	MOVED that Bylaw 26-018 - ORRSC Regional Assessment Review Board Bylaw be read a third time.	CARRIED
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H.1.2. Community Peace Officer Policy Updates

163-2026	Deputy Reeve Kuerbis	MOVED that Council approve the following new Community Peace Officer policies: • Policy 219 — CPO Agency Objective • Policy 220 — CPO Authorities and Employer Restrictions • Policy 221 — CPO Level 1 Incident Reporting • Policy 222 — Peace Officer Program Reporting	CARRIED
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164-2026	Councillor Sayers	MOVED that Council rescind the following existing CPO policies, effective upon approval of the new policy framework: • Policy 207 — CPO OC Spray • Policy 208 — CPO Baton • Policy 209 — CPO Complaints • Policy 210 — CPO Informal Resolutions • Policy 211 — CPO Record Keeping & Exhibit Handling • Policy 212 — CPO Employer Reporting Requirements • Policy 214 — CPO Body Worn Cameras • Policy 215 — Exhibit Handling & Disposal of Cannabis • Policy 217 — CPO Communication System	CARRIED
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H.2. GROWTH & ENGAGEMENT

H.2.1. Communications & Marketing Q1 + Q2 Report

Mattie Watson, Strategist Communications & Marketing presented the Communications & Marketing Q1 & Q2 report to Council.

H.2.2. SAMP Sponsorship Request

165-2026 Deputy Reeve Kuerbis MOVED that Council approve a donation of up to \$100.00 per basket from Council's donation reserve to support the creation of welcome packages for new students to the Southern Alberta Medical Program (SAMP) and further that the funds be used to purchase products from local businesses for inclusion in such packages with County promotional material.

CARRIED

I. CORRESPONDENCE

I.1. TIME Society

Council reviewed correspondence from the TIME Society regarding their upcoming Father Daughter Ball.

I.2. Letter from Shari Rogerson

Council reviewed correspondence from Shari Rogerson regarding the increasing traffic demands along 43rd Street North.

I.3. STARS

Council reviewed thank you letter for Council's donation to STARS.

I.4. Alberta Municipal Affairs - PERC Extension

Council reviewed correspondence from Alberta Municipal Affairs.

I.5. Canadian Federation of Independent Business

Council reviewed correspondence from Canadian Federation of Independent Business.

I.6. City of Lethbridge - Mayor's Community BBQ

Council reviewed invitation from City of Lethbridge Office of the Mayor to attend the post Whoop Up Days parade BBQ for elected officials at Lethbridge City Hall.

J. COUNTY COUNCIL AND COMMITTEE UPDATES

J.1. Lethbridge County Council Attendance Update - May 2026

Council reviewed the highlights from the Lethbridge County Council Attendance Update for May 2026.

Division 1

Councillor Lorne Hickey

May 1 Green Acres Service Awards Recognition Night

May 6 Whoop Up Days Media Launch

May 7 Lethbridge County Council Meeting

May 7-9 Green Acres Board Retreat

May 20 Green Acres Executive & Finance Meeting

May 21 Lethbridge County Council Meeting

May 22 Chinook Equipment Grand Opening

May 27 Green Acres Board Meeting

Division 2

Reeve Tory Campbell

May 7 Lethbridge County Council Meeting

May 8 Friends of Chinook Arch Society Casino
 May 13 Rural Road Infrastructure Committee Meeting, Virtual
 May 13 Meeting with Administration, Development and Infrastructure
 May 15 Meeting with MLA Neudorf
 May 20 EDL Board Meeting
 May 21 Lethbridge County Council Meeting
 May 22 Chinook Equipment Grand Opening
 May 23 Picture Butte High School Graduation Ceremony
 May 28 Media, NRED Grant

Division 3
 Councillor Mark Sayers
 May 5 ASB Meeting
 May 6 Whoop Up Days Media launch
 May 6 FCSS Board Meeting
 May 7 Lethbridge County Council Meeting
 May 13 Link Pathway Meeting
 May 14 Meeting with CAO
 May 21 Lethbridge County Council Meeting
 May 22 Chinook Equipment Grand Opening

Division 4
 Deputy Reeve John Kuerbis
 May 5 Weekly meeting with Community Futures Executive Director
 May 7 Lethbridge County Council Meeting
 May 12 Weekly meeting with Community Futures Executive Director
 May 13 Community Futures network of Alberta meeting, Virtual
 May 19 Weekly meeting with Community Futures Executive Director
 May 20 Regional Waste Commission Branding Workshop
 May 21 Lethbridge County Council Meeting
 May 27 Community Futures Monthly Board meeting

Division 5
 Councillor Kevin Slomp
 May 20 Regional Waste Commission Branding Workshop
 May 21 Lethbridge County Council Meeting
 May 27 Chinook Arch Planning & Facilities Committee Meeting

Division 6
 Councillor Eric Van Essen
 May 5 ASB Meeting
 May 7 Lethbridge County Council Meeting
 May 21 Lethbridge County Council Meeting
 May 22 Chinook Equipment Grand Opening

Division 7
 Councillor Tony Ankermann
 May 5 ASB Meeting
 May 7 Lethbridge County Council Meeting
 May 21 Lethbridge County Council Meeting
 May 22 Chinook Equipment Grand Opening

K. NEW BUSINESS

K.1. *Alberta Municipalities Conference attendance request for the Fall 2026 Convention.*

166-2026 Councillor Sayers MOVED that Deputy Reeve Kuerbis be sent to the Alberta Municipalities Conference September 23 - 25, 2026 in Edmonton.

CARRIED

L. CLOSED SESSION

L.1. Contracted Services (ATIA Section 30 - Disclosure harmful to economic & other interests of a public body).

167-2026 Councillor Ankermann MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 30 of the Municipal Government Act, the time being 11:30 a.m. for the discussion on the following:

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

168-2026 Deputy Reeve Kuerbis MOVED that the Lethbridge County Council Meeting move out of the closed session at 12:04 p.m.
CARRIED

L.1. Contracted Services (ATIA Section 30 - Disclosure harmful to economic & other interests of a public body)

169-2026 Deputy Reeve Kuerbis MOVED that Council direct administration to issue notice to the Oldman River Regional Services Commission terminating the provision of all services to Lethbridge County, including services associated with the 1995 Planning Commission Agreement, the 2021 Agreement for Regional Assessment Review Services, and the 2019 Agreement for Chinook Intermunicipal Subdivision and Development Appeal Board, effective December 31, 2026.
CARRIED

170-2026 Councillor Van Essen MOVED that Council enter into the services provider contract.
CARRIED

M. ADJOURN

171-2026 Councillor Van Essen MOVED that the Lethbridge County Council Meeting adjourn at 12:07 p.m.
CARRIED

Reeve

CAO



May 13, 2026

Staff Sergeant Malcolm Callihoo
Detachment Commander
Coaldale-Picture Butte RCMP

Dear Mr. Cole Beck:

Please find attached the quarterly Community Policing Report for the period of January 1st to March 31st, 2026. This report provides an overview of human resources, financial information, and crime statistics for the Coaldale Provincial Detachment area, which Lethbridge County is a part of and reflects the ongoing priorities identified by the area we serve.

In addition to the information contained in the attached report, I would also like to highlight a significant national development that will impact frontline policing operations in the coming months. The RCMP has recently awarded a contract for a new modernized general duty service pistol, marking an important step in enhancing public and officer safety, as well as operational effectiveness.

The selected model is the Glock 45 MOS 7 Duty Pistol. This modernized pistol will be issued as part of a comprehensive package, including a red dot sight (Aimpoint Acro P-2), a weapon-mounted light (Streamlight TLR-7X), three magazines, interchangeable grip components, a lanyard loop attachment, a Safariland duty holster, and a secure carrying case.

The rollout will occur in phases with priority given to frontline officers. Distribution across RCMP divisions will be based on operational needs, and full deployment is anticipated by summer 2028.

A transition of this scale requires comprehensive training to ensure safe and effective use. A training program has been developed and will begin rolling out to instructors this summer. A mandatory four-day training program for frontline officers is expected to follow in late summer and fall, concluding with annual firearms qualification. Training schedules are being developed to ensure there is no impact to frontline service delivery levels.

This modernization effort reflects the RCMP's ongoing commitment to ensuring officers have the appropriate tools and training to serve their communities safely and effectively.

Investments in equipment such as this are essential to maintaining high standards of policing and adapting to evolving operational demands.

We remain committed to transparency and to keeping our municipal partners informed of significant developments that impact policing services in your community. Should you have any questions or wish to discuss this initiative further, please do not hesitate to reach out.



Sincerely,

Staff Sergeant Malcolm Callihoo
Detachment Commander
Coaldale-Picture Butte RCMP

Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Coaldale- Picture Butte Detachment

Detachment Commander

Staff Sergeant Malcolm Callihoo

Report Date May 13, 2026	Fiscal Year 2025-26	Quarter Q4 (January - March)
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Community Priorities

Priority #1: Traffic Safety

Updates and Comments:

2026-01-27- Traffic Services checkstop in Coalhurst. 1 IRS fail and 1 IRS caution charged.

Coaldale members are working with the Integrated Traffic Unit in order to enhance Public safety. A renewed focus on traffic enforcement will be part of the upcoming strategy for the upcoming reporting period.

Priority #2: Police/Community Relations

Updates and Comments:

Patrol logs indicate a higher level of police engagement in proactive patrolling which lends well to visibility and presence in the community.

Priority #3: Intelligence Led Policing

Updates and Comments:

Members continued to attend Inter-agency meetings as well as sharing intelligence with our policing Partners. A more specific focus will be conducted for the upcoming year.





Community Consultations

Consultation #1

Date	Meeting Type
March 17, 2026	Community Connection
Topics Discussed	
School presentation	
Notes/Comments:	
Cst. Geres attended a school for a presentation.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Temporary Absences	Hard Vacancies
Regular Members	8	6	1	1
Detachment Support	2	1	1	0

Notes:

1. Data extracted on March 31, 2026 and is subject to change.
2. Temporary Absences are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the eight established positions, six officers are currently working with one officer on Medical leave. There is one hard vacancy.

Detachment Support: Of the two established positions, one resource is currently working, and one resource is on Leave without Pay. There are no hard vacancies.



**Coaldale Provincial Detachment
Crime Statistics (Actual)
January to March: 2022 - 2026**

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	1	0	0	0	N/A	N/A	-0.1
Sexual Assaults		2	0	1	3	0	-100%	-100%	-0.1
Other Sexual Offences		1	1	0	4	0	-100%	-100%	0.1
Assault		14	15	13	13	7	-50%	-46%	-1.6
Kidnapping/Hostage/Abduction		0	1	0	2	0	N/A	-100%	0.1
Extortion		0	1	0	0	1	N/A	N/A	0.1
Criminal Harassment		1	11	3	8	7	600%	-13%	0.9
Uttering Threats		0	7	5	6	2	N/A	-67%	0.3
TOTAL PERSONS		18	38	22	36	17	-6%	-53%	-0.4
Break & Enter		11	10	10	5	11	0%	120%	-0.5
Theft of Motor Vehicle		6	19	3	5	4	-33%	-20%	-1.8
Theft Over \$5,000		0	3	0	4	3	N/A	-25%	0.7
Theft Under \$5,000		10	26	13	15	9	-10%	-40%	-1.3
Possn Stn Goods		6	10	3	3	2	-67%	-33%	-1.5
Fraud		5	17	8	15	12	140%	-20%	1.2
Arson		2	0	0	0	0	-100%	N/A	-0.4
Mischief - Damage To Property		7	8	9	11	3	-57%	-73%	-0.5
Mischief - Other		12	12	18	17	7	-42%	-59%	-0.5
TOTAL PROPERTY		59	105	64	75	51	-14%	-32%	-4.6
Offensive Weapons		1	0	0	3	0	-100%	-100%	0.1
Disturbing the peace		2	5	6	7	3	50%	-57%	0.4
Fail to Comply & Breaches		1	20	5	5	8	700%	60%	-0.1
OTHER CRIMINAL CODE		12	13	10	13	7	-42%	-46%	-1.0
TOTAL OTHER CRIMINAL CODE		16	38	21	28	18	13%	-36%	-0.6
TOTAL CRIMINAL CODE		93	181	107	139	86	-8%	-38%	-5.6

Coaldale Provincial Detachment
Crime Statistics (Actual)
January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		1	0	1	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		3	0	0	0	0	-100%	N/A	-0.6
Drug Enforcement - Trafficking		1	1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	1	1	0	0	-100%	N/A	-1.1
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	4	1	0	0	N/A	N/A	-0.4
TOTAL FEDERAL		5	5	2	0	0	-100%	N/A	-1.5
Liquor Act		2	0	2	2	0	-100%	-100%	-0.2
Cannabis Act		0	1	0	1	0	N/A	-100%	0.0
Mental Health Act		8	13	17	29	19	138%	-34%	3.8
Other Provincial Stats		29	19	18	16	18	-38%	13%	-2.5
Total Provincial Stats		39	33	37	48	37	-5%	-23%	1.1
Municipal By-laws Traffic		0	0	0	0	1	N/A	N/A	0.2
Municipal By-laws		6	5	5	1	0	-100%	-100%	-1.6
Total Municipal		6	5	5	1	1	-83%	0%	-1.4
Fatals		1	1	1	1	0	-100%	-100%	-0.2
Injury MVC		6	8	8	5	5	-17%	0%	-0.5
Property Damage MVC (Reportable)		48	50	33	40	37	-23%	-8%	-3.2
Property Damage MVC (Non Reportable)		7	10	16	15	16	129%	7%	2.3
TOTAL MVC		62	69	58	61	58	-6%	-5%	-1.6
Roadside Suspension - Alcohol (Prov)		2	6	8	1	4	100%	300%	-0.1
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		197	236	191	186	169	-14%	-9%	-10.6
Other Traffic		0	2	0	0	0	N/A	N/A	-0.2
Criminal Code Traffic		3	10	10	5	5	67%	0%	-0.1
Common Police Activities									
False Alarms		7	4	6	7	11	57%	57%	1.1
False/Abandoned 911 Call and 911 Act		25	34	2	21	10	-60%	-52%	-4.3
Suspicious Person/Vehicle/Property		26	30	36	43	35	35%	-19%	3.1
Persons Reported Missing		0	5	3	2	4	N/A	100%	0.5
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		10	21	27	22	9	-10%	-59%	-0.1
Form 10 (MHA) (Reported)		1	0	3	3	1	0%	-67%	0.3

AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-069 - Howe
- Lot 5, Block 17, Plan 9511337 within NW1/4 25-8-21-W4M

Meeting: Council Meeting - 16 Jul 2026

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

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

Approved - 07 Jul 2026
Approved - 07 Jul 2026
Approved - 09 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to create two lots, 2.83 and 3.13 acres each respectively in size, from an existing title comprised of 5.96 acres, for grouped country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2026-0-069 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

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

PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council previously designated the land for Grouped Country Residential (GCR) in the early 1990s.
- Land Use Bylaw No. 24-007 contains the GCR subdivision criteria, and the lots meet and exceed the bylaw's minimum 2.0-acre size.
- The lot is located in a GCR area originally established on a plan from 1919. An Area Structure Plan (ASP) was prepared in 1990 but not formally adopted by bylaw due to the historical nature of this area and the ASP mainly being an outline of the 1919 plan.
- The land is situated within Policy Area 5 of the County and City of Lethbridge IDP. With the lot zoned GCR and it being a minor subdivision creating one additional title, the proposal conforms to the IDP criteria that allows for a resplit.

BACKGROUND INFORMATION:

Located 1-mile east of the City of Lethbridge boundary and just ½-mile north of Brown Road. The lot to be resubdivided is located along Howe Road and is an additional subdivision of a GCR area known as the Howe/Lamont subdivision. The area is fully developed out within this ¼-section with the exception of a couple larger lots; such is this subject title. The County GCR policies enable this type of subdivision as a resplit provided the necessary land use considerations are addressed such as servicing, drainage, and soil suitability for private septic. For this application, the land is vacant other than a horse barn presently used for storage. The dividing property line will be just to the east of the barn (west side of waterline R/W) with the east lot at 3.13-acres including a pan-handle on the northside to connect the lot west to Howe Road. The access will align over an existing driveway access that is situated along the north perimeter. The proposed west lot will be 2.83-acres in size. Water for both the lots will be hauled to private cisterns until such time it may become available through the rural water co-op. Sewage is to be treated by private on-site septic field systems. A soils analysis will be required to be undertaken for the lots to demonstrate favorable results for onsite septic.

There are no abandoned gas wells or Confined Feeding Operations in proximity that affect this proposal. There are also no provincially identified historical resources or wetlands present. There are no known ponding or flooding issues with the lot and the land is primarily flat with a slight slope from east to west. This applicant is responsible to ensure drainage is effectively managed and directed to the west road ditch system.

Overall, the proposal complies to the County land use bylaw criteria for a GCR subdivision. The application was circulated to the required external agencies. No concerns have been expressed and no easements are required. Alberta Transportation Economic Corridors has no objections and authorized an approval.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision is suitable.

Pros:

- there are no advantages to denying the subdivision as it meets the GCR subdivision criteria of the County.

Cons:

- a refusal would likely be appealed by the applicants as the County's subdivision criteria have been met.

FINANCIAL IMPACT:

Non direct, but the future tax situation may increase with additional residential development. (The Municipal Reserve was previously provided.)

LEVEL OF PUBLIC PARTICIPATION:

Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2026-0-069 Lethbridge County Approval](#)
[Diagrams 2026-0-069](#)

RESOLUTION

2026-0-069

Lethbridge County

Country Residential subdivision of Lot 5, Block 17, Plan 9511337 within NW1/4 25-8-21-W4M

THAT the Country Residential subdivision of Lot 5, Block 17, Plan 9511337 within NW1/4 25-8-21-W4M (Certificate of Title No. 221 096 375), to create two lots, 2.83 and 3.13 acres (1.15 and 1.26 ha) each respectively in size, from an existing title comprised of 5.96 acres (2.41 ha), for grouped country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. If not addressed through a Development Agreement, the owner shall provide access and approaches to Howe Road as required by Lethbridge County in consideration of the existing driveway location.
4. That a professional soils analysis and report be undertaken for the two lots to demonstrate favorable results for onsite private septic systems and ensure adequate depth (separation) above the water table.
5. The applicant is responsible for satisfying the County in regard to addressing drainage. The applicant shall provide a general drainage plan for the two lots to demonstrate the drainage patterns and system to direct flow west to the north/south ditch along Howe Road.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The proposal meets the criteria of the Lethbridge County's Land Use Bylaw in regard to the subdivision of land designated as grouped country residential.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(d) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.

2026-0-069
Page 1 of 3

- (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) No objections from ATCO Gas.
- (g) ATCO Transmission wishes to confirm we have no conflict as we have no high-pressure pipelines in the proposed area.

NOTE: ATCO Distribution [Gas] will reply under separate email. Thank you for allowing ATCO to review your proposal and provide feedback.

- (h) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

“Thank you for the opportunity to comment on File No. 2026-0-069. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this subdivision is to create two lots for grouped country residential use. The land is vacant, other than a barn. Proposed water services are cisterns (hauled), and proposed sewer services are onsite septic fields.

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

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.

AHS-EPH has no concerns at this time. We do not foresee any new public health problems being created as a result of the above noted subdivision provided that the applicant complies with all pertinent regulations, by-laws, and standards.

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

- (i) SMRID – Stacey Virginillo, Land Manager:

“The St. Mary River Irrigation District (SMRID) has reviewed this application and has the following comments:

- ☐ The newly created parcel may apply to the district for an Household Purposes Agreement for the yard if they want to continue to use SMRID water.
- ☐ Private easements between the parcels and the SMRID point of delivery are encouraged to be secured to ensure access to SMRID water.
- ☐ In order for SMRID to execute the consent to register a subdivision, any outstanding balances owed by the applicant will need to be paid in full.
- ☐ A fee of \$300.00 plus G.S.T. will be due upon approval of the future subdivision application by the District.

If you have any further questions or concerns, please contact me in the Taber office at 403-223-2148.”

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 4

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

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

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

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

FOR INFORMATION PURPOSES ONLY

Lethbridge County should consider collecting an off-site levy for highway intersection improvements when required.

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

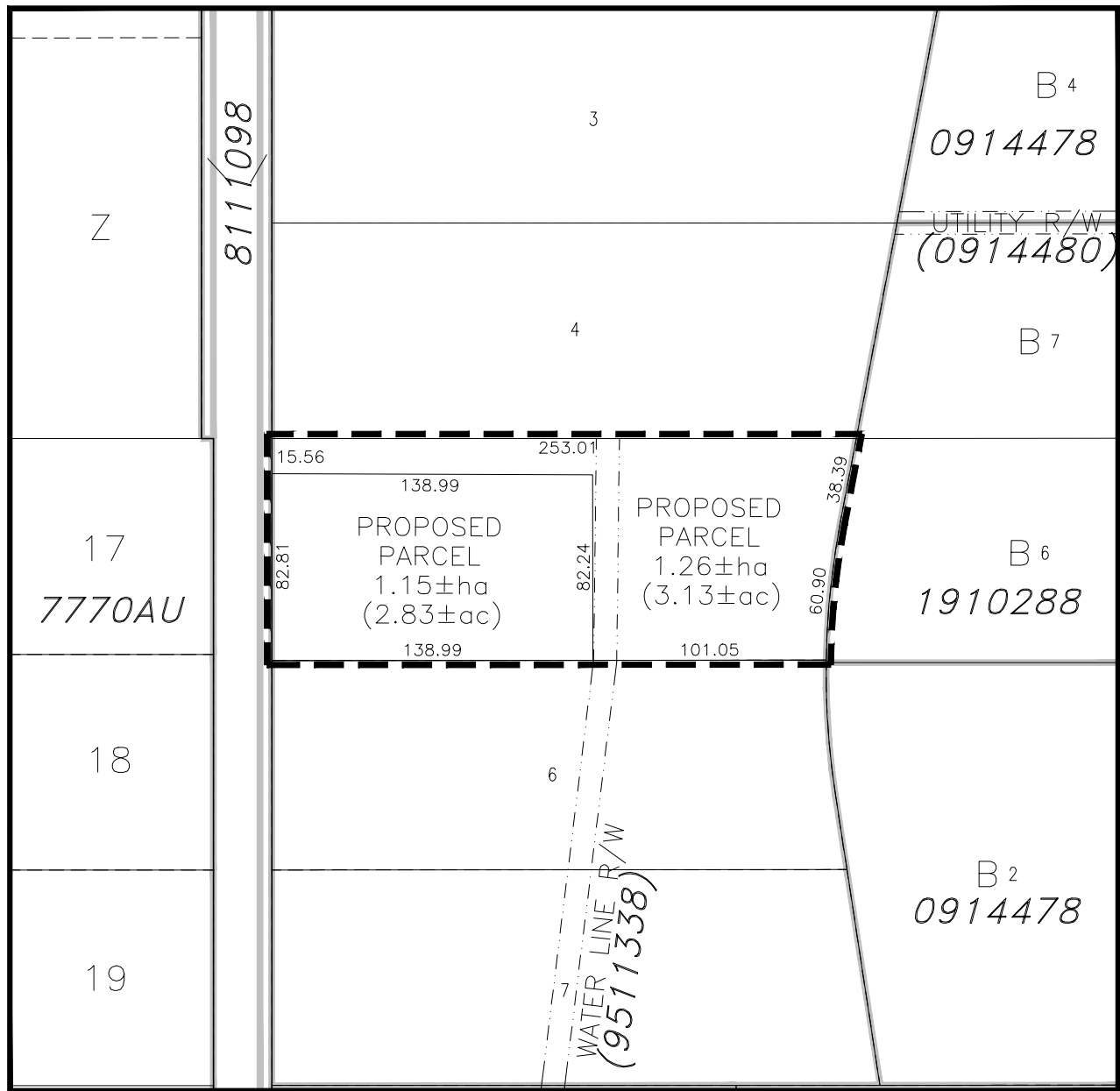
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

MOVER

REEVE

DATE



SUBDIVISION SKETCH

LOT 5, BLOCK 17, PLAN 9511337

WITHIN NW 1/4 SEC 25, TWP 8, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MAY 19, 2026

FILE: 2026-0-069





SUBDIVISION SKETCH

LOT 5, BLOCK 17, PLAN 9511337

WITHIN NW 1/4 SEC 25, TWP 8, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MAY 19, 2026

FILE: 2026-0-069



AERIAL PHOTO DATE: 2024

AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-078 – 2337046 Alberta Ltd.
- SW1/4 03-09-19-W4M
Meeting: Council Meeting - 16 Jul 2026
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

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

Approved - 07 Jul 2026
Approved - 07 Jul 2026
Approved - 09 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to subdivide a 3.30-acre farmstead subdivision from a title of 148.30 acres for country residential use. The proposal does meet the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2026-0-078 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision is the first subdivision from the 1/4-section and meets the provincial Subdivision and Development Regulations and the municipal subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The isolated single-parcel subdivision policies are within Land Use Bylaw (LUB) No. 24-007 that allow the subdivision of a farmstead from an unsubdivided 1/4-section on agricultural designated land.
- The proposed 3.30-acre parcel conforms to the LUB No. 24-007 minimum 2.0-acre to maximum 10.0-acre parcel size criteria and no waivers are required.
- Subdivisions must be able to provide direct physical and legal access to a public road which can be addressed through conditions of approval (access is presently from over canal R/W).

BACKGROUND INFORMATION:

Located 5-miles due east of the Town of Coaldale and adjacent to the north side of Highway 512. The proposal is to subdivide a long-established farm yard from around 1950 in the very southwest corner.

The proposed subdivision contains a dwelling, garage, multiple Quonsets, shop building and several farm buildings and grains bins. A dugout on the east side of the yard will remain with the agricultural title. The parcel boundary will be angled on the northeast corner to account for the irrigation pivot system on the associated agricultural land within the ¼-section. Sewage is treated by an individual on-site private septic system situated north and west of the dwelling. Water to the residence is provided by hauled water to a private cistern system. Access has historically been provided across a registered irrigation canal R/W (Plan IRR246) to the south which then connects west to a municipal road allowance. The SMRID has requested that a direct physical access to the west Rge Rd 19-3 be provided in order to obtain their consent. There is no direct access in place to Highway 512 to the south.

There are no abandoned gas wells located in proximity to this proposal. There are no confined feeding operations (CFOs) located in proximity where any applicable minimum distance separation (MDS) would be compromised. There are no identified environmental or historical features present that require consideration.

Overall, the subdivision is the first parcel out from the ¼-section and meets the criteria of LUB No. 24-007. The resulting residual agricultural parcel size meets the minimum required. The application was circulated to the required external agencies and ATCO Gas requires an easement. The SMRID expressed concerns regarding access and would like it addressed with the application approval. ATEC has no concerns and authorized an approval.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve the subdivision if it determines it is not suitable or direct road access cannot be provided.

Pros:

- There are none to the municipality as the County's criteria have/can be met.

Cons:

- As the criteria can be met, and access can be accommodated through a condition of approval, a refusal would likely be appealed by the applicants.

FINANCIAL IMPACT:

None, and the existing tax situation will remain as is.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2026-0-078 Lethbridge County Approval Diagrams 2026-0-078](#)

RESOLUTION

2026-0-078

Lethbridge County

Country Residential subdivision of SW1/4 3-9-19-W4M

THAT the Country Residential subdivision of SW1/4 3-9-19-W4M (Certificate of Title No. 221 182 095), to subdivide a 3.30-acre (1.34 ha) farmstead subdivision from a title of 148.30 acres (60.0 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required.
3. That the applicant provides a final Plan of Surveyor to illustrate the exact dimensions and parcel size of the proposed parcel as approved.
4. That suitable direct access to the west municipal road (Rge Rd 19-3) be provided to the satisfaction of the Subdivision Authority, which may also be addressed through the terms of the Development Agreement.
5. That any easement(s) as required by ATCO Gas (Land) shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. As a subdivision of a farmstead from the ¼-section the application may be considered and the proposed 3.30-acre parcel size conforms to the land use bylaw's minimum 2.0-acre and maximum 10.0-acre parcel size criteria.

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 Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.
- (e) ATCO Gas – Claudia Glodzinski, Engineer, South District Engineering:

2026-0-078
Page 1 of 3

"It appears the existing service line crosses a proposed property line. The owner / developer must contact ATCO land at land.admin@ATCO.com to ensure a right-of-way is registered over that portion of service line, or to arrange for a service alteration. Note all survey/alteration costs will be borne by the owner / developer."

- (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) ATCO Transmission wishes to confirm we have no conflict as we have no high-pressure pipelines in the proposed area.

NOTE: ATCO Distribution [Gas] will reply under separate email.

Thank you for allowing ATCO to review your proposal and provide feedback.

- (h) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

"Thank you for the opportunity to comment on File No. 2026-0-078. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is to subdivide an existing farmstead for country residential use. There is an existing dwelling, and water services are provided by a cistern (hauled) and sewer services are provided by a subsurface treatment field.

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

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.

AHS-EPH has no concerns at this time. We do not foresee any new public health problems being created as a result of the above noted subdivision provided that the applicant complies with all pertinent regulations, by-laws, and standards.

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

- (i) SMRID – Stacey Virginillo, Land Manager:

"The St. Mary River Irrigation District (SMRID) has reviewed this application and has the following comments:

- SMRID has been unable to locate any historical agreements, permissions, or approvals authorizing the registered irrigation canal right-of-way to serve as the access to this yard site. Given that the proposed subdivision will create a separate title with long-term expectations for reliable and permanent access, SMRID requests that legal and physical access independent of SMRID infrastructure be established prior to subdivision approval.
- SMRID recognizes that this requirement may represent an unexpected expense to the applicant and apologizes for raising the issue at this stage. However, if the matter is not addressed now, future owners of the parcel may continue to rely upon SMRID infrastructure for access and seek recognition of rights that the District has no record of granting. Addressing the matter through the

subdivision process will provide certainty for both the applicant and future landowners, while avoiding an issue that would otherwise persist indefinitely.

- Accordingly, SMRID requests that independent legal and physical access be secured prior to consent being granted for this subdivision.
- The newly created parcel may apply to the district for an Household Purposes Agreement for the yard if they want to continue to use SMRID water.
- Private easements between the parcels and the SMRID point of delivery are encouraged to be secured to ensure access to SMRID water.
- In order for SMRID to execute the consent to register a subdivision, any outstanding balances owed by the applicant will need to be paid in full.
- A fee of \$300.00 plus G.S.T. will be due upon approval of the future subdivision application by the District.

If you have any further questions or concerns, please contact me in the Taber office at 403-328-4401.”

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 512

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

The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.

The requirements of Section 19 of the Regulation are not met. The existing direct access could remain on a temporary basis for limited canal purposes use only. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

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

FOR INFORMATION PURPOSES

Lethbridge County should consider collecting an off-site levy for highway intersection improvements when required.

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

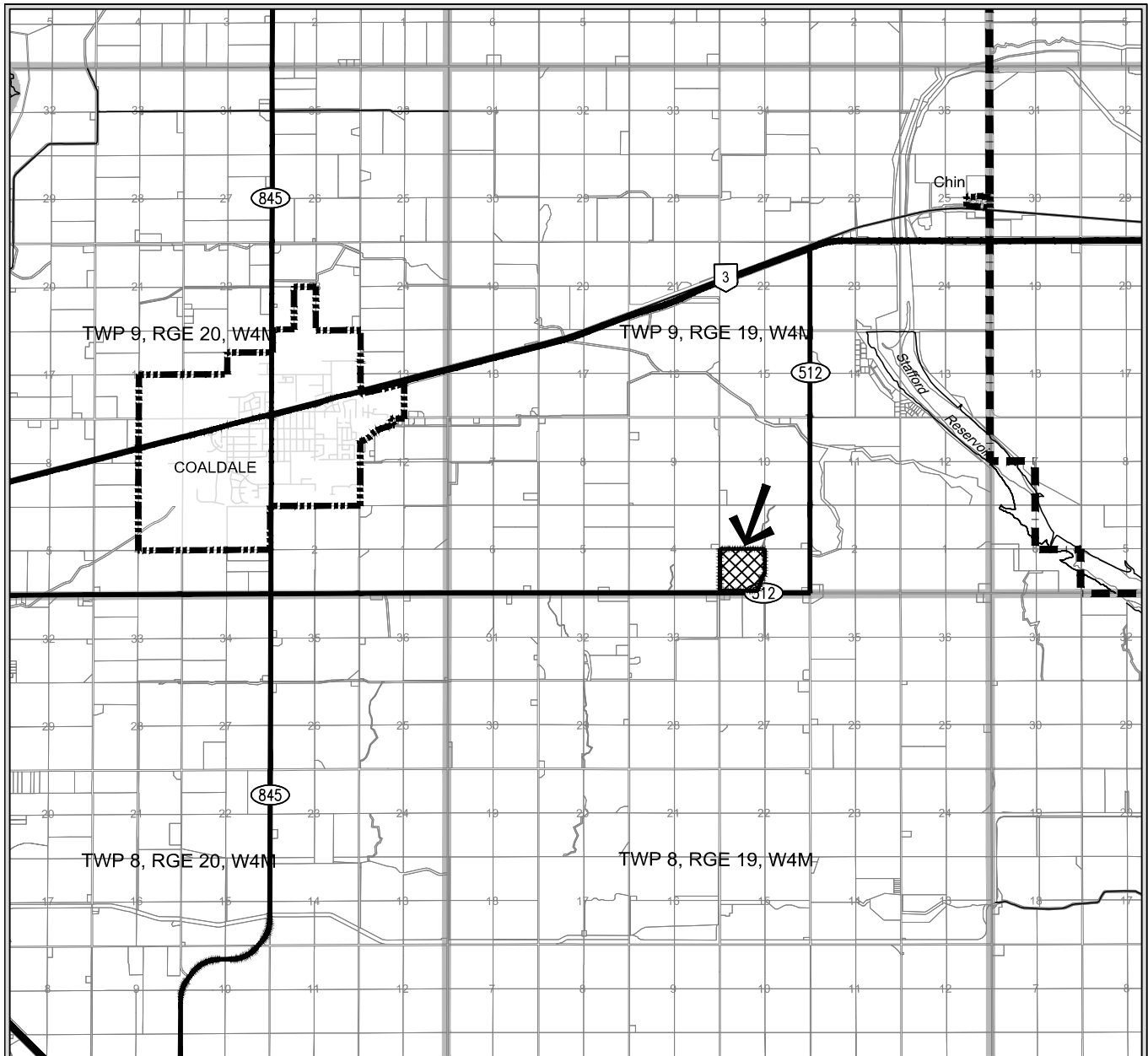
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act. Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information.”

MOVER

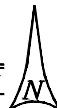
REEVE

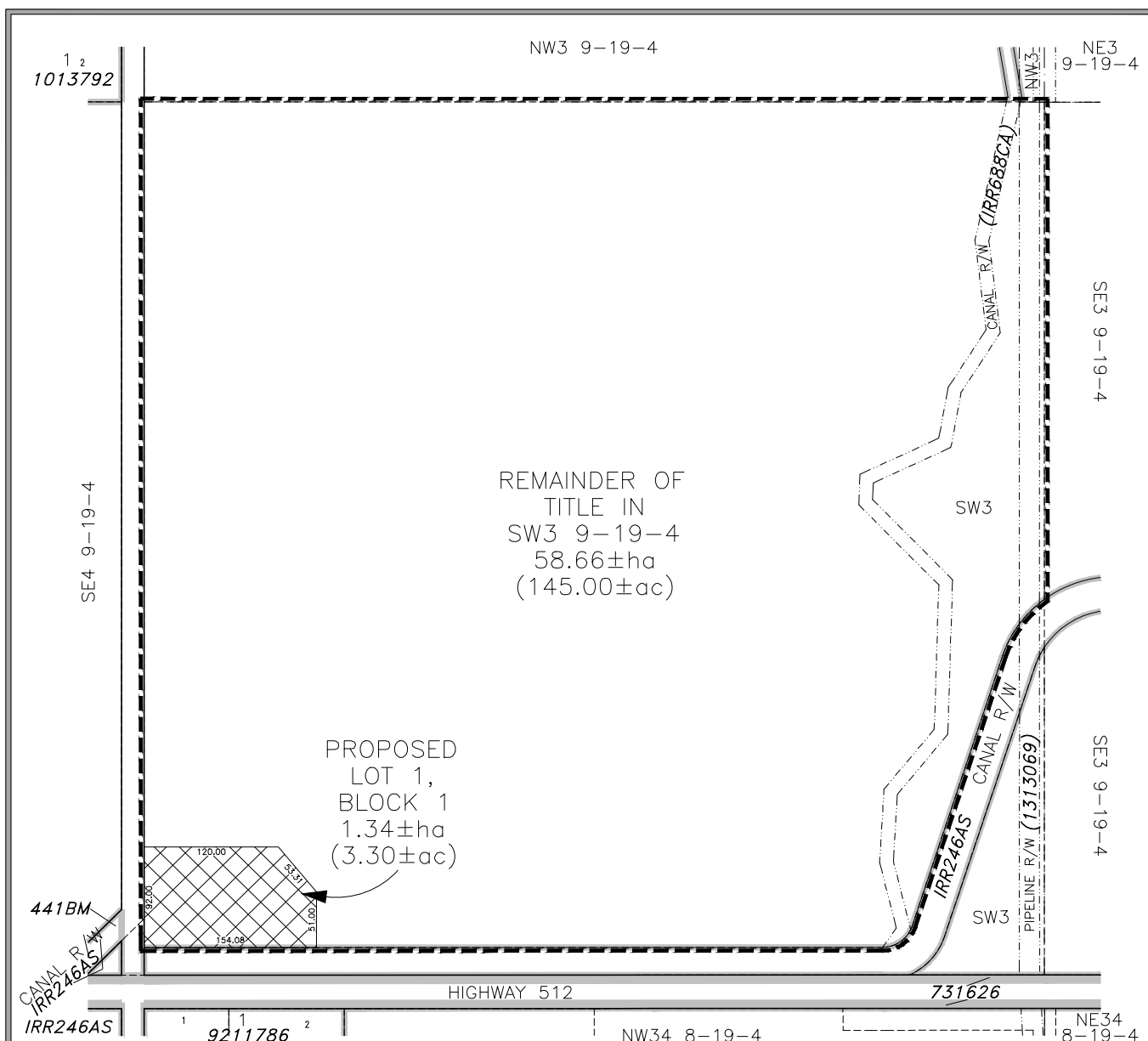
DATE

2026-0-078
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SUBDIVISION LOCATION SKETCH
 PORTION OF SW 1/4 SEC 3, TWP 9, RGE 19, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: JUNE 3, 2026
 FILE No: 2026-0-078





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 26-17049T

PORTION OF SW 1/4 SEC 3, TWP 9, RGE 19, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 3, 2026

FILE No: 2026-0-078





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 26-17049T

PORTION OF SW 1/4 SEC 3, TWP 9, RGE 19, W 4 M

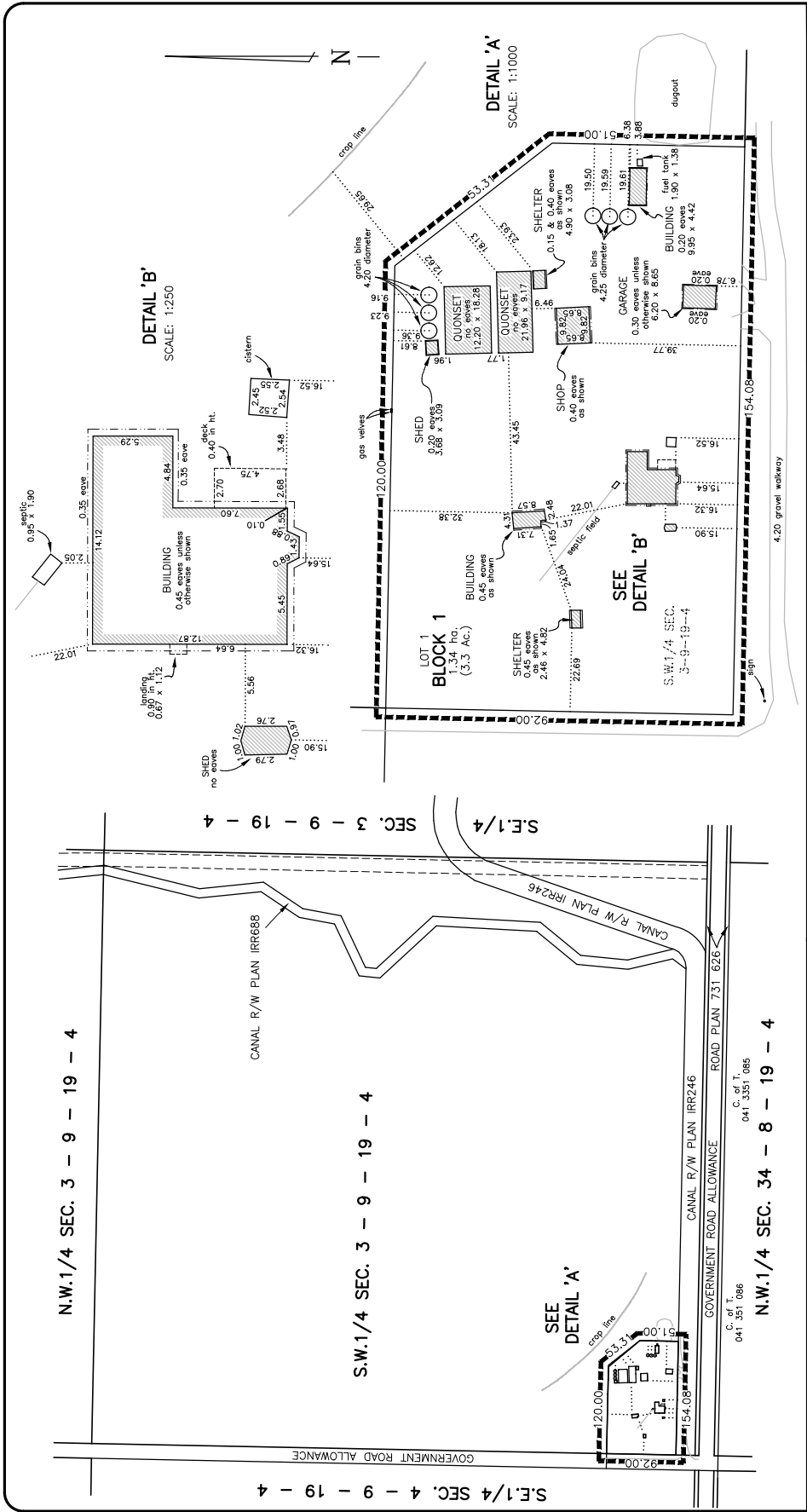
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 3, 2026

FILE No: 2026-0-078



AERIAL PHOTO DATE: 2024



CLARENCE & HENRIETA HALMA		brown okamura & associates ltd.	
TENTATIVE PLAN SHOWING SUBDIVISION		Professional Surveyors	
of part of		2830 - 12 Avenue North, Lethbridge, Alberta	
S.W. 1/4 SEC. 3, TWP. 9, RGE. 19, W.4 M.		DRAWN BB	DATE MAY 01/26
County of Lethbridge		CHECKED TCP	JOB 26-17049
		SCALE	DRAWING
		1:5000	26-17049T
		T.C. Penner, A.L.S.	

NOTE : Portion to be approved is outlined thus **-----**
 and contains approximately 1.34 ha.
 Distances are in metres and decimal parts thereof.
 Distances and areas are approximate and are
 subject to change upon final survey.

AGENDA ITEM REPORT



Title: Development Permit Application 26-D0116 (Pelleboer Farms Ltd)
Meeting: Council Meeting - 16 Jul 2026
Department: Development & Infrastructure
Report Author: Jessica Potack

APPROVAL(S):

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

Approved - 02 Jul 2026
Approved - 03 Jul 2026
Approved - 06 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Pelleboer Farms Ltd has submitted a Development Permit application for an additional use within an existing residential dwelling. The use is for a Social Care Facility, including an Institutional Workshop/Specialty Manufacturing.

RECOMMENDATION:

That Development Permit 26-D0116 be approved as drafted.

REASON(S) FOR RECOMMENDATION(S):

The proposed uses align with the intended purpose of Direct Control Bylaw 26-001. All standards of the Direct Control Bylaw have been met by the submitted application.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Both "Social Care Facility" and "Institutional Workshop/Specialty Manufacturing" are considered discretionary uses under Direct Control Bylaw 26-001.
- Social Care Facility means a place of non-residential care, supervision, life-skills training, and/or support services to children or adults with special needs. The facility may be open to the community periodically for the purpose of supporting the development and opportunities for the social care clients, without restricting the generality of the term, this includes organization-led community events and sales of Institutional Workshop / Specialty Manufacturing products.
- Institutional Workshop / Specialty Manufacturing means a development that is associated with not-for-profit sales of products produced or manufactured on-site or off-site by the social care clients. This includes but not limited to, agricultural related products, horticultural related products, food related products, various artisan and craftsman products, cabinetry and wood working, and any other small product assembly.

BACKGROUND INFORMATION:

The proposed Development is located between RGE RD 220 and HWY 25, near the intersection of HWY 25 and HWY 519 just north of Shaughnessy. The subject parcel was recently rezoned to Direct Control under Bylaw 26-001 and as described within the Bylaw, "for the specific purpose of of allowing the Lot, including the existing residential Dwelling and yard to be used for Institutional Uses, specifically a Social Care Facility operated by Kavana. Social Care Facility will include day programing with agricultural-related experiences (may be considered a Hobby Farm)..."

The applicant has advised that while a member of staff may reside on-site full-time, there will be no overnight accommodation of clients. Hours of operation are listed as Monday through Saturday from 9:00am to 5:00pm, with a maximum number of 10 clients per day, and 60 clients total per week. The applicant has also indicated that their intent is to provide programming where clients host a "small coffee shop for guests, build small wood items and create crafts which will be offered to the community by donation". These activities meet the standards outlined in Direct Control Bylaw 26-001.

Per the submitted application, no new development will be taking place on-site, only the existing yard space, accessory buildings, and dwelling will be utilized for this use. Additionally, while new uses are being proposed, the Dwelling will also be able to remain used as a residential living space.

ALTERNATIVES / PROS / CONS:

- County Council may refuse the submitted application. The refusal is at the discretion of Council, on the basis that the use is discretionary.

FINANCIAL IMPACT:

No direct financial impact as a result of this application.

LEVEL OF PUBLIC PARTICIPATION:☐

Inform

☐

Consult

☒

Involve

☐

Collaborate

☐

Empower

ATTACHMENTS:

[26-D0116 ATEC Permit Required](#)

[26-D0116 DRAFT DP \(For Council\)](#)

[26-D0116 DC Bylaw 26-001](#)

[26-D0116 DPA](#)

[26-D0116 Email to Applicant - Staff Living On Site \(Thread\)](#)

[26-D0116 Internal Site Plan](#)

[26-D0116 Submitted Fire Truck Turning Plan](#)

[26-D0116 Submitted Plans](#)

[26-D0116 Title](#)

Transportation and Economic Corridors Notice of Referral Decision

Municipal Development in Proximity of a Provincial Highway

Municipality File Number:	26-D0116	Highway(s):	25, 519
Legal Land Location:	QS-NW SEC-31 TWP-010 RGE-21 MER-4	Municipality:	Lethbridge County
Decision By:	Leah Olsen	Issuing Office:	Southern Region / Lethbridge
Issued Date:	June 18, 2026	AT Reference #:	RPATH0073714
Description of Development:	Change of Use - Social Care Facility (~2379 sq. ft. main, 1092 sq. ft. basement, 1092 sq. ft. 2nd), including Institutional Workshop/Specialty Manufacturing Land District: Direct Control Use Type: Discretionary Use Classification: Commercial/Industrial Variance Requested: No. Variance Details: N/A Additional Information: The subject parcel was recently rezoned to a Direct Control District under Bylaw 26-001. In accordance with the DC Bylaw, Social Care Facility means a place of nonresidential care, supervision, life-skills training and/or support services to children or adults with special needs...This use will be coupled with Institutional Workshop/Specialty Manufacturing, which will allow for the manufacturing and sale of client-created items. This may include things such as agricultural or horticulturally related products, food related products, and other small product assembly, etc. The Social Care facility will allow for day-use only. No overnight accommodation would be permitted by the approval of this Development Permit. Additionally, no new construction is proposed by this Development Permit Application. All proposed activities will take place on the site as it exists today.		



Classification: Protected A

This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed development(s).

Transportation and Economic Corridors offers the following comments and observations with respect to the proposed development(s):

In reviewing the application, the proposed development falls within the permit area of a provincial highway as outlined in the Highways Development and Protection Act/Regulation, and will require a permit from Alberta Transportation.

The application can be submitted through the RPATH portal at [RPATH Portal](#) and may be subject to additional requirements.

- Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable
- Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

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



Issued by **Leah Olsen, Development and Planning Technologist**, on **June 18, 2026** on behalf of the Minister of Transportation and Economic Corridors



Lethbridge County Development Permit - ****DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 26-D0116

Applicant: Pelleboer Farms Ltd, PO Box 57, Monarch, ALBERTA, T0L 1M0

In Works Respecting of: Additional Use - Social Care Facility (~2379 sq. ft. main, 1092 sq. ft. basement, 1092 sq. ft. 2nd), including Institutional Workshop/Specialty Manufacturing

On land located at: Q:NW S:31 T:10 R:21 M:W4 L:1 B:1 P:0110514 (105071 Range Road 220) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 26-D0116 and **is subject to the conditions contained herein:**

- The Social Care Facility and Institutional Workshop/Specialty Manufacturing shall be located as per the approved site plan.
- The hours of operation are to be between 8:00am - 5:00pm, Monday through Saturday.
- The approval of this Development Permit does not include overnight accommodation of clientele.
- A maximum of ten (10) clients shall be permitted to visit the property per week, up to a maximum of 60 per week.
- The use shall not generate traffic problems within the district.
- Any signage shall require a new Development Permit.
- No offensive noise, vibration, dust, odours, heat, or glare shall be produced by the use.
- Any expansion of the business or variation of the above conditions would require additional approval from the Development Authority, and without such approval, will likely result in a Stop Order being issued.
- Approval of all relevant Safety Code Permits (includes Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems) must be obtained prior to commencement. Safety Code Permits are obtained through **The Inspections Group**, 2825 18 Ave N, Lethbridge. Phone - (587)-787-4143. Email - south@inspectionsgroup.com
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).



Lethbridge County Development Permit - ****DRAFT****

Pursuant to Land Use Bylaw No. 24-007

INFORMATIVE: Alberta Transportation and Economic Corridors has provided comment on this application, stating that a Roadside Development Permit is required for the works described in this permit. See attached correspondence for details.

Date of Decision: Jul 16, 2026, as approved by County Council (Resolution X, 2026)

Permit Expiration Date: Jul 16, 2028

The above-mentioned permit is not subject to an appeal period under section 685(4)(a) of the Municipal Government Act.

Signed

Lethbridge County PER Designated Officer



Lethbridge County Development Permit - ****DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

- (a) No development authorized by the issuing of a permit shall commence until at least 21 days after the date of decision of the permit in accordance with section 686 of the Municipal Government Act, or if an appeal is made until the appeal is decided upon. Any development commencing prior to the appeal period expiration, or an appeal decision being made is entirely at the risk of the applicant, developer, or landowner.
- (b) The approval of this Development Permit does not remove the need to obtain any Safety Code Permits (including Building, Plumbing, Gas, Electrical, and Private Sewage) or approval required by any federal, provincial, or municipal legislation, and/or regulations.
- (c) This permit, issued in accordance with the Notice of Decision, is valid for a period of twenty-four (24) months from the date of issue. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.
- (d) If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within twenty-four (24) months from the date of issue of this development permit unless otherwise authorized in the conditions of a development permit.
- (e) The Development Officer may, in accordance with section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
- (f) Amendment of a development permit application or approval after a decision has been issued by the Development Authority is not permitted except for minor modifications at the discretion of the Development Authority. Any increase in footprint, use-intensity, setback encroachments, etc. shall require a new development permit. Modification requests must be received within 30 days of the issuance of the development permit, otherwise, a new development permit application is required and will be processed anew. Additional information on Minor Modifications can be found in Part 1, Section 47 of the Land Use Bylaw No. 24-007.

Schedule 'A'
DIRECT CONTROL BYLAW NO. 26-001

1. PURPOSE

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

Descriptive Plan 0110514 Block 1 Lot 1 in NW 31-10-21-4 (title comprised of 3.08 acres) in total) as shown in Map 1.

For the specific purpose of allowing the Lot, including the existing residential Dwelling and yard to be used for Institutional Uses, specifically a Social Care Facility operated by Kavana. Social Care Facility will include day programing with agricultural-related experiences (may be considered a Hobby Farm) and Supportive Housing to support the development of children and young adults with special needs. The Lot is to remain rural agricultural and residential in character.

2. PERMITTED, DISCRETIONARY AND PROHIBITED USES

(1) Permitted Uses

Accessory Buildings, Structures and Uses to an Approved Permitted Use

Dwelling:

- Single Detached Site-built
- Single Detached Manufactured Home 1
- Single Detached Manufactured Home 2
- Single Detached Ready-to-move
- Single-detached Moved-in

Shipping Containers, Temporary (see Part 2 – Development Not Requiring a Development Permit)

Signs Type 1

Solar Collectors, Individual (roof, wall mount) (see Part 2 – Development Not Requiring a Development Permit)

(2) Discretionary Uses

Accessory Buildings, Structures and Uses to an Approved Discretionary Use

Additions to Existing Buildings

Home Occupation 1, 2, and 3(see Part 5 – Use Specific Land Use Provisions)

Horticulture

Institutional

Institutional Workshop / Specialty Manufacturing

Secondary Suites (see Part 5 of the Land Use Bylaw)

Sign Type 2

Social Care Facility

Solar Collectors, Individual (ground mount)

Supportive Housing

(3) Prohibited Uses

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

3. DEFINITIONS

Customer means any non-resident person, paying or non-paying, visiting the Lot for the purposes of participating or purchasing goods or services from the Institutional Workshop / Specialty Manufacturing Use.

Institutional means a Use by or for the Kavana organization for social care purposes.

Institutional Workshop / Specialty Manufacturing means a development that is associated with not-for-profit sales of products produced or manufactured on-site or off-site by the social care clients. This includes but not limited to, agricultural related products, horticultural related products, food related products, various artisan and craftsman products, cabinetry and wood working, and any other small product assembly.

Social Care Facility means a place of non-residential care, supervision, life-skills training, and/or support services to children or adults with special needs. The facility may be open to the community periodically for the purpose of supporting the development and opportunities for the social care clients, without restricting the generality of the term, this includes organization-led community events and sales of Institutional Workshop / Specialty Manufacturing products.

Supportive Housing means a temporary, permanent, or some combination thereof accommodation, care, supports or supervision for persons with special needs within the Social Care Facility. This Use does not include a hospital, sanatorium, seniors long-term care facility, jail, prison, reformatory or hostel.

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

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

4. SITE SUITABILITY

- The Subdivision Authority or Development Authority shall take into consideration, all applicable sections of the Land Use Bylaw No. 24-007, when making a decision on an application for Subdivision or Development in this Direct Control District.

- The Subdivision Authority or Development Authority may place any or all of the following conditions, in addition to a Development Agreement, on Subdivision or Development Permit approval to ensure any concerns over the suitability of the land and Development are satisfied:
 - the provision of a professional geotechnical investigation/test and report to ensure the Site is suitable in terms of topography, stability, soil characteristics, flooding subsidence, erosion and sanitary sewerage servicing;
 - require the developer to provide suitable access, so the Site will be legally and physically accessible to a developed municipal road or if within 300 metres (984 feet) of a provincial highway will meet the requirements of Alberta Transportation and Economic Coordinator;
 - stipulate the alteration of proposed Lot configurations, Building sizes or locations to ensure any Setback requirements of this Land Use Bylaw or the Subdivision and Development Regulation can be met;
 - any reasonable measures to ensure any other requirements of this Land Use Bylaw are complied with;
 - any measures to adequately ensure applicable provincial legislation such as the Safety Codes Act is complied with or not compromised; and
 - The Development Authority will provide direction as to which sections of the Bylaw are relevant and applicable to each particular Lot.

5. MINIMUM LOT SIZE

The minimum lot size shall be 3.08 acres.

6. MINIMUM YARD SETBACK REQUIREMENTS

- (1) Side - 6.1 metres (20 feet);
- (2) Rear Yard (Highway 25) – 70.0 metres (230 feet) from the centre line or 40.0 metres (131 feet) from the right-of-way boundary, whichever is greater;
 - (a) for any development adjacent to provincial roadways classified as a four-lane divided highway or freeways/expressways, the required setback distances and accesses will be reviewed on a highway-by-highway/development-by-development basis and shall be as prescribed by Alberta Transportation and Economic Corridors;
 - (b) any greater distance that may be required by the Development Authority in order to facilitate future road widening, service road dedication, to reduce potential snow drifting, or vision restrictions; and
- (3) Front Yard (Range Road 220) – 15.2 metres (50 feet).

7. ACCESSORY BUILDINGS AND STRUCTURES

- (1) An Accessory Building shall not be located in the required setback from a Public Roadway or on an Easement.
- (2) An Accessory Building shall be setback a minimum 3.0 metres (10 feet) from the principal dwelling and from all other structures on the same lot.
- (3) Where a structure is attached to the principal building on a site by a roof, an open or enclosed structure, a floor or foundation, it is to be considered a part of the principal building and is not an accessory building.
- (4) Maximum height – No Accessory Buildings shall exceed 8.5 m (28 feet) in height.
- (5) Maximum size of accessory buildings or structures:
 - (a) the maximum size of an Accessory Building or Structure shall not exceed 371.61 m² (4,000 sq. feet) and
 - (b) the maximum size is the combined total size for all Accessory Buildings on a Parcel (the cumulative square footage of all accessory buildings).

8. INSTITUTIONAL WORKSHOP / SPECIALTY MANUFACTURING

- (1) The Development Permit application for the Institutional Workshop / Specialty Manufacturing is required for the general non-profit sales by the Kavana organization but shall not be limited to the specific product.
- (2) Customer Visits
 - (a) A maximum of 15 Customers may be on-site at one time and shall not exceed 100 Customers per week.
- (3) Parking must be provided on-site and if located in the Setback area from Highway 25 is subject to the approval of Alberta Transportation and Economic Corridors.
- (4) The Use is not permitted to employ any employees, rather the producing, manufacturing and associated sales are administered by the children and adults receiving supports from the Social Care Facility.

9. SOCIAL CARE FACILITY

- (1) The Social Care Facility may host day programming for children and adults with a maximum of 10 social care patrons at one time.
- (2) Social Care Facility may host single-day, temporary indoor and/or outdoor community event, subject that the Lot shall not have more 25 non-social care clients related-vehicles on the Lot in a single day.
- (3) Parking must be provided on-site and if located in the Setback area from Highway 25 is subject to the approval of Alberta Transportation and Economic Corridors.
- (4) The Social Care Facility may not host more than six (6) single-day events per year.

10. SUPPORTIVE HOUSING

- (1) The applicant is required as part of the development permit application, to provide information on the following:
 - (a) the type of client served;
 - (b) the number of clients accommodated;
 - (c) the number of staff employed; and
 - (d) the submission of a plan that describes how communication with neighbours will be carried out and how neighbourhood compatibility problems are to be resolved.
- (2) All Supportive Housing that may be approved are subject to the following conditions and requirements:
 - (a) The total occupancy by clients and staff shall be specified in any Development Permit. The total number of clients shall not exceed more than one (1) per bedroom to a maximum of 5 social care clients on the Lot.
 - (b) Site lighting must be designed not to "flood or spill" into adjacent property.
 - (c) On-site parking is required with the provision of one (1) space per three (3) beds plus one (1) space per employee.
 - (d) All applications for Supportive Housing shall, as a condition of approval, obtain the necessary approvals required from regulatory agencies and shall comply with provincial standards.

11. GENERAL STANDARDS OF DEVELOPMENT

- At the discretion of the Development Authority having regard for the Land Use Bylaw.
- The development shall provide emergency access route, to the satisfaction of the Development Authority.
- The Lot shall maintain a residential character similar in nature to the Grouped Country Residential district.
- Prior to development, a Development Permit is required for each prescribed Permitted and Discretionary Use in this district.

12. SIGN REGULATIONS

- As per the Land Use Bylaw.

13. OTHER STANDARDS

- All finished lot grading shall be constructed and maintained to the satisfaction of the Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.

- Approaches and Driveway access shall be in accordance with the Lethbridge County Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- Any additional standards as required by the Development Authority.

14. OTHER REQUIREMENTS

- At the time of any Development Permit application a Site, Layout, and Grading Plan is required – that shows the property dimensions, building locations, parking areas, outdoor storage areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- At the time of any Development Permit application, the provision of Professionally Prepared Reports / Study Plans may be required. This includes but is not limited to a professional geotechnical investigations/tests and report, storm water management plans, and septic evaluation reports.
- Servicing
 - the landowner shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
- At the time of the Development Permit application, the Development Authority may impose Landscaping or Screening requirements if, in their opinion, they would serve to improve the quality or compatibility with nearby uses, as per Part 4 of the Land Use Bylaw.
- At the time of the Development Permit application, the Development Authority may impose additional restrictions to a new use, in consideration for the intensity of the existing uses on site.

15. SUBDIVISION

- No further subdivision of this Lot shall be allowed. Council, acting in the capacity of the Subdivision Authority, shall make decisions on any future Subdivision applications with respect to this bylaw.

16. DELEGATION OF AUTHORITY

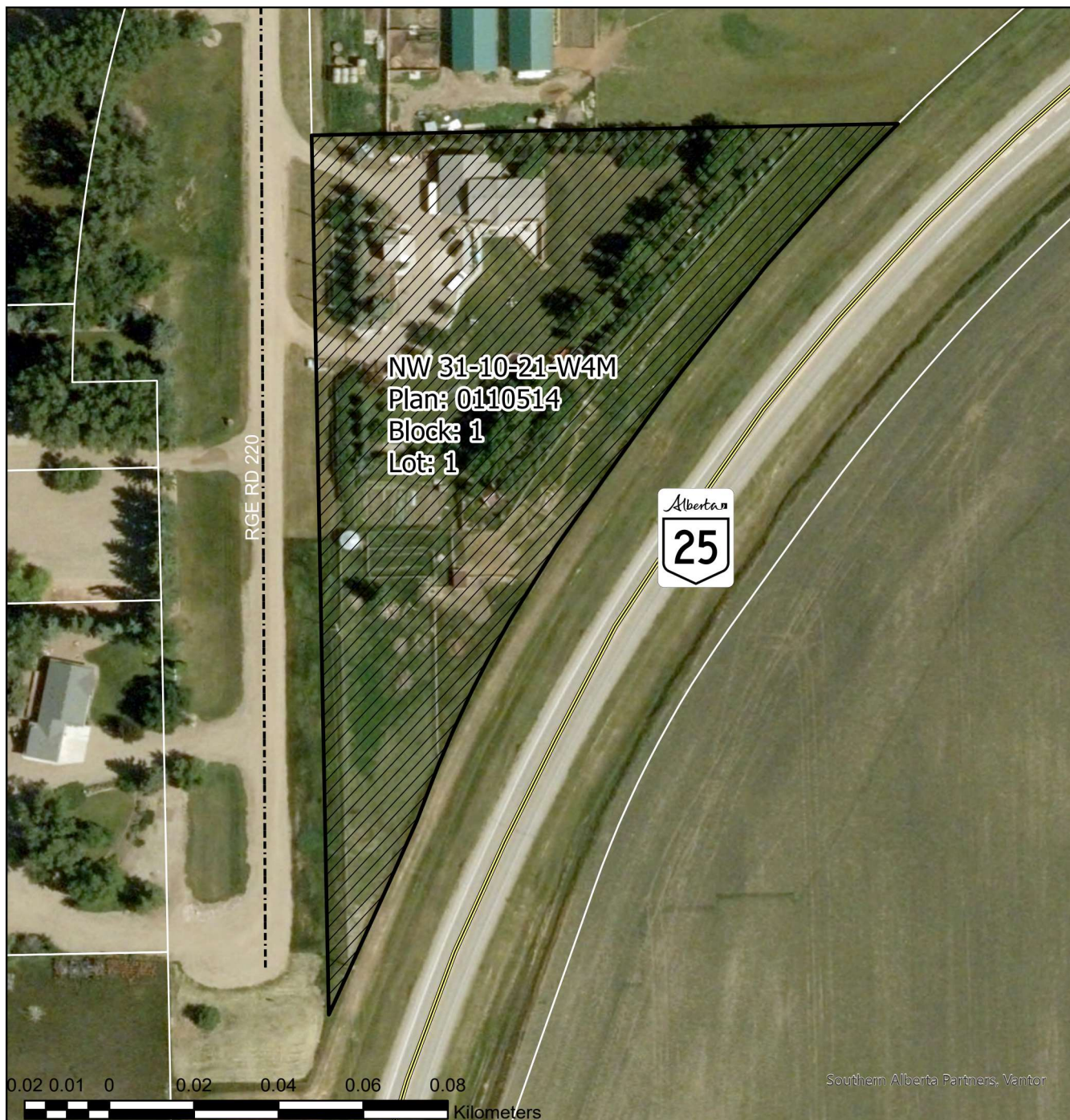
- The Development Officer in accordance with the Land Use Bylaw and pursuant to Section 641 (3) of the Municipal Government Act may approve Development Permit applications for Permitted Uses, provided that they conform to the standards of this bylaw.
- County Council shall be the Development Authority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

17. APPROVAL PROCEDURE

- Where the Development Officer as the Development Authority has been delegated the authority to decide upon Development Permit applications and has done so, then immediately upon issuance shall cause a notice of the decision to be issued to the applicant and persons likely to be affected accordance with Part 1.
- Before consideration of an application for a Development requiring a Waiver on the subject Lot, Council shall:
 - Cause a notice to be issued by the designated officer to any person likely to be affected.
 - Ensure that the notice contains the date and time that Council will hear the application for Waiver of Development standards.
 - Hear any persons that claims to be affected by the decision on the application.
- Council may then approve the Development application with or without conditions or refuse the application with reasons.
- Where Council has decided on a Development Permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and persons likely to be affected accordance with Part 1.
- When applicable, the County should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial or federal government department.

18. APPEAL PROCEDURE

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



Bylaw 26-001: Rural Agriculture to Direct Control

**Plan 0110514; Block 1 Lot 1; (Portion of NW 31-10-21-W4M) Approx
3.077 Acres Located in Lethbridge County, AB**

 Bylaw 26-001 - Rural Agriculture (RA) to Direct Control (DC)





Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

Office Use		
Application No: 26-D0115	Roll No: 42290200	Use: ☐ Permitted ☒ Discretionary ☐ Similar ☐ Prohibited
Application Fee: \$ 300.00	Date Paid: Jun 4/26.	Land Use District: DC 26-001
Application Received/Complete: Jun 4/26 // Jun 16/26		Associated Development Permit Applications:
Fire Department: Picture Butte		Description of Work: Change of Use - Social Care Facility (~2379 sq. ft. main, 1092 sq. ft. basement, 1092 sq. ft. 2nd), including Institutional Workshop/Specialty Manufacturing
Additional Applications Required: NA. ☐ Municipal Address ☐ Approach		

1. Applicant Information

Applicant/Business Name: Pelleboer Farms LTD #Kavana *Kavana operating under lease*
Primary Contact Name (if applying on behalf of a Business): Arend Pelleboer
Phone/Cell Phone: 1 403 330 6749 **Email:** arendpelleboer@gmail.com
Mailing Address: Box 57 Monarch AB T0L 1M0
Providing an email indicates your consent to receive all application-related correspondence by email
Applicant's interest in the proposed development if not the registered owner:
☐ Agent ☐ Contractor ☐ Tenant ☐ Other: _____

Registered Owner's Name(s): Pelleboer Farms
Phone/Cell Phone: 1 403 330 6749 **Email:** arendpelleboer@gmail.com
Mailing Address: Box 57 Monarch AB T0L 1M0
Providing an email indicates your consent to receive all application-related correspondence by email

2. Land Information

Quarter: NW **Section:** 31 **Township:** 10 **Range:** 21 **W4M**
Lot(s): 1 **Block:** 1 **Plan:** 0110514
Municipal/Street address: 105071 RR 220

3. Existing Development

Please list ALL existing buildings, structures and use(s) on the land.

Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

4. Proposed Development

This application is for:	
Select One	☒ Home-Based Business ☐ Commercial ☐ Industrial Use ☐ Other: _____ Do you reside on the property? ☐ Yes ☒ No
Select One	☐ New Building ☐ Addition to Existing Building ☒ Change of Use Only (no construction) ☐ Original Use: <u>Residential agricultural</u> ☒ New Use: <u>Direct control</u> <i>Social care facility</i>

Site Details	
Storage and Materials	
Are any outdoor storage or display areas proposed? ☒ No ☐ Yes – describe: _____	
Will there be any flammable or hazardous material on the premises as a result of the business? ☐ No ☐ Yes – describe: _____	
Parking & Loading Information (indicate on Site Plan)	
Number of Existing Off-Street Parking Spaces: <u>12</u>	Number of Proposed Off-Street Parking Spaces: _____
Size of Existing Off-Street Parking Spaces: <u>18.5x8</u>	Size of Proposed Off-Street Parking Spaces: _____
Existing Driveways/Approaches on Site: <u>2</u>	Number of Proposed Driveways/Approaches on Site: _____
Home Occupations:	
Number of business-related (non-customer) vehicles parked on site and/or overnight daily: <u>up to 12</u>	
Number of business-related trailers parked on-site and/or overnight daily: <u>0</u>	
Delivery Vehicles on-site (frequency and type): <u>0</u>	
Loading Areas (indicate on Site Plan)	
Is a designated loading space/area proposed? ☐ No ☒ Yes – describe: <u>EMS loading site</u>	
Drive-Through Uses (indicate on Site Plan)	
For a commercial use, does the proposed development include a drive-through component which requires a dedicated vehicle stacking lane? ☐ No ☒ Yes – describe: <u>EMS lane</u>	
Signage	
Please submit a separate application form for any proposed signage.	



Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

Business Details	
Hours of Operation: Mon: <u>8-5</u> Tues: <u>8-5</u> Wed: <u>8-5</u> Thurs: <u>8-5</u> Fri: <u>8-5</u> Sat: <u>8-5</u> Sun: _____	Business/Trade Names - To avoid potential issues with other licencing agencies (ie, AMVIC), please provide all associated business/trade names: Employees and Clients: <u>Home Occupations:</u>  Off-Site/Mobile Employees: _____ Total Non-Resident Employees: _____ On-Site Employees: _____ Estimated Clients/Customers: <u>60</u> / Day / Week Week (circle) <u>Commercial/Industrial Operations:</u> ☒ <u>2.</u> Estimated Number of Employees: _____ Estimated Clients/Customers: <u>Max 10</u> / Day / Week (circle) Day

Business Model Outline:
Please describe the proposed business, including any goods and/or services provided, future expansion plans, etc: Day home contained within existing home and agricultural-related activities to support the development of children and young adults with special needs.

Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

5. New Construction – Building Details

Size/ Dimensions

***For Structures larger than 500 ft² (47m²) and for additions to buildings that will as a result become larger than 500 ft² (47m²), please provide documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned wells

Building or Addition Size: ☐ m² ☐ ft² Building Height (grade to peak): ☐ m ☐ ft Estimated Cost of Development:

Servicing Details

Installation of Subtrade Works (Check all that apply):

☐ Electrical ☐ Gas ☐ Plumbing ☐ N/A

Septic System:

☐ New Private Septic ☐ Municipal
☒ Existing Private Septic ☐ Communal ☐ N/A

Setback Details

Front ☐ m ☐ ft Rear ☐ m ☐ ft Side ☐ m ☐ ft Side ☐ m ☐ ft Nearest Adjacent Structure: ☐ m ☐ ft

Variance Details

Are you requesting to waive (vary) one or more standards of the Land Use Bylaw? ☒ No ☐ Yes

If yes, please provide details on and reasoning for the variance request (ie. Gas line, coulee setback, etc.):

6. Exterior Finish, Fencing, and Landscaping

☐ Describe generally the types, colors, and materials, as applicable, of:

Exterior finishes of the proposed building(s): _____

Proposed fencing and height: _____

Proposed landscaping: _____

9. Declaration of Applicant

I/We have read and understand the terms noted below and hereby apply for a development permit to carry out the development described within this application including any attached supplementary forms, plans, and documents. I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.

Further I/We hereby give my/our consent to allow authorized persons the right to enter upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.



Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

1. The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
2. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent and is without prejudice to the decision in connection with the formal application.
3. Any development started before the issuance of a development permit and expiration of the appeal period is at the applicant's own risk.
4. **If a decision is not made within 40 days** from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, **the applicant may deem the application to be refused** and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. A development permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken after approval of this development permit application may be regulated by the **Alberta Safety Codes**. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.

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

Date: May 28 2026 Applicant's Signature: A. Pelleboer
Registered Owner's Signature: Arend Pelleboer
(Required, if different from applicant)

Checklist: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Business Related (Commercial, Industrial, Home Occupation)

Required for ALL Applications

- ☐ Completed Development Permit Application Form – Business Related
- ☐ Affidavit Verifying Corporate Signing Authority (if applicable)
- ☐ Certificate of Title (obtained within the past 30 days) – *note that Lethbridge County may also request copies of registered documents listed on title*
- ☐ Site Plan Indicating:
 - o Location of proposed development
 - o Existing structures
 - o Location of anticipated future development
 - o Existing and Proposed Parking Areas
 - o Septic System
 - o Known utilities
 - o Setback information to property lines and adjacent structures
 - o Existing and Proposed Outdoor Storage
- ☐ Construction Details, including
 - o Elevation Drawings
 - o Floor Plans indicating rooms and dimensions
- ☐ Grading and Drainage Plan
- ☐ Landscaping Plan
 - o Include labelling of trees, shrubs, ground cover, fencing, etc.
- ☐ Payment of Development Permit Application Fee – *determine*
- ☐ Submit Municipal Address Application – *For lots with no existing address*
- ☐ Submit Approach Application – *When a new approach is required*

Additional Site/Parcel Specific Requirements

For unserviced lots, parcels 2 acres or less in size, and where space is limited

- ☐ Septic evaluation report

For developments in proximity to a coulee bank, break, or slope

- ☐ Slope stability evaluation (geotechnical report)

For developments in locations with an Area Structure Plan

- ☐ Architectural Controls sign-off (if applicable)

*Additional
Info Req.*

- Construct
- title.
- Belleboer Form Affidavit

RE: Development Permit Permit: 204204-26-D0116 [Summarize this email](#)



External sec@kavanacare.ca

To: development; permitting@safetycodes.ab.ca

[Reply](#) [Reply all](#) [Forward](#) [Report](#) [More](#)

Thu 6/18/2026 10:43 AM

This sender sec@kavanacare.ca is from outside your organization. Images and scripts have been blocked.

[Show content](#)

[Report](#)

Good morning,

Hours of operation will remain as previously indicated. We also have no intend in the foreseeable future to have any participants stay over night. No other changes to our application.

Thank you,

Gerrit van Huigenbos

From: development <development@lethcounty.ca>

Sent: June 18, 2026 10:25 AM

To: sec@kavanacare.ca; permitting@safetycodes.ab.ca

Cc: development <development@lethcounty.ca>

Subject: Re: Development Permit Permit: 204204-26-D0116

Good morning Gerrit,

Thank you for your email. I can confirm that I have received it and added a note to the file.

Can you please confirm whether any additional items relating to your application will be changing? Specifically, hours of operation and whether having a full-time employee living on-site would extend them. Additionally, can you please confirm that with this potential change, there is still no proposal to have clients on-site overnight?

Thank you,



Jessica Potack
Coordinator, Planning and Development
www.lethcounty.ca

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

Need to discuss a development permit? Walk-ins are welcome:

Tuesdays, 2:00–4:00 p.m.

Wednesdays, 9:00–11:00 a.m.

Thursdays, 2:00–4:00 p.m.

From: sec@kavanacare.ca <sec@kavanacare.ca>

Sent: Tuesday, June 16, 2026 1:54 PM

To: permitting@safetycodes.ab.ca <permitting@safetycodes.ab.ca>

Cc: development <development@lethcounty.ca>

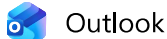
Subject: RE: Development Permit Permit: 204204-26-D0116

Hello Jessica,

In the application we had mentioned that no one would be staying on the property over night. We currently are in the process of hiring a Care assistant and have received interest from an individual that also would be looking for a place to stay. We thought this could possibly be a good fit so that someone is at the property at all times. Again, this is not finalized but we want to be transparent.

Thank you,

Gerrit van Huigenbos



Re: Development Permit Permit: 204204-26-D0116

From development <development@lethcounty.ca>

Date Thu 6/18/2026 10:25 AM

To sec@kavanacare.ca <sec@kavanacare.ca>; permitting@safetycodes.ab.ca <permitting@safetycodes.ab.ca>

Cc development <development@lethcounty.ca>

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Sent: Tuesday, June 16, 2026 1:54 PM

To: permitting@safetycodes.ab.ca <permitting@safetycodes.ab.ca>

Cc: development <development@lethcounty.ca>

Subject: RE: Development Permit Permit: 204204-26-D0116

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6/18/26, 10:27 AM

Sent Items - Jessica Potack - Outlook

Thank you,
Gerrit van Huigenbos

From: permitting@safetycodes.ab.ca <permitting@safetycodes.ab.ca>
Sent: June 16, 2026 1:30 PM
To: arendpelleboer@gmail.com
Cc: sec@kavanacare.ca; development@lethcounty.ca
Subject: Development Permit Permit: 204204-26-D0116

Good afternoon,

Please see attached for an update relating to your Development Permit Application.

Should you have any questions, please **reply-all** to this email. **Failure to select reply-all will result in your email not being received or processed by Lethbridge County.**

Thank you,



Jessica Potack
Coordinator, Planning and Development
www.lethcounty.ca

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

Need to discuss a development permit? Walk-ins are welcome:

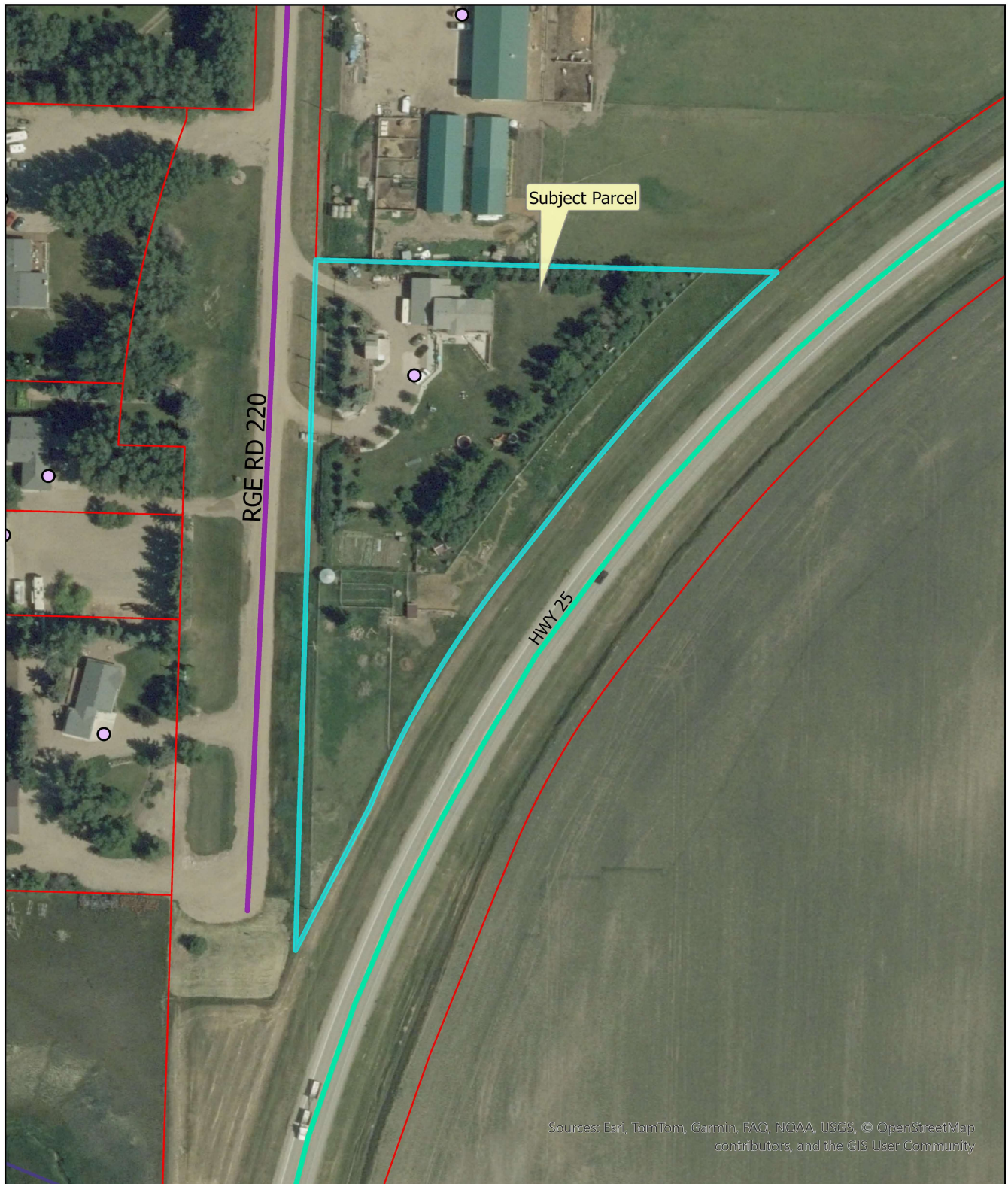
Tuesdays, 2:00–4:00 p.m.

Wednesdays, 9:00–11:00 a.m.

Thursdays, 2:00–4:00 p.m.

Confidentiality Notice: This e-mail may contain confidential and privileged material for the sole use of the intended recipient(s). Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply e-mail or telephone and delete all copies of this message.

26-D0116



CLIENT:

**Kavana Group
Home**

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CONTRACTOR AND/OR OWNER IS RESPONSIBLE FOR ALL PERMITS AND INSPECTIONS.

ALL ENGINEERED AND MANUFACTURED FLOOR DECKS AND ROOFING SYSTEMS MUST BE DESIGNED & PROVIDED BY THE SUPPLIER. CONSTRUCTION TO CONFORM TO NATIONAL BUILDING CODE - 2020. ALL CONSTRUCTION MUST COMPLY WITH ALL APPLICABLE BUILDING CODES AND STANDARDS.

PLANS ARE DESIGN / BUILD PLANS AND THE OWNER IS RESPONSIBLE FOR THE RESPONSIBILITY OF THE OWNER AND/OR CONTRACTOR.

WINDOW AND DOOR SIZES ARE SIZES MAY VARY. CONTACT WINDOW / DOOR SUPPLIER FOR WINDOW / DOOR SIZES. CONFIRM OPENING SIZES.

CONTRACTOR AND/OR OWNER IS RESPONSIBLE TO REVIEW ALL DIMENSIONS AND SPECIFICATIONS PRIOR TO STARTING CONSTRUCTION. DO NOT SCALE DRAWINGS.

ISSUES

#	DATE	ISSUED FOR
A	March 26, 2026	SITE PLAN FIRE TRUCK ROUTING

PRIME CONSULTANT

VAN ROOIJ
ARCHITECTURE
403-604-5257
vinrooij@vinrooij.ca

SUBCONSULTANT

SEAL

**NOT FOR
CONSTRUCTION**

PROJECT

Kavana
105071 Range Road 220
Leithbridge County, Alberta

DATE

March 26, 2026
As indicated

PROJECT NO.

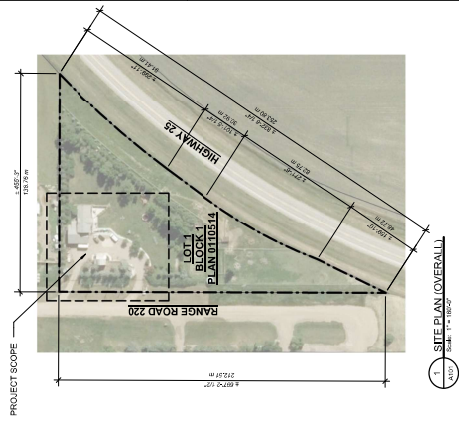
3356

SHEET NAME

SITE PLAN

A101

PROJECT SCOPE



1 SITE PLAN (OVERALL)
Scale: 1:1000

SITE REVIEW

ADDRESS:
105071 RANGE ROAD 220
LEITHBRIDGE COUNTY
ALBERTA

LEGAL LAND DESCRIPTION:

LOT 1
BLOCK 1
PLAN 011 0514

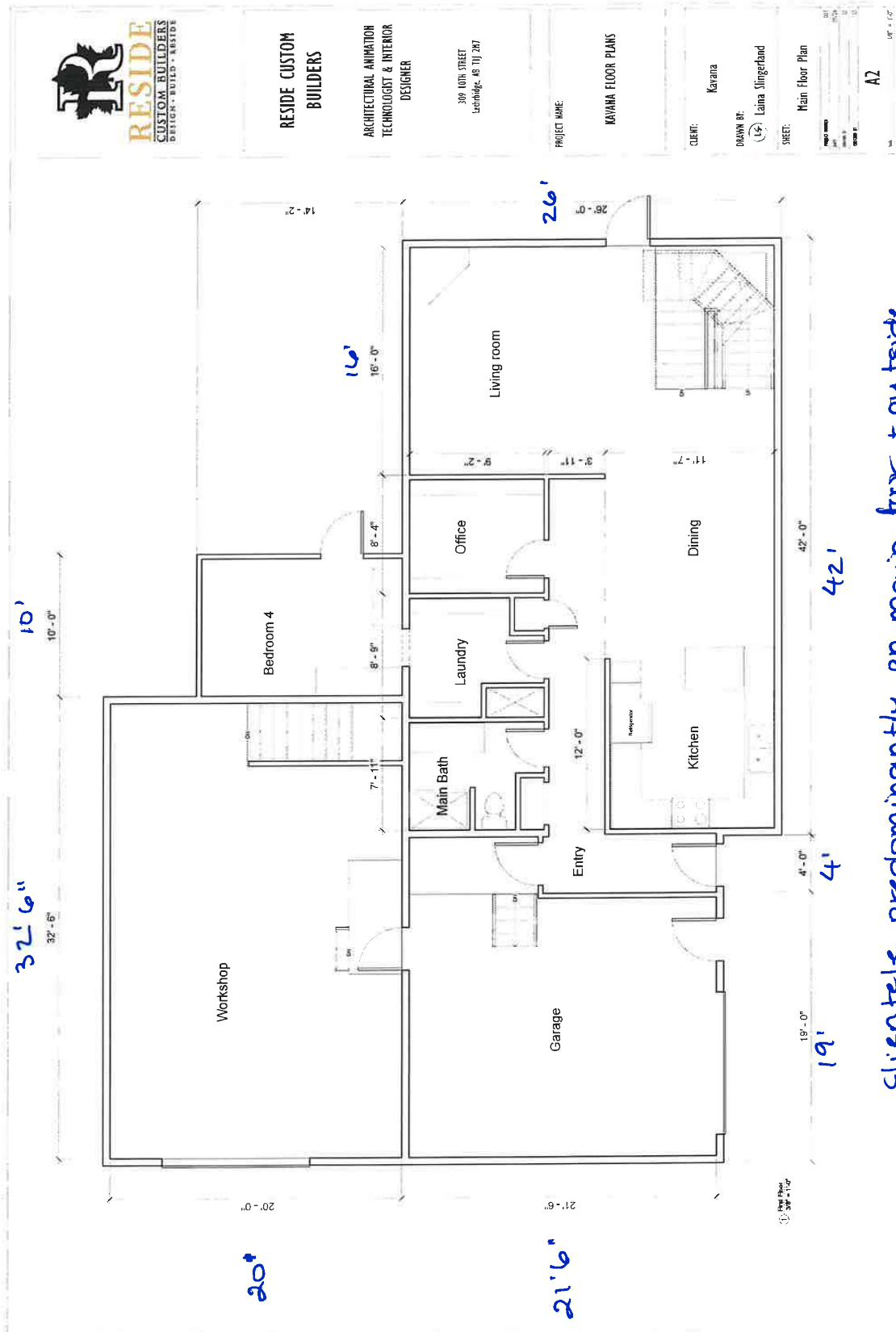
EMERGENCY FIRE APPARATUS ACCESS ROUTE
LINES INDICATING PATH OF EMERGENCY FIRE
APPARATUS ACCESS ROUTE THROUGH EXISTING SITE
6.0 m WIDTH
12.0 m CENTRELINE RADIUS



2 SITE PLAN (ENLARGED)
Scale: 1:500

ARCH C





clientele predominantly on main floor + outside .



RESIDE CUSTOM BUILDERS

ARCHITECTURAL ANIMATION TECHNOLOGIST & INTERIOR DESIGNER

330 10TH STREET
LAKEHURST, NJ 07033

PROJECT NAME:

KAVANA FLOOR PLANS

CLIENT:

Kavana

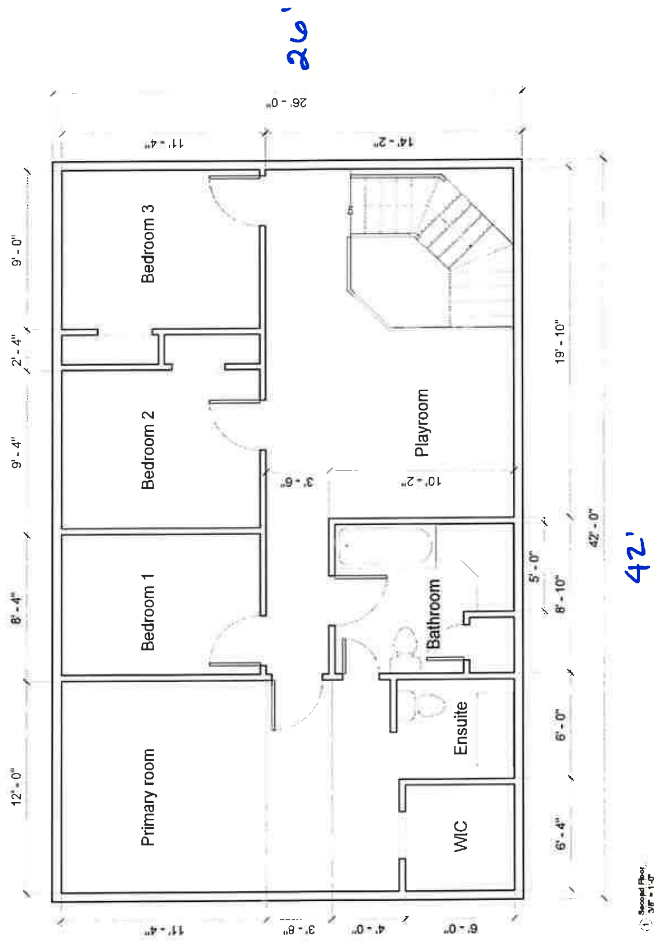
DRAWN BY:

Laina Singlerand

SHEET:

Second Floor Plan

A3



2nd floor not for use in care facility



RESIDE CUSTOM BUILDERS

ARCHITECTURAL ANIMATION TECHNOLOGIST & INTERIOR DESIGNER

335 10TH STREET
Lanette, AS 111 247

PROJECT NAME:

KAVANA FLOOR PLANS

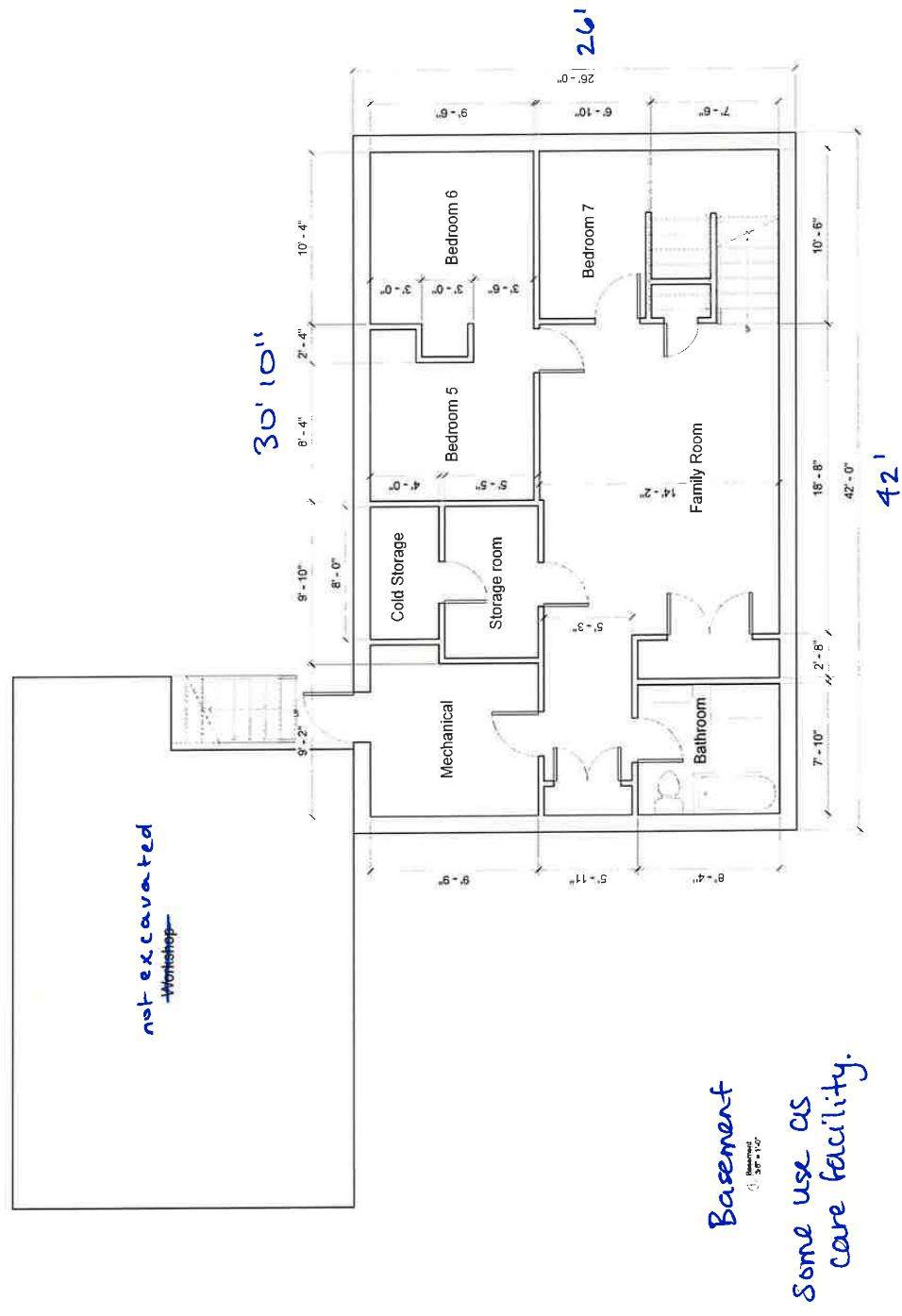
CLIENT: Kavana

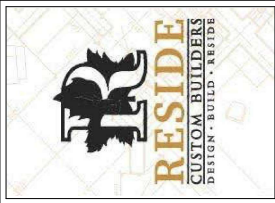
DRAWN BY: (L) Laina Slingerland

SHEET: Basement Floor Plan

PROJECT: Kavana	DATE: 10/1/2020
DRAWN BY: Laina Slingerland	CHECKED BY: Laina Slingerland
DATE: 10/1/2020	DATE: 10/1/2020

AI





RESIDE CUSTOM BUILDERS

ARCHITECTURAL ANIMATION
TECHNOLOGIST & INTERIOR
DESIGNER

309 10TH STREET
Lehrteridge, AB T1J 3M7

PROJECT NAME:

KAVANA FLOOR PLANS

CLIENT:

Kavana

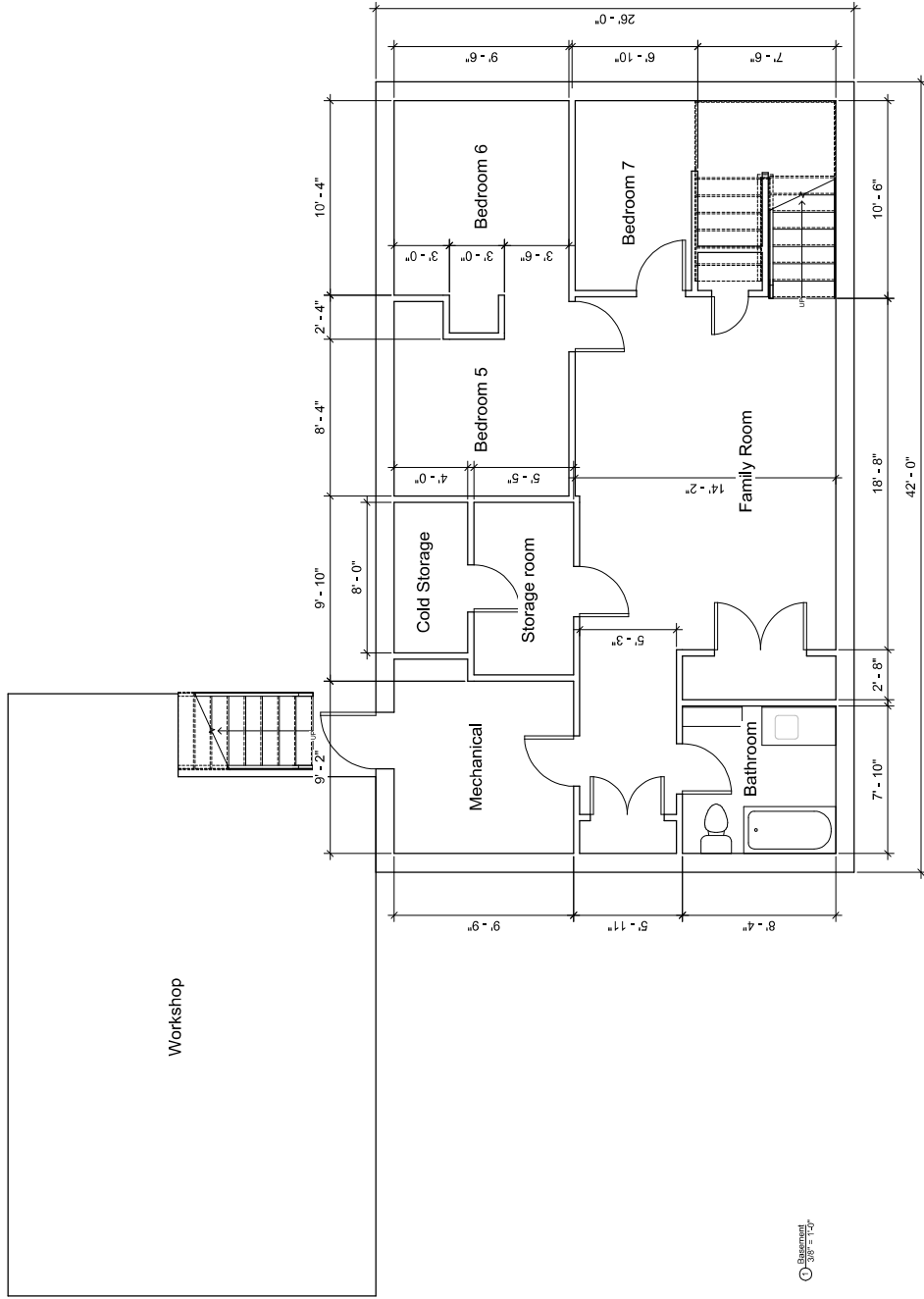
DRAWN BY:

Laina Slingerland

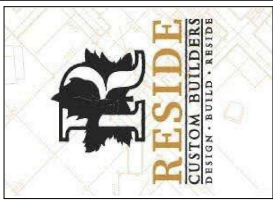
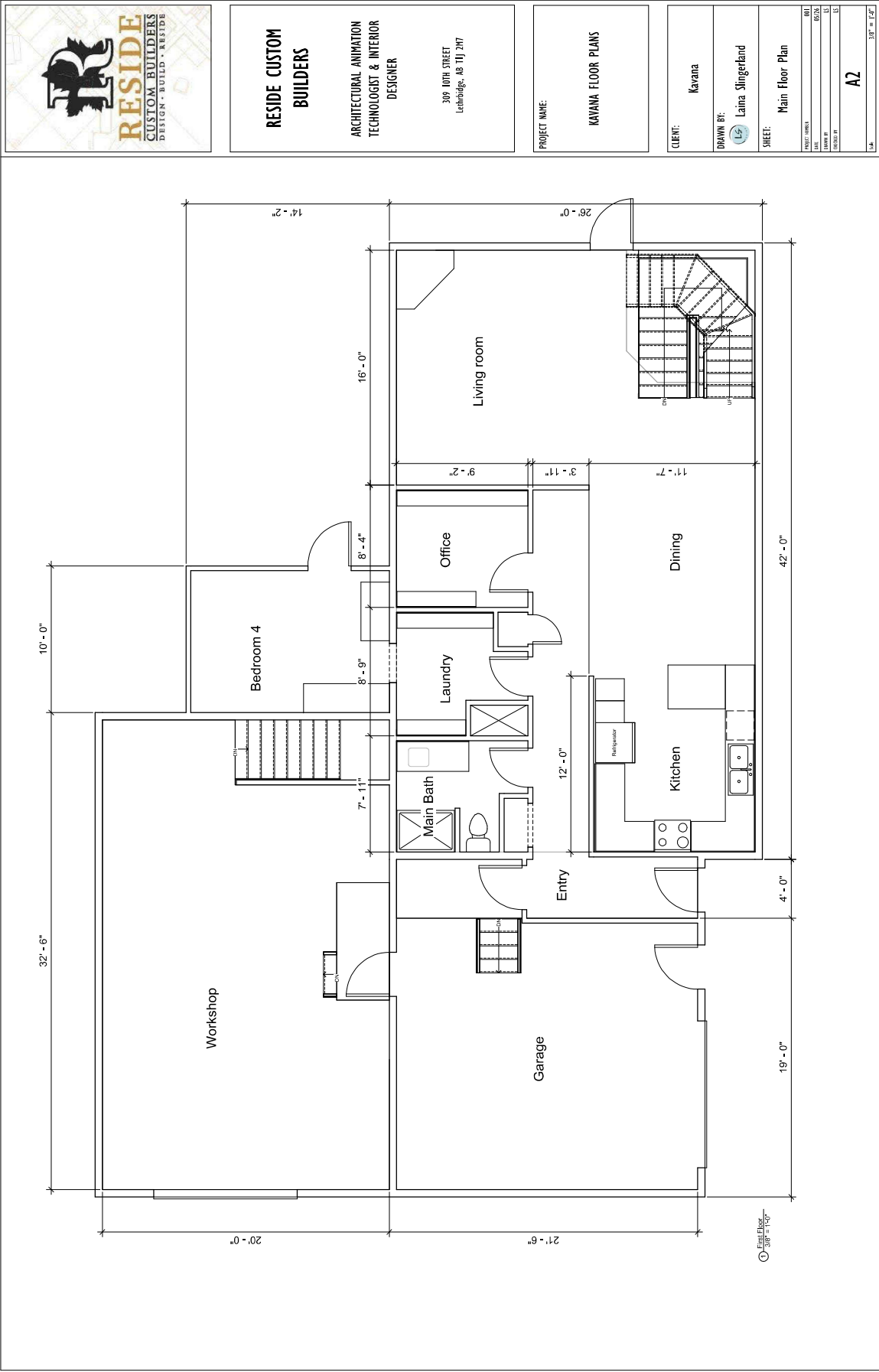
SHEET:

Basement Floor Plan

PROJECT SHEET	001
DATE	NOV 24
DRAWN BY	LS
CHECKED BY	LS
DATE	NOV 24
PROJECT NAME	KAVANA
PROJECT ADDRESS	309 10TH STREET, LEHRTERIDGE, AB T1J 3M7
PROJECT PHONE	(403) 243-1234
PROJECT EMAIL	info@residebuilders.com
PROJECT WEBSITE	www.residebuilders.com
PROJECT SOCIAL MEDIA	Facebook: Reside Builders, Instagram: Reside Builders, Twitter: Reside Builders, LinkedIn: Reside Builders
PROJECT NOTES	1. All dimensions are in feet and inches, unless otherwise specified. 2. All rooms are to be finished to match the main floor. 3. All walls are to be 1/2" thick concrete block, unless otherwise specified. 4. All floors are to be 1/2" thick concrete, unless otherwise specified. 5. All ceilings are to be 1/2" thick concrete, unless otherwise specified. 6. All doors are to be 1/2" thick solid wood, unless otherwise specified. 7. All windows are to be 1/2" thick double-paneled wood, unless otherwise specified. 8. All stairs are to be 1/2" thick solid wood, unless otherwise specified. 9. All stairs are to be 1/2" thick solid wood, unless otherwise specified. 10. All stairs are to be 1/2" thick solid wood, unless otherwise specified.



Basement
1/2" = 1'-0"



RESIDE CUSTOM BUILDERS

ARCHITECTURAL ANIMATION
TECHNOLOGIST & INTERIOR
DESIGNER

309 10TH STREET
Lehrteridge, AB T1J 2M7

PROJECT NAME:

KAVANA FLOOR PLANS

CLIENT:

Kavana

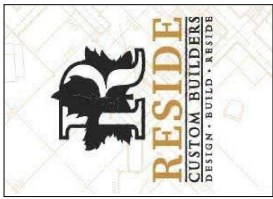
DRAWN BY:

Laina Slingerland

SHEET:

Main Floor Plan

PROJECT SHEET	001
DATE	05/24
DESIGNER	LS
DRAWN BY	LS
CHECKED BY	LS
DATE	05/24
SCALE	1/8" = 1'-0"



RESIDE CUSTOM BUILDERS

ARCHITECTURAL ANIMATION
TECHNOLOGIST & INTERIOR
DESIGNER

309 10TH STREET
Lehrteridge, AB T1J 3M7

PROJECT NAME:

KAVANA FLOOR PLANS

CLIENT:

Kavana

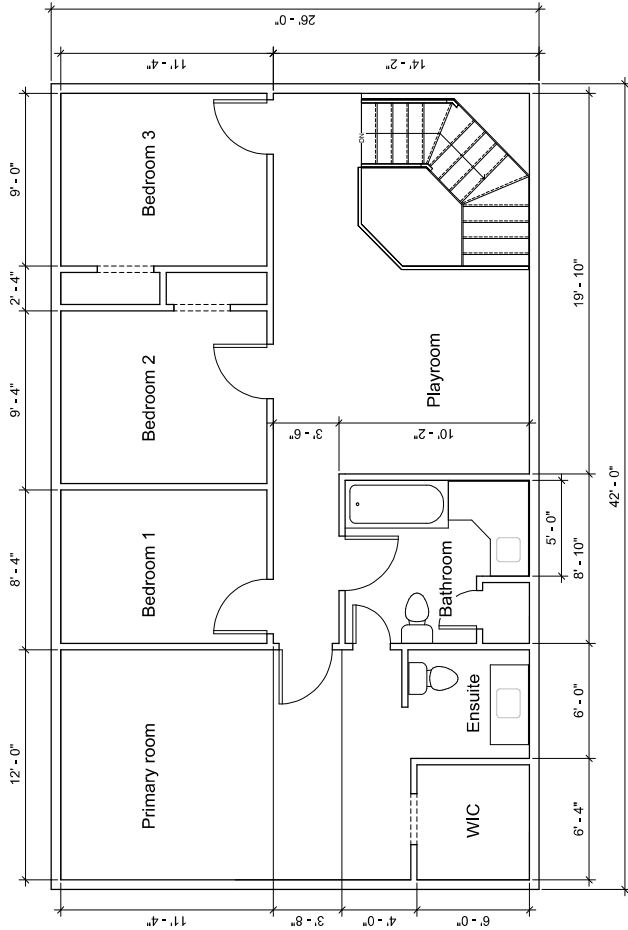
DRAWN BY:

Laina Slingerland

SHEET:

Second Floor Plan

PROJECT SHEET	001
DATE	05/24
DRAWN BY	LS
CHECKED BY	LS
DATE	05/24
SHEET	A3
SCALE	3/8" = 1'-0"



Scale: 3/8" = 1'-0"



LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0028 748 515 0110514;1;1 261 002 635

LEGAL DESCRIPTION
 PLAN 0110514
 BLOCK 1
 LOT 1
 EXCEPTING THEREOUT ALL MINES AND MINERALS
 AREA: 1.246 HECTARES (3.08 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
 ATS REFERENCE: 4;21;10;31;NW

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 011 266 105

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
261 002 635	06/01/2026	TRANSFER OF LAND	\$1,050,000	\$1,050,000

OWNERS

PELLEBOER FARMS LTD.
 OF PO BOX 57
 MONARCH
 ALBERTA T0L 1M0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
1084EJ	31/07/1931	CAVEAT RE : EASEMENT CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT.
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
851 067 332	29/04/1985	CAVEAT

(CONTINUED)

 ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

261 002 635

REGISTRATION

NUMBER

DATE (D/M/Y)

PARTICULARS

RE : EASEMENT

CAVEATOR - THE BOARD OF DIRECTORS OF THE LETHBRIDGE
 NORTHERN IRRIGATION DISTRICT

334-13 ST N

LETHBRIDGE

ALBERTA

AGENT - F A ROSS

011 266 107 12/09/2001 EASEMENT

OVER PORTION OF NW 31-10-21-W4M FOR BENEFIT OF
 LOT 1 IN BLOCK 1 ON PLAN 0110514

111 117 103 12/05/2011 UTILITY RIGHT OF WAY

GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER
 CO-OP LTD.

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
 ACCURATE REPRODUCTION OF THE CERTIFICATE OF
 TITLE REPRESENTED HEREIN THIS 10 DAY OF JUNE,
 2026 AT 10:41 A.M.

ORDER NUMBER: 57419969

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
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 APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
 PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
 OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

AGENDA ITEM REPORT



Title: Bylaw No. 26-016 – Lethbridge County Subdivision Authority Bylaw

Meeting: Council Meeting - 16 Jul 2026

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 02 Jul 2026
Approved - 03 Jul 2026
Approved - 09 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Bylaw No. 26-016 modernizes Lethbridge County's subdivision approval framework by establishing the Director of Development and Infrastructure as the Subdivision Authority for routine applications, while preserving Council's authority for applications that involve objections, variances, or significant policy considerations. The bylaw repeals and replaces the outdated Bylaw No. 1103 and Bylaw No. 1124, consolidating the subdivision authority structure into a single, updated bylaw aligned with the current Municipal Government Act.

RECOMMENDATION:

1. That Bylaw 26-016, being the Development Authority Bylaw be read a first time.
2. That Bylaw 26-016, being the Development Authority Bylaw be read a second time.
3. That Bylaw 26-016, being the Development Authority Bylaw be considered for third reading.
4. That Bylaw 26-016, being the Development Authority Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Administration recommends adoption of Bylaw No. 26-016 for the following reasons:

- **Operational efficiency:** Delegating routine subdivision decisions to the Director reduces Council meeting time and provides applicants with timelier decisions on straightforward applications, consistent with the County's customer service objectives.
- **Council oversight retained:** The bylaw preserves Council's decision-making authority in circumstances involving objections; variances from Council-adopted non-statutory plans or

policies; applications with significant policy or community impact; and where an applicant specifically requests Council review.

- Consolidated framework: Repealing Bylaws 1103 and 1124 and replacing them with a single bylaw simplifies the regulatory framework and transferring functions to the County's own Planning and Development Department.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Bylaw No. 1103 (1995) established Council as the sole Subdivision Authority for all subdivision applications within Lethbridge County.
- Bylaw No. 1124 subsequently delegated authority to grant first-time extension requests for subdivision approvals and registrations to the Oldman River Intermunicipal Service Agency (now ORRSC), with subsequent extension requests referred back to Council.
- June 18, 2026, Council approved issuing notice to terminate ORRSC's services.

BACKGROUND INFORMATION:

The MGA requires every municipality to have a Subdivision Authority. Lethbridge County has relied on Bylaw No. 1103 since 1995, with Council as the Subdivision Authority for all subdivision applications. While this arrangement functioned adequately at lower application volumes, it no longer reflects best practice in municipal planning administration and places routine decisions before Council that could be efficiently handled administratively.

Bylaw No. 26-016 introduces a two-tier model:

- Director as default Subdivision Authority: The Director of Development and Infrastructure considers and decides routine subdivision applications in accordance with the MGA, the Subdivision and Development Regulation, the Land Use Bylaw, and applicable statutory plans.
- Council as Subdivision Authority in prescribed circumstances: Council retains decision-making authority where the applicant requests it; a landowner in the circulation area, provincial agency, adjacent municipality, or school board objects; a variance from a Council-adopted non-statutory plan, policy, or standard is required; the Director identifies significant policy, technical, or community impact considerations; or Council has directed by resolution that it will act as Subdivision Authority for applications related to a specific Land Use Bylaw amendment.

The time extension framework is also updated. Under Bylaw No. 1124, ORRSC held delegated authority for first-time extension requests. Under Bylaw No. 26-016, the Planning and Development Department handles all first extension requests regardless of which body approved the original application. Subsequent extension requests are directed to whichever body (Director or Council) issued the original approval.

The bylaw takes effect September 1, 2026, aligning with the timeline for transitions subdivision services.

ALTERNATIVES / PROS / CONS:

1. Delegate full authority to Director

Pros - Maximum efficiencies.

Cons - Removes Council from significant community or policy implications.

2. Maintain Council authority

Pros - None.

Cons - Extends application timelines and utilizes Council agenda time with routine applications.

FINANCIAL IMPACT:

There is no direct financial impact associated with the adoption of Bylaw No. 26-016. Administrative efficiency gained through delegating routine applications to the Director is expected to reduce Council agenda time dedicated to subdivision matters.

LEVEL OF PUBLIC PARTICIPATION:**Inform****Consult****Involve****Collaborate****Empower****ATTACHMENTS:**

[Bylaw 26-016 - Subdivision Authority - Administration Authority](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 26-016

BEING a bylaw of Lethbridge County in the Province of Alberta to establish a municipal Subdivision Authority;

AND WHEREAS the Municipal Government Act, RSA 2000, c. M-26, as amended, requires that Council provide for a Subdivision Authority to exercise subdivision powers and duties on behalf of the municipality;

AND WHEREAS the Subdivision Authority is authorized to make decisions on applications for subdivision approval in accordance with provincial land use policies, the Subdivision and Development Regulation, the municipality's Land Use Bylaw, and applicable statutory plans;

AND WHEREAS the Municipal Government Act, RSA 2000, c. M-26 authorizes Council to delegate powers and duties to a designated officer of the municipality;

AND WHEREAS Council wishes to delegate subdivision authority to the Director of Development and Infrastructure, as a designated officer of Lethbridge County, to exercise subdivision powers and duties on behalf of the municipality in routine circumstances, with Council retaining authority in the prescribed circumstances set out in this bylaw;

NOW THEREFORE, the Council of Lethbridge County, duly assembled, enacts as follows:

PART 1 – TITLE

1. This bylaw may be cited as the Lethbridge County Subdivision Authority Bylaw.

PART 2 – DEFINITIONS

2. In this bylaw:
 - a) "Council" means the Council of Lethbridge County, duly assembled;
 - b) "Director" means the Director of Development and Infrastructure;
 - c) "Land Use Bylaw" means the Lethbridge County Land Use Bylaw, as amended or replaced from time to time;
 - d) "Lethbridge County" means Lethbridge County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
 - e) "MGA" means the Municipal Government Act, RSA 2000, c. M-26, as amended or replaced from time to time, and includes the Subdivision and Development Regulation;
 - f) "Municipality" means Lethbridge County in the Province of Alberta;
 - g) "Secretary" means the Planning and Development Administrative staff member designated by the Director to act as secretary to the Subdivision Authority;

- h) "Subdivision and Development Regulation" means the Subdivision and Development Regulation, Alberta Regulation 43/2002, as amended or replaced from time to time; and
- i) "Subdivision Authority" means the body established under this bylaw to exercise subdivision approval authority.
- j) All other terms used in this bylaw have the meanings assigned to them in the Act, as amended from time to time.

PART 3 – SUBDIVISION AUTHORITY

3. The Subdivision Authority consists of:
 - a) the Director; and
 - b) Council, in the circumstances prescribed by this bylaw.
4. The Director and Council are authorized to exercise subdivision powers and duties on behalf of Lethbridge County in accordance with the MGA and this bylaw.
 - a) Council hereby delegates to the Director the authority to exercise subdivision powers and duties on behalf of the municipality in accordance with the circumstances set out in this bylaw.
 - b) When Council acts as the Subdivision Authority, a quorum consists of a majority of Council members, and decisions shall be made by a majority vote of members present.
5. The Director is the Subdivision Authority and may consider and render a decision on a subdivision application, except in the following circumstances, in which case Council is the Subdivision Authority and will consider and render a decision on the subdivision application:
 - a) an applicant requests that their subdivision application be considered by Council;
 - b) a landowner within the application circulation area, a provincial agency, an adjacent municipality, or a school board objects to the application;
 - c) approval of the subdivision application would require a variance from or waiver of any applicable non-statutory plan, policy, or standard adopted by Council;
 - d) the Director determines that the subdivision application raises significant policy, technical, or community impact considerations that warrant Council review; or
 - e) Council passes a resolution or bylaw directing that Council is the Subdivision Authority for all subdivision applications relating to a specific amendment to the Land Use Bylaw.
6. Applications to modify an approved subdivision application are subject to the same criteria established in section 5 of this bylaw.
7. The Director may refer any subdivision application to Council to consider and render a decision on the application.
8. The Planning and Development Department, in all cases and regardless of which body is the Subdivision Authority, is authorized to make a decision with respect to the first request to extend the time that a plan of subdivision is required to be submitted to the Subdivision Authority or registered with the Land Titles Office. All subsequent requests

to extend time shall be made to the Subdivision Authority (Director or Council) that approved the subdivision application.

9. No person shall consider or make a decision on a subdivision application when that person has a pecuniary interest in the matter as defined in the MGA.

PART 4 – DECISIONS OF THE SUBDIVISION AUTHORITY

10. The Subdivision Authority will prepare and issue decisions when a subdivision application is approved and providing written reasons when a subdivision application is refused.
11. The Director, when acting as the Subdivision Authority, may attach conditions to a subdivision application approval issued in accordance with the MGA.
12. Council, when acting as the Subdivision Authority, may attach conditions to a subdivision application approval issued in accordance with the MGA.
13. Notice of decisions made by the Subdivision Authority shall be provided in accordance with the requirements of the MGA and the Subdivision and Development Regulation.
14. The Planning and Development Department is responsible for carrying out all administrative functions necessary to support the operations of the Subdivision Authority, including:
 - a) scheduling meetings and preparing the agenda and minutes for each meeting of the Subdivision Authority;
 - b) reviewing subdivision applications for compliance with the MGA, the Subdivision and Development Regulation, the Land Use Bylaw, (c) circulating applications to relevant agencies and stakeholders and compiling referral responses;
 - c) preparing a written report and recommendation for each application for consideration by the Subdivision Authority;
 - d) preparing and issuing decisions of the Subdivision Authority, including any conditions or reasons attached to the decision,
 - e) all other administrative duties required or desired for the Subdivision Authority to exercise its powers and duties.

PART 5 – RECORDS

15. The Secretary shall ensure the following records are maintained:
 - a) minutes of all meetings of the Subdivision Authority;
 - b) all subdivision applications received;
 - c) Administration's reports and recommendations for each application;
 - d) records of all notices of meetings and of persons to whom they were sent;
 - e) copies of all written representations submitted to the Subdivision Authority;
 - f) the decision of the Subdivision Authority on each application, including reasons;
 - g) records of all notices of decision and of persons to whom they were sent; and
 - h) all notices, decisions, and orders made on appeal from a decision of the Subdivision Authority.

PART 6 – SEVERABILITY

16. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

PART 7 – REPEAL AND COMING INTO FORCE

17. This bylaw comes into effect on September 1, 2026.

18. Bylaw No. 1103 and Bylaw No. 1124, as previously enacted, are hereby repealed and replaced by this bylaw.

GIVEN first reading this 16 day of July, 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Bylaw 26-017 – Schedule of Fees Amendment (Amends Bylaw 25-035)
Meeting: Council Meeting - 16 Jul 2026
Department: Development & Infrastructure
Report Author: Kaylyn Franklin

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 09 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This report presents proposed Bylaw 26-017, an amendment to Bylaw 25-035, Schedule of Fees, for Council's consideration. The proposed amendment adds a new set of fees to Section A.1 (Planning) of Schedule "A" related to subdivision applications, including an application fee, a per-lot fee, a recirculation fee, an endorsement fee, and an extension request fee. These fees are not currently addressed in the existing Schedule of Fees and are intended to ensure that the costs incurred by the County in processing subdivision-related applications are appropriately recovered from applicants.

RECOMMENDATION:

That Bylaw 26-017 - Schedule of Fees Amendment be read a first time.

That Bylaw 26-017 - Schedule of Fees Amendment be read a second time.

That Council consider third reading of Bylaw 26-017 - Schedule of Fees Amendment.

That Bylaw 26-017 - Schedule of Fees Amendment be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The current Schedule of Fees does not include fees specific to subdivision applications, recirculation, endorsement, or extension requests. This is because subdivision applications for the County have historically been processed by an outside agency. The County will now be processing its own subdivision applications in-house, and as a result, dedicated fees for these services must be established so that the County can recover the administrative time and resources required to process these applications. Establishing these fees will:

- Ensure the cost of processing subdivision applications is borne by the applicant rather than the taxpayer at large, consistent with the cost-recovery approach already used for other planning and development fees;
- Allow the County to recover the costs it will now incur directly as a result of bringing subdivision application processing in-house;

- Align Lethbridge County's fee structure with comparable municipalities that process their own subdivision applications and charge similar fees;
- Provide a clear and consistent fee structure for applicants, reducing uncertainty in the application process; and
- Support the Planning and Development Department in recovering costs associated with file review, recirculation to agencies, endorsement processing, and extension requests.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved Bylaw 25-035, Schedule of Fees bylaw on December 4, 2025.

BACKGROUND INFORMATION:

Bylaw 25-035 was adopted by Council and came into force on January 1, 2026, establishing the current Schedule of Fees for the County, including fees for planning and development, administration, fire services, public works, the Agricultural Service Board, geophysical requests, and GIS services.

At the time Bylaw 25-035 was adopted, subdivision applications within the County were processed by an outside agency, and as such, the Schedule of Fees did not include fees specific to subdivision applications and related processes. The County will now be assuming responsibility for processing its own subdivision applications, rather than having them processed externally. This change means Administration will be directly responsible for the staff time and resources required to review applications, circulate them to affected agencies and departments, and process them to endorsement. Where an application must be recirculated due to changes, or where an applicant requests an extension of a conditional approval, additional staff time and administrative resources will also be required.

As the County will now be incurring these costs directly, Administration is proposing the following new fees be added to Section A.1 (Planning) of Schedule "A" to ensure these costs are appropriately recovered:

- Subdivision Application – Application Fee: \$800.00
- Subdivision Application – Per Lot Fee: \$400.00 per lot
- Subdivision Recirculate Application: \$400.00
- Subdivision Endorsement: \$250.00 per lot
- Subdivision Extension Request: \$375.00 for the first request, increasing in increments of \$100.00 for each subsequent request

These fees are consistent in structure and approach with the existing development-related fees already found in Schedule "A", which similarly scale with the size and complexity of an application (e.g., per-unit fees for multi-unit residential development).

ALTERNATIVES / PROS / CONS:

- Council may direct Administration to amend the proposed fee amounts or fee structure and bring back a revised bylaw for consideration.
- Council may decline to adopt Bylaw 26-017, in which case the County would continue to process subdivision applications without a dedicated fee structure for these services, and the associated costs would continue to be absorbed by the County's general operating budget rather than recovered from applicants.

FINANCIAL IMPACT:

The proposed fees are expected to have a modest positive impact on County revenues by offsetting Administration's costs of reviewing and processing subdivision applications.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[Bylaw 26-017 - Schedule of Fees Amendment](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW 26-017

**BEING A BY-LAW TO AMEND BY-LAW 25-035,
SCHEDULE OF FEES**

WHEREAS Lethbridge County deems it expedient to set and review, as necessary, from time to time various fees of the County, and

WHEREAS in accordance with the Municipal Government Act, Chapter M-26 RSA 2000 and amendments thereto, the County for a municipality may set fees for goods and services provided; and

WHEREAS Council of Lethbridge County did, by By-Law 25-035, adopt a Schedule of Fees, attached thereto as Schedule "A"; and

WHEREAS Council of Lethbridge County deems it necessary and expedient to amend Schedule "A" of By-Law 25-035 by adding fees related to Subdivision applications;

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

1. That Schedule "A" of By-Law 25-035, Section A.1 Planning, be amended by adding the fees set out in Schedule "A" attached to and forming part of this By-Law.
2. That this By-Law shall come into force and effect on the date of third and final reading.

GIVEN first reading this day of , 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this day of , 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this day of , 2026.

Reeve

Chief Administrative Officer

SCHEDULE "A"
AMENDMENT TO BY-LAW 25-035, SCHEDULE OF FEES

Notation: GST charges where applicable.

A. PLANNING AND DEVELOPMENT

1. Planning – Additions

Fee Description	Rate
Subdivision Application	
a. Application Fee	\$800.00
b. Per Lot Fee	\$400.00 / lot
Subdivision Recirculate Application	\$400.00
Subdivision Endorsement	\$250.00 / lot
Subdivision Extension Request	\$375.00 first request
Increase in increments of \$100.00 per request	

All other provisions of By-Law 25-035 and Schedule "A" thereto, not specifically amended herein, shall remain in full force and effect.

AGENDA ITEM REPORT



Title: Bylaw 26-019 – Amendment to the Land Use Bylaw to Revise the Definition of “Specialty Manufacturing / Cottage Industry” in Part 9 – Definitions – First Reading

Meeting: Council Meeting - 16 Jul 2026

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 06 Jul 2026
Approved - 06 Jul 2026
Approved - 09 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration is recommending a text amendment to Part 9 – Definitions of the Land Use Bylaw (Bylaw No. 24-007) to revise the “Specialty Manufacturing / Cottage Industry” definition. The current definition sets a fixed maximum gross floor area of 929 m² (10,000 sq. ft.) for all Rural Agriculture parcels, with no ability to vary the limit.

The proposed amendment (Schedule “A”) replaces the flat cap with a sliding-scale maximum gross floor area tied to lot size for Rural Agriculture parcels: 465 m² (5,000 sq. ft.) for a 2-acre lot, plus an additional 93 m² (1,000 sq. ft.) for each additional acre, up to a maximum of 1,858 m² (20,000 sq. ft.).

RECOMMENDATION:

That Bylaw 26-019, be read a first time.

REASON(S) FOR RECOMMENDATION(S):

- The current fixed 10,000 sq. ft. maximum gross floor area cannot be varied and does not account for differences in Rural Agriculture parcel size, creating an unreasonable barrier to expansion on larger parcels.
- The proposed sliding-scale formula ties allowable building size to lot size, providing a more equitable and defensible standard while still capping development at 20,000 sq. ft. – consistent with the scale of comparable rural agriculture buildings elsewhere in the County.
- The amendment is narrowly scoped to the Part 9 definition and does not affect existing developments operating under the current definition, nor does it expand where the use is permitted – it remains a discretionary use in the Rural Agriculture and Rural Commercial districts only.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Municipal Development Plan (MDP) Policy 1.1 – the County may allow adjustments to support economic growth or rural diversification through strategic and sound planning.
- MDP Policy 1.3 – the Land Use Bylaw should allow for a wide range of agricultural and agriculture-related or ancillary land uses.
- MDP Policy 1.7 – the County will monitor emerging trends in the agricultural sector and update planning instruments and policies to support new opportunities in agri-business.
- MDP Policy 14.8 – the Land Use Bylaw shall allow for a wide range of commercial and industrial uses and economic development opportunities, including a mix of land uses.
- MDP Policy 14.10 – economic development growth strategies are to support agricultural ancillary businesses and minor service and local fabrication uses, which may occur on agricultural lands.

BACKGROUND INFORMATION:

Land Use Bylaw No. 24-007, Part 9 currently defines “Specialty Manufacturing / Cottage Industry” as a development involving small-scale, on-site production, fabrication, or processing of goods, capped at a fixed maximum gross floor area of 929 m² (10,000 sq. ft.) in a building, regardless of lot size. This limit cannot be varied under the current wording.

Administration has been collaborating with Lethbridge County business, whose is classified as a Specialty Manufacturing / Cottage Industry use. The business operates on an 11.4-acre and presently has an existing shop and unable to expand their business due to the size restriction.

Recognizing that a comprehensive modernization of the Land Use Bylaw is forthcoming, but that the business has an immediate need to expand, Administration is recommending an interim amendment establishing a maximum gross floor area proportionate to lot size for Rural Agriculture parcels:

- A lot of 2 acres (0.8 ha) shall have a maximum gross floor area of 465 m² (5,000 sq. ft.); and
- For lots exceeding 2 acres, an additional 93 m² (1,000 sq. ft.) of gross floor area is permitted for each additional acre, up to a maximum gross floor area of 1,858 m² (20,000 sq. ft.).

The 20,000 sq. ft. ceiling is consistent with the scale of comparable rural agriculture buildings in the County. Size limits continue to not apply in any other district. Existing permitted uses operating under the current definition are unaffected by this amendment, and the use remains a discretionary use limited to the Rural Agriculture and Rural Commercial districts.

ALTERNATIVES / PROS / CONS:

1. Table Bylaw 26-019 for further information.

Pros - Allows Council to request additional information before proceeding.

Cons - Delays potential business expansion.

FINANCIAL IMPACT:

No direct financial impact. The County may benefit from tax revenue if development proceeds.

LEVEL OF PUBLIC PARTICIPATION:**Inform****Consult****Involve****Collaborate****Empower****ATTACHMENTS:**

[Bylaw 26-019 - Amendment to LUB Reading Page](#)

[Schedule A Text Amendments Clean](#)

[Bylaw 26-019 LUB Tracked Changes](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 26-019

Bylaw 26-019 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 216.4, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 26-019 is to amend Part 9 Administrative, text related to the Specialty Manufacturing / Cottage Industry.

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

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

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

1. To amend the former Part 9 Administrative LUB No. 24-007 Specialty Manufacturing / Cottage Industry definition and replacing them in their entirety with the updated definition per the attached Schedule 'A'.
2. With the adoption of Bylaw No. 25-029, Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.

GIVEN first reading this 16th day of July 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

Schedule 'A'
Bylaw No. 26-019
Amendments to Land Use Bylaw No. 24-007

The described amendments are to replace sections of Part 9 Definitions of the municipal Land Use Bylaw No. 24-007 as per the attached:

PART 9

DEFINITIONS

Replace "Specialty Manufacturing/Cottage Industry" with:

Specialty Manufacturing / Cottage Industry means a development that involves the small-scale, on-site production, fabrication, or processing of goods, may include areas devoted to retail sales, display, product sampling, and outdoor storage accessory to the production use. The maximum allowable building footprint shall be 2,000 sq. ft. (185.80 m²) per acre of lot area, up to a maximum footprint of 20,000 sq. ft. (1,858 m²). This use includes, but is not limited to, bakeries and specialty food production facilities, distilleries, microbreweries, wineries, various artisan and craftsman (e.g., glass, art, textile, pottery and sculpture studios), luthiers, tanners, taxidermists, wood working, specialty furniture makers, cabinetry, home furnishing makers, decorative, and small product assembly.

PART 9

DEFINITIONS

Specialty Manufacturing / Cottage Industry means a development that involves the small-scale, on-site production, fabrication, or processing of goods ~~in a building, not exceeding a gross floor area of 929 m² (10,000 sq. ft.), may include~~ areas devoted to retail sales, display, product sampling, and outdoor storage accessory to the production use. The maximum allowable building footprint shall be 2,000 sq. ft. (185.80 m²) per acre of lot area, up to a maximum footprint of 20,000 sq. ft. (1,858 m²). This use includes, but is not limited to, bakeries and specialty food production facilities, distilleries, microbreweries, wineries, various artisan and craftsman (e.g., glass, art, textile, pottery and sculpture studios), luthiers, tanners, taxidermists, wood working, specialty furniture makers, cabinetry, home furnishing makers, decorative, and small product assembly.

AGENDA ITEM REPORT



Title: Bylaw 26-015 Repeal Bylaw No. 1257 – Oldman River Regional Services Commission
Meeting: Council Meeting - 16 Jul 2026
Department: Development & Infrastructure
Report Author: Kaylyn Franklin

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 10 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Bylaw 26-015 repeals Bylaw 1257 (2004), which recognized Lethbridge County's membership in the Oldman River Regional Services Commission (ORRSC). The repeal formalizes the County's withdrawal from ORRSC, effective January 1, 2027, consistent with the termination notice issued June 18, 2026.

RECOMMENDATION:

1. That Bylaw 26-015, being the termination of Lethbridge County's membership in the ORRSC be read a first time.
2. That Bylaw 26-015, being the termination of Lethbridge County's membership in the ORRSC be read a second time.
3. That Bylaw 26-015, being the termination of Lethbridge County's membership be considered for third reading.
4. That Bylaw 26-015, being the termination of Lethbridge County's membership in the ORRSC be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Administration recommends adoption of Bylaw No. 26-015 for the following reasons:

- Repeals a bylaw that will no longer be operative once the County's ORRSC membership ends on December 31, 2026.
- Provides a clear, public framework for the transition of subdivision services to the County (new applications August 1, 2026; active and conditionally approved files September 1, 2026).

- Supports modernization of the County's planning statutory framework and the strategic repositioning of Planning and Development.

PREVIOUS COUNCIL DIRECTION / POLICY:

- June 18, 2026 – Council authorized issuance of written notice to ORRSC terminating all services effective December 31, 2026.
- Bylaw 1257 (February 19, 2004) – Confirmed the County's membership in ORRSC following dissolution of the Oldman River Intermunicipal Service Agency.

BACKGROUND INFORMATION:

Lethbridge County has received subdivision, planning advisory, assessment review, and intermunicipal appeal board services through ORRSC under three agreements (1995 Planning Commission Agreement, 2021 Assessment Review Agreement, and 2019 Chinook ISDAB Agreement). Council's membership in ORRSC was confirmed by Bylaw 1257 in 2004, following the dissolution of the predecessor Oldman River Intermunicipal Service Agency.

On June 18, 2026, Council authorized the formal written notice to ORRSC terminating all services effective January 1, 2027.

Bylaw 26-015 is the corresponding legislative action to repeal the County's membership bylaw. Coming into force on January 1, 2027 aligns precisely with the termination effective date. The bylaw also embeds the transition milestones for subdivision applications previously communicated to ORRSC.

ALTERNATIVES / PROS / CONS:

None.

FINANCIAL IMPACT:

Short-term financial impacts were approved in the 2026 budget amendments.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[Bylaw 26-015 - ORRSC Repeal](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 26-015

BEING a bylaw of Lethbridge County in the Province of Alberta to repeal Bylaw No. 1257, passed February 19, 2004, recognized Lethbridge County's membership in the Oldman River Regional Services Commission (the "Commission") following the dissolution of the Oldman River Intermunicipal Service Agency;

AND WHEREAS the Commission was established pursuant to the authority granted under Part 17, Division 8 of the *Municipal Government Act*, RSA 2000, c M-26 (the "MGA");

AND WHEREAS Lethbridge County served formal written notice on June 18, 2026 of its intention to withdraw from the Commission;

AND WHEREAS Lethbridge County intends to assume responsibility for planning and subdivision services previously provided by the Commission as of the effective date of this bylaw;

AND WHEREAS Council deems it appropriate and in the public interest to repeal Bylaw No. 1257 and formally terminate Lethbridge County's participation in the Commission;

NOW THEREFORE, the Council of Lethbridge County, duly assembled, enacts as follows:

PART 1 – REPEAL

1. Bylaw No. 1257 of Lethbridge County is hereby repealed effective on the Effective Date.
2. The repeal of Bylaw No. 1257 does not affect any outstanding obligations, liabilities, or financial settlements between Lethbridge County and the Commission arising prior to the effective date of this bylaw.

PART 2 – TRANSITION OF SERVICES

3. Notwithstanding the coming into force date in Part 3, the transition of subdivision application processing shall occur as follows:

- a) effective August 1, 2026, all new subdivision applications shall be accepted and processed by Lethbridge County;
- b) effective September 1, 2026, all subdivision applications and conditionally approved subdivisions, including those previously accepted by the Commission, shall be transferred to and processed by Lethbridge County; and
- c) Lethbridge County shall fulfill all financial obligations arising from its membership in the Commission up to and including December 31, 2026.

PART 3 – COMING INTO FORCE

4. This bylaw comes into effect on January 1, 2027, at which time Lethbridge County's membership in the Oldman River Regional Services Commission is formally terminated.

GIVEN first reading this 16th day of July, 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this 16th day of July, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this 16th day of July, 2026.

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: 2026 Bursary Awards
Meeting: Council Meeting - 16 Jul 2026
Department: Council
Report Author: Hailey Pinksen

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 09 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Bursary Ad-Hoc Committee convened on June 22, 2026, to review bursary applications for eligibility and to select this year's recipients. A total of 5 applications were submitted by the June 1 deadline. The caliber of applicants demonstrated through their academic achievements, community involvement, extracurricular participation, and post-secondary aspirations continues to be truly impressive.

After a thorough review and thoughtful discussion, the committee has selected three outstanding students to each receive a bursary of \$1,500.

RECOMMENDATION:

The County Council awards the 2026 Bursary, in the amount of \$1,500 each, to the following recipients, to be presented at the County Council meeting on August 6:

1. Dylan Campbell
2. Erin Moorhead
3. Janna Wiskerke

REASON(S) FOR RECOMMENDATION(S):

The Committee's recommendation aligns with Policy# 182 guidelines.

PREVIOUS COUNCIL DIRECTION / POLICY:

County Council approved funding for the 2026 bursaries within the Council budget through the 2026 Budget Approval in December 2025.

BACKGROUND INFORMATION:

County Council appointed 3 members of Council to review the applications and select the students best suited for this award based on the policy criteria to be present to Council as a whole for final approval. The ad-hoc committee did a thorough review of the applications and used a scoring matrix to determine eligibility based on the requirements set out in the policy.

Lethbridge County Council approved the Bursary Policy #182 in 2020 to offer some financial assistance for Lethbridge County students with their post-secondary education expenses. Initially the bursary was issued to 2 recipients in the amount of \$1,000 each, in 2023 council made the decision to select 3 recipients winners at \$1,500 each and budgeted for a that same amount within the 2026 budget.

Upon review of the applications and scoring against the current policy, the committee has requested that administration review the policy and incorporate some updated criteria and bring a revised draft back to an upcoming meeting for Council's review.

ALTERNATIVES / PROS / CONS:

Council can award just one, two or no bursaries.

PRO - Would reduce the amount of funds issued for the 2026 bursaries.

CON - There is a policy, resolution and funds in place to support the bursary applications.

Council could award additional bursary's if desired

PRO - Additional applicants would receive some post-secondary financial support.

CON - Does not align with the budget and additional funds would have to be allocated.

FINANCIAL IMPACT:

Bursary funds were included within the 2026 budget for a total of \$4,500.

LEVEL OF PUBLIC PARTICIPATION:

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

ATTACHMENTS:

[182BursaryPolicywithScheduleA](#)



Lethbridge County Policy Handbook

EFFECTIVE: February 20, 2020 **SECTION:** 100 NO. 182 Page 1 of 2
APPROVED BY: County Council **SUBJECT:** Bursary Policy
REVISED DATE:

PURPOSE:

To provide Lethbridge County Students an opportunity to receive a bursary for post-secondary education.

OBJECTIVE:

To provide some financial assistance to Lethbridge County citizens who are pursuing a post-secondary education.

PARAMETERS:

1. Bursary Amount: The amount of and number of bursaries available will be determined annually by Council through the annual budget process.
2. Selection Committee: Lethbridge County Council will have full authority in the selection of the recipients.

CRITERIA:

1. Primary Considerations:

Open to any student or adult as qualified by the undernoted conditions:

- a) Shall be a resident of Lethbridge County who is attending school within Lethbridge County's Municipal boundaries.

OR

- b) Shall have at one time attended school within Lethbridge County's Municipal boundaries.

2. Secondary Considerations:

Based on an academic standing sufficient to achieve stated goals. Based on good citizenship demonstrated through community and social participation, volunteer work, etc.



Lethbridge County Policy Handbook

EFFECTIVE: February 20, 2020

SECTION: 100 NO. 182 Page 2 of 2

APPROVED BY: County Council

SUBJECT: Bursary Policy

REVISED DATE

3. Other Considerations:

- Financial need will be considered.
- Applicant need not be a High School student but must provide proof of enrolment in a post-secondary education institute.
- Is a resident of Lethbridge County and must provide proof of such.
- Only students going into first year of studies are eligible to apply.
- Has not received the Lethbridge County bursary in the past.

APPLICATION PROCEDURES AND DATES

- The Lethbridge County Bursary Application, as per Schedule "A" will be made available at the Lethbridge County Administrative Office or on the Lethbridge County Website.
- Applications can be received by hand delivering to the Lethbridge County Administrative Office or by email, in .pdf format to mailbox@lethcounty.ca
- Applications postmarked after June 1st will not be accepted.
- Transcripts of marks must accompany application.
- Awards to be disbursed by Lethbridge County to the recipient by August 31, annually.
- The availability of the bursary shall be advertised annually in March of each year.



LETHBRIDGE COUNTY BURSARY APPLICATION Schedule "A"

Lethbridge County Council is proud to administer Bursary opportunities to County students as per the Lethbridge County Bursary Policy #182. A representative of County Council will award three County students a \$1,500 bursary each at the first County Council Meeting held in August of each year.

The student must plan to attend a post-secondary or trade school within 18 months of winning the bursary and provide proof of enrollment prior to the disbursement of funds. Lethbridge County Council will review the applications and choose the student best suited for this award. (A 2nd and 3rd place recipient will be chosen in case the 1st place recipient does not proceed with post-secondary plans). The decision of Council is final.

To be considered, please submit an application via email to mailbox@lethcounty.ca in a .pdf format preferably. **Application deadline is June 1st, without exception.**

PERSONAL INFORMATION

Name: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Telephone Number: _____ Alternate Number: _____

Email Address: _____

Post-Secondary School to be Attended: _____

Certification / Credentials Sought (Diploma, Degree, etc.): _____

Plans after Completing Post-Secondary Education: _____

Reason Applying for Bursary: _____

SEE PAGE 2 FOR ITEMS TO BE ATTACHED WITH APPLICATION.

DECLARATION OF APPLICANT

- All information is true and complete.
- I agree to allow my name and study plans to be released publicly if I receive this bursary.
- I authorize the release and exchange of my personal information by and between Lethbridge County and any federal and provincial government departments, boards or institutions to verify the information I have provided.

Signature of Applicant _____ Date _____



LETHBRIDGE COUNTY BURSARY APPLICATION Schedule "A"

The following information must accompany your application:

EDUCATIONAL BACKGROUND

Your most recent complete transcript of marks, including all high school courses completed to date, or a copy of your high school report cards to date, must accompany this application.

WRITE A SUMMARY DESCRIBING THE FOLLOWING:

- Yourself
- Interests
- Goals and objectives
- Past accomplishments
- School related activities (i.e. Student Council, Sports, Drama etc.)
- Community related activities (i.e. Clubs, Church, Cultural etc.)
- Other information you wish to provide (i.e. volunteering, academic accomplishments, awards or recognition received, favourite school memory etc.)

Deadline date for submission of applications – June 1st.

**APPLICATIONS WILL NOT BE ACCEPTED IF POSTMARKED OR SENT BY E-MAIL
AFTER JUNE 1st.**

Deadline date for submission of most recent marks (high school or post-secondary) – JUNE 1st.

LATE SUBMISSION OF TRANSCRIPTS WILL RESULT IN DISQUALIFICATION.

Completed applications can be hand delivered or mailed to:

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

OR may be e-mailed to: mailbox@lethcounty.ca (.pdf format preferred)

All applicants will be notified of the status of their application after marks become available to the committee.

*Please **do not** include proof of enrolment with your application. You will be asked for proof of enrolment if you are chosen to receive an award.*

AGENDA ITEM REPORT



Title: 2026 Stirling Wind Community Benefit Scholarship Program
Meeting: Council Meeting - 16 Jul 2026
Department: Corporate Services
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 09 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

In 2023, County was contacted by Potentia Renewables Inc. regarding community funding through the Stirling Wind Project. The program has been developed as part of their community relations commitment and provides contributions back to the communities in which their wind turbines are constructed. An agreement regarding Stirling Wind Project was approved by Council at the September 21, 2023 Council meeting. As part of the program and agreement, a community benefit scholarship is awarded with a maximum of \$2,000 per scholarship for an annual maximum of \$4,000. The 2026 application deadline was June 1st and all applications were provided to Potentia for their review and recommendations to be brought forward to Council.

RECOMMENDATION:

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

1. Jadon Can Raalte \$2,000
2. Janna Wiskerke \$2,000

REASON(S) FOR RECOMMENDATION(S):

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

PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved two \$2,000 scholarships for a total of \$4,000 in 2025.

BACKGROUND INFORMATION:

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

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

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

ALTERNATIVES / PROS / CONS:

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

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

FINANCIAL IMPACT:

There is no additional cost to the County based on the proposed funding allocation, the 2025 grant funds have been received.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Stirling Wind Project Agreement](#)

[Lethbridge County Community-Benefit-Scholarship Application](#)

COMMUNITY BENEFITS AGREEMENT

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

BETWEEN:

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

and

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

WHEREAS

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

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

Article 1 - Definitions

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

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

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

Article 2 - Term

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

Article 3 –Annual Contributions by the Proponent and Community Support

3.1 Annual Contributions:

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

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

3.2 Community Support:

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

Article 4 - Creation and Administration of Community Benefit Fund

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

be used in respect of:

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

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

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

Article 5 – Annual Contribution General Guidelines

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

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

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

5.3 The Open Allocation process is detailed below:

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

5.4 Open Allocation funding categories include

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

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

Article 6 – Annual Contribution General Eligibility, Approval and Accountability

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

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

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

5.7 Ineligible projects, organizations and parties include:

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

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

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

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

5.9 Accountability of Funds:

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

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

Article 7 - Representations, Warranties and Covenants of the Recipient

7.1 As of the date hereof and throughout the term of this Agreement, the Recipient represents, warrants, and covenants to and with the Proponent that:

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

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

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

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

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

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

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

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

Article 8 – General

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

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

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

- (a) to the Recipient:

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

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

- (b) to the Proponent:

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

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

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

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

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

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

Lethbridge County

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

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Authorized Representative of Recipient

Authorized Signatory of the Proponent

Signature: _____

Name: _____

Title: Chief Administrative Officer
Lethbridge County

Authorized Representative of Recipient



Lethbridge County Community Benefit Scholarship Program

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

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

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

Application packages are available online at www.lethcounty.ca

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

Application deadline:
July 31st



Instructions & Information

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

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

Information

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

Instructions

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

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

Send completed application with the required supporting information to:

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

Email: jplace@lethcounty.ca



Scholarship Application

Applicant Information

Name: _____

Rural/Civic Address: _____

Phone Number: _____

E-Mail: _____

Post-Secondary School: _____

Declaration

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

Applicant Signature

Date

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

Send completed application with the required supporting information to:

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

Online: [Link to Website Application](#)

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



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



We would like to formally invite you to this year's

Coaldale Summer Fest

The theme for this year's event is

Honouring Our Past, Building Our Future

Date: the weekend of *Saturday, August 8*

Website: <https://www.coaldalesummerfest.ca/>

[Coaldale Summer Fest](#) is the Town of Coaldale's premier summer celebration — a high-energy, family-friendly event that brings people together for a full day of music, food, entertainment, and small-town charm. The event features a pancake breakfast fundraiser for the Knights of Columbus, A Food Bank BBQ Lunch Fundraiser, Kinsmen Beer Garden, Show N' Shine, Live Entertainment, Domesticated Divas' Market, multiple petting zoos and other kids' activities, food trucks, Fireworks and more.

We are excited to announce that this year's headliner is The Washboard Union.



To learn more about Coaldale Summer Fest and view the full schedule of events, visit: www.coaldalesummerfest.ca.

Some highlights this year include:

- 🏠 [Movie in the Park](#): Friday, August 7 at 7 p.m.
- 🍭 [Candy Parade](#): Saturday, August 8 at 11 a.m.
- 🚗 [Coaldale Custom Cruisers Show N' Shine](#): Saturday, August 8 at Noon
- 🎸 [Washboard Union Concert](#): Saturday, August 8 at 8:30 p.m.
- 🎆 [Fireworks](#): Saturday, August 8 at approximately 10:30 p.m.
- 🛒 🎵 🎉 [And much, much more!](#)

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - June 2026
Meeting: Council Meeting - 16 Jul 2026
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 09 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

No motion required.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2026 June Lethbridge County Council Attendance](#)

Lethbridge County Council Attendance
June 2026

Division 1

Councillor Lorne Hickey

June 4	Enforcement Update
June 15	Council Dinner with NDP MLAs
June 17	Green Acres Executive & Finance Meetings
June 18	Lethbridge County Council Meeting
June 18	Residential Strategy Workshop
June 22	Bursary Committee Meeting
June 24	Green Acres Board Meeting

Division 2

Reeve Tory Campbell

June 4	Administration to Council Update
June 8	Meeting with Resident
June 9	Meeting with Town of Coalhurst Mayor & CAO, County Administration
June 15	Council Dinner with NDP MLAs
June 16	Fortis Alberta/Birds of Prey 20th Anniversary BBQ
June 17	EDL Board Meeting, Virtual
June 18	Lethbridge County Council Meeting
June 18	Residential Strategy Workshop
June 18	SouthGrow AGM
June 19	Coaldale Potable Water Reservoir Ribbon Cutting
June 22	Media Availability, Regional Planning
June 23	Lethbridge IDP Meeting Agenda Review with City of Lethbridge, Virtual
June 29	Tour of University Hall, U of L

Division 3

Councillor Mark Sayers

June 3	Link Pathway Board meeting
June 3	FCSS Board meeting
June 4	Special Council meeting
June 4	ORRSC Board meeting
June 15	Council Dinner with NDP MLAs
June 16	Fortis Alberta/Birds of Prey 20th Anniversary BBQ
June 18	Lethbridge County Council Meeting
June 22	Bursary Committee meeting

Division 4**Deputy Reeve John Kuerbis**

June 2	Weekly meeting with Community Futures Executive Director
June 4	Enforcement Update
June 9	Weekly meeting with Community Futures Executive Director
June 12	Community Futures Finance Committee meeting
June 12	Weekly meeting with Community Futures Executive Director
June 15	Council Dinner with NDP MLAs
June 16	Waste Committee meeting
June 16	Fortis Alberta/Birds of Prey 20th Anniversary BBQ
June 18	Lethbridge County Council Meeting
June 18	Residential Strategy Workshop
June 24	Community Futures AGM
June 24	Coalhurst IDP meeting

Division 5**Councillor Kevin Slomp**

June 15	Council Dinner with NDP MLAs
June 16	Waste Commission meeting
June 17	Butterfly Ridge meeting in Monarch
June 18	Lethbridge County Council Meeting
June 18	Residential Strategy Workshop
June 24	County/Coalhurst Intermunicipal Committee Meeting

Division 6**Councillor Eric Van Essen**

June 4	Enforcement Update
June 18	Lethbridge County Council Meeting
June 18	Residential Strategy Workshop
June 23	Town Hall with Deputy AG Minister for ASB

Division 7**Councillor Tony Ankermann**

June 4	Enforcement Update
June 15	Council Dinner with NDP MLAs

June 16	Fortis Alberta/Birds of Prey 20th Anniversary BBQ
June 18	Lethbridge County Council Meeting
June 18	Residential Strategy Workshop
June 18	County/Coalhurst Intermunicipal Committee Meeting
