AGENDA
Council Meeting Meeting
9:30 AM - Thursday, November 19, 2020
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

4 - 9 1. **November 5, 2020 County Council Meeting Minutes**
County Council - 05 Nov 2020 - Minutes - Pdf

D. SUBDIVISION APPLICATIONS

E. PUBLIC HEARINGS

F. DELEGATIONS

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

10 - 14 G.1.1. **Roelof Heinen - Correspondence and Road Development Request**
Roelef Heinen - Correspondence and Road Development Request

15 - 20 G.1.2. **Wiseman Feeders - Correspondence and Road Construction Request**
Wiseman Feeders - Correspondence and Road Construction Request

21 - 33 G.1.3. **Dust Control Policy Update**
Dust Control Policy Update

G.2. COMMUNITY SERVICES

34 - 36 G.2.1. **Coaldale Fire Department Equipment Replacement**
Coaldale Fire Department Equipment Replacement - Pdf

37 - 38 G.2.2. **SouthGrow Regional Initiative Update**
SouthGrow Regional Initiative update - Pdf

39 - 50 G.2.3. **Spring/Summer/Fall CPO Report**
Spring/Summer/Fall CPO Report - Pdf

G.3. CORPORATE SERVICES

51 - 53 G.3.1. **Highway 3 Twinning Development Association Membership Fee Request**
Highway 3 Twinning Development Association Membership Fee Request - Pdf

54 - 56 G.3.2. **2020 Tax Auction Reserve Bid and Conditions of Sale**
2020 Tax Auction Reserve Bid and Conditions of Sale - Pdf

G.4. ADMINISTRATION

57 - 93 G.4.1. **Policies Request to Rescind:**
151 - Computer Usage
152 - Disposal of IT Hardware
153 - IT Platform
158 - Technology for Councillors
Policies 151 - Computer Usage; 152 - Disposal of IT Hardware; 153 - IT Platform; 158 - Technology for County Councillors - Request to Rescind - Pdf

94 - 103 G.4.2. **Lethbridge County Policies (#103, 127, 141) consolidated into revised Policy #127**
Lethbridge County Policies (#103, 127, 141) consolidated into revised Policy #127

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

104 - 105 1. **County Council Meeting Date Changes 2021**
County Council Meeting Date Changes 2021 - Pdf

106 - 109 2. **Lethbridge County Council Attendance Update - October 2020**
Lethbridge County Council Attendance Update - October 2020

J. CLOSED SESSION

1. **Request for Letter of Support for Energy Project** ***(FOIP Section 16 and 25(1))***

K. ADJOURN

MINUTES
County Council Meeting

9:30 AM - Thursday, November 5, 2020
Council Chambers

The County Council of Lethbridge County was called to order on Thursday, November 5, 2020, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Lorne Hickey
Councillor Morris Zeinstra
Councillor Tory Campbell
Councillor Robert Horvath
Deputy Reeve Ken Benson
Councillor Steve Campbell
Councillor Klaas VanderVeen
Chief Administrative Officer, Ann Mitchell
Director of Community Services, Larry Randle
Director of Public Operations, Jeremy Wickson
Infrastructure Manager, Devon Thiele
Manager of Finance & Administration, Jennifer Place
Executive Assistant, Candice Robison

A. CALL TO ORDER

Reeve Lorne Hickey called the meeting to order at 9:30 am.

At this time Dana Johnson, Human Resources Manager introduced new employees Laura Nugent, Human Resources Generalist, Candice Robison, Executive Assistant to CAO and Council and Graham White, Construction Works Coordinator. Council welcomed everyone to the Lethbridge County team.

B. ADOPTION OF AGENDA
November 5, 2020 Lethbridge County Council Meeting Agenda

300-2020	Deputy Reeve Benson	MOVED that Lethbridge County Council approve the November 5, 2020 Lethbridge County Council Regular Meeting Agenda as amended to include the introduction of new staff.	CARRIED

C. ADOPTION OF MINUTES

C.1. *County Council Organizational Meeting Minutes - October 15, 2020*

301-2020	Councillor S.Campbell	MOVED that the October 15, 2020 County Council Organizational Meeting Minutes be approved as presented.	CARRIED

C.2. *County Council Regular Council Meeting Minutes - October 15, 2020*

302-2020	Councillor VanderVeen	MOVED that the October 15, 2020 County Council Regular Meeting Minutes be approved as presented.	CARRIED

D. SUBDIVISION APPLICATIONS

D.1. *Subdivision Application #2020-0-103 – Heck/Zopoula – Lots 6 & 7, Block 3, Plan 1212032 within SW1/4 1-9-21-W4M*

303-2020	Councillor Zeinstra	MOVED that the Grouped Country Residential subdivision of Lots 6 & 7, Block 3, Plan 1212032 within SW1/4 1- 9-21-W4M (Certificate of Title No. 161 235 850, 131 289 539), to create four (4) lots, ranging

from 2.74 to 3.43 acres (1.11 to 1.39 ha) respectively in size, from two titles consisting of 12.52 acres (5.07 ha) in total, 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 a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That shared legal access easement(s) be provided to accommodate the joint sharing of the area for driveway accesses (along pan-handles) that straddle the common shared property line between the proposed lots as a result of subdivision.
4. That the applicant provides an updated professional soils analysis with additional test holes for the proposed lots in accordance with the 2015 Alberta Private Sewage Systems Standard of Practice, to verify suitability and provide recommendations for private on-site septic system installations.
5. The applicant or owner or both is responsible for providing to Lethbridge County any additional engineered storm water drainage plans or details for the two parent parcels being subdivided and in consideration of the ASP approved for the SW1/4 1-9-21-W4M. As the land is located within the Malloy Drainage basin, the applicant must receive final approval from Lethbridge County regarding storm water drainage or lot grading with respect to the Malloy Drain Master Drainage Plan.
6. That any drainage easements as required by Lethbridge County with respect to the final storm water drainage plan be established, to be registered concurrently with the final plan of subdivision.
7. That the easement(s) as required by ATCO Gas, or any other utility agencies, shall be established prior to finalization.
8. That the applicant submits a final Plan of Survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the subdivided lots as approved by the Subdivision Authority.

CARRIED

D.2. ***Subdivision Application #2020-0-111– 644213 Alberta Ltd. (Howe) – Block Z, Plan 7770 AU within NE1/4 26-8-21-W4M***

304-2020	Councillor Zeinstra	MOVED that Subdivision Application 2020-0-111 be placed on the table. CARRIED
305-2020	Deputy Reeve Benson	MOVED that Subdivision Application 2020-0-111 be lifted from the table. CARRIED
306-2020	Councillor VanderVeen	MOVED that the Grouped Country Residential subdivision of A portion of Block Z, Plan 7770 AU within NE1/4 26- 8-21-W4M (Certificate of Title No. 061 522 377), to subdivide a title containing 39.96 acres (16.18 ha) and create nine (9) grouped country residential parcels, ranging from 3.09 to 4.00 acres (1.25 to 1.62 ha) respectively in size, and one 5.78 acre (2.34 ha) PUL for a storm pond; BE APPROVED subject to the following:

RESERVE:
The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 39.96 acres at the market value of $23,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The agreement may address utility servicing, future water connections, drainage and storm water pond facilities, road upgrades and any new approaches required. The agreement may also address the requisition of the owner's proportionate costs related to Lethbridge County preparing the overall Section 26 ASP and may also include provisions related to an Endeavor to Assist clause.
3. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.
4. That any easement(s) as required by the municipality shall be established including: (a) A 3.5 metre utility R/W and easement in Lethbridge County's name is to be provided for Lots 1 to 7 along the north lot frontages adjacent to Twp Rd 8-5, to be a shared utility R/W for all shallow utilities, to be registered concurrently with the subdivision final endorsement. (b) That a 12.0 metre drainage R/W and easement is to be provided along the south perimeter of Lots 1 to 7 to protect the drainage ditch channel, to be registered concurrently with the subdivision final endorsement. (c) That a 5.0 metre drainage R/W and easement is to be provided along the north perimeter of Lot 8 to convey drainage to the adjacent west storm pond in Lot 10PUL.
5. That the structures/abandoned buildings presently situated on the proposed Lot 10PUL to be utilized for the storm pond, be removed to the satisfaction of Lethbridge County prior to final endorsement, unless the terms of removal are separately addressed in the Development Agreement.
6. That the applicant is responsible for obtaining and submitting a copy of an approval granted under the Water Act and a registration under EPEA from the AEP for the storm water management system and plan to Lethbridge County, prior to final endorsement of the subdivision. CARRIED
7.

D.3. ***Subdivision Application #2020-0-117 – Reimer - Lot 1, Block 1, Plan 1710795 & Lot 2, Block 1, Plan 1710796 within SE1/4 11-10-20-W4M***

307-2020 Councillor VanderVeen MOVED that the Country Residential subdivision of Lot 1, Block 1, Plan 1710795 & Lot 2, Block 1, Plan 1710796 within SE1/4 11-10-20-W4M (Certificate of Title No. 171 278 712, 171 071 920 +1), to reconfigure (land swap) two titles within a ¼-section, though subdivision and consolidation, by amalgamating into the ¼- section an existing 3.67 acre (1.487 ha) title in the northeast corner, and in-turn subdivide out a new 8.09 acre (3.27 ha) title in the southeast corner respectively, for county 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 a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and portions of land to be subdivided and consolidated (with Lot 2, Block 1, Plan 1710796 being consolidated into the ¼-section) to reconfigure the land titles, are to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That the applicant submits a final plan of survey as prepared by a certified Alberta Land Surveyor that certifies the exact location and dimensions of the 8.09 acre parcel being subdivided as approved. CARRIED

Reeve Hickey recessed the meeting at 11:15 am.

The meeting reconvened at 11:30 am.

E. PUBLIC HEARINGS

F. DELEGATIONS

See Item J1

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

G.1.1. *Hosting Status - 2023 ASB Summer Tour and Conference*

308-2020 Councillor Zeinstra MOVED that funding of $50,000 per year (2021, 22, 23) is placed in reserves for hosting the 2023 ASB Summer Tour. The remainder of funding to be in 2023 to cover expenses related to Tour in the year of occurrence (estimated to be another $50-150,000).

MOTION DEFEATED

309-2020 Councillor T.Campbell MOVED to Rescind the offer to host the 2023 ASB Summer Tour, and notification be forwarded to the president of the Alberta Association of Agricultural Fieldman (AAAF).

CARRIED

G.2. COMMUNITY SERVICES

G.2.1. *Planning and Development Department - 3rd Quarter Report 2020*

310-2020 Councillor VanderVeen MOVED that the Planning and Development 3rd Quarter Report be received for information. CARRIED

G.2.2. *Bylaw 19-015 - Road Closure, Sale, and Consolidation - Between SE 31-9-20-W4 and SW 32-9-20-W4 - 2nd and 3rd Reading*

311-2020 Councillor Horvath MOVED that Bylaw 19-015 Road Closure, Sale and Consolidation - Between SE 31-9-20-W4 and SW 32-9-20-W4 be read a second time.

CARRIED

312-2020 Councillor S.Campbell MOVED that Bylaw 19-015 Road Closure, Sale and Consolidation - Between SE 31-9-20-W4 and SW 32-9-20-W4 be read a third time.

CARRIED

G.2.3. *Bylaw 20-020 - Amendment to the Land Use Bylaw to Redesignate Lands within the Hamlet of Turin and adjust the Hamlet of Turin Boundary*

313-2020 Councillor Zeinstra MOVED that Bylaw 20-020 -Amendment to the Land Use Bylaw to Re-designate Lands within the Hamlet of Turin and adjust the Hamlet of Turin Boundary be read a first time. CARRIED

G.2.4. *Proposed Amendment to Policy 109A - Road Allowance Closure and Sale*

314-2020 Councillor VanderVeen MOVED that Road Allowance Closure and Sale Policy No. 109A be adopted as presented at the November 5, 2020 Council meeting. CARRIED

Reeve Hickey recessed the meeting at 12:00 pm.

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

G.3. CORPORATE SERVICES

G.4. ADMINISTRATION

G.4.1. *Town of Picture Butte Letter Regarding Recreation Funding Agreement*

315-2020 Councillor VanderVeen MOVED that the County Council accepts the October 28, 2020 Town of Picture Butte letter regarding the Recreation Funding Agreement for information. CARRIED

H. NEW BUSINESS

H.1. *Policy 159- Local Authorities Pension Plan (LAPP)*

316-2020 Councillor S.Campbell MOVED that Lethbridge County Council approve the revisions to Policy #159, Local Authorities Pension Plan (LAPP), as presented. CARRIED

H.2. *Picture Butte Emergency Services Awards Ceremony- November 18, 2020 - Picture Butte Community Centre*

317-2020 Councillor VanderVeen MOVED that Councillors Morris Zeinstra and Klaas VanderVeen be authorized to attend the Picture Butte Emergency Services awards ceremony scheduled for November 18, 2020 at the Picture Butte Community Centre and bring best wishes to Mr. Daniel Arnoldussen for the Alberta Emergency Services Medal for 12 years of service to the people of the Province of Alberta and that any councillor wishing to send video congratulations be authorized to do so. CARRIED

I. COUNTY COUNCIL AND COMMITTEE UPDATES

J. CLOSED SESSION

J1. 10:15 a.m. John Grove - Altalink (FOIP Section 16 and 25(1))
J2. Offer to Purchase (FOIP Section 25(1))

318-2020 Deputy Reeve Benson MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the *Municipal Government Act*, the time being 10:15 am, for discussion on the following:

J1. John Grove – Altalink (*Freedom of Information and Protection of Privacy Act*, Sections 17, and 25)

J2. Offer to Purchase *(Freedom of Information and Protection of Privacy Act, Section 25)*

Present during the Closed Session:
Lethbridge County Council
Senior Management
Administration Staff
Consultant
CARRIED

319-2020	Councillor Horvath	MOVED that the Lethbridge County Council Meeting move out of the closed session at 10:55 am.	CARRIED

J.1. ***Offer to Purchase - (FOIP Section 25(1))***

320-2020	Councillor T.Campbell	MOVED that County Council approve the offer and direct administration to complete the sale of the parcels.	CARRIED

J.2. ***John Grove - Altalink Presentation***

321-2020	Councillor S.Campbell	MOVED that County Council receives the presentation from John Grove, Altalink for information.	CARRIED

K. ADJOURN

322-2020	Councillor VanderVeen	MOVED that the Lethbridge County Council Meeting adjourn at 12:57 pm.	CARRIED

Reeve

CAO

AGENDA ITEM REPORT

Title: Roelof Heinen - Correspondence and Road Development Request
Meeting: County Council - 19 Nov 2020
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer, None

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☒	☐	☐	☒

EXECUTIVE SUMMARY:

Roelof Heinen has sent correspondence to Council requesting the roadway to his undeveloped property is built by the County to meet road standards.

RECOMMENDATION:

Correspondence to Roelof Heinen that it will be the cost of the developer for the undeveloped road allowance to be built to a County excepted standard as per Infrastructure Department guidelines. Extend sponsorship of $3000, prorated to 2020 approximately $4000, for road build for development as per existing policy.

Rescind Policy 311 Construction of Public Road Allowance

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 311 Construction of Public Road Allowance details sponsorship of $3000 for road development.

Policy 311 has been in effect since 1984, last updated in 2005, but has not been used for several years as developing road allowances has been the responsibility of the developer.

BACKGROUND INFORMATION:

Existing policy is not being utilized. Cost of road development for subdivisions and industrial parks has been at the primary cost of the developer with some subsidized cost from the County.

Lethbridge North Irrigation District (LNID) previously upgraded the portion of the road south of Hwy 843 pavement for half a mile to facilitate access to their infrastructure. In addition, residential property

was developed at the south end of this road and the town of Picture Butte has provided water curb stops down to these properties for future development, one of which belongs to Mr.Heinen.

ALTERNATIVES / PROS / CONS:

Option #1
Road development and internal construction forces could build roadway as part of a future project schedule

PROS
Road allowance development is under the direction and control of the municipality.
CONS
Precedent-setting, developers will expect the County to build future roadways for them or share in the cost.

Option #2
Mr.Heinen I provide a letter of correspondence that the road can be developed to County specifications and the County will contribute a portion to the road build as per policy.

PROS
Maintains current practice for development that road upgrades or development are in conjunction with the development agreement, and at the cost of the said developer
CONS

FINANCIAL IMPACT:

If the County builds roadway costs are undetermined at this time.

REASON(S) FOR RECOMMENDATION(S):

Undeveloped road allowances are the responsibility of the developer.

ATTACHMENTS:

Roelof Heinen Request Letter for Road Development
Roelof Heinen Road Inquiry for Development
311 Construction of Public Road Allowances

October 5,2020

Lethbridge County

Lethbridge, AB

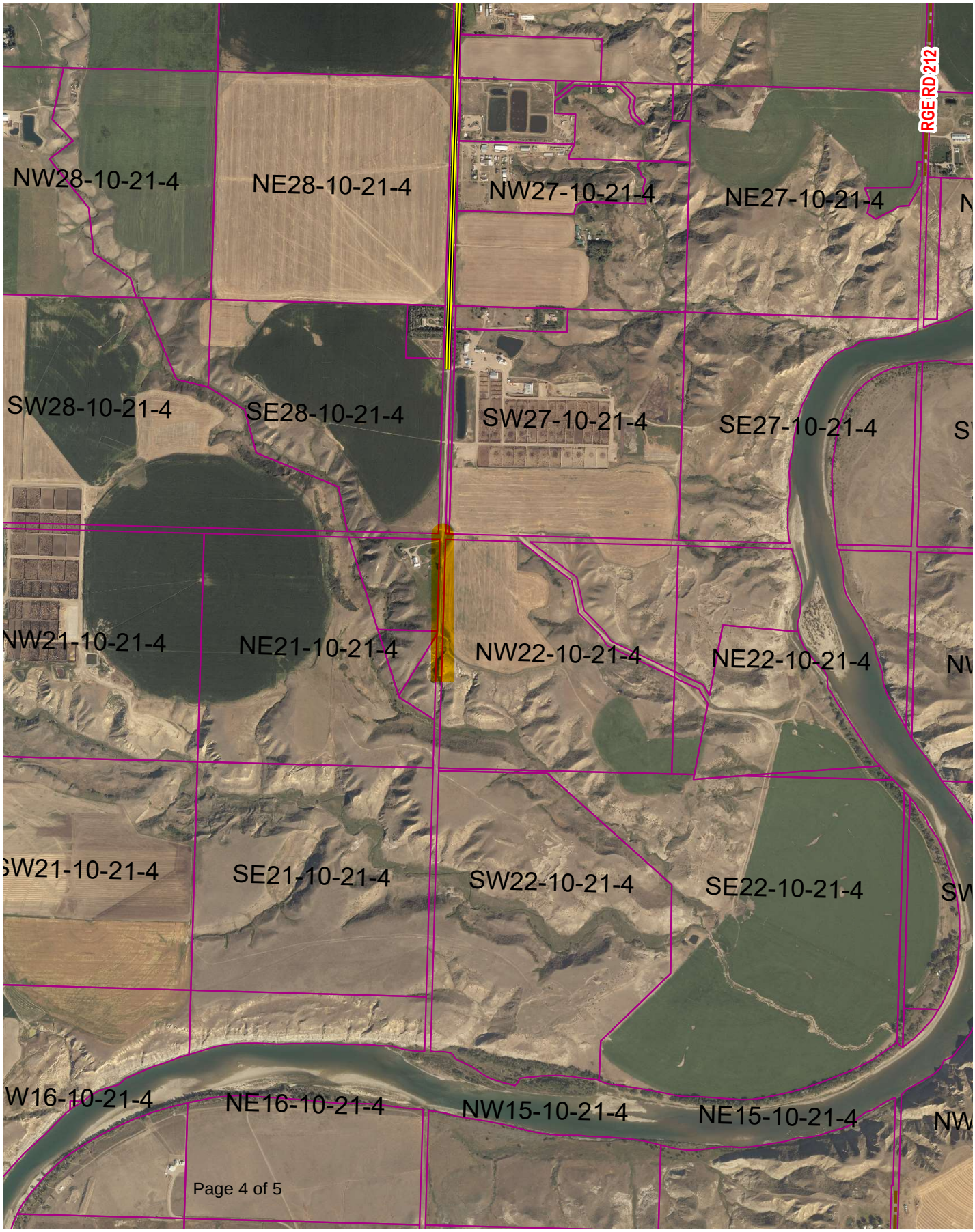
Lethbridge County Council
Lethbridge County Administration

As I have been informed that it is essential to have an allweather road to service one's property I hereby request to have upgraded that portion of Highway 843 south that presently is not up to that standard. This portion of the road that is not up to standard services Vander Heyden Farms, a parcel that L.N.I.D. owns and my property Plan 0010218 within NE 21-10-21-4. As the immediate portion south of the paved surface was upgraded a few years ago at no cost to the adjacent land owner, I expect the same to hold true.

Respectfully submitted,

Roelof Heinen

Roelof Heinen
Box 396
Picture Butte, AB
T0K 1V0
403 732-4846


RGE RD 212
NW28-10-21-4
NE28-10-21-4
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NE27-10-21-4
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SW27-10-21-4
SE27-10-21-4
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NE21-10-21-4
NW22-10-21-4
NE22-10-21-4
SW21-10-21-4
SE21-10-21-4
SW22-10-21-4
SE22-10-21-4
W16-10-21-4
NE16-10-21-4
NW15-10-21-4
NE15-10-21-4
Page 4 of 5

County of Lethbridge Policy Handbook

EFFECTIVE:	**November 15, 1984**	**SECTION: 300**	**NO. 311**
APPROVED BY:	**County Council**	**SUBJECT: Construction of Public Road Allowances**	
REVISED DATE:	**April 21, 2005**		

IN ACCORDANCE with the Municipal Government Act and the Planning Act, the Council of the County of Lethbridge will consider all proposals for development or improvement of public road allowances under the following criteria:

l) The Developer must enter into a Development Agreement with the County of Lethbridge. 311-AGMT-05A - (County) 311-AGMT-05B - (Contractor).

2) The Developer must provide a professionally prepared design of the work to be carried out, which will meet government standards as well as County approval.

3) When the Developer wants to contract a project to private industry, they shall provide the quotations from two reputable contractors, which detail the work to be done, in accordance with the design, that has been prepared and approved, and the cost to undertake the project with a start time and completion date noted.

4) When the Developer wants the County to undertake the project, the applicant must request the County to do so in writing, along with the submission of the professionally prepared design and the County will provide a written cost estimate to the applicant.

5) In either case, the County will contribute a maximum of $3,000.00 or 25 percent of the cost of the project, whatever is the lesser.

6) The County will only commit funding to the projects as follows:

   a) A Development Agreement is signed with the Developer providing proof of payment to a contractor and proof of work completed.

   b) The Development Agreement is signed and a deposit of 100 percent of the cost estimate, less the County contribution, is made with the County when County equipment is used for the project.

7) When the Developer uses the services of a contractor and they are approved by the County, the County retains the right to have County employees supervise the work of the contractor. At any time the County finds that the contractor is not performing the work as per the approved design, corrective steps will be taken immediately by the Developer and the contractor, or the work project will be halted by the County.

AGENDA ITEM REPORT

Title: Wiseman Feeders - Correspondence and Road Construction Request
Meeting: County Council - 19 Nov 2020
Department: Municipal Services
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer, Approved - 11 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☒	☒	☒	☒

EXECUTIVE SUMMARY:

Wiseman Feeders, via Mac MacLean the primary shareholder, has requested road construction upgrades to RR 20-5 north of TWPR 10-2 of approximately 1.6 kilometers of road allowance. The road in question is a medium grade roadway connected to the County Haul Route Network with decent side slopes that serves a 15,000 head feedlot.

RECOMMENDATION:

Administration to provide a letter of correspondence in response to Wiseman Feeders, via Mac McLean, informing them of the future consideration of the road project along RR 20-5 for road rehabilitation, to be determined by operations staff.

Public Works to prepare an estimate for construction and schedule as a future project for the rehabilitation of existing developed road allowance. A road project can be added to a future year for internal construction operations.

PREVIOUS COUNCIL DIRECTION / POLICY:

The County has previously received similar requests for road upgrades and each are evaluated for potential construction at a future date.

Internal road construction projects have historically been funded through the annual operations budget.

BACKGROUND INFORMATION:

The road was primarily built upwith pit run materials in the past and not properly clay capped for a decent riding surface. County roadways that have been flooded over or padded through with pit run

often need to be clay capped in the future. This method of road rehabilitation involves sourcing localized clay resources to add 6-12 inches of fill material compacted on the road surface.

ALTERNATIVES / PROS / CONS:

#1 County can accept correspondence for information.
No action.

#2 Operations staff can prepare an estimate for the road rehabilitation project.
PROS
County internal construction is intended for road upgrades including minor rehabilitation and budgeted annually.
CONS
County has multiple road requests per year, priority for construction will need to be established

#3 Operations continue with current maintenance operations, no road rehabilitation.
PROS
Ongoing maintenance cost is stretched out from year to year
CONS
No improvements to the road, which was the primary concern brought forward

FINANCIAL IMPACT:

Cost estimate for the road upgrade would need to be estimated based on proximity to a clay source to cap the given road section.

REASON(S) FOR RECOMMENDATION(S):

Road project can be added to future internal construction projects. Survey and design work would need to be completed for a preliminary estimate of the potential construction. A borrow source in close proximity for clay could be sourced in conjunction with adjacent landowners.

ATTACHMENTS:

Mac Maclean - Wiseman Feeders RR 20-5
RR 20-5 north of TWPR 10-2 Aerial

Alberta Beef Corp.
[redacted]
M.S. MacLean Livestock Co. Ltd.
[redacted]
Wisemen Feeders Ltd.

[redacted]
Lethbridge, Alberta T1J 4P4
P 403.328.8160
F 403.328.8164
P 403.329.3835 (Feedlot)

Mac MacLean
PO Box 875
Lethbridge AB T1J 3Z8
September 29, 2020

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

Dear: Council Members

I am submitting this letter in anticipation of acquiring long-overdue road improvements to Range Road 20-5 north of Township 10-2. Range Road 20-5 has been in deplorable condition for over 30 years. This road was a major County of Lethbridge (County) gravel haul road in the 1970's, 1980's, and early 1990's as the County had a gravel crushing agreement for gravel from the Oldman River. During those years, the road was also used extensively for a County dump site, several Lethbridge packing house paunch manure dumping area, and the Marathon sand and gravel pit.

In 1991, Wisemen Feeders Ltd. (Wisemen) built a 10,000 head feedlot and asked Duane Clemahagan to rebuild the road to County standards with barrow pits and crowning. We were told that it was never a priority and there was a lack of money to do that work. The County kept the road open by using road cloth and pit run fillers. The road remains that way today except for a barrow pit and small road crowning done in 2016.

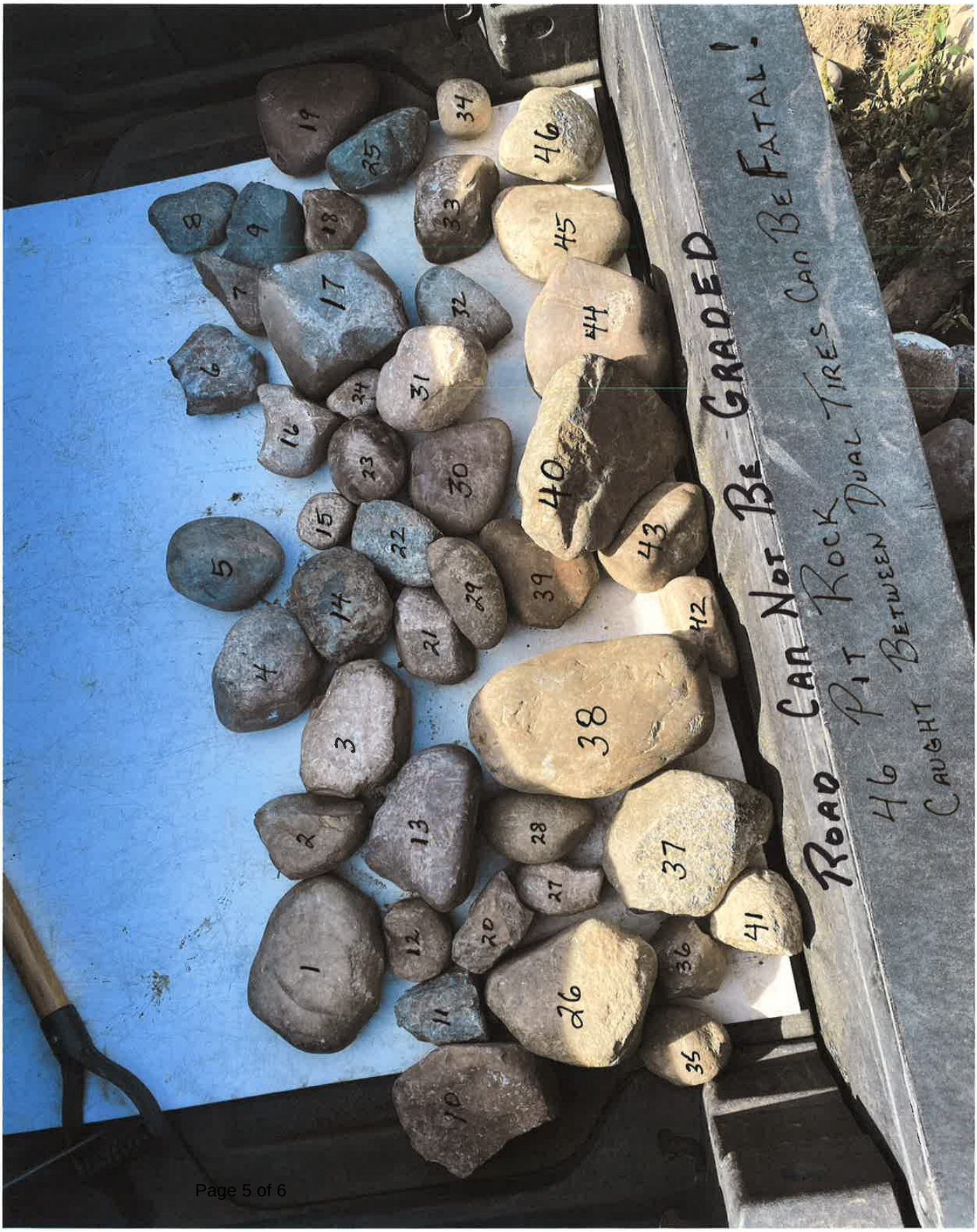
Wisemen's equipment, in the last 30 years, has kept the road passable on many winter and wet spring occasions. It should be noted that we have had a far better maintenance program with Darren Gillies in the last few years. A huge improvement also occurred when the road was designated as a school bus route. The problem today is that the road is not properly gradable with its massive amounts of surface pit run. Southern Alberta cattle producers have been taxed heavily and told that we are largely to blame for County roads' conditions and expenses. Wisemen inherited an unacceptable road and has over the last four years paid $171,000.00 special tax!

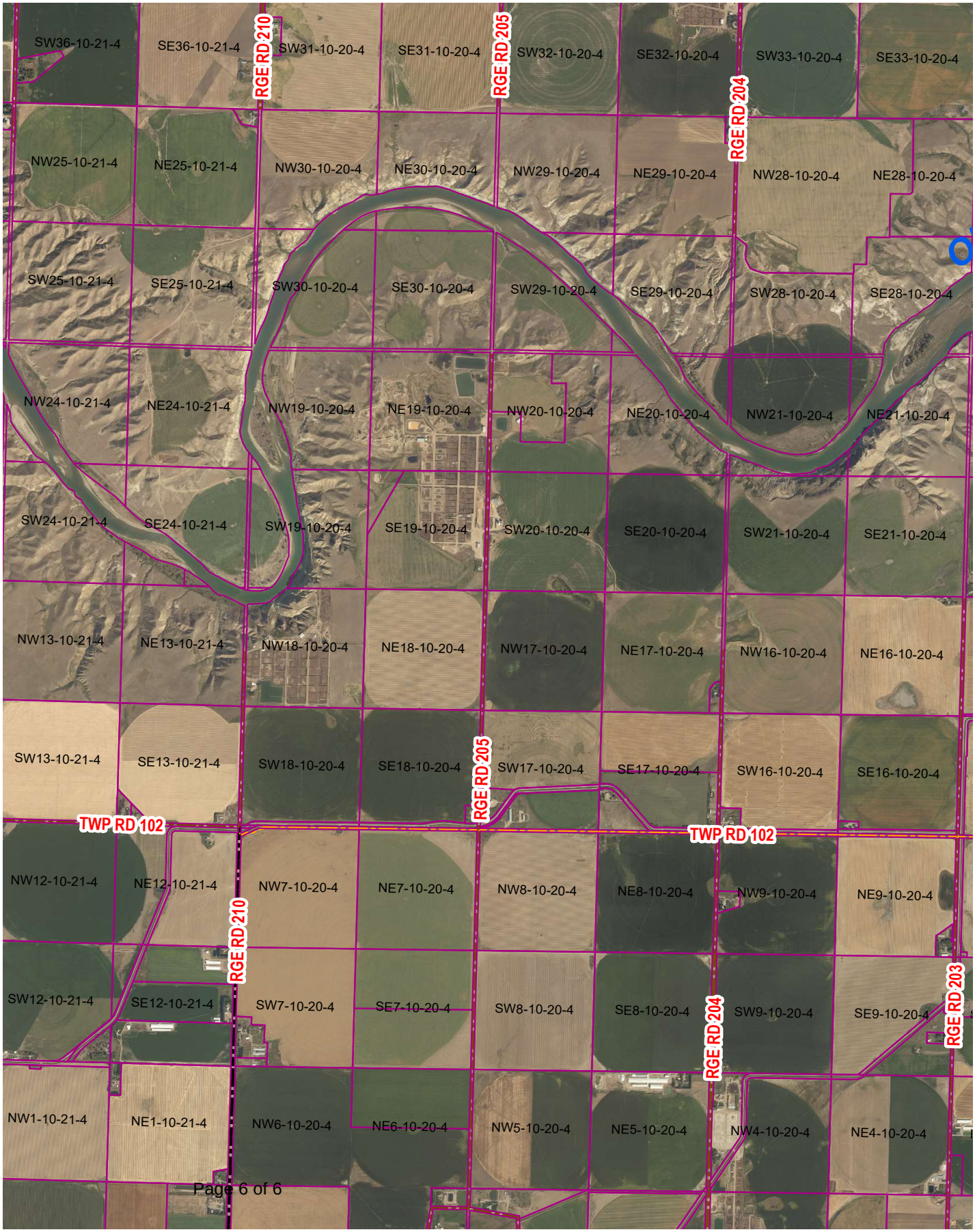
Please review my pictures of the latest hazardous rocks that appear after every new grading. Please also take note of the four mile east/west Township Road 10-2 as it is posted annually for reduced speed due to improper initial construction and unmanageable grading needs.

I look forward to discussing a timely solution to this long-awaited road improvement. Please contact me at 403-317-5915 or mallive@shaw.ca.

Sincerely,

Mac MacLean
Owner


ROAD CAN NOT BE GRADED
ROCK PIT DUAL TIRES CAN BE FATAL!
46 BETWEEN
CAUGHT


SW36-10-21-4
SE36-10-21-4
RGE RD 210
SW31-10-20-4
SE31-10-20-4
RGE RD 205
SW32-10-20-4
SE32-10-20-4
SW33-10-20-4
SE33-10-20-4
RGE RD 204
NW25-10-21-4
NE25-10-21-4
NW30-10-20-4
NE30-10-20-4
NW29-10-20-4
NE29-10-20-4
NW28-10-20-4
NE28-10-20-4
SW25-10-21-4
SE25-10-21-4
SW30-10-20-4
SE30-10-20-4
SW29-10-20-4
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SE17-10-20-4
SW16-10-20-4
SE16-10-20-4
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TWP RD 102
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NE12-10-21-4
NW7-10-20-4
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NW8-10-20-4
NE8-10-20-4
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SE8-10-20-4
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NW6-10-20-4
NE6-10-20-4
NW5-10-20-4
NE5-10-20-4
NW4-10-20-4
NE4-10-20-4

AGENDA ITEM REPORT

Title: Dust Control Policy Update
Meeting: County Council - 19 Nov 2020
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer, Approved - 11 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☒	☒	☐	☐	☒

EXECUTIVE SUMMARY:

Administration has been updating previous County policy documents.

Public Works provides dust control as an annual subsidized program to residents. The existing policy was updated in 2015 and the changes proposed will provide further clarification. Through the research of existing policies, there were 2 others that can be rescinded accordingly.

RECOMMENDATION:

Council adopts updated policy 314 Dust Control with amendments.

Council to direct administration to add the subsidized charge of $5 per lineal meter up to the 200-meter application maximum, overages of 200 meters to be charged at $10 per lineal meter, to the Schedule of Fees Bylaw.

Council rescinds policy 302 Private Dust Control on County Roads.

Council rescinds policy 405 Used Motor, Crude, or Waste Refined Oil Application for Dust Control.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 314 Dust Control was last updated in 2015, originally in place since 1981. The current proposed changes for 2020 include having an associated cost in the Schedule of Fees Bylaw for dust control applications.

Policy 302 Private Dust Control on County Roads, effective since 2001, revised in 2010.

Policy 405 Used Motor, Crude, or Waste Refined Oil Application for Dust Control, effective since 1997, revised in 1997.

The fee charged for dust control is currently $5 per lineal meter up to 200 meters, overages of 200 meters are charged at $10 per lineal meter. The cost was adjusted following the 2017 season to be $5 as cost recovery and $5 subsidized. Previously it has been adjusted internally and it should be linked to the Schedule of Fees Bylaw as it is an annual service provided to the residents with a budgeted financial implication.

BACKGROUND INFORMATION:

In reviewing current County policy and bylaws it was found we had 3 seperate dust control related policies. The intention of bringing forward an amended policy and rescinding others is to provide operational clarity and direction.

The unit rate for which this program is calculated is per lineal metre and includes material, equipment, and labour. The rate is derived from a 3 year rolling average of actual costs and divided by the number of metres completed in a given year. The number of lineal metres fluctuates based on the total number of applicants which also varies from year to year.

The historical costs per lineal meter are as follows:

- 2010 - $8.00
- 2011 - $8.00
- 2012 - $8.00
- 2013 - $9.00
- 2014 - $9.00
- 2015 - $9.00
- 2016 - $9.30
- 2017 - $9.30
- 2018 - $10.00
- 2019 - $10.00
- 2020 - $10.00

ALTERNATIVES / PROS / CONS:

Alternative

Council could change the subsidized factor for services, this could be gradually increased or decreased.

Council could eliminate dust control program

FINANCIAL IMPACT:

The policy change itself has no financial implications

Dust control is a subsidized program with the County that provides a service to residents.

In 2020 the expenditures for residential dust control were:

Expense to County	Budget $450,000	Actual $477,170
Revenue of cost share from Resident	Budget $236,900	Actual $245,885 (51.5%)
	Subsidized Amount for 2020	$231,285 (48.5%)

No adjustments to the subsidized cost are recommended at this time. The current calcium chloride contract rates are in effect till the year-end of 2022.

REASON(S) FOR RECOMMENDATION(S):

Periodically policies need to be reviewed and updated accordingly.

Administration has been reviewing current policies for relevancy and several policies in regards to dust control could be eliminated.

ATTACHMENTS:

314 Dust Control
302 Private Dust Control on County Roads
405 Used Motor Crude or Waste Refined Oil Application
314 Dust Control Agreement - 2021 Season
314 Dust Control FINAL

Lethbridge County Policy Handbook

EFFECTIVE:	**March 19, 1981**	**SECTION: 300**	**NO. 314 Page 1 of 2**
APPROVED BY:	**County Council**	**SUBJECT:**	**Dust Control**
REVISED DATE:	**November 5, 2015**		

PURPOSE

The purpose of this policy is to provide annual dust control to Lethbridge County residents on a cost-share initiative.

An advertisement shall appear in the local newspaper each year, as well as on the Lethbridge County website prior to the onset of the Dust Control Program, advising ratepayers of application deadlines and program costs. The deadline for applications shall be set to the 1st of April of each calendar year or the first Monday thereafter.

In the event that extra product is available, it will be offered to landowners missing the deadline on a first-come, first-serve basis at **FULL PRICE** for the next 15 business days or until the product is sold out, whichever comes first.

The County shall attempt to initiate dust control activities within the first two weeks of June of each calendar year with due consideration given to weather, road conditions and supply of material. If circumstances dictate that the Dust Control Crew cannot lay out the full 3 litres of material per square metre in one day they will return as soon as practicable to complete the application.

The Public Works Department will suggest the amount of lineal meters to be performed each year and include in the budget for Council approval. Any demands in excess of the current year's budget shall again be presented to County Council for approval.

Approved products shall include, but will not necessarily be limited to: materials such as magnesium chloride, calcium chloride, lignosulphonates or other manufactured dust control products which become available at a cost effective price. Petroleum based materials shall be excluded as an approved product.

The County shall enter into an agreement with the Applicant prior to any application of dust control. Payment of full amount shall be required by the Applicant(s) prior to commencement of work.

The dust suppression section shall be set at a minimum length of:

- 50 lineal meters for landowner's in subdivisions that do not have more than 50 meters in front of their property or at the discretion of the Public Works Department.
- 100 meters to all other landowners to a maximum length of 200 meters, in increments of 50 lineal meters. Any amount in excess of 200 lineal meters shall be charged at full cost to the Applicant(s) as determined on an annual basis. Should a landowner want to extend an existing farm oiling, they will be required to apply no less than 100 meters of product on one side or 100 meters at each end of the oiling.

The dust suppression shall be a 50:50 cost-sharing agreement between the County and the Applicant(s), with a rate per lineal meter to be determined on an annual basis.

The driveability and the safety of the road is the County's top priority and the dust suppression area will be reverted back to its graveled surface when deemed necessary by the grader operator or his supervisor.

Refunds will NOT be issued in the event that the dust control application is deferred due to road construction, delay in delivery of product, weather conditions, equipment breakdowns or any other circumstance that may postpone application.

County of Lethbridge Policy Handbook

EFFECTIVE:	**April 19, 2001**	**SECTION:**	**300 NO. 302**
APPROVED BY:	**County Council**	**SUBJECT:**	**Private Dust Control on County Roads**
REVISED DATE:	**August 19, 2010**		

The purpose of this policy is to regulate dust control by private individuals through an approval system on County road rights-of-way.

The following conditions apply to all approvals issued.

1. Dust control on County of Lethbridge road rights-of-way shall not be performed without an approval from the County of Lethbridge. Approved dust control products include; but are not necessarily limited to: petroleum-based emulsions or environmentally friendly solutions such as lignosulfonates, grain or vegetable oils.

2. Persons wishing to apply dust control must apply in writing or by faxing the County of Lethbridge. The applicant must give their legal land location, township and range road and the distance they will be applying the dust control product. The application shall also state the applicant's name, address, postal code and telephone number. The applicant must sign a Private Dust Control Agreement (attached) with the County of Lethbridge before any dust control can be undertaken. The applicant shall at all times ensure that all servants, employees, agents, licensees and independent contractors hired or contracted abide by and comply with the terms and conditions set in this policy and shall hold harmless the County of Lethbridge or any of its employees.

3. Dust control approvals will be issued on an annual basis and will include operational guidelines.

4. The applicant must carry out dust control operations in such a manner that no hazard to road traffic will exist due to the operations.

5. In consideration of the granting of this approval, the applicant shall indemnify and save harmless the County of Lethbridge or any of its employees from any claims out of his or her operations.

COUNTY OF LETHBRIDGE
PRIVATE DUST CONTROL AGREEMENT

Between:

Name	Address	City	Prov.	Postal Code	Phone

Hereinafter called the APPLICANT(S)
and the County of Lethbridge, hereinafter referred to as the COUNTY, the APPLICANT(S) do hereby request the following dust suppression be done as outlined below:

Legal Land Description	Range Rd	Township Rd	Length (metres)
SPECIAL NOTES:			

Dust Control Applicator (Name)	
Product Applied	
Date of Application	

In consideration of the mutual covenants contained in this AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

The drivability and the safety of the road is the County's top priority and the dust suppression area will be reverted back to its graveled surface when deemed necessary by the grader operator or his supervisor.

This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators and assigns.

Dated this _____ day of _____, 20___, in the County of Lethbridge in the Province of Alberta.

APPLICANT(S)

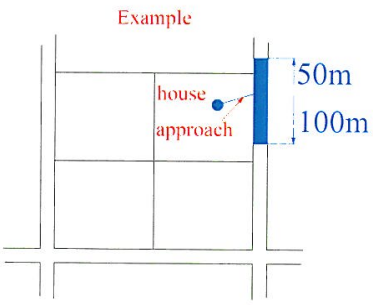
Name(s)	Signature(s)
_____	_____
_____	_____

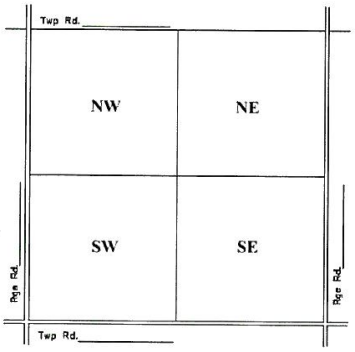
Witness

County Representative	Signature
_____	_____

Important – Applicants Must:

- ✓ Indicate on the plan, the approximate location of the house and the entrance / approach.
- ✓ Indicate the project area along County road.
- ✓ Measure and mark beginning and end of section
- ✓ The County reserves the right to adjust the section length to the agreed amount should a conflict exist.





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County of Lethbridge Policy Handbook

EFFECTIVE:	**Oct. 14, 1997**	**SECTION:**	**400 NO. 405 Pge 1 of 2**
APPROVED BY:	**County Council**	**SUBJECT:**	**Used Motor, Crude or Waste Refined Oil, Application for Dust Control**
REVISED DATE:	**November 24, 1997**		

The purpose of this Policy is to establish minimum guidelines required for the application of used motor, crude or waste refined oil for dust control.

Oils **shall not** be used for dust control on public roads unless:

1. The oil used meets Alberta Environmental Protection Guidelines:
   a. The application of used, waste refined or crude oil
      - in the manufacture of pavement; or
      - on any land for the purpose of road construction, repair or dust suppression;

      is authorized subject to the requirements of subsections b and c.

   b. No person shall mix used, crude or waste refined oil with any material in the manufacture of pavement, or dispose of any used or waste refined oil on any land for the purposes of road construction repair, or dust suppression unless the used, or crude or waste refined oil meets the following specifications:

      Used, Crude or Waste Refined Oil Specifications for Manufacture or Land Application:

Constituent/Property	Allowable Level
Flash point (closed cup)	61 C minimum
Total arsenic	5 mg/L maximum
Total cadmium	3 mg/L maximum
Total halogens (as Cl)	1000 mg/L maximum
Total chromium	6.5 mg/L maximum
Total lead	350 mg/L maximum
Total polychlorinated biphenyls	5 mg/L maximum
Total zinc	1000 mg/L maximum

c. No person shall apply used, crude or waste refined oil on any land for the purposes of road construction, repair or dust suppression unless:
   - The used, crude or waste refined oil meets the specifications in subsection 2;
   - The location of proposed application is more than 25m from surface water or a domestic water supply source;
   - The application rate will not result in a visible runoff of oil beyond the traveled portion of the road or other land;
   - Permission has been given by the owner of the land to which the oil is to be applied;
   - Application is limited to two times per calendar year.

2. If the oil to be used meets the guidelines of #1 then please make arrangements with the County of Lethbridge for the application of sufficient gravel (granular material), and make arrangements with the County to have the oil blade mixed when applied.

3. If oil is spread on a public road the road shall be adequately signed (Danger Fresh Oil, Reduce Speed Ahead, No Passing, New Posted Speed, Flagperson or Barricades Ahead and Flagperson or Barricade).

4. Copy of sample results must be provided to the County prior to use if acceptable.

LETHBRIDGE COUNTY

DUST CONTROL AGREEMENT – *DEADLINE April 1, 2021*

Between:

Name	Address	City	Prov.	Postal Code	Phone

Hereinafter called the APPLICANT(S)
And Lethbridge County, hereinafter referred to as the COUNTY, the APPLICANT(S) do hereby request the following dust suppression be done as outlined below:

Legal Land Description	Range Rd	Township Rd	Length (metres)
Municipal Address:			
SPECIAL NOTES:			

Seg	liters
50	800
100	1600
150	2400
200	3200
250	4000
300	4800

Total m x $5.00/m	
Total m x $10.00/m (FULL COST)	
5% GST	
Total cost	

In consideration of the mutual covenants contained in this AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

1. The cost of the dust control will be shared between the COUNTY and the APPLICANT(s) for all incurred costs.
2. The APPLICANT(s) agrees to pay $5.00 per lineal meter for a minimum length of 100 lineal meters – to a maximum of 200 lineal meters. This includes existing farm oiling extensions.
   NOTE: Landowners in subdivisions that do not have more than 50 lineal meters in front of their property can apply for a minimum of 50 lineal meters.
3. Dust control areas greater than 200 lineal meters will be charged at a full cost of ($10.00) to the APPLICANT(s).
4. In consideration of weather conditions, traffic and road structure, there shall be no warranty period with respect to the performance or duration of the dust control.
5. The driveability and the safety of the road is the County's top priority, and the dust control area will be reverted back to its gravelled surface when deemed necessary by the PW Supervisor or the divisional grader operator.
6. Payment of full amount will be required by the APPLICANT(s) before any work is started.
7. NO REFUNDS will be issued in the event that the dust control application is deferred due to road construction, delay in delivery or product, weather conditions, equipment breakdowns or any other circumstance that may postpone application.
8. In the event that extra product is available, it will be offered to landowners missing the deadline on a first come, first serve basis at FULL PRICE for the next 15 business days or until the product is sold out, whichever comes first.

This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators and assigns.

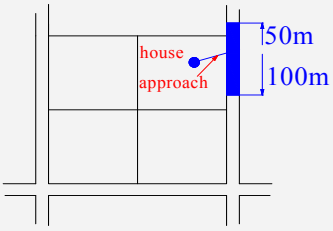
Dated this _____ day of _____, 2021, in the Lethbridge County in the Province of Alberta.

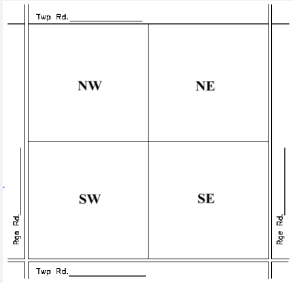
_____
Applicant Signature

Important – Applicants Must:

- Indicate on the plan, the approximate location of the house and the entrance / approach.
- Indicate the project area along County road.
- Measure and mark beginning and end of section with supplied ribbon from the Lethbridge County on fence line.
- Barring any other special provisions, the dust control will be applied as per applicants placement of ribbon and submitted plan.
- The County reserves the right to adjust the section length to the agreed amount should a discrepancy exist.

Example





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Lethbridge County Policy Handbook

EFFECTIVE: **March 19, 1981** **SECTION: 300 NO. 314 Page 1 of 2**

APPROVED BY: **County Council** **SUBJECT: Dust Control**

REVISED DATE: ~~**November 5, 2015**~~ **November 19, 2020**

PURPOSE

The purpose of the dust control policy is to provide annual dust control to Lethbridge County residents on a cost-share initiative within specified guidelines.

POLICY

The intent of this policy is to ensure appropriate usage and maintenance of County roadways. The dust control program is an applied surface treatment for roadway sections that have been requested by ratepayers. Application will be during the spring or summer months weather permitting and scheduled in accordance with local gravelling to maximize the effectiveness of the dust control agent.

The County does not guarantee that the dust control product will be effective in eliminating dust but only to control it. Dust control locations will be maintained at the County's sole discretion. The drivability and the safety of the road is the County's top priority, and the County reserves the right to grade any sections of dust control product applied during normal grading operations. The maintenance will be deemed necessary for road conditions that may present a risk to general traffic using said roadway. ~~dust control area will be reverted back to its graveled surface when deemed necessary by the grader operator or his supervisor.~~

The dust suppression shall be a ~~50:50~~ cost-sharing agreement between the County and the Applicant(s), with a rate per lineal meter to be determined on an annual basis set in the Schedule of Fees Bylaw 19-030. The Public Works Department will base the lineal meters to be performed each year from historical expenditure amounts and budgeted for annually, approved by Council. ~~Any demands in excess of the current year's budget shall again be presented to County Council for approval.~~ Cost adjustments to the subsidized rate shall be estimated by the Director of Public Operations or designate and amended through Council resolution in the Schedule of Fees Bylaw.

Refunds will not be issued in the event that the dust control application is deferred due to road construction, delay in delivery of product, weather conditions, equipment breakdowns or any other circumstance that may postpone application. On County road construction projects where the road surface has been disturbed and surface gravel has been placed, adjacent landowners will receive a one-time application the year of construction.

No person shall apply any product, whether it be for dust control purposes or other purposes, to roads in the County without the approval of the Director of Public Operations or his/her designate.

~~In the event that extra product is available, it will be offered to landowners missing the deadline on a first-come, first-serve basis at **FULL PRICE** for the next 15 business days or until the product is sold out, whichever comes first.~~

APPLICATION PROCESS

An advertisement shall appear in the local newspaper, posted to the County website and social media each year, prior to the onset of the Dust Control Program, advising ratepayers of application deadlines and program costs. The deadline for applications shall be set to the 1st of April of each calendar year or the first Monday thereafter.

The County shall enter into an agreement with the Applicant prior to any application of dust control. Payment of full amount shall be required by the Applicant(s) prior to commencement of work.

GUIDELINES

~~The County shall attempt to initiate shall begin dust control activities as a general guideline, within the first two weeks of June of each calendar year with due consideration given to weather, road conditions and supply of material. If circumstances dictate that the Dust Control Crew cannot lay out the full 3 litres of material per square metre in one day they will return as soon as practicable to complete the application. The County will apply dust control products in the spring and further maintenance applications as required.~~

The County shall begin dust control activities generally in the spring of each calendar year with due regard to situations such as weather, road conditions and supply of materials. Further maintenance applications will be applied as required upon evaluation by Public Works staff.

The dust suppression section shall be set at a minimum length of:

- 50 lineal meters for landowner's in subdivisions that do not have more than 50 meters in front of their property or at the discretion of the Public Works Department;
- 100 meters to all other landowners to a maximum length of 200 meters, in increments of 50 lineal meters. Any amount in excess of 200 lineal meters shall be charged at full cost to the Applicant(s) as determined on an annual basis. Should a landowner want to extend an existing dust control area ~~farm oiling~~, they will be required to apply no less than 100 meters of product on one side or 100 meters at each end of the dust control area.

Approved products shall include~~, but will not necessarily be limited to~~:

- Calcium chloride;
- Magnesium chloride;
- ~~lignosulphonates~~
- or other manufactured dust control products.

**Petroleum based materials shall be excluded as an approved product.*

Residents are not to apply dust control on County roads using their own or contracted dust control products without prior approval of the Public Works Supervisor.

Development agreements that have adverse effects on localized gravel roads will be assigned costs for applications adjacent to effected ratepayers.

Files and Records

The County will retain information pertaining to all applicants who have dust mitigation product applied to the roadway surface adjacent to their property or applied for on behalf of for services.

Exemption

The Director of Public Operations or his designate, in consultation with CAO, shall retain the right to authorize the application of dust mitigation products at no charge to occupied residences, if, in his/her opinion, the dust mitigation service requirements are a direct result of activities undertaken by the County including re-gravelling, road construction or other related activity.

AGENDA ITEM REPORT

Title: Coaldale Fire Department Equipment Replacement
Meeting: County Council - 19 Nov 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer, Approved - 28 Oct 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☐	☐	☐	☒

EXECUTIVE SUMMARY:

Due to a mathematical error, an underestimation of replacement costs and increase in the number of SCBAs required, the County's 50% share of SCBA replacement for the Town of Coaldale Fire Department is $80,537.50 more than the $36,400 shown in the Fire and Rescue Services Agreement.

RECOMMENDATION:

That up to $81,000 be withdrawn from the Emergency Apparatus Replacement Reserve to cover the total cost of the County's 50% contribution toward SCBA equipment replacement for the Town of Coaldale, as per the Fire and Rescue Service Agreement.

PREVIOUS COUNCIL DIRECTION / POLICY:

When the County signed the Fire and Rescue Service Agreement with the Town of Coaldale in 2016, it thereby made a financial commitment for shared capital equipment replacement as outlined in Schedule D of the agreement (attached).

BACKGROUND INFORMATION:

Schedule D in the County/Coaldale Fire and Rescue Service Agreement contained an error regarding the cost of Self-Contained Breathing Apparatus (SCBA) replacements required in 2020. It is correct that the County is committed to 50% of the SCBA cost.

As per the schedule, the 2020 replacement amount was budgeted for $36,400, however, the total actual cost shown is $88,600, half of which is actually $44,300. Additionally, this amount was also unfortunately grossly underestimated, as the actual total cost required in 2020 is $233,875.

Therefore the County's 50% portion would be $116,937.50, which is $80,537.50 higher than the $36,400 shown in Schedule D. A portion of the cost increase is attributed to the fact that 18 SCBA

units were purchased in 2008/09 while 22 are being purchased in 2020, due to an increase in the number of seats in the fire engines available to respond to emergency incidents.

ALTERNATIVES / PROS / CONS:

Option 1. Only fund half of the $88,600 SCBA replacement cost as per the Fire and Rescue Services Agreement.

Pros:

- Will only cost the County $44,300, rather than $116,937.50 which is 50% of the actual cost.

Cons:

- Leaves the Town having to fund more than 50% of the cost of the SCBAs, contrary to the agreement.
- May jeopardize the excellent working relationship the County and the Town enjoy.

Option 2. Commit the additional $80,537.50 from reserves to fund the County's 50% share of SCBA replacement for the Town of Coaldale, as outlined in the agreement.

Pros:

- Acknowledges and accepts the County's 50% commitment to SCBA equipment replacement, despite higher than expected costs.

Cons:

- Has a greater impact on the County's emergency equipment reserve than anticipated.

FINANCIAL IMPACT:

The current emergency capital equipment reserve is $1,494,950. The sole purpose of the reserve is to fund the County's commitment to capital equipment replacement costs for its contracted emergency service providers, as included in Schedule D of the Fire and Rescue Service Agreements.

REASON(S) FOR RECOMMENDATION(S):

The County is committed to funding 50% of the costs of SCBA replacement for the Town of Coaldale Fire Department which the County relies on heavily, to provide vital emergency response services to Lethbridge County.

ATTACHMENTS:

Capital Replacement Schedule Coaldale

Schedule 'D'
Shared Capital Replacement Schedule

Estimated replacement cost and schedule based on a calculated 4% annual inflationary factor applied to the 2015 value.

Apparatus	Life Cycle	2015 Value	Replacement Year	Replacement Cost	Percentage Split (County / Town)	County Payment	Town Payment
Command 103	5 Years	$49,672	2020	$56,200	50% / 50%	$28,100	$28,100
Command 104	5 Years	N/A	2020	$0	C 103 Asset Transfer	N/A	N/A
Engine 106	20 Years	$338,000	2016	$351,500	100% / 0%	$351,500	$0
Engine 403	15 Years	$114,400	2025	$169,400	75% / 25%	$127,050	$42,350
Rescue 104	20 years	$312,000	2020	$380,000	50% / 50%	$190,000	$190,000
Tender 101	20 Years	$260,000	2027	$416,300	100% / 0%	$416,300	$0
Extrication Tools	10 Years	$56,200	2020	$68,400	50% / 50%	$28,100	$28,100
SCBA Fill Station	20 Years	$39,500	2030	$71,200	50% / 50%	$35,600	$35,600
SCBA Packs and Bottles	10 Years	$72,800	2020	$88,600	50% / 50%	$36,400	$36,400

AGENDA ITEM REPORT

Title: SouthGrow Regional Initiative Update
Meeting: County Council - 19 Nov 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer, Approved - 09 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☒	☒	☐	☒	☒

EXECUTIVE SUMMARY:

SouthGrow recently learned of a 50% funding cut by the provincial government. The Board is researching options to ensure the long-term sustainability of the organization and its economic development activities.

RECOMMENDATION:

No resolution is recommended - this report is for information only.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County rejoined SouthGrow as a member in 2015. The County currently pays an annual membership fee of $4658.85 ($0.45 per capita).

BACKGROUND INFORMATION:

At the October 1, 2020 Council meeting a resolution was adopted directing Administration to bring a report to Council on changes occurring within SouthGrow. The SouthGrow Regional Initiative is a member-driven, non-profit, regional economic development alliance serving south central Alberta.

Representing more than 170,000 people in 28 municipalities, SouthGrow assists businesses, organizations, communities and people to further their economic development goals while supporting a high quality of life. Some of its strategic collaborations include:

- Highway 3 Twinning Development Association
- The Regional Innovation Network of Southern Alberta (RINSA)
- Canadian Agricultural Partnerships
- Southern Alberta Alternative Energy Association
- Foreign Direct Investment Partnership

- Education Research - just completed a Regional Skills Gap study
- Peaks to Prairies (Electric Vehicle Charging Network) - 20 stations in southern Alberta

SouthGrow's provincial funding has been cut by 50%. Despite this, it continues to support economic development throughout south central Alberta. The Board is actively exploring options to ensure its operations remain sustainable.

Lethbridge County periodically receives economic development leads directly from SouthGrow and keeps current on opportunities and initiatives that may benefit the County. The County maintains an active presence and voice in SouthGrow by having Councilor Horvath sit on the SouthGrow Board. Economic Development Officer Martin Ebel also receives ongoing information and updates. Maintaining our membership of SouthGrow is supported through the following County Strategic Plan pillars:

- Vibrant and Growing Economy
- Strong Working Relationships
- Outstanding Quality of Life
- Effective Governance and Service Delivery

While SouthGrow may be experiencing some financial challenges at this time, continuing the County's membership remains beneficial and very low risk. The County will continue to maintain awareness of SouthGrow's status and can periodically re-evaluate its relationship with the organization, as Council may see fit.

ALTERNATIVES / PROS / CONS:

This report is for information only.

FINANCIAL IMPACT:

Lethbridge County currently contributes $4658.85 ($0.45 per capita) for its annual membership in SouthGrow. Any future membership increase to compensate for GOA funding cutbacks will likely end up in the $0.70-$1.00 range. The SouthGrow board is discussing capping membership contributions, and also having a minimum contribution level to prevent its larger members (including Lethbridge County) from bearing an outsized portion of the economic load.

REASON(S) FOR RECOMMENDATION(S):

There is no action or decision recommended to Council.

AGENDA ITEM REPORT

Title: Spring/Summer/Fall CPO Report
Meeting: County Council - 19 Nov 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Larry Randle, Director of Community Services,	Approved - 04 Nov 2020
Ann Mitchell, Chief Administrative Officer,	Approved - 09 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☒	☒	☐	☐	☒

EXECUTIVE SUMMARY:

This report summarizes the main activities of the Community Peace Officer (CPO) Program, enforcement trends and provides an overall look at the County's CPO Program focusing on the months of March through October, 2020.

RECOMMENDATION:

N/A

PREVIOUS COUNCIL DIRECTION / POLICY:

No resolution is required.

BACKGROUND INFORMATION:

Lethbridge County has one full-time Community Peace Officer (CPO) who provides education and enforcement on a variety of Lethbridge County Bylaws. The CPO is also authorized to enforce the Traffic Safety Act and the regulations under the Act.
The CPO is part of the Community Services Department and reports to the Department Director, Larry Randle.

Priority #1: Protection of the Lethbridge County Road network:

- The CPO actively patrols Lethbridge County's extensive road network.
- The CPO has noticed on many occasions that by simply begin out on patrol visible loads are reduced.
- The CPO actively weighs suspected overweight trucks and provides roadside education and enforcement on maximum allowable weights.

- Responds to complaints of suspected overweight vehicles, endguns watering the road and mud tracking.
- 15 cited overweight vehicles
- Numerous verbal overweight warnings

Notable events between March-October 2020

March saw the onset of COVID-19. The CPO was granted authority by the Province to enforce the Public Health Act. Three complaints were received while the CPO was off duty. The complaints were then forwarded to the RCMP.

In the month of April, temporary amendments were made to the Traffic Safety Act to support the COVID-19 efforts. All essential products/loads were exempt from all Provincial and Municipality road bans. August 15, 2020 the temporary exemptions expired.

CPO wrote the Parking Bylaw

Assist local Fire Departments as requested at fires and MVCs

The CPO has worked several Saturdays and evenings in order to maximize coverage

There were a total of 139 Case Reports created during this period.

- 33 Unsightly Premises (Up by 275% from 2019)
- 33 Highway Protection Bylaw
- 21 Dog Regulation Control Bylaw
- 17 Fire Bylaw
- 13 Traffic Safety Act
- 22 Other reports

Joint Force Operations

- MD of Taber Peace Officer
- Alberta Sheriffs
- Lethbridge Police

CVSA North American Standard Level 1 Inspections

- 30 inspections completed
- 6 vehicles passed
- 24 vehicles failed the inspection

- 80% failure rate

-

CVSA North American Level 2 Inspection

- 5 inspections completed
- 0 passed
- 28 violations found

-

Notable Critical items found on inspections.

- Loose drive line nut
- Brakes out of adjustment
- No movement on brakes
- Loose U-Bolts
- Broken springs hangers
- Loose pitman arm
- Missing universal bearing
- Exposed cord on tires (one semi trailer had 4 tires with exposed cords

-
-

Challenges

Local Hutterites continue to operate farms/commercial vehicles without the proper class of licence. Enforcement action has been taken after repeated warnings and education failed to rectify the issue.

Manure haulers at times fail to utilize air suspension in trucks; as a result, they need reminders to abide to maximum legal loads.

Motivating property owners in Shaughnessy to clean up their yards.

ALTERNATIVES / PROS / CONS:

This report is for information purposes only.

FINANCIAL IMPACT:

This report is for information purposes only.

REASON(S) FOR RECOMMENDATION(S):

No decision or resolution of Council is required as this report is for information purposes only.

ATTACHMENTS:

March-October Councial Report

Peace Officer Report

March-October 2020

Lethbridge County

Air suspension gauge at 70 psi. Should be at 62 psi.

Road was banned: Y / N Percentage of ban: _____%

	The axle weights were	Max Allowed Axle Weight	Overload
Steering axle/axle group:	8850 Kg;	7300 Kg;	1550 Kg
Drive axle/axle group:	28250 Kg;	23000 Kg;	5250 Kg
Trailer axle/axle group:	Kg;	Kg;	Kg
Trailer axle/axle group:	Kg;	Kg;	Kg
Trailer axle/axle group:	Kg;	Kg;	Kg
Gross vehicle weight:	37100 Kg;	30,300 Kg;	6800 Kg

Overweight Semi 75% Ban

Road was banned: Y/ N Percentage of ban: 75 %

	The axle weights were	Max Allowed Axle Weight	Overload
Steering axle/axle group:	5100 Kg;	5500 Kg;	0 Kg
Drive axle/axle group:	17250 Kg;	12750 Kg;	4500 Kg
Trailer axle/axle group:	22650 Kg;	18000 Kg;	4650 Kg
Trailer axle/axle group:	16350 Kg;	12750 Kg;	3600 Kg
Trailer axle/axle group:	Kg;	Kg;	Kg
Gross vehicle weight:	61,350 Kg;	49,000 Kg;	12,350 Kg

Unauthorized Dumping of Wheat Driver Charged

Critical Inspection Items
Drive Line found on Highway
Yoke Nut backed Out

Critical Items continued..

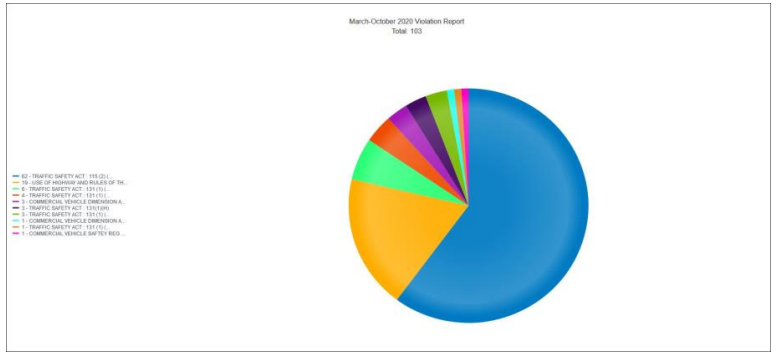
Burning During a Fire Ban

2 AM, Dimensions: 1936 x 1452, Size: 1.21 MB

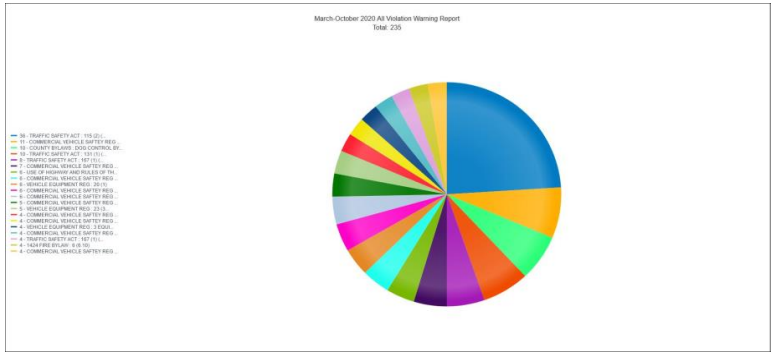
Unsightly Premises

Violations

Violations



Warning Violations



AGENDA ITEM REPORT

Title: Highway 3 Twinning Development Association Membership Fee Request
Meeting: County Council - 19 Nov 2020
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Jennifer Place, Manager of Finance & Administration — Approved - 05 Nov 2020
Ann Mitchell, Chief Administrative Officer, — Approved - 09 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☒	☐	☐	☒

EXECUTIVE SUMMARY:

Correspondence was received from the Highway 3 Twinning Development Association (H3TDA) on October 30, 2020 requesting a budget consideration from Lethbridge County Council through membership fees.

As mentioned in the letter, the association has increased its membership, advocacy and engagement, which resulted in Government recognition of their efforts with funding to twin Highway 3 from Taber to Burdett! The H3TDA Board is requesting members continue to show support and contribute through membership fees.

RECOMMENDATION:

That County Council supports the membership of the Highway 3 Twinning Development Association through an annual membership fee based on a population of 10,353 at a per capita rate of $0.35 for a total of $3,623.55, to be included in the 2021 Budget with an increase in 2022 of $0.50 per capita for a total of $5,176.50.

PREVIOUS COUNCIL DIRECTION / POLICY:

At the April 7, 2016 meeting the following resolution was passed.

J. WILLMS MOVED that County Council supports the membership into the Highway 3 Twinning Development Association with an annual membership based on a population of 10,061 at a per capita rate of $0.25 for a total of $2,515.25, funds to be derived from the Councillor's Discretionary Reserve. CARRIED

BACKGROUND INFORMATION:

County Council has had a representative sit on the H3TDA Board for several years. Membership fees were paid to H3TDA in 2016 in the amount of $2,515.25, however the County has not received an invoice or request for membership fees since.

ALTERNATIVES / PROS / CONS:

PROS
- Shows support to the association and their advocacy efforts

CONS
- Although minimal there is some impact to the overall budget

FINANCIAL IMPACT:

The cost of $3,623.55 in 2021 and $5,176.50 in the 2022 budget as proposed, to be funded from Council's Membership fees budget. This would have minimal impact to the 2021 budget as some costs are already built in for Council Membership fees, with some increase to 2022.

REASON(S) FOR RECOMMENDATION(S):

As Lethbridge County has a representative on the H3TDA Board, administration felt that the request of an annual membership was reasonable.

ATTACHMENTS:

H3TDA Membership Request Letter

Highway 3 Twinning Development Association

October 30, 2020

To: Adjacent Member Municipalities

RE: Budget Consideration for 2021 Membership Fee and Inclusion in ICF

With the financial support of our municipal members, in 2020 Highway 3 Twinning Development Association has increased our membership, advocacy and engagement, which has resulted in Government recognition of our efforts with the funding to twin Highway 3 from Taber to Burdett! The Association would like to continue the momentum and, as such, has approved the 2021 budget inclusive of membership contributions from our Adjacent Municipalities.

In light of recent challenges resulting from the COVID-19 pandemic, H3TDA has realized some savings due to a small number of unspent budgeted funds. H3TDA would like to pass on those savings through a temporary reduction in the 2021 municipal membership fees. Membership fees in 2022 are anticipated to be restored to $.50 per capita.

The Board of Highway 3 Twinning Development Association asks our members to continue to show support toward our mutual goals and include the 2021 membership fee in your 2021 Budget.

The 2021 Membership Fee for Lethbridge County is: **$3,623.55**
(*Based on 2018 Population 10353 X .35)

Invoices will be issued January 1, 2021. If further information is required, we are happy to address any questions by phone, email, or a scheduled presentation to Administration, Board or Council.

Additionally, we ask that advocacy for Twinning of Highway 3 is considered for inclusion in your municipalities Intermunicipal Collaboration Frameworks (ICF).

Sincerely,

Bill Chapman

Bill Chapman, President
Highway 3 Twinning Development Association
Admin@twin3.ca
403-929-3593
FOLLOW US! *www.facebook.com/twin3.ca/*

We speak louder with one voice!

AGENDA ITEM REPORT

Title: 2020 Tax Auction Reserve Bid and Conditions of Sale
Meeting: County Council - 19 Nov 2020
Department: Corporate Services
Report Author: Les Whitfield

APPROVAL(S):

Jennifer Place, Manager of Finance & Administration	Pending
Ann Mitchell, Chief Administrative Officer,	None

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☒	☐	☐	☐

EXECUTIVE SUMMARY:

Reserve bids and conditions are required for the attached properties for the 2020 tax sale.

RECOMMENDATION:

MOVE that County Council approve the 2020 Tax Auction Properties Schedule 'A' reserve bid and conditions as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council previously approves the reserve bids and conditions.

As per section 419 of the Municipal Government Act:
"The council must set
a) for each parcel of land to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
b) any conditions that apply to the sale."

Each parcel will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.

Our terms are CASH.

BACKGROUND INFORMATION:

A municipality may attempt to recover tax arrears in respect of a parcel of land in accordance with the Municipal Government Act and in accordance with any other Act or common law right. Parcels that are more than 1 years in arrears are subject to a Tax Recovery Notification registered on the title.

This warns the owner “that if the tax arrears are not paid before March 31 in the next year, the municipality will offer the parcel for sale at public auction, and that the municipality may become owner of the parcel after the public auction if the parcel is not sold at the public auction".

ALTERNATIVES / PROS / CONS:

This process complies with legislation.

FINANCIAL IMPACT:

See attached schedule "A"

REASON(S) FOR RECOMMENDATION(S):

Without reserve bids and conditions the tax sale can not occur and the tax recovery process must begin again.

ATTACHMENTS:

2020 Tax Sale Reserve Bid Table

2020 TAX AUCTION PROPERTIES

Schedule “A”

ROLL NUMBER	PLAN	BLOCK	LOT	LEGAL LAND DESCRIPTION	CERTIFICATE OF TITLE	RESERVE BID
07020200	9011939	2	-	SW-26-9-19-4	131254839	$350,000
58060300	9512033	-	1	NE-13-12-22-4	181135376	$500,000

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions in the existing certificate of title.

Lethbridge County may, after the public auction, become the owner of any parcel of land not sold at the public auction.

TERMS – CASH

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.

AGENDA ITEM REPORT

Title:	Policies Request to Rescind: 151 - Computer Usage 152 - Disposal of IT Hardware 153 - IT Platform 158 - Technology for Councillors
Meeting:	County Council - 19 Nov 2020
Department:	Information Technology
Report Author:	Doug Burke

APPROVAL(S):

Doug Burke, Information Technology Manager	Approved - 02 Nov 2020
Ann Mitchell, Chief Administrative Officer,	Approved - 03 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☒	☐	☐	☐

EXECUTIVE SUMMARY:

Administration is reviewing Lethbridge County policies to determine their relevance to current operations.

Administration Policies 151- Computer Usage; 152 - Disposal of IT Hardware and 153 - IT Platform were all adopted by Council at the December 17, 2009 Council meeting. Policy 158 - Technology for County Councillors was adopted at the February 6, 2012 Council meeting.

RECOMMENDATION:

That County Council rescind Policies 151 - Computer Usage; 152 - Disposal of IT Hardware; 153 - IT Platform and Policy 158 - Technology for County Councillors and direct Administration to create a Directive to be signed by staff and updated by senior staff as needed.

PREVIOUS COUNCIL DIRECTION / POLICY:

When Policy 151 was first approved by Council in 2009 its purpose is to ensure guiding principles for both computer and internet usage.

Policy 152 was approved on December 17, 2009 and its purpose is to establish standards and procedures for the safe disposal of IT hardware in a legal, cost effective manner.

Policy 153 was also approved on December 17, 2009 and its purpose is to define standards, procedures, and restrictions for access control management to the County's network and outline the Business Continuity Planning.

Policy 158 was adopted by Council on February 6, 2012 and its purpose is to ensure that each member of Council, during their term of office, has access to the technology needed to perform their official functions.

BACKGROUND INFORMATION:

The policies in this report have been reviewed by senior staff and have been determined to be stale dated - at eleven and eight years old - and refer to mostly administrative functions, not 'policy'.

Information technology is fluid and ever changing,

Policy 151, the Computer Usage Policy was created as a means to inform staff of security, hardware, prohibited practices, compliance, acceptable uses of portable computers (laptops), email, and overall adherence to safe and secure practices. In 2013 the policy was updated to include social media. During the floods that occurred in the County in 2013, it was realized that social media was a useful tool to advise the public of emergency events. This was seven years ago and technology has changed yet again, including iCloud storage, video conferencing, texting to name a few.

Policy 152, Disposal of IT Hardware, allows for best practices when disposing of IT hardware, this is an administrative function regarding the safe disposal of hardware when it is beyond reasonable repair by recycling, donation or disposal. This function today is contracted to a company in Calgary who ensures the safe disposal of all IT Hardware.

Policy 153, IT Platform speaks to security and access to the server room, as well as work stations, printers, software, procedures around backing up the server etc. as well as password management and other security issues. This task would be more appropriate as a Directive that all staff have to sign upon hire.

Finally, Policy 158 - Technology for Councillors, states that it is the role of IT staff to provide each member of Council with standard technological equipment for business use and to provide updates and technical support to Councillors. Again, this is an administrative function of the IT Department, and not a policy issue.

Administration is recommending to rescind Policies 151, 152, 153 and 158 and replace them with a Staff Directive that all staff must sign and adhere to, similar to the Employee Code of Conduct Directive.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

In support of the recommendation:

- Eliminating Policies 151, 152, 153 and 158 will eliminate any outdated information that is no longer relevant.
- These policies will become an administrative directive, monitored by senior staff.

To deny the recommendation:

- Policies 151, 152, 153 and 158 would continue and administration would update and bring back to council on a regular basis for review and approval.

FINANCIAL IMPACT:

There would be no financial implications as a result of deleting Policies 151, 152, 153 and 158.

REASON(S) FOR RECOMMENDATION(S):

Policies 151, 152, 153 and 158 are documents that support administrative functions of the County. These information technology policies would be better managed as an administration directive, where they can be updated on a regular basis and staff advised.

ATTACHMENTS:

151 Computer Usage Policy
152 Disposal of IT Hardware
153 IT Platform
158 Technology for County Councillors

INTRODUCTION

The guiding principle for both computer and internet usage at Lethbridge County (herein referred to as the "COL") is that these are resources paid for and owned by the County, being used by employees on County time, and should thus be devoted to the maximum degree possible to official County business and not personal matters.

The County has no objection to employees using computer resources on their own time for routine and benign matters, however personal usage should be restricted to breaks, lunchtime, or before or after hours, and should be consistent with other guidelines in this policy.

GENERAL ASSET DECLARATION

The computer, server, software, internet and email connections at work are all owned and maintained by the COL and as such, all COL owned IT assets will be subject to review and/or inspection, random or specific, at any time by the COL to enforce computer, internet and email policy as it applies to usage by employees and/or contractors utilizing COL owned computers and Internet connections.

All software and electronic data remain the property of COL. COL reserves the right to perform any of the following actions without prior notification or consent of the primary user of the aforementioned asset:

- COL servers and user computers record computer, internet, file storage, and email history.
- Locally or remotely access computer system for maintenance, security, or investigative purposes.

This policy applies to all COL employees, contractors and third parties using the COL computer system.

IT Department is Responsible for:

- Purchases all computer hardware/software/peripherals for all County departments.
- Facilitates the installation, maintenance and repair of all computer hardware/software/peripherals/networks systems.
- Assists departments with technology issues.
- Maintains the County's website.

IT Department is not Responsible for:

- Troubleshoot or perform maintenance or repair on non-county owned computers, nor does the department assist in the configuration or setup of those computers.

- The COL software will not be made available to employees for home use, and each participant understands that the corporate software is protected by copyright laws and may not be copied.

GENERAL INFORMATION SECURITY

Any and all information regarding the internal structure and workings of the IT Department is critical to the security of networking environment. It is the responsibility of everyone who works at COL to protect our electronic data.

Employees are personally responsible for assisting in maintaining the security of any and all data to which they have access. The following items are specifically prohibited from disclosure:

- Passwords - It is each employee's personal responsibility to guard the confidentiality of their passwords, usernames and computer names.

- Information - It is each employee's personal responsibility to guard any confidential information they may gain access to during the performance of their duties for COL.

Incidental communication among and between COL authorized computer users and professional colleagues on general overall information technology can be discussed. This includes:

- general operating system
- type of servers, computers, and printers
- names of accounting and telephone systems
- software applications

Outside organizations and third party vendors continue to request specific IT information from the COL (e.g. surveys via telephone and/or email, etc.). Employees must realize that Information Security is confidential information is not to be released unless authorized by the IT Department.

ACCEPTABLE USE POLICY – IT HARDWARE

The term IT hardware in this policy includes equipment owned by the COL, e.g. workstation computers (desktops, laptops), computer software, portable storage devices, telephones (including business cell phones), fax machines, projector, photocopiers and printers.

User Responsibilities

Users shall only use hardware that has been purchased or approved by the IT Department. Appropriate use policies are:

- Active desktops and laptops may not be left unattended for prolonged periods of time, unless the user either locks or logs off of their workstation.
- COL information displayed on screens or on reports shall be treated as confidential and private. Users must guard company information from unauthorized access or use.
- All acceptable use polices apply equally to non-company provided hardware (e.g. leased hardware) if the hardware accesses COL networks or information.
- Users who access COL information and computer systems from remote locations must adhere to this policy.
- Offsite COL provided IT hardware shall be kept in a secure manner so that the employee's household members and others do not have access to the device when not in the office.

Prohibited Practices

Any activity, action, or lack of action on the part of a user that damages the COL or compromises security and/or confidentiality is prohibited. Examples of prohibited practices include:

- Installing new desktops or IT hardware, upgrading or adding peripheral hardware without prior approval by the IT Department.
- Using COL IT hardware for non-business reasons or for personal gain.

- Users should not store COL information or files locally. The use of shared or network drives for all company information is required.
- Unauthorized attempts to break into any workstation.
- Do not relocate or reassign computer hardware either inside the office or to another COL office or shop without informing the IT Department.
- Do not swap internal computer hardware equipment (such as network cards, video cards, hard disks, etc.) from one PC to another without authorization from the IT Department.
- Do not take computer hardware home without authorization from the IT Department. Employees taking any computer hardware home must have permission from the IT Department.
- Failing to fully cooperate with IT security investigations.
- Allowing co-workers or other users to use your desktop without approval of your Supervisor or by the IT Department.

Compliance

The IT Department will monitor and report violations of all computer usage policies. This will be done through a combination of remote monitoring and on-site visits. Whenever an IT professional is onsite at a COL location, they will test compliance levels at the individual desktop level.

Employees, contractors, and temporary staff will make no modifications of any kind to company owned and installed hardware or software without the express approval of IT Department.

ACCEPTABLE USE POLICY – PORTABLE COMPUTERS

The Council of the COL deems it appropriate to provide portable computers (laptops, notebooks, netbooks, blackberry, etc.) to Councillors and any employee that may require a portable computer to perform their duties. The following policies will apply:

- The main purpose of a portable computer is to assist in performance of County duties.
- The COL IT Department shall be the only personnel authorized to make upgrades to the portable computer or to install additional software.
- The portable computer may be used for personal use after normal working hours. The portable computer however, must remain in the custody and control of the Councillor or County employee.
- All persons entrusted with a portable computer must take precautionary measures to protect the computer from theft or loss. A person entrusted with a portable computer may be deemed responsible for any loss as a result of negligence.
- Should any Councillor or employee find that the portable computer is not an effective tool or aid towards performance of normal duties, the computer should be returned to the IT Department.
- The Internet Acceptable Use Policy applies to portable computer users as well.
- The portable computers remain the property of the COL while in the control and custody of the Councillors or County employee.
- The portable computer must be returned to the IT Department upon completion of employment or term of office with the COL.

ACCEPTABLE USE POLICY – EMAIL

This policy applies equally to onsite usage as well as remote usage of COL email.

Generally, email messages are temporary communications which are non-vital and should be discarded routinely. However, depending on the content of the email, it may be considered public record. Accordingly, employees have the same responsibilities for email messages as they do for any other public record, and must distinguish between records and non-record information.

While COL electronic email retention is for a period of 5 years, an email communication should be deleted as soon as practicable from the system.

It is the policy of the COL that email is not to be used to retain or store public records of any department or agency of the County. Communications or records intended or required by law to be retained shall be printed in a hard copy and filed or stored as appropriate or saved to designated electronic files or other media as required by departmental procedures. It is County policy that all departments adhere to their legal record retention requirements.

Back-up Tapes

Email should be considered a communication tool, not a storage mechanism. Backup tapes are for disaster recovery purpose only. Retention is the responsibility of the sender of the message, not the backup process. Email backup copies performed by IT Department are not for the purpose of records retention.

Legal Proceedings

Regardless of retention requirements, email and all other electronic or paper documents pertaining to threatened or actual legal proceedings must be retained until the litigation is finally concluded.

Method of Retention

E-mail records that have not met their retention period should be saved by one of the following methods:

- Print the e-mail and store the hard copy in the appropriate file
- Use the “save as” function to save the email (and any attachments) to your network folder.
- When there is doubt about the retrievability of an electronic record over its life span, the record should be printed and maintained in a hard copy format.

Retention Period for Record Emails

Email itself is not considered a record series or category; it is a means of transmission of messages or information. Retention or disposition of emails messages must be related to the information they contain or the purpose they serve. Thus, the retention period is determined by the content of the email, not the medium. Record emails may

be deleted upon expiration of the statutory retention period (or after 5 years if there is no statutory retention period).

User Responsibilities

When using COL email, users shall follow these guidelines:

- COL provided email generally shall be used for business communications only.
- Employees are responsible for the content in their email account.
- All users are assigned storage limits on their email accounts. To conserve the email system capacity, proactively manage your inbox, sent and deleted items, and deleting all emails you do not require a copy of.
- Employees need to be aware of when sending large work attachments to recipients inside and outside of the organization as this overwhelms the system.
    - Large attachments such as work related photographs, video clips, PowerPoint presentations, Adobe PDF, GIS and AutoCAD files or similar high resource usage elements.
    - The attached files must be reduced in size (if possible). An alternative is to save the files on the server and send an email as to their location or transport with removable media.
    - If a large attachment is needed you can send the message during off-peak periods.
    - Many Internet Service Providers have a limit on the size of an email attachment.
- Employees need to be aware of how to reply to group emails: choosing “reply” or “reply to all”. Only use “reply to all” if the message needs to be seen by each person who received the original message. “Reply to all” should be used sparingly, so as to reduce the volume of unnecessary email.

Prohibited Practices

- It is prohibited to send large attachments (non-work related) such as: music, graphics, games, videos, software, etc., on the organization's email system. This prohibited practice not only degrades the performance of the department's network system but is also in direct violation of copyright issues.

- The COL email system is not to be used to save personal email.

- Users should not open email attachments from persons unknown to them. Conversely be aware of opening attachments in general. Opening of unknown or suspicious attachments can have serious consequences for the company in terms of security breaches. Users should contact the IT Department if there is even a slight concern about an attachment.

- Sending or posting confidential files to unauthorized persons.

- Users must not attempt to read another user's email unless otherwise authorized.

- Users should not respond to spam emails or unsolicited advertisements. This action will confirm your email address is valid and is likely to result in further spam emails being received. Responding will multiply the amount of spam received. Unsolicited emails should be deleted.

- Users may not use email for purposes that violate legal or company policies regarding gambling, hate, pornography, or other inappropriate purposes.

- Users may not forge email.

Privacy Expectations

Staff cannot expect a right to privacy while using government provided IT resources or equipment at any time, even if those communications are of a personal nature.

Staff is also reminded that action can be taken externally by blocking sending domains and email addresses and, where appropriate, filing complaints with other employers for abuse.

COL IT Administrators, County Manager, Directors, Supervisors and other authorized individuals, reserves the right to review or access information, files, materials and email messages which reside in hardware or software used by staff if there is reasonable suspicion that an individual is using COL IT resources in an unauthorized or illegal manner.

Employees who are terminated or laid off have no right to the contents of their email messages and not allowed access to the email system. Supervisors or management may access an employee's email if employees are on leave of absence, vacation, or are transferred from one department to another department and is necessary for County's business purposes.

Compliance

All email and other electronic messages within this system are the property of COL.

COL has the legal right to monitor email usage and individual emails at its sole discretion. All email activity is logged and stored on the network server system.

It is, however, the Policy of the COL to respect the privacy of its employees with respect to email and other content on their computers, and that there shall be no active monitoring of either email or content, with the following two exceptions:

- The total number and size of emails sent and received is recorded and reviewed (however content and destination are not reviewed). This is a basic and prudent industry standard check.

- If an email is determined by system protection software to contain a security threat, the attachment is quarantined.

ACCEPTABLE USE POLICY – INTERNET

Use of the Internet is a privilege, not a right. When using the Internet, users shall follow these guidelines:

User Responsibilities

- Personal use of Internet access is authorized within reasonable limits as long as it does not interfere with or conflict with business use, and will limit use for personal matters to free time or breaks on a limited basis.

Prohibited Practices

- The following are absolutely prohibited types of internet sites from being visited and used, ever, under any circumstances:
    - File sharing sites (Files Tube, 4Shared, Hotfile etc)
    - Gambling sites
    - Adult Content Sites
    - In addition, sites not related to County business activities should be viewed with great discretion with regard to content others may find offensive, sexist, racist, or otherwise inconsistent with a tolerant and inclusive workplace.

- Downloading software from the Internet, unless it is an approved upgrade to an existing product via the vendor's web site, is prohibited unless approved for use by the IT Department.

- Downloading games from the Internet is strictly prohibited.

- Use of streaming audio, radio, video from the Internet, unless specifically related to county work, is prohibited.
    - This prohibited practice uses large amounts of bandwidth (data transmission exchange) and has a significant impact on network resources and performance.

- Users may not use internet for purposes that violate legal or company policies regarding gambling, hate, pornography, or other inappropriate purposes.

- Individuals may not establish company computers as participants in any peer-to-peer file sharing network, unless approved by management.

- Employees will not gain unlawful access to information or computers and communication resources.

- Employees will not introduce or experiment with malicious code such as computer worms or virus, hacking tools, or similar material.

- Establishing personal and/or non-work related websites or bulletin board systems.

Allowable Uses

- It is acceptable for staff to use Social Media sites (Facebook, Skype, Twitter etc.) if it pertains to County business. However, using Social Media sites for personal uses is prohibited.

Compliance

COL has the legal right to monitor and keep system logs of all Internet activity occurring on all Internet accounts. If COL discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

Users shall not have a right to privacy when using Internet on company provided hardware.

Certain websites may be blocked by web filtering software based on website content.

This policy is not exhaustive and inevitably new social and technical developments will lead to further uses, which are not fully covered.

Disclaimer

COL assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. COL is not responsible for the accuracy of information found on the Internet and only facilitates the accessing of information through its systems. Users are solely responsible for any material that they access through the Internet.

ACCEPTABLE USE POLICY – SOFTWARE

This policy applies to all software identified by the COL as a business application (Appendix-B, Software Standards). Employees, vendors, contractors, and visitors must adhere to this policy.

User Responsibilities

- Users must not accept unlicensed software from any third party.

Prohibited Practices

- Employees will not install or copy any software, programs or applications. Any software loaded to COL computers must be owned by the COL, in addition to being approved and installed by COL IT Department.
    - This includes downloading software from the Internet or installing software from home.
- Installing new screen savers or inappropriate background screen images on county owned computers is prohibited.
- Do not change system settings (Network Neighborhood, Device Setup, Internet access options, Control Panel Regional Settings, etc.) without authorization from the IT Department, except for printers' properties.
- Employees shall not attempt to gain unauthorized access to software, databases or confidential information.
- Users should not grant access to non-employees, including vendors or contractors, without approval of their Supervisor or approval by the IT Department.
- Removing or compromising desktop virus protection programs. See Appendix-C, Virus Protection.

Compliance

The IT Department must review and authorize the purchase of any new software for any county owned computer. The IT Department must approve any lease or contract for professional services that relates to computer software. This includes design, support or maintenance of computer software, operating systems, databases, networking, and web design services.

The COL prohibits any employee from making unauthorized copies of software for either for personal (home) use or to be given to some outside third party. Unauthorized

copying of computer software exposes the individual and the organization to possible legal action for copyright infringement and for breach of the license agreement.
The IT Department reserves the right to reject any software installation request for any reason.

The IT Department reserves the right to monitor software installation and usage on COL computing devices. The IT Department will conduct periodic audits to ensure compliance with this Software Installation Policy. Unannounced, random spot audits may be conducted as well. Other unsanctioned software may also be uninstalled at this time.

ACCEPTABLE USE POLICY – SIGNING OUT IT EQUIPMENT

The COL IT Electronic Equipment Borrowing Policy and Loan Form (Appendix A) must be filled out when signing out IT equipment (e.g. projector, laptop).

The employees signature will specify that the person checking out the equipment agrees to the restrictions mentioned in this policy and that they will be responsible for any loss or damage relating to the equipment borrowed.

The IT department will provide instruction for the use of IT equipment, but may not necessarily be present to operate it.

Any malfunction or difficulty encountered in the use of the IT equipment must be reported to the IT department immediately.

ACCEPTABLE USE POLICY – REMOVABLE MEDIA

Applicability

Removable media devices include, but are not restricted to the following (the list will be modified as technology continually changes):

- CD, DVD, Optical Disks.
- External Hard Drives.
- USB Memory Sticks (also known as flash, thumb or key drives).

- Memory cards (e.g. SD, CompactFlash or any related based supplemental storage media).
- Portable music devices, PDA, and cell phones that support data storage function.

User Responsibilities

The following rules must be observed by employees, contractors, visitors, third parties:

- All removable media must be scanned for vulnerabilities (see Appendix-C, Virus Protection) prior to connecting to the COL network.
- Outside parties that introduce removable media must be supervised at all times while the device is connected to COL equipment.
- Removable media must only be used for the temporary transfer of documents.
- Ensure that removable media are stored securely when left unattended. Devices taken offsite should not be left unattended in public places.
- Do not use removable media to store “personal data”.

Compliance

The overriding goal of this policy is to protect the integrity of the confidential and business data that resides within COL technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently moved outside the COL network and/or the physical premises where it can potentially be accessed by unsanctioned resources.

Prior to initial use on the corporate network or related infrastructure, all removable media must be registered with IT Department.

COL IT Department will support its sanctioned removable media, but is not accountable for conflicts or problems caused by the use of unsanctioned removable media.

IT Department reserves the right to refuse the ability to connect removable media to corporate connected infrastructure.

- A breach of this type could result in loss of information, damage to critical applications, theft, copyright and damage to the County's public image.

IT ASSETS PLANNING AND BUDGETING

This policy is required to ensure that the IT Department be consulted in the planning stages of all current and future projects that require IT assets.

Departments will identify all components of planned information technology expenditures.

POLICY NON-COMPLIANCE

Penalties for violation of this policy will vary depending on the nature and severity of the violation. Failure to comply with the Computer Usage Policy may include:

- Disciplinary action, including, but not limited to, reprimand, suspension and/or termination of employment.
- Suspension of any or all technology use and connectivity privileges.
- Civil or criminal prosecution under applicable law(s).

The (i) County Manager, (ii) Director of Corporate and/or Municipal Services, and (iii) or Supervisor will be advised of breaches of this policy and will be responsible for appropriate remedial action.

Appendices

The below list of appendices is illustrative, not exhaustive. It represents a baseline for acceptable employee usage.

APPENDIX A

EQUIPMENT BORROWING POLICY

BORROWERS ARE RESPONSIBLE FOR LOSS OR DAMAGE TO EQUIPMENT.

BORROWING TIMES MAY BE SHORTENED AT ANY TIME IN CASE OF SIGNIFICANT DEMAND.

Privileges to borrow IT equipment may be revoked or suspended due to the following:

- Repeatedly returning equipment late
- Returning equipment that is damaged or otherwise not complete or in good condition
- Repeatedly not picking up booked equipment

The following form should be completed by the IT Department and the borrower prior to any equipment being removed from the IT Department.

County of Lethbridge
IT Electronic Equipment Loan Form

Name: _____ **Department:** _____
Phone Number: _____ **Email Address:**_____
Department Head: _____

Equipment Information: _____
_____
_____

Reason equipment is being borrowed: _____
_____
_____
_____

Location where borrowed equipment will be used: _____
_____

Terms of Loan:

The equipment indicated above is the property of County of Lethbridge and is to be used only for the purposes indicated in the borrowing policy.
Period of loan: From _____ To _____
Restrictions of use: _____
_____
_____

□ I have read and understand the equipment borrowing policy detailed above.
□ I understand that I am responsible for damage or loss of the above equipment while it is in my care, custody, and control.

Signature of borrower: _____

Date:_____

Authorized by: _____
IT Department Representative
Date:_____

Complete upon return of loaned equipment:

I, _____ (print name), acknowledge receipt and inspection of the equipment listed above.

Remarks: _____
_____

Signed: _____

Date:_____

Appendix B

SOFTWARE STANDARDS

Software titles are to be installed on company owned computers by the IT Department.

The IT Department has established the following standards, subject to future revision:

- COL will use "Microsoft Office" software products:
  - Word, Excel, Outlook, PowerPoint, Access
- COL Geographic Information System (GIS) staff and client departments will use:
  - ESRI ArcView, Autodesk AutoCAD
- COL will use current versions of Adobe Products:
  - Acrobat, Illustrator, InDesign, Photoshop
- COL will use current versions of the following Anti-Virus software:
  - Symantec Endpoint Protection

However, there are a few titles that may be downloaded and installed by end users without supervision. These are limited to: Adobe Reader, Firefox Web Browser, Java Software, Microsoft Active Sync, Microsoft Windows Updates, Windows Media Player.

Use of other software than this may be permitted with approval of the IT Department.

All software installed on COL systems must be used in compliance with all applicable licenses, notices, contracts, and agreements.

The IT Department reserves the right to uninstall any unapproved software from a company owned machine.

Appendix C

VIRUS PROTECTION

Scope

This policy applies to all company owned and leased computers and devices that are connected to the COL network via a standard network connection, wireless connection, modem connection, or virtual private network connection. The definition of computers includes desktop workstations, laptops, handheld computing devices, and servers.

General

- The COL uses industry standard virus protection software for workstations and servers.
- Licensed copies of virus protection are installed by the IT Department on every computer.
- All computers attached to the COL network must have standard, supported virus protection software installed. This software must be active, be scheduled to perform virus checks at regular intervals, and have its virus definition files kept up to date.
- Any virus infected computer will be removed from the network until it is verified as virus free.
- COL Exchange Mail Server scans all email attachments for virus infections. The system blocks attachments with critical file extensions for both incoming and outgoing traffic.

IT Department Responsibilities

- The IT Department will keep the virus protections software it provides up-to-date in terms of both virus definitions and software version in use. COL server is scheduled to check the virus protection website every one hour for updates and to auto update both the virus definition file and the software version. The system is also set to report success and failures of all updates.

- When individual systems are set up, software is installed so that a script runs and automatically updates individual systems daily. An update is installed if there is an update.

- The IT Department will take appropriate action to contain, remove, and assist in recovery from virus infections. In order to do so, the IT Department will disconnect a suspect computer from the network or disconnect an entire segment of the network.

- The IT Department will attempt to notify users of COL systems of any credible virus threats via email or telephone messages. Virus reports will not be acted upon until validated. Employees should not forward these or any virus warning messages in order to keep network traffic to a minimum.

- The IT Department will provide advice to departments and individuals on virus protection generally. This includes advice on virus hoaxes, including occasional circulars on specific hoaxes. Additional advice is provided on containment to stop the spread, help with removing viruses, taking note of information about the incident and advice on how to prevent a recurrence.

- Depending on the severity of the virus infection, the IT Department may reformat the computer which is less time constringent. All personal information would be lost.

User Responsibilities

- All employees are responsible for taking reasonable measures to protect against virus infection. Always run the standard virus protection software provided by COL.

- Employees must not attempt to either alter or disable virus protection software installed on any computer attached to the COL network without the express consent of the IT Department.

- No employee should attempt to destroy or remove a virus, or any evidence of that virus, without direction from the IT Department.

- Never open any files attached to an email from an unknown, suspicious, or untrustworthy source.

- Be suspicious of email messages containing links to unknown Web sites. It is possible that the link is a malicious executable (.exe) file disguised as a link. Do not click on a link sent to you if you were not expecting a specific link.

- Always scan a floppy diskette, CD and DVD Rom, external hard drives and flash drives for viruses before using it.

INTRODUCTION

The purpose of this policy is to establish and define standards, procedures, and restrictions for the disposal of Lethbridge County (herein referred to as the "COL") owned Information Technology (IT) hardware in a legal, cost effective manner.

It is appropriate to dispose of COL IT hardware (i.e. desktop and laptop computers, servers, databases, storage media, etc.) that is beyond reasonable repair by: recycling, donation or disposal, within the limits of this policy.

COL obsolete IT hardware must be discarded according to legal requirements and through responsible, ethical, and environmental regulations.

Disposal of all IT hardware will be centrally managed and coordinated by the COL IT Department.

DEFINITIONS

1. "Non-leased" refers to any and all IT hardware that are the sole property of COL; that is, hardware that is not rented, leased, or borrowed from a third party supplier or partner company. This includes hardware purchased through a COL grant.

2. "Disposal" refers to the reselling, recycling, donating, or throwing out of IT hardware.

3. "Obsolete" refers to IT hardware when they can no longer provide a "basic level of service" or have exceeded their useful life.

4. "Beyond reasonable repair" refers to any and all IT hardware whose condition requires fixing and no longer has any value to the County.

Policy

It is policy to retain hardware within the COL. Priority will therefore be given to the transfer/redeployment of hardware within the COL.

The following are acceptable methods for reuse or disposal of IT hardware:

1. **Reassignment of Retired Assets**: Reassignment of computer hardware to a less critical role is made at the sole discretion of the COL IT Department. It is, however, the goal of COL to, whenever possible, reassign IT hardware in order to achieve full return on investment (ROI) from the hardware and to minimize hardware expenditures when feasible reassignment to another business function will do instead.

2. **IT Hardware Beyond Reasonable Repair**: The IT Department is responsible for verifying any IT hardware beyond reasonable repair. Hardware identified as such will be disassembled for any spare and/or working parts that can still be put to sufficient use within the County. Remaining parts and/or whole machines unfit for use or any other disposal means will be disposed of.

3. **Decommissioning of Hardware**: All IT hardware to be taken out of service, the hard disk drive will either be sanitized or physically destroyed. The COL IT Department will assume responsibility for decommissioning this hardware by deleting all files, company licensed programs, and applications. In addition, any property tags or identifying labels must also be removed from the retired hardware.

4. **Donations**: IT Hardware (excluding hard disk drives or other storage devices that contain County information) may be donated to schools, charities, or other non-profit organizations (i.e. a distributor of free machines to developing nations). Hard disk drives will remain at the County and will not be donated. All donations must be authorized by the COL Financial Services.

The IT Hardware Disposal form must be filled out and signed by authorized department prior to disposal or transfer. In addition, the form needs to be sent and reported to the Finance Department as required per tangible capital asset policy.

The IT Department is in charge of selecting and approving external agents for recycling hardware and/or sanitizing hardware before shipment to transfer stations.

Obsolete IT hardware is not available for Council or Staff purchase.

Dell computers must have the transfer of ownership completed before being donated.

Leased IT hardware is not owned by the COL and cannot be transferred, sold or disposed.

REMOVAL/TRANSFER OF EQUIPMENT

It should be noted that if a member of staff is leaving the COL they are not permitted to remove/retain any COL IT hardware for their own personal use.

Lethbridge County IT Hardware Disposal Form

Recommended for:

☐ Redeployment ☐ Trade-in ☐ Sale ☐ Used for Parts

☐ Dispose ☐ Donation ☐ Storage ☐ Other

Condition:

☐ Excellent / Good ☐ Fair ☐ Beyond Repair ☐ Stolen

Hard Drive Protection:

☐ Digital Sanitization ☐ Destroyed

Manufacturer	Serial Number or Dell Service Tag	Model No. or Dell Express Service Code	Brief Description	Final Destination (i.e. dispose, donation, parts)

Department: _____ Location: _____

Authorized Signature: _____ Date: _____

IT Department Signature: _____

INTRODUCTION

The purpose of this policy is to define standards, procedures, and restrictions for Access control management to COL network and outline the Business Continuity Planning.

This policy also facilitates compliance with the County Auditor's and COL Human Resources which requires COL to implement IT controls and demonstrate that the controls are working.

The Director of Corporate Services of COL has delegated the execution and maintenance of IT and Information Systems to the Supervisor of Computer Services.

ACCESS CONTROL MANAGEMENT POLICY

Access control management concerns assessing, authorizing, authenticating, granting, managing, reviewing, altering and auditing the access to information resources. This includes documenting business needs for access and confirming compliance with legislation, policy and standards. Access control management is paramount to protecting private and sensitive government information resources. It includes system and program access as well as physical access to buildings and offices.

Access to the Windows network server systems is achieved by individual and unique logins and passwords that requires authentication. The IT Department controls all access and assignments of usernames and accounts for the Windows network server system. Each user is assigned a security level for their account.

Drive mapping refers to what servers (and therefore what information) will be available to the user when they login. Multiple users can be mapped to either the same or different drive to share information (depending on whether the information to be shared is sensitive to one department only).

Each user of the Accounting server system is assigned a security group that controls the screens, functionality and data to which that user (or group of users) has access. In certain instances, users may need the ability to view and monitor critical records but will be able to view in read only capacity without actually entering in information. The IT Department consults with the Payroll Officer to determine the security for users and groups for the Accounting server system.

COL employees are required to save data to designated network storage locations (not copied to the hard drive of the local computer). Network storage locations have been created and allocated on a department and user specific basis to help ensure confidential information is protected from compromise.

Authentication tokens (such as a SecureID card) should not be stored with a computer that will be used to access COL network or system resources. If an authentication device is lost or stolen, the loss must be immediately reported to the IT Department so that the device can be disabled.

Upon the resignation, retirement or termination of an employee, the COL requires that the employee's access to the COL computer system shall be cancelled the date the termination becomes effective.

IT Department Responsibilities

- Designate individuals who have the responsibility and authority for IT resources.
- Grant authorized user's appropriate access to the data and applications for which they are stewards and to limit access to authorized users with a legitimate role based need.
- Review access rights of authorized users on a regular basis.

SERVER ROOM ACCESS

The purpose of this policy is to define standards, procedures, and restrictions for accessing COL internal server room (including the server room in the Public Works Shop).

The overriding goal of this policy is to reduce operating risk. The COL Server Room Access Policy will:

- Regulate human traffic into the facility which tends to open up security vulnerabilities or cause server outages.
- Protect corporate data, networks, and databases from unauthorized use and/or malicious attack.

Access to the server rooms is restricted. Staff may have access to the server room that has either equipment installed or equipment for which they have direct systems administration responsibility. Being just a user of a system is not sufficient for staff to obtain access.

It is the responsibility of any employee of COL who is accessing the server room to protect COL technology based resources (such as corporate data, computer systems, networks or databases) from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue, and damage to our public image.

Levels of Access

- Authorized access - The server room is physically secured by a card reader door lock and monitored 24 hours a day, 7 days a week by building Security. Additionally, recorded video surveillance is conducted through the security cameras placed within the COL building. Card reader access is available to the server room on a 24x7 basis for authorized employees.
    - Certain staff has been authorized for access based on job related needs. The need for authorization will be reviewed no less than annually.
    - Access cards are authorized by Executive Security. The IT Department consults with the Director of Corporate Services to determine the security for users and groups accessing the server room.
    - Entry into the server room by 'tailgating' other staff is strictly forbidden.
    - Staff must report all security or health and safety incidents to the Supervisor of Computer Services immediately.
    - Staff will accompany 3rd party vendors in the server room at all times.
    - Staff is expected to challenge any unescorted visitors within the server room.
- Visitor / Guest access - In general, casual visits or tours of the server room are not allowed. However, approval of a tour or casual visit may be granted. Requests for a visit or tour of the server room should be directed to the Supervisor of Computer Services and must be pre-approved by the Director of Corporate Services.

Conduct in the Server Room

In order to maintain a safe and secure environment, it is mandatory for all persons working within and visiting the server room to adhere to the following rules:

- Cameras are not permitted and taking photographs is strictly forbidden.
- No food or drink is allowed within the server room.
- No person shall connect any equipment, network/wireless devices, or monitoring tools without permission.

IT DATA AND SYSTEMS RECOVERY PLANS

Recovery from a service disruption is essential to the COL daily operations. The applications and infrastructure described are fundamental for the delivery of services. This section outlines the planning and efforts COL has prepared to ensure the continued operation of systems in the event of a service disruption.

The service disruption is defined as:

- extensive damage to the computers, servers, and network infrastructure;
- substantial damage to the physical facilities housing the computing components;
- inability to access the facilities for an extended period of time that interferes with business functions; or
- an event that requires considerable restorative effort

Recovery is the process of bringing back into operation the systems necessary to resume key business functions.

Planning

Data and Systems Recovery Plan

- The plan ensures that essential centralized server information can be recovered from backup tapes to allow business functions to resume.

- An outside vendor is contracted on behalf of the COL to recover and restore our IT system in the event of a service disruption.

Supply Alternate Facilities

- The COL has an alternate facility which includes, at a minimum, sufficient electrical capacity for workstations and servers, sufficient HVAC to maintain suitable environment, and Local Area Network (LAN) wiring from the workstations to the servers. There is a secure area for the necessary network hardware and wiring.

Supply Workstations, Printers, Software and Services

- The COL will supply workstations, printers, software and services at the alternate facility. Delivery time frames will be at the best effort for a service disruption situation and shortened as much as possible to meet the COL need.

The COL shall:

- Maintain and update disaster recovery/business plans annually.
    - COL shall update disaster recovery/business plans at least annually and following any significant change to their computing or telecommunications environment.

- Test disaster recovery/business resumption plans annually.
    - COL is required to test the disaster recovery plan at least once a year. COL shall correct any deficiencies revealed by the test. The type and extent of testing adopted by an agency will depend on:
        - Cost of executing the test plan
        - Budget availability
        - Complexity of information system and components

DATA AND SYSTEMS BACKUP AND RESTORE

An essential part of computing services is the ability to recover from data loss. Data loss due to human error, machine malfunction, or service disruption can be minimized by operating in accordance with properly managed backup and storage procedures.

The IT Department monitors and manages the daily, weekly and monthly data backups. Data backups ensure against the loss of files and directories and will minimize data loss in the event of an emergency or service disruption.

Procedures

- Server Backups
  - All data on the servers are backed up to tape according to established processes. Backup tapes are taken daily and stored offsite for a predetermined time period.

- Backup Tapes
  - The IT Department is responsible for the replacement of backup tapes at its sites. This includes the removal of the previous night's backup tape from the tape drive on the server, safely storing it, and replacing it with a tape for the current day.
  - Backup tapes should be retained no more than six months.

- Backup Log
  - The IT Department is to check all server backup logs at its site before the backup tapes are stored offsite.

- Testing Backup Tapes
  - The IT Department tests the backup tapes to determine if data files can be recovered.

- Offsite Storage of Backup Tapes
  - COL requires that copies of daily, weekly and monthly tapes from COL owned servers be kept offsite for recovery purposes (i.e. in the event of a building disaster).
  - Tapes that are transferred/stored offsite are required to be written in an encrypted format.
  - At least three generations of backup tapes are stored offsite so an earlier generation of backup can be used if the current backup media are damaged or become unreadable.

- File Restores
  - The IT Department restores a file (single file or set of files) to COL owned servers from tape when a file has been damaged, deleted, or destroyed. A full restore is done when entire directories of server files have been affected.

- Monitor Hardware
  - The IT Department is to monitor hardware and systems for any issues that could affect their network performance. This includes checking for noise, obvious overheating, loss of power, and human error. This applies to all COL owned hardware and systems.

PASSWORD PROTOCOL

All users need to refer to Passwords covered in COL Computer Usage Policy under General Information Security.

Passwords are an important component of information and network security. The use of a user id and password combination serves to identify and authenticate a user to system resources and information assets. It is only through authenticated access that the COL can be assured that systems and data are being used appropriately. As such, passwords must be constructed, used and protected appropriately to ensure that the level of security they imply is actually met.

Procedures

It is each employee's personal responsibility to guard the confidentiality of their passwords, usernames and computer names. No employee shall use any means to disclose their password with the exception of the disclosure of all computer account passwords to COL IT Department or IT designated COL representative, in order to make updates or troubleshoot issues to the user's profile on their work computers.

All employees shall adhere to the COL Password Policy in establishing strong passwords, protecting those passwords and changing passwords as required. Each user is only authorized to login as themselves and not login for anyone else. Passwords must be treated as confidential information.

All employees shall ensure that access to data or software is protected and is never available to unauthorized persons. This shall require logging off or locking the computer when leaving to ensure no unauthorized access is possible.

Where possible, IT Department may implement software automation of password expiration.

Users should not use the "Remember Password" feature of applications.

Lethbridge County Policy Handbook

EFFECTIVE:	**February 6, 2012**	**SECTION: 100**	**NO. 158**
APPROVED BY:	**County Council**	**SUBJECT: Technology for County Councillors**	
REVISED DATE:			

PURPOSE

The purpose of this policy is to ensure that each member of County Council, during their term of office, has access to the technology needed to perform their official functions.

OBJECTIVE

The elected officials of Lethbridge County have a broad mandate to provide good government, develop and maintain safe and viable communities, and to supply desirable and/or necessary services to Lethbridge County. Therefore, it is the policy of Lethbridge County to provide each member of County Council with standard technological equipment for business use and to provide updates and technical support for this equipment as required.

PARAMETERS:

The Information Technology Department shall:

- Provide each member of County Council with tablet technology. All necessary business related software will be supplied.
- The Reeve's Office and Council Members' Office will be provided with:
  - Internet connectivity
  - Computer with access to corporate network printing, scanning and faxing
  - County issued desk phone.
- The Reeve will be provided with a Smart phone as well as a tablet.
- Provide technological updates and assistance when required.
- Identifying the changing technological needs of members of County Council.

GENERAL

It is recommended that County Councilors purchase their own Smart phones. Lethbridge County will provide an allowance of $50 per month to County Councilors to cover council business usage of those phones. This is based on the current County voice/data rate plans for smart phones. Future changes in the voice/data rate plans will be reviewed on an annual basis.

All technology and devices supplied by Lethbridge County will remain the property of Lethbridge County. Upon the conclusion of their term of office, Council members will return any technology and/or devices to the Information Technology Department.

On annual basis, the Computer Services Manager shall review this policy and make recommendations on any updates or amendments.

As a reminder, the Computer Usage Policy also applies to tablet technology.

AGENDA ITEM REPORT

Title:	Lethbridge County Policies (#103, 127, 141) consolidated into revised Policy #127
Meeting:	County Council - 19 Nov 2020
Department:	Human Resources
Report Author:	Dana Johnson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer, Approved - 13 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☒	☐	☐	☐

EXECUTIVE SUMMARY:

Consolidate 3 policies information into one updated, concise Policy. Change name of updated Policy 127 from Service Recognition Awards to Employee Recognition, including information from Policies 103 and 141.

RECOMMENDATION:

Lethbridge County Council rescind Policies 141 and 103 and adopt an updated Policy 127 Employee Recognition as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

These policies have not been in front of Council for at least 8 years.
Policy 103 Supply and Distribution of County Pins was last reviewed in 1995, but first adopted in 1978.

Policy 141 Long Service Retirement Allowance was adopted May 1, 2003 by Council.

Policy 127 Service Recognition Awards was adopted in November 2012.

BACKGROUND INFORMATION:

- Policies #141 (Long Service Retirement Allowance) and #103 (Supply and Distribution of County Pins) to be rescinded as pertinent/applicable information from each is included in updated Policy #127 Employee Recognition

- Service award changes updated in policy #127 are that employees will be given a Lethbridge County jacket after 5 years of service; And at 10 and 15 years, employees will have choice from three approved website vendors

- The only information kept from policy #103 (Supply and Distribution of County Pins) to include in policy #127 (Employee Recognition) is that pins are to be given to employees at milestone increments engraved with appropriate year, and replacement pins can be purchased at cost of $4.00 per pin by employee. The remainder of information provided in policy #103 (Supply and Distribution of County Pins) was found to be outdated and/or deemed unnecessary to include in Policy #127 revision.

- The following 'Re-Employment with Lethbridge County' section from Policy #141 removed/ not addressed in updated policy #127 (Employee Recognition)
    - "Employees that have accepted a long service retirement allowance in accordance with this policy are not eligible to work as an employee or contractor for the County unless prior approval has been granted by Council. In considering such a request, Council reserves the right to require that the employee return a portion or all of their Long Service Retirement Allowance".

ALTERNATIVES / PROS / CONS:

Provide alternate direction an any of these policies.

FINANCIAL IMPACT:

No additional costs will be incurred with these revisions

REASON(S) FOR RECOMMENDATION(S):

Policy review and clean up and we can use one document to cover employee recognition instead of having 2 and a third that only speaks to County pins.

ATTACHMENTS:

2020-11-12 127 Employee Recognition (Proposed)
Current Policy 103
Current Policy 127
Current Policy 141

Employees contribute to the overall success of Lethbridge County. Lethbridge County Council and Administration wish to acknowledge and recognize these efforts and contributions.

Purpose

The purpose of this policy is to provide a consistent approach in recognizing important milestones of an employee's career with Lethbridge County.

Yearly Service Awards

Service Awards will be distributed during the Annual Employee Recognition Event or alternate if required.

One Year:

- Employees will be welcomed to Lethbridge County in their first year of employment with a County vest.

Milestone Increments:

- Employees will be acknowledged in five (5) year increments (i.e.; 5, 10, 15, etc. years of service). At the end of each year, employees achieving a milestone will be presented with a Lethbridge County pin, engraved with the appropriate years, and a recognition gift valued at $20 per year of service. Replacement pins may be purchased at a cost of $4.00 per pin, to be paid by the individual requiring the replacement.

- At the completion of five (5) years, the employee will be gifted with a Lethbridge County Jacket.

- At the completion of ten (10) and fifteen (15) years and so on and so forth, the employee will have their choice of gift from a list of approved vendor websites.

- Eligible employees will be those employees who are employed in full-time permanent positions or have achieved "seasonal" status as per the CUPE Collective Agreement. For the purpose of calculating service recognition awards, one (1) year of seasonal employment will be considered to be one (1) year of employment.

REVISED

Retirements:

- Retiring employees will be presented with a parting gift valued at $20.00 per year of service. This will be presented to the employee during the Annual Employee Recognition Event, or as close to the retirement date as practicable.

Where applicable, all awards will be taxed according to Canada Revenue Agency's Employers' Taxable Benefits and Allowances guidelines.

Long Service Retirement

Lethbridge County recognizes the organization benefits when staff members remain employed with the County for extended periods of time. Benefits include reduced recruitment costs, savings in training and staff development costs, reduced equipment down time, reduced incidents, a higher degree of operational efficiencies, etc.

Lethbridge County also recognizes that future predications indicate there will be a general shortage of workers as the baby boomer generation enters the retirement phase. To proactively address these issues, Lethbridge County will provide a long service retirement allowance to employees that qualify in accordance with this policy.

Allowance

The long service retirement allowance paid upon formal retirement will be determined as follows.

- The maximum long service entitlement shall be $15,000.

- Less than 10 years full time equivalent (FTE) with Lethbridge County - 0%
- 10 years or more (FTE) – 10% of maximum long service entitlement plus an additional 3% of maximum entitlement for each additional year (FTE) beyond 10 years.

- 100% of long service entitlement shall be paid upon retirement after the employee has been employed for at least 40 years (FTE).

REVISED

Payment of Long Service Retirement Allowance

The payment of the long service retirement allowance will be subject to Federal Government reporting & withholding requirements. Employees may request that the County process the long service retirement allowance in accordance with a preferred option that is provided for under the Government of Canada reporting requirements.

Continued Participation in Employee Benefits Program

Upon retirement, employees may be able to convert their Lethbridge County Employee Benefit Plan coverage to a private plan with the same service provider. The conversion and or continuation of coverage under a private plan will be limited to the provisions within the plan at the time of retirement.

REVISED

County of Lethbridge Policy Handbook

EFFECTIVE:	**November 23, 1978**	**SECTION:**	**100 NO. 103 Pge 1 of 2**
APPROVED BY:	**County Council**	**SUBJECT:**	**Supply and Distribution of County Pins**
REVISED DATE:	**September 1995**		

PURPOSE:

The purpose of the policy is to provide for the presentation of engraved pins indicating the years of service for all Councillors and County employees in recognition of long service, and to provide distribution of un-engraved pins to Councillors and new employees.

TERMS AND CONDITIONS:

1. County pins which have been engraved with the number of years of service will be presented as follows:

   a) County Councillors

   - in accordance with the years of service they have attained, service pins will be presented on a three year interval basis to coincide with elections.

   b) Employees (which includes) Administration Staff and Municipal Employees

   - in accordance with the years of service they have attained, service pins will be presented in five year increments for five years of service or more.

2. County Councillors and employees (Administration Staff and Municipal Employees) who have lost their engraved County Service Pin may purchase a replacement pin at a cost of $4.00 per pin.

3. Un-engraved pins will be distributed at the discretion of the Reeve, Council or Management where it is felt that the public relations of the County will be enhanced, subject to availability of supply and charge if deemed necessary.

4. As per previous Policy No. 104, pins will not be supplied to organizations.

METHOD OF DISTRIBUTION:

1. Administration Staff - at the annual administration Christmas Party, employees who are eligible for long service pins will be presented pins indicating the applicable number of year's service.

2. Municipal Employees - at the annual municipal afternoon Christmas Party, municipal employees who are eligible will be presented pins with the applicable number of years of service.

3. County Councillors - the members of County Council will be presented service pins on a three year interval basis to coincide with elections.

County of Lethbridge Policy Handbook

EFFECTIVE:	**November 2, 2012**	**SECTION: 100 NO. 127 Page 1 of 1**
APPROVED BY:	**County Council**	**SUBJECT: Service Recognition Awards**
REVISED DATE:		

The County of Lethbridge values the contributions made by its employees and wishes to recognize and acknowledge employees of the County.

The Purpose

The purpose of this policy is to provide a consistent approach to recognizing employment anniversaries and retirements.

New Hires

New employees will be welcomed to the County of Lethbridge in their first year of employment with a County vest.

Service Awards

The County will recognize the service of County employees in five (5) year increments (i.e.; 5, 10, 15, etc. years of service). At the end of each year, employees achieving a milestone will be presented with a County pin (as per Policy No. 103) and a recognition gift valued at $20 per year of service.

Eligible employees will be those employees who are employed in full-time permanent positions or have achieved "seasonal" status as per the CUPE Collective Agreement. For the purpose of calculating service recognition awards, one (1) year of seasonal employment will be considered to be one (1) year of employment.

Retirements

When an employee retires, they will be presented with a parting gift valued at $20.00 per year of service. This only applies to actual retirements.

Other Information

If applicable, awards will be taxed according to Canada Revenue Agency's Employers' Taxable Benefits and Allowances guidelines.

Policy Statement

The County of Lethbridge recognizes there are benefits that accrue to the organization when staff members remain employed with the County for extended periods of time. Benefits include reduced recruitment costs, savings in training and staff development costs, reduced equipment down time, reduced accident and error rates, a higher degree of operational efficiencies, etc.

The County of Lethbridge also recognizes that future predications indicate there will be a general shortage of workers as the baby boomer generation enters the retirement phase. To proactively address these issues, the County of Lethbridge will provide a long service retirement allowance to employees that qualify in accordance with this policy.

Long Service Retirement Allowance

The long service retirement allowance paid upon formal retirement will be determined as follows.

The maximum long service entitlement shall be $15,000.

Less than 10 years full time equivalent (fte) with the County of Lethbridge - 0%
10 years or more (fte) – 10% of maximum long service entitlement plus an additional 3% of maximum entitlement for each additional year (fte) beyond 10 years.

100% of long service entitlement shall be paid upon retirement after the employee has been employed for at least 40 years (fte).

Payment of Long Service Retirement Allowance

The payment of the long service retirement allowance will be subject to Federal Government reporting & withholding requirements. Employees may request that the County process the long service retirement allowance in accordance with a preferred option that is provided for under the Government of Canada reporting requirements.

Continued Participation in Employee Benefits Program

Upon retirement, employees may be entitled to convert their County of Lethbridge Employee Benefit Plan coverage, to a private plan with the same service provider. The conversion and or continuation of coverage under a private plan will be limited to the provisions within the plan at the time of retirement.

Re-Employment with the County of Lethbridge

Employees that have accepted a long service retirement allowance in accordance with this policy are not eligible to work as an employee or a contractor for the County unless prior approval has been granted by Council. In considering such a request, Council reserves the right to require that the employee return a portion or all of their Long Service Retirement Allowance.

Eligibility

Individuals that receive a “severance package” at the conclusion of their employment with the County are not eligible to receive the long service retirement allowance provided for in this policy.

AGENDA ITEM REPORT

Title: County Council Meeting Date Changes 2021
Meeting: County Council - 19 Nov 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer, Approved - 13 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☒	☐	☐	☐

EXECUTIVE SUMMARY:

Due to possible conflicts with conferences and workshops, Administration is recommending that there be one Council meeting per month for January, February and March of 2021.

RECOMMENDATION:

That County Council schedules one Council meeting each for the months of January, February and March 2021 on the following dates: Wednesday, January 13, 2021; Thursday, February 11, 2021 and March 11, 2021 and further that these dates be advertised in the Sunny South News, County's website and social media pages.

PREVIOUS COUNCIL DIRECTION / POLICY:

Procedural Bylaw sets out all the dates of Council meetings during the year with revisions to meeting dates brought forward to Council for approval as needed.

BACKGROUND INFORMATION:

Historically the Agricultural Service Board Provincial Conference is from January 18-21, 2021. February is a short month and the Brownlee Virtual Emerging Trends is on February 18, 2021. March has the RMA Convention from March 15-17, 2021. In light of COVID these may or may not go forward but administration would like to be prepared in the event that they do. It is likely that these may end up being virtual conferences and Council would need to attend in this manner.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

Pros:

- Will allow attendance by Council at County Council meetings as well as planned conferences, workshops and events.

Cons:

- County Council could choose not to change the meeting dates.
- County Council could choose alternative dates to hold the meetings.

FINANCIAL IMPACT:

Council per diem (including mileage)

REASON(S) FOR RECOMMENDATION(S):

Historically at the beginning of the year there are many conferences, workshops, strategic planning events that take up Council's time. By scheduling one meeting per month for January, February and March it allows Council to attend planning and legislative events.

AGENDA ITEM REPORT

Title: Lethbridge County Council Attendance Update - October 2020
Meeting: County Council - 19 Nov 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer, Approved - 13 Nov 2020

STRATEGIC ALIGNMENT:

Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships
☐	☒	☐	☐	☐

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

That Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - October 2020", identifying the activities and events attended by Lethbridge County Council for the month of October 2020 as information.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

ATTACHMENTS:

2020 October Lethbridge County Council Attendance

Lethbridge County Council Attendance
October 2020

Division 1
Reeve Lorne Hickey

October 1	Lethbridge County Council Meeting
October 7	Met with CAO
October 14	Met with CAO
October 15	Lethbridge County Council Meeting
October 21	Met with CAO
October 22	Virtual County Road Tour
October 29	Virtual RCMP Meeting
October 29	Met with CAO

Division 2
Councillor Tory Campbell

October 1	Lethbridge County Council Meeting
October 15	County Council Org Meeting, Regular Lethbridge County Council Meeting
October 22	Virtual County Road Tour
October 27	Town of Coaldale Remembrance Day Ceremony Taping

Division 3
Councillor Robert Horvath

October 1	Lethbridge County Council Meeting
October 15	Lethbridge County Council Meeting
October 22	Virtual County Road Tour

Division 4
Councillor Ken Benson

October 1	Lethbridge County Council Meeting
October 15	Lethbridge County Council Meeting
October 20	South Region ASB Virtual Conference

Division 5
Councillor Steve Campbell

October 1	Lethbridge County Council Meeting
October 15	Lethbridge County Council Meeting
October 16	Exhibition Park Board Meeting
October 20	South Region ASB Virtual Conference
October 22	Virtual County Road Tour
October 28	Community Futures Lethbridge Meeting

Division 6
Councillor Klaas VanderVeen

October 1	Lethbridge County Council Meeting
October 15	Lethbridge County Council Meeting
October 22	Virtual County Road Tour
October 23	SAEWA

Division 7
Councillor Morris Zeinstra

October 1	Lethbridge County Council Meeting
October 15	Lethbridge County Council Meeting
October 20	South Region ASB Virtual Conference
October 22	Virtual County Road Tour