



Agenda

Council Meeting | Thursday, December 19, 2024 | 9:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

- 4 - 8 1. **County Council Meeting Minutes**
[Council Meeting - 05 Dec 2024 - Minutes](#)

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

- 9 - 39 1. **Bylaw 24-020 - Re-designate Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe - Public Hearing**
[Bylaw 24-020 - Re-designate Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe - Public Hearing](#)
- 40 - 61 2. **Bylaw 24-019 - Repeal Bylaw 18-010 being the Coulee View Area Structure Plan - Public Hearing**
[Bylaw 24-019 - Repeal Bylaw 18-010 being the Coulee View Area Structure Plan- Public Hearing](#)
- 62 - 91 3. **Bylaw 24-018 - Re-designate a portion of SE 13-8-21-W4 from Urban Fringe to Rural General Industrial- Public Hearing**
[Bylaw 24-018 - Re-designate a portion of SE 13-8-21-W4 from Urban Fringe to Rural General Industrial- Public Hearing](#)

E. DEPARTMENT REPORTS

E.1. MUNICIPAL DEVELOPMENT & INFRASTRUCTURE

- 92 - 104 E.1.1. **Bylaw 24-021 - Re-designate a portion of SE 6-8-20-W4 from Rural Agriculture to Grouped Country Residential- First Reading**
[Bylaw 24-021 - Re-designate a portion of the SE 6-8-20-W4 from Rural Agriculture to Grouped Country Residential - First Reading](#)
- 105 - 126 E.1.2. **Development Permit Application 2024-181 (Mubtala Auto Sales)**

[Development Permit Application 2024-181 \(Mubtala Auto Sales\)](#)

E.2. ADMINISTRATION

- 127 - 132 E.2.1. **2025 Agricultural Service Board Conference - Councillor Registration**
[2025 Agricultural Service Board Conference - Councillor Registration](#)
- 133 - 152 E.2.2. **Council Policy Amendments**
[Council Policy Amendments](#)
- 153 - 163 E.2.3. **Administration Policy Changes**
[Administration Policy Changes](#)
- 164 - 230 E.2.4. **Rural Intermunicipal Collaboration Framework Agreements**
[Rural Intermunicipal Collaboration Framework Agreements](#)
- 231 - 232 E.2.5. **Appointment of Returning Officer and Substitute Returning Officer for the 2025 Municipal Election**
[Appointment of Returning Officer and Substitute Returning Officer for the 2025 Municipal Election - Pdf](#)
- 233 - 252 E.2.6. **Municipal Election Matters & Bylaw 24-022**
[Municipal Election Matters & Bylaw 24-022](#)

E.3. CORPORATE SERVICES

E.4. PUBLIC OPERATIONS

F. CORRESPONDENCE

- 253 - 259 1. **Land & Property Rights Tribunal**
[Land & Property Rights Tribunal Order in Council](#)
- 260 2. **Minister McIver Christmas Card**
[Minister McIver Christmas Card](#)
- 261 3. **Oldman Watershed Council Greetings**
[Oldman Watershed Council Greetings](#)
- 262 4. **Lethbridge Polytechnic Greetings**
[Lethbridge Polytechnic Greetings](#)

G. COUNTY COUNCIL AND COMMITTEE UPDATES

- 263 - 266 1. **Lethbridge County Council Attendance Update - November 2024**

H. NEW BUSINESS

I. CLOSED SESSION

1. **CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)**

J. ADJOURN



Minutes

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

The Council Meeting of Lethbridge County was called to order on Thursday, December 5, 2024, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Tory Campbell
- Deputy Reeve John Kuerbis
- Councillor Lorne Hickey
- Councillor Mark Sayers
- Councillor Kevin Slomp
- Councillor Klaas VanderVeen
- Councillor Morris Zeinstra
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Hailey Pinksen
- Director, Operations Ryan Thomson
- Director, People & Culture Jared Zeller
- Manager, Finance & Administration Kurtis Krizsan
- Executive Assistant Candice Robison
- Manager, Planning & Development Hilary Janzen
- Senior Planner Steve Harty

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:03 a.m.

Reeve Campbell read the following land acknowledgement:

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

B. ADOPTION OF AGENDA

Council added the following item to the agenda:

F.2.2 - 2025 Budget Deliberations

Council removed the following items from the agenda:

D.3 - Subdivision Application #2024-0-139

D.4 - Subdivision Application #2024-0-144

677-2024	Deputy Reeve Kuerbis	MOVED that the December 5, 2024 Lethbridge County Council Meeting Agenda be adopted as amended.	CARRIED
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C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

678-2024	Councillor Sayers	MOVED that the November 21, 2024 Lethbridge County Council Minutes be adopted as presented.	CARRIED
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D. SUBDIVISION APPLICATIONS

**D.1. Subdivision Application #2024-0-128 (Alberta Beef Corporation)
- Gravel Area, Plan 2398EZ and a portion of NW1/4 20-10-20-W4M**

679-2024 Councillor Slomp MOVED that the Agricultural subdivision of Gravel Area, Plan 2398EZ and a portion of NW1/4 20-10-20-W4M (Certificate of Title No. 131 171 074, 991 202 209 +2), to reconfigure an existing 58.18-acre (23.50 ha) title and reduce it in size to 36.47-acres (14.76 ha) for agricultural use; BE APPROVED subject to the following:

- CONDITIONS:
1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if deemed required.
 3. That the applicant submits a final surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided and consolidated as approved.
 4. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels, is to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
 5. That a private encroachment agreement be provided by the applicant to address the dugout that is split by the proposed new parcel boundary between the titles, to be registered concurrently with the subdivision endorsement.

CARRIED

**D.2. Subdivision Application #2024-0-129 – MS Maclean Livestock
- Lot 1, Block 1, Plan 0011640 and part of the N1/2 9-10-20-W4M**

680-2024 Councillor Hickey MOVED that the Country Residential subdivision of Lot 1, Block 1, Plan 0011640 and part of the N1/2 9-10-20- W4M (Certificate of Title No. 121 257 581, 001 366 262, 001 087 329), to subdivide a 6.22-acre (2.52 ha) vacant parcel for country residential use and additionally consolidate back into the NW ¼-section a previously subdivided 4.56-acre (1.85 ha) country residential title; BE APPROVED subject to the following:

- CONDITIONS:
1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if deemed required.
 3. That the approved subdivision is limited to a maximum of 4.56-acres in size (equal title acreage area swap) for the NE corner of the NW 9-10-20-W4M, and the applicant shall submit a final plan as prepared by an Alberta Land Surveyor for the vacant parcel being subdivided as approved, acceptable for registration at Land Titles.
 4. That the existing 4.56-acre title (C of T 121 257 581) is consolidated back into the ¼-section title for the NW 9-10-20-W4M and the portions of land to be subdivided and consolidated to reconfigure the boundaries (property lines) of the parcels, is to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
 5. That the easement(s) as required by ATCO Gas shall be established, if deemed necessary by the Subdivision Authority.

CARRIED

F. DEPARTMENT REPORTS

F.1. DEVELOPMENT & INFRASTRUCTURE

681-2024	Councillor Sayers	<p>MOVED that the 2024 Hamlet of Monarch Growth Study Review be approved as an appendix to the original Hamlet of Monarch Growth Study.</p> <p style="text-align: right;">CARRIED</p>
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682-2024	Deputy Reeve Kuerbis	MOVED that County Council approve submitting a Local Growth and Sustainability Grant for the Broxburn Wastewater Septic Field Replacement project.	CARRIED
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683-2024	Councillor VanderVeen	MOVED that County Council appoint John Willms to the Regional Assessment Review Board.	CARRIED
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684-2024	Deputy Reeve Kuerbis	MOVED to approve a Diamond Sponsorship for the 2025 CCAA Conference and authorize any member of Council who wishes to attend to do so. <div style="text-align: right;">CARRIED</div>
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Reeve Campbell reconvened the meeting at 10:07 a.m.

Council reviewed the 2025 budget which was presented at the December 2 Budget Deliberation Meeting.

I.3. - CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)

685-2024	Councillor Slomp	<p>MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 10:07 a.m. for the discussion on the following:</p> <p>I.1. - 2025 Budget Deliberations (<i>FOIP Section 25 - Disclosure harmful to economic and other interests of a public body</i>)</p> <p>I.2 - Disposal of Municipal Land (<i>FOIP Section 25 - Disclosure harmful to economic and other interests of a public body</i>)</p> <p>I.3. - CAO Bylaw - C. Beck (<i>FOIP Sections 16, 17, 23 and 24</i>)</p> <p style="text-align: right;">Present during the Closed Session: Lethbridge County Council Chief Administrative Officer Senior Management Administrative Staff CARRIED</p>
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686-2024	Councillor Sayers	<p>MOVED that the Lethbridge County Council Meeting move out of the closed session at 11:01 a.m.</p> <p style="text-align: right;">CARRIED</p>
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E. **DELEGATIONS**

E.1. **11:00 a.m. - STARS - Jackie Seely, Municipal Relations Southern Alberta**
 Jackie Seely, STARS Municipal Relations Southern Alberta was present to provide Council the annual update on STARS.

F. **CLOSED SESSION**

I.1. - 2025 Budget Deliberations (FOIP Section 25 - Disclosure harmful to economic and other interests of a public body)

I.2. - Disposal of Municipal Land (FOIP Section 25 - Disclosure harmful to economic and other interests of a public body)

I.3. - CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)

687-2024	Councillor Zeinstra	<p>MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 11:18 a.m. for the discussion on the following:</p> <p>I.1. - 2025 Budget Deliberations (<i>FOIP Section 25 - Disclosure harmful to economic and other interests of a public body</i>)</p> <p>I.2 - Disposal of Municipal Land (<i>FOIP Section 25 - Disclosure harmful to economic and other interests of a public body</i>)</p> <p>I.3. - CAO Bylaw - C. Beck (<i>FOIP Sections 16, 17, 23 and 24</i>)</p> <p style="text-align: right;">Present during the Closed Session: Lethbridge County Council Chief Administrative Officer Senior Management Administrative Staff CARRIED</p>
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688-2024	Deputy Reeve Kuerbis	<p>MOVED that the Lethbridge County Council Meeting move out of the closed session at 11:01 a.m.</p> <p style="text-align: right;">CARRIED</p>
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F.1. 2025 Budget Deliberations (FOIP Section 25 - Disclosure harmful to economic and other interests of a public body)

689-2024 Deputy Reeve Kuerbis MOVED that the 2025 Operating Budget expenses in the amount of \$35,567,383 be approved, and that the 2026 and 2027 Operating Budget expenses in the amounts of \$38,108,321 and \$38,128,788 respectively be approved in principle.

CARRIED

690-2024 Councillor VanderVeen MOVED that the 2025 Capital Budget expenses in the amount of \$11,421,000 be approved, and that the 2026, 2027, 2028 and 2029 Capital Budget expenses in the amounts of \$11,665,000, \$11,850,000, \$11,287,000 and \$12,791,000 respectively be approved in principle.

CARRIED

F.2. Disposal of Municipal Land (FOIP Section 25 - Disclosure harmful to economic and other interests of a public body)

691-2024 Councillor Sayers MOVED that County Council approve the sale of the lands to Alberta Transportation and Economic Corridors at the appraised value.

CARRIED

J. ADJOURN

692-2024 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting adjourn at 12:36 p.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Bylaw 24-020 - Re-designate Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe - Public Hearing
Meeting: Council Meeting - 19 Dec 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 03 Dec 2024
Approved - 03 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to re-designate Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe. The applicant wishes to develop the lands as a single acreage development which aligns with the Urban Fringe District.

RECOMMENDATION:

- That Bylaw 24-020 be read a second time.
- That Bylaw 24-020 be read a third time.

REASON(S) FOR RECOMMENDATION(S):

There are no negative impacts to the County by rezoning the lands to the Urban Fringe District.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use
- First Reading of Bylaw 24-020 was given on November 21, 2024.

BACKGROUND INFORMATION:

An application has been made to re-designate Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe.

The Grouped Country Residential District has restrictions on the type of development that is allowed on a property and would not allow for larger accessory buildings or a personal riding arena. In consultation with County Administration the Urban Fringe District was deemed to be the most

appropriate district to re-designate the property to, as it permits residential development with opportunities for accessory building development.

The application has been circulated to all County Departments and external agencies for review. The following comments were received:

- Alberta Transportation and Economic Corridors - No concerns
- ATCO- no concerns
- City of Lethbridge - no concerns
- Town of Coalhurst - no concerns
- Telus - no concerns
- Fortis - no concerns
- LNID - no concerns
- ORRSC - provided an assessment of the application with no overall concerns with the bylaw as proposed.

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

- The rezoning is compatible with the adjacent land uses, being acreages, farmland, and a future public institutional development.
- There will be less impact to the adjacent landowners than the Grouped Country Residential as the lands would no longer be eligible for further subdivision.

The notice of the public hearing was advertised in the December 3 and 10 editions of the Sunny South News and on the County's website and social media accounts. With the postal strike in effect direct notices to adjacent landowners were not mailed out.

ALTERNATIVES / PROS / CONS:

County Council may refuse second reading of Bylaw 24-020

- Pros - none identified
- Cons - refusal of the application would limit what the landowner can develop on the parcel.

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:

☐ Inform ☒ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[Bylaw 2024-019 - Signed First Reading](#)

[Bylaw 24-020 - Rezoning Application](#)

[24_020_GCR_to_UF Rezoning Map](#)

[ATCO Gas Comments](#)

[ATCO Pipelines Comments](#)

[City of Lethbridge Comments](#)

[Coalhurst Comments](#)

[Telus Comments](#)

[Fortis Comments](#)

[LNID Comments](#)

[ORRSC Comments](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 24-019

**A BY-LAW OF LETHBRIDGE COUNTY BEING A BY-LAW PURSUANT TO
SECTION 191(1) OF THE MUNICIPAL GOVERNMENT ACT, REVISED
STATUTES OF ALBERTA 2000, CHAPTER M.26**

WHEREAS the existing landowners of Plan 0210532 Block 2 Lots 1 and 2, wish to repeal Bylaw 18-010 being the Coulee View Area Structure Plan;

AND WHEREAS the purpose of Bylaw 24-019 is to repeal Bylaw 18-010 being the Coulee View Area Structure Plan as the landowners no longer wishes to subdivide the lands for country residential purposes as proposed in the Area Structure Plan.

AND WHEREAS the municipality must prepare a bylaw to repeal the previously adopted bylaws in accordance with Section 191(2) and provide for its consideration at a public hearing;

NOW THEREFORE BE IT RESOLVED, under the Authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following:

- 1. Bylaw 18-010 being the Coulee View Area Structure Plan is hereby repealed.
- 2. This bylaw shall come into effect upon third and final reading hereof.

GIVEN first reading this 21st day of November, 2024.



Reeve


Chief Administrative Officer

GIVEN second reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: <u>September 18, 2024</u>	Assigned Bylaw No.	<u>24-020</u>
Date Deemed Complete: <u>September 26, 2024</u>	Application & Processing Fee:	\$ <u>1500.00</u>
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. [Refer to Part 1, Sections 54 to 56 of bylaw.]

IMPORTANT NOTE: Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: Katelyn Olsen
Mailing Address: 40 Stonecrest Point W
Lethbridge, AB
Postal Code: T1K 6W3
Phone: 4039156872
Phone (alternate): 4034480330
Email: olsen.katelync@gmail.com

Is the applicant the owner of the property?

☒ Yes

☐ No

IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Postal Code: _____	

PROPERTY INFORMATION

Municipal Address: 221078 Township Road 92, Lethbridge County, Alberta T1K 1M5
Legal Description: Lot(s) 2 Block 2 Plan 0210532
OR Quarter _____ Section _____ Township _____ Range _____

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

Residential Acreage - Grouped Country Residential

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

Rural Agriculture or Urban Fringe

SITE DESCRIPTION:

Describe the lot/parcel dimensions 80.21 acres and lot area/parcel acreage Plan 0210532, block 2, lot 2
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☐ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

Section 55 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please attach a descriptive narrative detailing: attached concept

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or **we do not have any reports at time of application, however would plan collaborative reports once homestead design is further along**
- soils analysis; and/or
- evaluation of surface drainage or a detailed storm water management plan;
- and any other information described in Part 1, section 55(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;

if deemed necessary.

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*

Katelyn Olsen

Katelyn and Barry Olsen

APPLICANT

REGISTERED OWNER (if not the same as applicant)

September 18, 2024

DATE

IMPORTANT: This information may also be shared with appropriate government/ other agencies and may also be kept on file by the agencies. This information may also be used by and for any or all municipal programs and services. Information provided in this application may be considered at a public meeting. The application and related file content will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact Lethbridge County.

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 24-007 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the Municipal Development Plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

Note: Information provided or generated in this application may be considered at a public meeting.

Picture #1
approx lot plot.



Picture #2.

approx lot layout plan



- proposed homestead building site
(subject to land survey, planning, etc)
 - proposed personal arena & horse barn
(100x120ft arena, 5 stall horse barn)
 - horse paddocks/pasture
- white lines are access roads to home
& arena from county road.

Katelyn and Barry Olsen
40 Stonecrest Point West
Lethbridge, Alberta Canada T1K 6W3

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

To Whom It May Concern,

I am writing to formally request the rezoning of Plan 0210532, Block 2, Lot 2, encompassing 80.21 acres, from its current Residential Acreage zoning. My husband, Barry, and I have acquired this plot of land with the intention of building our dream homestead, which includes a residence and a personal horse arena with an attached five-stall barn.

At this stage, our development plans are still in the preliminary phase, characterized by a vision for our ideal acreage. We are committed to ensuring that all future developments comply with the necessary permitting and construction regulations. The existing Residential Acreage zoning, however, is not suitable for our envisioned use of the property. According to the current zoning regulations, only a second structure of up to 3,000 sq. ft. is permitted. Our planned arena alone measures 100 ft. x 120 ft., totaling 12,000 sq. ft., not including the attached 1,400 sq. ft. barn.

After reviewing the County of Lethbridge Land Use Bylaw 24007, dated April 2024, we believe that rezoning to either Rural Agriculture or Urban Fringe would be more appropriate for our intended use. We propose this change for the following reasons:

- 1. Increased Privacy and Space:** A single homestead development would provide more space and privacy, reducing housing density.
- 2. Enhanced Property Value:** Larger lots and fewer neighboring properties could increase land and home values, benefiting surrounding landowners.
- 3. Reduced Infrastructure Costs:** A single homestead would likely require less infrastructure, such as roads and utilities, compared to a subdivided residential area.
- 4. Environmental Benefits:** Fewer homes would minimize the impact on local ecosystems, preserve natural landscapes, and reduce environmental degradation.
- 5. Community Impact:** A single homestead would contribute to a quieter, less congested area, potentially improving the quality of life for nearby residents.
- 6. Simplified Zoning and Planning:** Managing one property simplifies zoning and planning issues.
- 7. Regulatory Compliance:** It would be easier to ensure compliance with local regulations and guidelines with a single, larger property.

We are aware that the previous owner had rezoned the land to Residential Acreage with the intention of developing estate acreage lots and had implemented an area structure plan for subdivided lots. We have discussed our intended use with the previous owner's estate, and they have agreed to dissolve the current area structure plan. A letter of approval and awareness from the previous owner is included in this application package.

We appreciate the opportunity to present our proposal and are eager to proceed with creating our dream home and equine arena. Thank you for considering our rezoning application.

Sincerely,

A handwritten signature in black ink, appearing to be 'Katelyn Olsen', written over a horizontal line.

Katelyn Olsen
(403) 915-6872
olsen.katelyn@gmail.com

8/8/2024

LETHBRIDGE COUNTY
100-905 4 AVE S
LETHBRIDGE, AB T1J 4E4

ATTENTION COUNTY COUNCIL

DEAR SIR/MADAM:

RE: APPLICATION FOR REZONING

I am one of the Personal Representatives for the Estate of Peter Fiorino pursuant to a Grant of Probate dated March 26, 2023. The Estate is the owner of the lands legally described as, Plan 0210532; Block 2; Lot 1. I am authorized to provide this correspondence on behalf of the Estate.

We have been advised that the new owners wish to submit applications to the County for the purpose of having the lands legally described as: Plan 0210532; Block 2; Lot 2, rezoned to Urban Fringe and for recission of the Coulee View Area Structure Plan (Bylaws 18-010).

On behalf of the Estate, we confirm that we do not intend to oppose the applications. Should you need any further information kindly contact Mary Fiorino at 74 Uplands BLVD N, Lethbridge, AB T1K 6J5.

Yours truly,

Mary (Fiorino) Johauski

August 2, 2024

Lethbridge County

100, 905 4 Avenue South

Lethbridge, AB T1J 4E4

Attn: County Council

Re: Application for Rezoning

I am one of the Personal Representatives for the Estate of Peter Fiorino pursuant to a Grant of Probate dated March 26, 2023. The Estate is the owner of the lands legally described as: Plan 0210532; Block 2; Lot 1. I am authorized to provide this correspondence on behalf of the Estate.

We have been advised that the new owners wish to submit applications to the County for the purpose of having the lands legally described as: Plan 0210532; Block 2; Lot 2 rezoned to Urban Fringe.

On behalf of the Estate, we confirm that we do not intend to oppose the applications. Should you need any further information, please contact Mary (Fiorino) Tokarski at 74 Uplands Blvd N, Lethbridge, AB T1H 6J5.

Yours truly,

A handwritten signature in cursive script that reads "Mary Tokarski".

Mary Tokarski

/mt



Bylaw 24-020: Grouped Country Residential (GCR) to Urban Fringe (UF)

**Plan 0210532; Block: 2; Lot 2; (SW-14-9-22-W4M) Approx 80.2 Acres
Located in Lethbridge County, AB**

 24-020 Grouped Country Residential to Urban Fringe



From: [Lahnert, Jessica](#)
To: [Hilary Janzen](#)
Subject: RE: Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Wednesday, October 02, 2024 10:45:12 AM
Attachments: [image001.png](#)

Hi Hilary,

ATCO Gas has no objection to the proposed changes.

Thanks,

Jessica Lahnert

Administrative Coordinator, Land
Natural Gas

P. 403-245-7443

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, September 26, 2024 11:41 AM
To: South Land Administration <SouthLandAdministration@atco.cul.ca>; Circulations, HP <HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town <CAO@coalhurst.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; LNID (lnid@telus.net) <lnid@telus.net>
Subject: Lethbridge County Referral - Bylaw 24-019 and 24-020

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Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,

Hilary Janzen, RPP, MCIP
Manager, Planning and Development



P: 403.380.1580 **C:** 403.331-5036 **E:** hjanzen@lethcounty.ca
www.lethcounty.ca

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

The information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited. If you receive this in error, please contact the sender and delete or destroy this message and any copies.

From: [Circulations_HP](#)
To: [Hilary Janzen](#)
Subject: RESPONSE 24-3811 RE: Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Wednesday, October 09, 2024 10:21:10 AM
Attachments: [image001.png](#)

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Vicki Porter
Sr. Admin Coordinator, Engineering Ops
Gas Transmission
ATCO Pipelines and Liquids GBU

Email: vicki.porter@atco.com

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, September 26, 2024 11:41 AM
To: South Land Administration <SouthLandAdministration@atco.cul.ca>; Circulations, HP <HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town <CAO@coalhurst.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; LNID (lnid@telus.net) <lnid@telus.net>
Subject: Lethbridge County Referral - Bylaw 24-019 and 24-020

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Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development

P: 403.380.1580 **C:** 403.331-5036 **E:** hjanzen@lethcounty.ca

www.lethcounty.ca

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From: [Tyson Boylan](#)
To: [Hilary Janzen](#)
Cc: [Maureen Gaehring](#); [Jason Price](#)
Subject: RE: [External] Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Tuesday, October 15, 2024 10:11:13 AM
Attachments: [image002.jpg](#)
[image003.png](#)

Hi Hilary,

The City of Lethbridge has no comments on the captioned rezoning application and proposed bylaw to repeal the Coulee View ASP, as long as the proposed riding arena remains for the personal use of the parcel's occupants.

Regards,



Tyson Boylan RPP, MCIP
Senior Community Planner | Planning & Design | City of Lethbridge
P: 403.320.3928
E: tyson.boylan@lethbridge.ca
A: 1st Floor, City Hall 910-4th Avenue South, Lethbridge, AB, T1J 0P6
lethbridge.ca

The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge offers respect to the Metis and all who have lived on this land and made Lethbridge their home.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, September 26, 2024 11:41 AM
To: ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com)
<southlandadmin@atcogas.com>; ATCO Pipelines - Referrals (HP.Circulations@atco.com)
<HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town
<CAO@coalhurst.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com)
<landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com)
<circulations@telus.com>; LNID (lnid@telus.net) <lnid@telus.net>
Subject: [External] Lethbridge County Referral - Bylaw 24-019 and 24-020

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca
www.lethcounty.ca

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



October 21, 2024

Hilary Janzen, Manager, Planning and Development
Lethbridge County
#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4

Via email: hjanzen@lethcounty.ca

Subject: Lethbridge County Bylaws No. 24-019 and 24-020 Referral

Dear Hilary,

Thank you for the referral on Lethbridge County Bylaws No. 24-019 and 24-020.

The Town of Coalhurst is supportive of Bylaw 24-019, for the purpose of rescinding the Coulee View ASP and of Bylaw 24-020, which is the redesignation of Lot 2, Block 2, Plan 021 0532 from Grouped Country Residential to Urban Fringe.

On behalf of Coalhurst Town Council,

A handwritten signature in blue ink, consisting of a stylized 'K' and 'B' intertwined.

Karlene Betteridge, CAO, Town of Coalhurst

cc: Coalhurst Town Council

From: [circulations .](#)
To: [Hilary Janzen](#)
Subject: Re: Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Monday, October 21, 2024 1:12:10 PM
Attachments: [image001.png](#)

Good Day,

Thank you for including TELUS in your circulation.

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

Thanks

Jane Willox

Real Estate Specialist | TELUS Land Solutions Team

Customer Network Planning (CNP)

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Thu, Sep 26, 2024 at 11:40 AM Hilary Janzen <hjanzen@lethcounty.ca> wrote:

Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,



Hilary Janzen, RPP, MCIP

Manager, Planning and Development

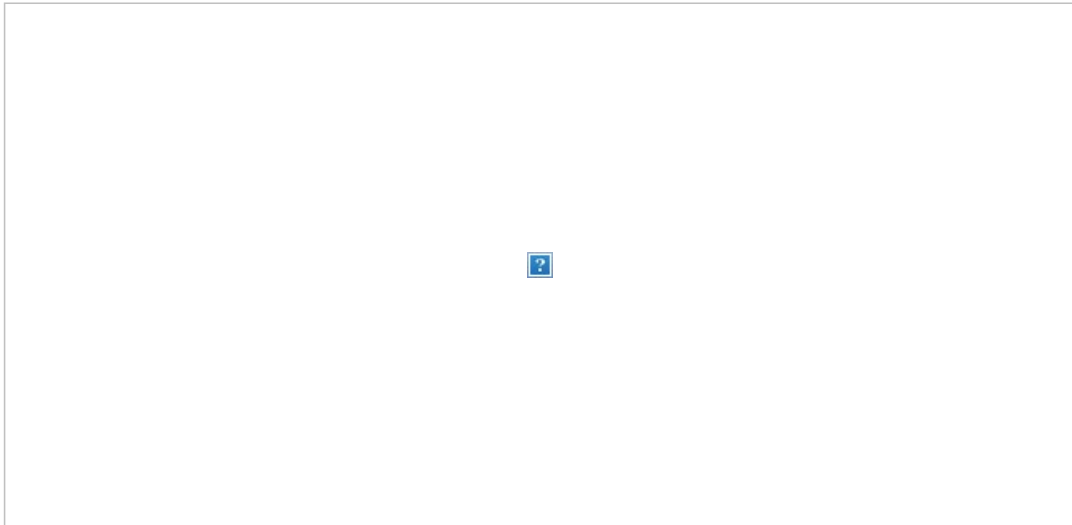
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca

www.lethcounty.ca

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

From: [Tracy Davidson](#) on behalf of [Land Service](#)
To: [Hilary Janzen](#)
Subject: FW: [CAUTION] Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Tuesday, October 15, 2024 11:24:04 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Bylaw 24-020 - Rezoning Application.pdf](#)
[External Circulation - Bylaw 24-019 and 24-020.docx](#)
[24_020_GCR_to_UF Rezoning Map.pdf](#)

Good morning,
FortisAlberta Inc. has no concerns regarding this land use bylaw amendment application.



Thank you,

Tracy Davidson | Land Coordinator

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park, AB, T8A 4H4 | Direct 780-464-8815



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, September 26, 2024 11:41 AM
To: ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; ATCO Pipelines - Referrals (HP.Circulations@atco.com) <HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town <CAO@coalhurst.ca>; Land Service <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; LNID

(lnid@telus.net) <lnid@telus.net>

Subject: [CAUTION] Lethbridge County Referral - Bylaw 24-019 and 24-020

THINK BEFORE YOU CLICK:

Before taking any action, please pause and review this message for any **Red Flags** and signs of phishing.

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Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development

P: 403.380.1580 **C:** 403.331-5036 **E:** hjanzen@lethcounty.ca

www.lethcounty.ca

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

From: lnid@telus.net
To: [Hilary Janzen](#)
Subject: RE: Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Friday, October 25, 2024 4:25:57 PM
Attachments: [image003.png](#)

Good Afternoon:

On behalf of Janet Beck, Administration and Land Manager, please be advised that the Lethbridge Northern Irrigation District (LNID) has no objection to the Land Use Bylaw Amendment for Bylaws 24-019 and 24-020 (Plan 0210532 Block 2 Lot 2).

Thank you for the opportunity to comment.

LETHBRIDGE NORTHERN IRRIGATION DISTRICT

2821 18th Avenue North | Lethbridge, AB | T1H 6T5
T 403.327.3302 | F 403.320.2457 | C 403.330.7581
Email: jb_lnid@telus.net

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: September 26, 2024 11:41 AM
To: ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com)
<southlandadmin@atcogas.com>; ATCO Pipelines - Referrals (HP.Circulations@atco.com)
<HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town
<CAO@coalhurst.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com)
<landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com)
<circulations@telus.com>; LNID (lnid@telus.net) <lnid@telus.net>
Subject: Lethbridge County Referral - Bylaw 24-019 and 24-020

Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca
www.lethcounty.ca

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

Memo



To: Hilary Janzen, Manager of Planning and Development

From: Steve Harty – ORRSC Senior Planner

Date: 2024-10-21

**Re: Bylaw No. 24-019 – to repeal Bylaw No. 18-010 (Coulee View ASP)
Bylaw No. 24-020 – to re-designate a Plan 0210532 Block 2 Lot 2 from Grouped
Country Residential to Urban Fringe**

Plan 0210532 Block 2, Lot 2 in ptns of the SE & SW 14-9-22-W4 - Olsen

COMMENTS:

In review of the Bylaw applications, the following matters may be taken into consideration in making decisions on the two proposals:

- As the landowners no longer wish to develop the subject lands for country residential purposes, the ASP (Bylaw No. 8-010 - Coulee View ASP) should be rescinded as what the new owners are now wanting to do with the land is not consistent with the adopted ASP. That plan's purpose was for multi-lot GCR, not the country residential acreage with a horse-riding arena (with a commercial aspect), etc. The associated application to rezone back to the Urban Fringe (UF) land use district illustrates that they have a different "intent" for the land than the ASP was designed for. The rescinding of the ASP would be the logical and proper step to appropriately deal with the proposed land use situation.
- In considering future potential for GCR, it is recognized that these types of multi-lot developments may not be feasible for the subject land until such time a secure potable water supply is available to provide the capacity needed. Thus, there is no real benefit in keeping the ASP and GCR bylaws in place for "future" potential, and if anything changes in the future it may be reviewed at that time and addressed for suitability.
- It is deemed reasonable to exclude the most easterly separate parcel (Lot 1 Block 2, Plan 0210532) that was included in the ASP and also designated as GCR from the bylaw process to re-designate from GCR to UF, as they are a different owner and title. They have approx. 5-acres of developable land and could stay GCR, as the County does not require an ASP if they were able to subdivide (perhaps for 2 lots). The County could also ask for a concept plan if needed at the subdivision stage. Thus, rescinding the ASP (Bylaw No. 8-010 - Coulee View ASP) should not negatively affect them.
- Overall, from a planning perspective the redesignation from GCR to UF should alleviate some potential traffic impacts at the intersection of Township Road Rd 9-2 at Highway 25. With a potential separate proposal for a church use being located on a parcel to the west, this less

dense proposal may be beneficial for the area. However, as Alberta Transportation has jurisdiction over the highway, comments from AT are most pertinent for consideration.

- The property is located within the County and City of Lethbridge Intermunicipal Development Plan area (Policy Area 2, subarea 3). As a referral to the city is required as part of the process, this will enable the County to consider any legitimate concerns raised by the city. As the IDP policies allow for the consideration of GCR which had previously occurred, zoning back to UF should not impact the City in any manner. Additionally, as the land is within the "Interface" IDP Area with the Town of Coalhurst, any referral comments from the town should be considered. Similar to the City of Lethbridge situation, rescinding the ASP and zoning back to UF is not foreseen to impact the Town of Coalhurst in any manner. It is understood that the town is supportive of the applicants proposal.

Overall, see no major concerns with the two associated bylaws and Council should review the proposals and at it's prerogative, may approve the applications to redesignate the parcel to UF and rescind the former ASP.

AGENDA ITEM REPORT



Title: Bylaw 24-019 - Repeal Bylaw 18-010 being the Coulee View Area Structure Plan - Public Hearing
Meeting: Council Meeting - 19 Dec 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 03 Dec 2024
Approved - 03 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to repeal Bylaw 18-010 being the Coulee View Area Structure Plan as the current landowners no longer wish to proceed with the proposed Country Residential development.

RECOMMENDATION:

That Bylaw 24-019 be read a second time.
That Bylaw 24-019 be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The repealing of Bylaw 18-010 will not impact the County or the adjacent landowners.

PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council approved Bylaw 18-010 (Coulee View Area Structure Plan) on June 7, 2018
- First Reading of Bylaw 24-019 was given on November 21, 2024.

BACKGROUND INFORMATION:

An application has been made to repeal Bylaw 18-010 being the Coulee View Area Structure Plan as the current landowners no longer wish to proceed with the proposed Country Residential development.

To repeal Bylaw 18-010 (The Coulee View Area Structure Plan) the same process must be followed as the Bylaw was approved, which includes advertising and holding a public hearing as per the Municipal Government Act Section 191(2).

The application was circulated to all County Departments and external agencies for review. The following comments were received:

- Alberta Transportation and Economic Corridors - No concerns
- ATCO- no concerns
- City of Lethbridge - no concerns
- Town of Coalhurst - no concerns
- Telus - no concerns
- Fortis - no concerns
- LNID - no concerns
- ORRSC - provided an assessment of the application with no overall concerns with the bylaw as proposed.

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

- As the landowners no longer wish to subdivide and develop the parcel as described in the Coulee View Area Structure Plan (Bylaw 18-010) and desire to develop the lands for personal use, as such it is reasonable to repeal the Coulee View Area Structure Plan.
- There will be less impact to the adjacent landowners than the Grouped Country Residential as the lands would no longer be eligible for subdivision as per the Coulee View Area Structure Plan.
- There will be reduced traffic concerns on Township Road 9-2 and HWY 25 as the parcel will be developed for a single isolated residential development versus Grouped Country Residential Development..

The Bylaw was advertised in the December 3 and 10 editions of the Sunny South News and posted on on the Lethbridge County website and social media accounts. As the postal strike is ongoing, notices were not mailed out to the adjacent landowners.

ALTERNATIVES / PROS / CONS:

County Council may refuse second reading of Bylaw 24-019

Pros - None Identified

Cons - This will impact the owners ability to develop the property as they wish to do.

FINANCIAL IMPACT:

There is no financial impact.

LEVEL OF PUBLIC PARTICIPATION:

☐ Inform ☒ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[Bylaw 24-019 - Repeal of Bylaw 18-010](#)
[LUB Amendment READING BYLAW 24-019](#)
[ATCO Gas Comments](#)
[ATCO Pipelines Comments](#)
[City of Lethbridge Comments](#)
[Coalhurst Comments - October 21 2024](#)
[Telus Comments](#)
[Fortis Comments](#)
[LNID Comments](#)
[ORRSC Commnets - Oct 22 2024](#)

Katelyn and Barry Olsen
40 Stonecrest Point West
Lethbridge, Alberta Canada T1K 6W3

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

To Whom It May Concern,

I am writing to formally request the rezoning of Plan 0210532, Block 2, Lot 2, encompassing 80.21 acres, from its current Residential Acreage zoning. My husband, Barry, and I have acquired this plot of land with the intention of building our dream homestead, which includes a residence and a personal horse arena with an attached five-stall barn.

At this stage, our development plans are still in the preliminary phase, characterized by a vision for our ideal acreage. We are committed to ensuring that all future developments comply with the necessary permitting and construction regulations. The existing Residential Acreage zoning, however, is not suitable for our envisioned use of the property. According to the current zoning regulations, only a second structure of up to 3,000 sq. ft. is permitted. Our planned arena alone measures 100 ft. x 120 ft., totaling 12,000 sq. ft., not including the attached 1,400 sq. ft. barn.

After reviewing the County of Lethbridge Land Use Bylaw 24007, dated April 2024, we believe that rezoning to either Rural Agriculture or Urban Fringe would be more appropriate for our intended use. We propose this change for the following reasons:

- 1. Increased Privacy and Space:** A single homestead development would provide more space and privacy, reducing housing density.
- 2. Enhanced Property Value:** Larger lots and fewer neighboring properties could increase land and home values, benefiting surrounding landowners.
- 3. Reduced Infrastructure Costs:** A single homestead would likely require less infrastructure, such as roads and utilities, compared to a subdivided residential area.
- 4. Environmental Benefits:** Fewer homes would minimize the impact on local ecosystems, preserve natural landscapes, and reduce environmental degradation.
- 5. Community Impact:** A single homestead would contribute to a quieter, less congested area, potentially improving the quality of life for nearby residents.
- 6. Simplified Zoning and Planning:** Managing one property simplifies zoning and planning issues.
- 7. Regulatory Compliance:** It would be easier to ensure compliance with local regulations and guidelines with a single, larger property.

We are aware that the previous owner had rezoned the land to Residential Acreage with the intention of developing estate acreage lots and had implemented an area structure plan for subdivided lots. We have discussed our intended use with the previous owner's estate, and they have agreed to dissolve the current area structure plan. A letter of approval and awareness from the previous owner is included in this application package.

We appreciate the opportunity to present our proposal and are eager to proceed with creating our dream home and equine arena. Thank you for considering our rezoning application.

Sincerely,

A handwritten signature in black ink, appearing to be 'Katelyn Olsen', with a long horizontal line extending to the right.

Katelyn Olsen
(403) 915-6872
olsen.katelyn@gmail.com

8/8/2024

LETHBRIDGE COUNTY
100-905 4 AVE S
LETHBRIDGE, AB T1J 4E4

ATTENTION COUNTY COUNCIL

DEAR SIR/MADAM:

RE: APPLICATION FOR REZONING

I am one of the Personal Representatives for the Estate of Peter Fiorino pursuant to a Grant of Probate dated March 26, 2023. The Estate is the owner of the lands legally described as, Plan 0210532; Block 2; Lot 1. I am authorized to provide this correspondence on behalf of the Estate.

We have been advised that the new owners wish to submit applications to the County for the purpose of having the lands legally described as: Plan 0210532; Block 2; Lot 2, rezoned to Urban Fringe and for recission of the Coulee View Area Structure Plan (Bylaws 18-010).

On behalf of the Estate, we confirm that we do not intend to oppose the applications. Should you need any further information kindly contact Mary Fiorino at 74 Uplands BLVD N, Lethbridge, AB T1K 6J5.

Yours truly,

Mary (Fiorino) Johauski

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 24-019

**A BY-LAW OF LETHBRIDGE COUNTY BEING A BY-LAW PURSUANT TO
SECTION 191(1) OF THE MUNICIPAL GOVERNMENT ACT, REVISED
STATUTES OF ALBERTA 2000, CHAPTER M.26**

WHEREAS the existing landowners of Plan 0210532 Block 2 Lots 1 and 2, wish to repeal Bylaw 18-010 being the Coulee View Area Structure Plan;

AND WHEREAS the purpose of Bylaw 24-019 is to repeal Bylaw 18-010 being the Coulee View Area Structure Plan as the landowners no longer wishes to subdivide the lands for country residential purposes as proposed in the Area Structure Plan.

AND WHEREAS the municipality must prepare a bylaw to repeal the previously adopted bylaws in accordance with Section 191(2) and provide for its consideration at a public hearing;

NOW THEREFORE BE IT RESOLVED, under the Authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended, the Council of Lethbridge County in the Province of Alberta duly assembled does hereby enact the following:

1. Bylaw 18-010 being the Coulee View Area Structure Plan is hereby repealed.
2. This bylaw shall come into effect upon third and final reading hereof.

GIVEN first reading this 21st day of November, 2024.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

From: [Lahnert, Jessica](#)
To: [Hilary Janzen](#)
Subject: RE: Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Wednesday, October 02, 2024 10:45:12 AM
Attachments: [image001.png](#)

Hi Hilary,

ATCO Gas has no objection to the proposed changes.

Thanks,

Jessica Lahnert

Administrative Coordinator, Land
Natural Gas

P. 403-245-7443

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, September 26, 2024 11:41 AM
To: South Land Administration <SouthLandAdministration@atco.cul.ca>; Circulations, HP <HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town <CAO@coalhurst.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; LNID (Inid@telus.net) <Inid@telus.net>
Subject: Lethbridge County Referral - Bylaw 24-019 and 24-020

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Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,

Hilary Janzen, RPP, MCIP
Manager, Planning and Development



P: 403.380.1580 **C:** 403.331-5036 **E:** hjanzen@lethcounty.ca
www.lethcounty.ca

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

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From: [Circulations_HP](#)
To: [Hilary Janzen](#)
Subject: RESPONSE 24-3811 RE: Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Wednesday, October 09, 2024 10:21:10 AM
Attachments: [image001.png](#)

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Vicki Porter
Sr. Admin Coordinator, Engineering Ops
Gas Transmission
ATCO Pipelines and Liquids GBU

Email: vicki.porter@atco.com

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, September 26, 2024 11:41 AM
To: South Land Administration <SouthLandAdministration@atco.cul.ca>; Circulations, HP <HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town <CAO@coalhurst.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; LNID (lnid@telus.net) <lnid@telus.net>
Subject: Lethbridge County Referral - Bylaw 24-019 and 24-020

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Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development

P: 403.380.1580 **C:** 403.331-5036 **E:** hjanzen@lethcounty.ca

www.lethcounty.ca

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From: [Tyson Boylan](#)
To: [Hilary Janzen](#)
Cc: [Maureen Gaehring](#); [Jason Price](#)
Subject: RE: [External] Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Tuesday, October 15, 2024 10:11:13 AM
Attachments: [image002.jpg](#)
[image003.png](#)

Hi Hilary,

The City of Lethbridge has no comments on the captioned rezoning application and proposed bylaw to repeal the Coulee View ASP, as long as the proposed riding arena remains for the personal use of the parcel's occupants.

Regards,



Tyson Boylan RPP, MCIP
Senior Community Planner | Planning & Design | City of Lethbridge
P: 403.320.3928
E: tyson.boylan@lethbridge.ca
A: 1st Floor, City Hall 910-4th Avenue South, Lethbridge, AB, T1J 0P6
lethbridge.ca

The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge offers respect to the Metis and all who have lived on this land and made Lethbridge their home.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, September 26, 2024 11:41 AM
To: ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com)
<southlandadmin@atcogas.com>; ATCO Pipelines - Referrals (HP.Circulations@atco.com)
<HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town
<CAO@coalhurst.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com)
<landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com)
<circulations@telus.com>; LNID (lnid@telus.net) <lnid@telus.net>
Subject: [External] Lethbridge County Referral - Bylaw 24-019 and 24-020

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Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca
www.lethcounty.ca

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



October 21, 2024

Hilary Janzen, Manager, Planning and Development
Lethbridge County
#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4

Via email: hjanzen@lethcounty.ca

Subject: Lethbridge County Bylaws No. 24-019 and 24-020 Referral

Dear Hilary,

Thank you for the referral on Lethbridge County Bylaws No. 24-019 and 24-020.

The Town of Coalhurst is supportive of Bylaw 24-019, for the purpose of rescinding the Coulee View ASP and of Bylaw 24-020, which is the redesignation of Lot 2, Block 2, Plan 021 0532 from Grouped Country Residential to Urban Fringe.

On behalf of Coalhurst Town Council,

A handwritten signature in blue ink, consisting of a stylized 'K' and 'B' intertwined.

Karlene Betteridge, CAO, Town of Coalhurst

cc: Coalhurst Town Council

From: [circulations .](#)
To: [Hilary Janzen](#)
Subject: Re: Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Monday, October 21, 2024 1:12:10 PM
Attachments: [image001.png](#)

Good Day,

Thank you for including TELUS in your circulation.

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

Thanks

Jane Willox

Real Estate Specialist | TELUS Land Solutions Team

Customer Network Planning (CNP)

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Thu, Sep 26, 2024 at 11:40 AM Hilary Janzen <hjanzen@lethcounty.ca> wrote:

Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,



Hilary Janzen, RPP, MCIP

Manager, Planning and Development

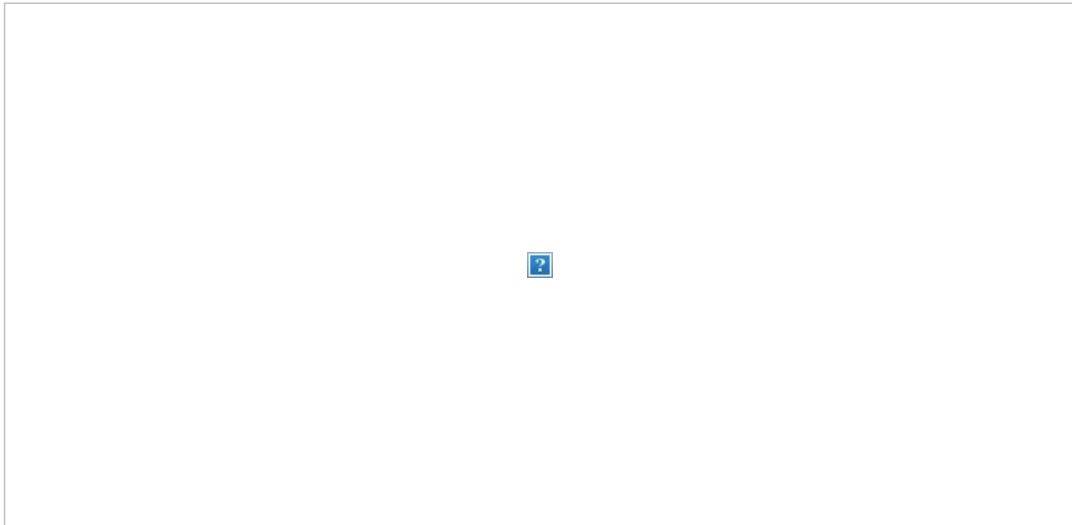
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca

www.lethcounty.ca

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

From: [Tracy Davidson](#) on behalf of [Land Service](#)
To: [Hilary Janzen](#)
Subject: FW: [CAUTION] Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Tuesday, October 15, 2024 11:24:04 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Bylaw 24-020 - Rezoning Application.pdf](#)
[External Circulation - Bylaw 24-019 and 24-020.docx](#)
[24_020_GCR_to_UF Rezoning Map.pdf](#)

Good morning,
FortisAlberta Inc. has no concerns regarding this land use bylaw amendment application.



Thank you,

Tracy Davidson | Land Coordinator

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park, AB, T8A 4H4 | Direct 780-464-8815



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Thursday, September 26, 2024 11:41 AM
To: ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; ATCO Pipelines - Referrals (HP.Circulations@atco.com) <HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town <CAO@coalhurst.ca>; Land Service <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; LNID

(lnid@telus.net) <lnid@telus.net>

Subject: [CAUTION] Lethbridge County Referral - Bylaw 24-019 and 24-020

THINK BEFORE YOU CLICK:

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Please see the attached referral from Lethbridge County:

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- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

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Thank you,



Hilary Janzen, RPP, MCIP

Manager, Planning and Development

P: 403.380.1580 **C:** 403.331-5036 **E:** hjanzen@lethcounty.ca

www.lethcounty.ca

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May we respect each other and find understanding together and recognize the benefits that this land provides to all of us.

From: lnid@telus.net
To: [Hilary Janzen](#)
Subject: RE: Lethbridge County Referral - Bylaw 24-019 and 24-020
Date: Friday, October 25, 2024 4:25:57 PM
Attachments: [image003.png](#)

Good Afternoon:

On behalf of Janet Beck, Administration and Land Manager, please be advised that the Lethbridge Northern Irrigation District (LNID) has no objection to the Land Use Bylaw Amendment for Bylaws 24-019 and 24-020 (Plan 0210532 Block 2 Lot 2).

Thank you for the opportunity to comment.

LETHBRIDGE NORTHERN IRRIGATION DISTRICT

2821 18th Avenue North | Lethbridge, AB | T1H 6T5
T 403.327.3302 | F 403.320.2457 | C 403.330.7581
Email: jb_lnid@telus.net

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: September 26, 2024 11:41 AM
To: ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com)
<southlandadmin@atcogas.com>; ATCO Pipelines - Referrals (HP.Circulations@atco.com)
<HP.Circulations@atco.com>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Coalhurst - Town
<CAO@coalhurst.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com)
<landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com)
<circulations@telus.com>; LNID (lnid@telus.net) <lnid@telus.net>
Subject: Lethbridge County Referral - Bylaw 24-019 and 24-020

Please see the attached referral from Lethbridge County:

- Bylaw 24-019 – to repeal Bylaw 18-010 being the [Coulee View Area Structure Plan](#)
- Bylaw 24-020 – to rezone Plan 0210532 Block 2 Lot 2 from Grouped Country Residential to Urban Fringe

Comments are due not later than October 28, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca
www.lethcounty.ca

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Memo



To: Hilary Janzen, Manager of Planning and Development

From: Steve Harty – ORRSC Senior Planner

Date: 2024-10-21

**Re: Bylaw No. 24-019 – to repeal Bylaw No. 18-010 (Coulee View ASP)
Bylaw No. 24-020 – to re-designate a Plan 0210532 Block 2 Lot 2 from Grouped
Country Residential to Urban Fringe**

Plan 0210532 Block 2, Lot 2 in ptns of the SE & SW 14-9-22-W4 - Olsen

COMMENTS:

In review of the Bylaw applications, the following matters may be taken into consideration in making decisions on the two proposals:

- As the landowners no longer wish to develop the subject lands for country residential purposes, the ASP (Bylaw No. 8-010 - Coulee View ASP) should be rescinded as what the new owners are now wanting to do with the land is not consistent with the adopted ASP. That plan's purpose was for multi-lot GCR, not the country residential acreage with a horse-riding arena (with a commercial aspect), etc. The associated application to rezone back to the Urban Fringe (UF) land use district illustrates that they have a different "intent" for the land than the ASP was designed for. The rescinding of the ASP would be the logical and proper step to appropriately deal with the proposed land use situation.
- In considering future potential for GCR, it is recognized that these types of multi-lot developments may not be feasible for the subject land until such time a secure potable water supply is available to provide the capacity needed. Thus, there is no real benefit in keeping the ASP and GCR bylaws in place for "future" potential, and if anything changes in the future it may be reviewed at that time and addressed for suitability.
- It is deemed reasonable to exclude the most easterly separate parcel (Lot 1 Block 2, Plan 0210532) that was included in the ASP and also designated as GCR from the bylaw process to re-designate from GCR to UF, as they are a different owner and title. They have approx. 5-acres of developable land and could stay GCR, as the County does not require an ASP if they were able to subdivide (perhaps for 2 lots). The County could also ask for a concept plan if needed at the subdivision stage. Thus, rescinding the ASP (Bylaw No. 8-010 - Coulee View ASP) should not negatively affect them.
- Overall, from a planning perspective the redesignation from GCR to UF should alleviate some potential traffic impacts at the intersection of Township Road Rd 9-2 at Highway 25. With a potential separate proposal for a church use being located on a parcel to the west, this less

dense proposal may be beneficial for the area. However, as Alberta Transportation has jurisdiction over the highway, comments from AT are most pertinent for consideration.

- The property is located within the County and City of Lethbridge Intermunicipal Development Plan area (Policy Area 2, subarea 3). As a referral to the city is required as part of the process, this will enable the County to consider any legitimate concerns raised by the city. As the IDP policies allow for the consideration of GCR which had previously occurred, zoning back to UF should not impact the City in any manner. Additionally, as the land is within the "Interface" IDP Area with the Town of Coalhurst, any referral comments from the town should be considered. Similar to the City of Lethbridge situation, rescinding the ASP and zoning back to UF is not foreseen to impact the Town of Coalhurst in any manner. It is understood that the town is supportive of the applicants proposal.

Overall, see no major concerns with the two associated bylaws and Council should review the proposals and at it's prerogative, may approve the applications to redesignate the parcel to UF and rescind the former ASP.

AGENDA ITEM REPORT



Title: Bylaw 24-018 - Re-designate a portion of SE 13-8-21-W4 from Urban Fringe to Rural General Industrial- Public Hearing
Meeting: Council Meeting - 19 Dec 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 03 Dec 2024
Approved - 03 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to re-designate a portion of SE 13-8-21-W4 from Urban Fringe to Rural General Industrial. The applicant wishes to rent out space in two existing shop/bay buildings allowing uses under the Rural General Industrial District.

RECOMMENDATION:

That Bylaw 24-018 be read a second time.
That Bylaw 24-018 be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The proposed rezoning meets the requirements for an isolated commercial/industrial use as described in the Lethbridge County Municipal Development Plan and the Industrial-Commercial Land Use Strategy.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use
- First Reading of Bylaw 24-018 was given on November 21, 2024.

BACKGROUND INFORMATION:

An application has been made to re-designate a portion of SE 13-8-21-W4 from Urban Fringe to Rural General Industrial. The applicant wishes to rent out space in two existing shop/bay buildings allowing uses under the Rural General Industrial District.

The application has been circulated to all County Departments and external agencies for review. The following comments were received:

- Alberta Transportation and Economic Corridors - No concerns
- ATCO- no concerns
- City of Lethbridge - no concerns
- Telus - no concerns
- Fortis - no concerns
- ORRSC - provided an assessment of the application with no overall concerns with the bylaw as proposed.

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

- The Industrial-Commercial Land Use Strategy (Policy 5.3.1) and Municipal Development Plan (Policy 10.21) provides criteria for the approval of an isolated commercial/industrial use including:
 - Be located on fragmented or poor agricultural lands
 - An isolated commercial/industrial development shall be adjacent to a road network that can accommodate the development's traffic volume;
 - Have access to services and utilities
 - Be compatible with adjacent land uses or mitigate any negative impacts to adjacent landowners
 - Address drainage and storm-water runoff
- The lands are fragmented and have been previously subdivided and are not used for agricultural purposes.
- The proposed development is adjacent to Highway 4 and would have good access to the highway network.
- Regarding services the development would have onsite septic, and potable water is currently from the County of Lethbridge Rural Water Association, utilities (gas, power, phone) are existing on the site.
- The use may have off-site impacts to the adjacent properties, which are predominantly existing farmyards and agricultural lands with one non-agricultural title to the north (Ranch Docs Veterinary Services). The off-site impacts could be increased traffic and potential noise related to the businesses that could locate on the property.
 - Through the development permitting process the uses would be evaluated to ensure that they are suitable.
- The buildings are existing so there are no concerns with drainage or run-off from the site.

The notice of the public hearing was advertised in the December 3 and 10 editions of the Sunny South News and on the County's website and social media accounts. With the postal strike in effect direct notices to adjacent landowners were not mailed out.

ALTERNATIVES / PROS / CONS:

County Council may refuse second reading of Bylaw 24-018

- Pros - this would ensure there are no impacts to adjacent landowners.
- Cons - The County would not realize any tax benefits from commercial/industrial uses on the property.

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:

☐

Inform

☐

Consult

☒

Involve

☐

Collaborate

☐

Empower

ATTACHMENTS:

[Bylaw 24-018 - Rezoning Application](#)

[24 018 UF to RGI Rezoning Map](#)

[Rural General Industrial District - Bylaw 24-007](#)

[Bylaw 24-018 - Hunter Heggie - Amendment to LUB](#)

[ORRSC Comments - Oct 21 2024](#)

[Telus Comments](#)

[Fortis Comments](#)

[ATCO Gase Comments](#)

[ATCO Pipelines Comments](#)

[City of Lethbridge Comments](#)



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application:	Assigned Bylaw	No. <u>24-018</u>
Date Deemed Complete: <u>September 24, 2024</u>	Application & Processing Fee:	\$ <u>1500.00</u>
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. [Refer to Part 1, Sections 54 to 56 of bylaw.]

IMPORTANT NOTE: Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: HUNTER HEGGIE / HEGGIE DEVELOPMENTS LTD.
Mailing Address: 317 5TH ST. S Phone: 403-382-5954
LETHBRIDGE, AB Phone (alternate):
Email: 403-328-3128
Postal Code: T1J 2B4
Is the applicant the owner of the property? ☒ Yes ☐ No

IF "NO" please complete box below

Name of Owner:	Phone:
Mailing Address:	Applicant's interest in the property:
	<input type="checkbox"/> Agent
	<input type="checkbox"/> Contractor
	<input type="checkbox"/> Tenant
Postal Code:	<input type="checkbox"/> Other

PROPERTY INFORMATION

Municipal Address: 82028 RR 210
Legal Description: Lot(s) _____ Block _____ Plan _____
OR Quarter SE Section 13 Township 8 Range 21
PTN SE 13 8 21 W4



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

Residential / Farmland

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

Rural General Industrial

SITE DESCRIPTION: 279' x 271' x 489' x 614'

Describe the **lot/parcel dimensions** _____ and **lot area/parcel acreage** 3.2 Acres

Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

Section 55 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please **attach a descriptive narrative** detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
- soils analysis; and/or
- evaluation of surface drainage or a detailed storm water management plan;
- and any other information described in Part 1, section 55(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;

if deemed necessary.

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*


APPLICANT

REGISTERED OWNER (if not the same as applicant)

Sept 16 / 2024
DATE

IMPORTANT: This information may also be shared with appropriate government/ other agencies and may also be kept on file by the agencies. This information may also be used by and for any or all municipal programs and services. Information provided in this application may be considered at a public meeting. The application and related file content will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact Lethbridge County.

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 24-007 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the Municipal Development Plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

Note: Information provided or generated in this application may be considered at a public meeting.



Heggie Developments Ltd.

Rezoning Application – 82028 RR 210

The property is currently used for my personal shops. I use them for storage, woodwork, equipment, vehicle repair, etc.

We are proposing that the zoning be changed to “Rural General Industrial” (RGI) for the purpose of renting out the shop space.

I have spoken to my immediate neighbors. They have all told me they will not oppose the application. My neighbors include Leeuwenburgh Angus, Ranch Docs Vet Clinic and van Roekel Family farm.

RGI zoning should conform with the area as Ranch Docs Vet Clinic already has that zoning.

The property is fully serviced. It has a separate power meter, shared gas meter and has its own septic system and field. Water is Lethbridge County water co-op.

There may be a small increase in traffic to the road. It is already very busy with traffic to that Ranch Docs Vet Clinic, so the increase would likely be minimal.



Bylaw 24-018: Urban Fringe (UF) to Rural General Industrial (RGI)

**Parcels: 82028 RGE RD 210 (SE-13-8-21-4) Approx 3.2 Acres
Located in Lethbridge County, AB**

 24-018 Urban Fringe to Rural General Industrial



RURAL GENERAL INDUSTRIAL - RGI

1. PURPOSE

To allow for the location of industrial uses, either isolated or grouped development, pursuant to the Municipal Development Plan in areas that will not conflict with the conservation of agricultural land for agricultural use or with adjacent non-industrial uses. This district provides for rural or agricultural-related industry type land uses along with some more general industrial.

2. PERMITTED, DISCRETIONARY AND PROHIBITED USES

(1) Permitted Uses

Accessory Buildings, Structures and Uses to an Approved Permitted Use
Agricultural Services
Automotive Repair and Service Shops (see Part 5, Section 6)
Automotive Sales
Building and Trade Contractor Services
Cartage/Moving Services
Farm Machinery and Equipment Sales
Farm Service Product Sales
Machinery and Equipment Sales, Rental and Service
Mini-storage
Minor Building Additions or Renovations to Existing Residential Structures
Offices, Public and Private
Outdoor Storage for an approved permitted use
Professional Services
Public or Private Utilities
Recreational Vehicle Storage (see Part 5, Section 31)
Recycling Drop-off
Retail Sales and Uses
Shipping Containers, Temporary (see Part 5, Section 36)
Signs Type 1 (in accordance with Part 6)
Signs Type 2 (in accordance with Part 6)
Small Wind Energy Conversion Systems (see Part 7, Section 3)
Solar Collectors, Individual (see Part 2 - No Permit Required and Part 7, Section 2)
Veterinary Clinic, Small Animal
Warehousing and Indoor Storage

(2) Discretionary Uses

Abattoirs (see Part 5, Section 1)
Accessory Buildings, Structures and Uses to an Approved Discretionary Use
Alternative or Renewable Energy Commercial/Industrial Facilities (see Part 7)
Anhydrous Ammonia Storage/Facilities (see Part 5, Section 5)
Asphalt Batch Plants (see Part 5, Section 8)

Auction Market (see Section 6 of this district)
Auction Sales, Non-livestock
Automotive Detail (see Part 5, Section 6)
Automotive Paint Shop (see Part 5, Section 6)
Bulk Fuel Storage and Sales
Cannabis Processing (see Part 5, Section 11)
Chemical Processing and Storage
Crypto-currency Mining (see Part 5, Section 15)
Concrete Batch Plants (see Part 5, Section 8)
Day Care (see Part 5, Section 16)
Feed Mills / Grain Terminals
Fertilizer Storage and Sales
Food Processing
Garden Centres / Greenhouses
Industrial Processing and Manufacturing
Industrial Supplies and Sales
Kennels / Dog Training Facilities (see Part 5, Section 23)
Lumber Yards / Building Supplies
Market Gardens and Nurseries
Moved-in Buildings (see Part 5, Section 27)
Oilfield Contractor Services
Outdoor Storage
Recreation, Minor
Recycling Depot Facilities
Recycling Oil Depots
Recycling Soils
Railway and Railway Related Uses
Retail Sales or Uses
Salvage or Wrecking Yards
Sandblasting (see Part 5, Section 32)
Security Suites (see Part 5, Section 39)
Seed Processing Facility
Service Stations / Gas Bars (see Part 5, Section 35)
Shipping Containers (see Part 5, Section 36)
Signs Type 3 (in accordance with Part 6)
Solar Collectors, Individual (ground mount) (see Part 7, Section 2)
Telecommunications Facilities (see Part 5, Section 40)
Trucking Operation
Truck Transportation Dispatch/Depots
Truck Washes (see Part 5, Section 13)
Veterinary Clinics, Large Animal
Waste Management Facilities, Minor
Welding / Metal fabrication
Wind Energy Conversion Systems (see Part 7)
Work Camps (see Part 5, Section 43)

(3) **Prohibited Uses**

- ♦ Any use which is not listed as either a Permitted or Discretionary Use, or is not ruled to be similar to a Permitted or Discretionary Use in accordance with Part 1, Section 34, is a Prohibited Use.

3. MINIMUM LOT SIZE

- (1) The minimum required parcel or lot size shall be:
 - (a) existing parcels;
 - (b) 0.8 ha (2 acres) of developable land or greater as reasonably required to support the proposed use if private disposal sewage systems are used.
- (2) Parcels or lots less than 0.8 ha (2 acres) in size may be considered in the following circumstances:
 - (a) the lots are to be connected to municipal services; or
 - (b) the lots are included in a municipal approved area structure plan or design scheme and the lot area is based on an alternative or communal waste water treatment system acceptable to the municipality. In such situations, the minimum lot area should not be less than 0.2 ha (20,000 sq. ft.) unless special circumstances warrant a smaller size; and
 - (c) the Subdivision Authority or Development Authority is satisfied that the minimum setback requirements of this bylaw can be met.

4. MINIMUM LOT AREA

In addition to the minimum lot size required, the following minimum parcel and lot areas for all the permitted and discretionary uses listed above are also applicable:

Use	Frontage Minimum		Depth Minimum	
	m	ft.	m	ft.
All uses	61.0	200	As required to meet lot size	

5. MINIMUM YARD SETBACK REQUIREMENTS

- (1) All uses except extensive agriculture require a minimum property line setback of:

Front Yard		Side Yard		Rear Yard	
m	ft	m	ft	m	ft
9.1	30	6.1	20	9.1	30

- (2) Where any part of a parcel to be developed for a business or industrial use has frontage on a provincial highway, special standards for setbacks, access, and service roadways may be imposed as a condition of approval by the Development Authority in accordance with the requirements of Alberta Transportation and the *Highways Development Protection Regulation*. The following Section 6 stipulations shall also apply.

- (3) As determined by the Development Authority, all buildings, structures and development that are to be located in the vicinity of an escarpment, coulee break, river bank or other geographical feature may have special requirements for setbacks, upon due consideration of any geotechnical or slope stability analysis reports requested by the municipality.
- (4) For setbacks on parcels adjacent to or fronting statutory road allowances, additional setbacks as stipulated in Section 5(1) will be applied in accordance with Section 6 below, or on the recommendations or requirements of the Director of Municipal Services for Lethbridge County.

6. MINIMUM SETBACKS FROM ROADWAYS

- (1) No part of a building, structure or development shall be located within:
 - (a) 38.1 metres (125 ft.) of the centre line of any municipal road allowance, unless authorized by the Development Authority;
 - (b) 70.0 metres (230 ft.) of the centre line or 40.0 metres (131 ft.) from the right-of-way boundary, whichever is greater, of roads designated as provincial highways under the *Highways Development Protection Regulation*;
 - (c) for any development adjacent to provincial roadways classified as a four-lane divided highway or freeways/expressways, the required setback distances and accesses will be reviewed on a highway-by-highway/development-by-development basis and shall be as prescribed by Alberta Transportation;
 - (d) any greater distance that may be required by the Development Authority in order to facilitate future road widening, service road dedication, to reduce potential snow drifting, or vision restrictions.
- (2) Landscaping setbacks shall be at the discretion of the Development Authority having consideration for future road widening and possible adverse effects on the safety of the roadway.

7. ACCESS

- (1) The municipality may, at the time of subdivision or development, require the developer to enter into an agreement for the construction of any approach(es) necessary to serve the lot or development area in accordance with the *Lethbridge County Engineering Guidelines and Minimum Servicing Standards*.
- (2) To ensure proper emergency access, all developments shall have direct legal and developed physical access to a public roadway in accordance with *Lethbridge County Engineering Guidelines and Minimum Servicing Standards*, unless otherwise approved by the municipality. If the development is within 300 metres (¾ mile) of a provincial highway, direct legal and physical access to a public roadway shall be to the satisfaction of Alberta Transportation.
- (3) No full-access frontages to parcels from local roads shall be allowed and developers shall be limited to one access per parcel in accordance with *Lethbridge County Engineering Guidelines and Minimum Servicing Standards*, unless otherwise approved by the municipality.

- (4) Access points adjacent to blind corners, hills, ridges, railway crossings and any other obstructions shall be positioned so as to provide a reasonably unobstructed view in either direction of 100 metres (328 ft.) on a local road.
- (5) The requirement of a service road or subdivision street to provide access may be imposed as a condition of approval for any new subdivision or development. Construction and survey costs for a service road shall be the responsibility of the applicant.

8. MAXIMUM SITE COVERAGE

The maximum site coverage for all permitted and discretionary uses:

- (a) principal and accessory buildings combined – 50 percent; or
- (b) as required by the Development Authority.

9. ACCESSORY BUILDINGS AND STRUCTURES

- (1) An accessory building or structure shall not be located in the required setback from a public road or on an easement.
- (2) An accessory building or structure shall be setback a minimum 3.0 metres (10 ft.) from the principal dwelling and from all other structures on the same lot.
- (3) Where a structure is attached to the principal building on a site by a roof, an open or enclosed structure, a floor or foundation, it is to be considered a part of the principal building and is not an accessory building.
- (4) As a condition of a permit, if a development approval is required, the Development Authority may stipulate specific requirements for the type of foundation, fastening or tie-down system, finish, colour, roof pitch, and materials to be applied to the accessory building or structure.

10. SERVICING REQUIREMENTS

- (1) Every development shall be required to install a sewage disposal system and potable water system in accordance with *Lethbridge County Engineering Guidelines and Minimum Servicing Standards* or other system as approved by the municipality.
- (2) The Development Authority may refuse a development, and the Subdivision Authority may refuse to approve a subdivision, if the parcel on which it is proposed is not large enough or does not have suitable soil characteristics to support a sewage disposal system to the standard required.
- (3) The Development Authority may refuse a development, and the Subdivision Authority may refuse to approve a subdivision, if it cannot be demonstrated to the satisfaction of the approval authority that the parcel has access to a secure potable water source or system.
- (4) Industrial or business uses that require or use a large volume of water may be denied a development permit if a secured source of water, relative to what is required for the development, is not verified or cannot be guaranteed to the satisfaction of Lethbridge County.

This may include, but is not limited to, car/ truck wash facilities, food or other various processing industries, and biofuel plants associated with ethanol production.

11. ARCHITECTURAL CONTROLS

All development must comply with any approved architectural controls if required as part of an area structure plan or subdivision approval. Proof of compliance to the applicable architectural controls is required at the time of submission of a development permit application.

12. AREA STRUCTURE PLANS AND DESIGN SCHEMES

Pursuant to the criteria outlined in the Municipal Development Plan, the Development Authority may recommend that Council require the adoption of an area structure plan or design scheme prior to consideration of an application.

13. INDUSTRIAL DEVELOPMENT STANDARDS

- (1) No use shall be approved which may generate traffic problems within the district.
- (2) Any proposed industrial development shall meet all the required and appropriate regulations of the Alberta Building Code.
- (3) On parcels located adjacent to provincial highways, any storage of goods, products, raw materials, etc. shall be effectively screened from view by buildings, solid fences, landscaped features, or combinations thereof and be maintained in good repair.
- (4) Landscaping, fencing, screening and siting or setback restrictions may be imposed as a condition of a development permit, with consideration for Section 14 below, and Part 4, Section 25.
- (5) Where it appears that greater side yard setbacks may be necessary, the Development Authority may impose such a requirement as a condition of a development permit.
- (6) No large animal veterinary clinic, kennel or riding stable shall be located within 300 metres (1000 ft.) of a neighbouring residential building excepting an approved dwelling that is ancillary to the designated use.
- (7) See Part 4 – General Land Use Provisions for additional standards.

14. LANDSCAPING, SCREENING AND LOCATION OF STORAGE

- (1) Separation, or buffering, between adjacent land uses may be required, including the use of trees, shrubs, fences, walls, and berms to buffer or screen uses of negative impact.
- (2) For landscaping requirements see Part 4 – General Land Use Provisions, Section 25.
- (3) Outdoor storage is prohibited in the front yard.
- (4) The outdoor display of goods, materials or equipment solely for advertisement purposes may be allowed, unless otherwise stipulated by the Development Authority, subject to the following:

- (a) the display of goods, materials or equipment may be permitted in the front yard provided that it is restricted to examples of limited equipment, products, vehicles or items sold by the business or industrial use located on the subject site containing the display area;
 - (b) the outdoor display areas are not located within any required setback; and
 - (c) the display areas are not located on any required and approved landscaping area.
- (5) Refuse or garbage shall be kept in a suitably-sized container or enclosure, effectively screened, and the refuse containers shall be located in a rear yard only.
 - (6) Wrecked or damaged motor vehicles which might be located or stockpiled on the property must be effectively screened from all adjacent parcels and roadways in the vicinity.
 - (7) Where screen planting is not sufficient to buffer outdoor storage (including salvage yards, lumber yards, pipe storage and similar uses), a fence and/or earth berm with sufficient height to block the view may be required by the Development Authority.

15. LOADING AREA REQUIREMENTS

- (1) For commercial, industrial and other uses, there shall be a minimum of one off-street designated loading area, or more as required by the Development Authority.
- (2) Each loading area shall be designed in such a manner that it will not interfere with convenient and safe pedestrian movement, traffic flow, site access/approaches onto public roadways, or parking.
- (3) See Part 4 – General Land Use Provisions for additional standards.

16. STANDARDS OF DEVELOPMENT (See Part 4 – General Land Use Provisions)

- (1) Part 4 contains land use and development standards that may be required and stipulated as a condition of a subdivision or development approval.
- (2) All development must comply with any additional standards that may be contained in an adopted area structure plan or design scheme.

17. OFF-STREET PARKING REQUIREMENTS (See Part 4 – General Land Use Provisions)

18. USE SPECIFIC STANDARDS OF DEVELOPMENT (See Part 5 – Use Specific Provisions)

19. MOVED-IN BUILDINGS (See Part 5 – Use Specific Provisions)

20. SIGN REGULATIONS (See Part 6)

21. ALTERNATIVE / RENEWABLE ENERGY DEVELOPMENTS (See Part 7)

22. FORMS (See Appendix B)

23. FEES (See Appendix C)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 24-018**

Bylaw 24-018 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 24-018 is to re-designate a portion of SE 13-8-21-W4 (approximately 3.2 acres) from Urban Fringe to Rural General Industrial as shown below;



AND WHEREAS the re-designation of the lands will allow for future industrial development on the parcel.

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

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

GIVEN first reading this 21st day of November 2024.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

1 st Reading	November 21, 2024
Public Hearing	
2 nd Reading	
3 rd Reading	

Memo



To: Hilary Janzen, Manager of Planning and Development

From: Steve Harty – ORRSC Senior Planner

Date: 2024-10-21

Re: Bylaw No. 24-018 – Redesignation from Urban Fringe (UF) to Rural General Industrial (RGI)

Portion of SE 13-8-21-W4 (adjacent to Highway 4) - Heggie

COMMENTS:

In respect of considering the suitability of the application, the following matters may be considered by the County, and ultimately Council in making a decision, on the rezoning proposal:

- The rezoning to RGI for the shop buildings to be used for various industrial/commercial ventures may take into consideration several siting factors: the property contains two existing large shop buildings and is fully serviced, it will not take agricultural land out of production, it is located adjacent to a main transportation corridor (Highway 4), and there are several other non-residential uses in the area (e.g., a veterinary clinic, two livestock operations) along with other RGI zonings along the Highway 4 corridor in close proximity. A separate parcel just half a kilometre to the southeast of this proposal also has an RGI spot zoning. Thus, the proposed RGI district should conform with the general area.
- The land subject to the RGI proposal already contains built improvements, and a review of various provincial information and data illustrates that it is not identified to potentially contain Historical Resources, wetlands, or abandoned gas wells, and it is not identified as an environmentally sensitive land area.
- The potential for any increase in local traffic will largely be dependent on the type of business that may locate there. This is something that may be reviewed on a case-by-case basis at the development permit stage to determine suitability and may also be reviewed in consideration of any concerns or conditions of Alberta Transportation at that time.
- The RGI district allows for a wide variety of permitted and discretionary uses, some that may have potential impacts to neighbors. However, with the majority of potential nuisance type development being prescribed as discretionary as opposed to permitted use in the RGI district, the County should be able to manage such proposals at the development permit stage. It is noted the owner's residence is in very close proximity so it would appear logical they would not lease the buildings to a business that may adversely affect them.
- The property is located within the Intermunicipal Development Plan area (Policy Area 5) with the City of Lethbridge. The IDP does not contain specific plans or policies for the subject land. However, it is noted that the IDP does identify the Stewart Siding Industrial Park as a growth

Oldman River Regional Services Commission

Ph: 329-1344 Email: admin@orrsc.com

area for the County which is just 1-mile to the northwest along Highway 4. The referral policies of the IDP, and the redesignation process itself, enables a mechanism whereby any legitimate concerns that may be raised by the City may be considered and addressed.

- The proposal may be considered with respect to the County's Municipal Development Plan (MDP) and *Industrial-Commercial Land Use Strategy* which recommends industrial developments to be located within areas preidentified for industrial/commercial activity within the County, or in proximity to major transportation (highway and rail) corridors. Although this parcel is not specifically identified, the Highway 4 corridor is a growth area for Lethbridge County to encourage industrial/commercial development.

Overall, there are no major planning concerns identified with the proposal with respect to the subject land, intended use, and locational factors identified. If the types of potential discretionary land uses determined to be suitable are thoroughly reviewed at the development permit stage, there should be no major negative impacts from redesignating the land to RGI. Council may review the outlined considerations and at it's prerogative, may approve the application to redesignate the parcel to RGI.

From: [circulations .](#)
To: [Hilary Janzen](#)
Subject: Re: [WARNING: SUSPICIOUS SENDER] Lethbridge County Referral - Bylaw 24-018
Date: Tuesday, October 15, 2024 12:03:33 PM
Attachments: [image001.png](#)

Good Day,

Thank you for including TELUS in your circulation.

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

Thanks

Jane Willox

Real Estate Specialist | TELUS Land Solutions Team

Customer Network Planning (CNP)

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Tue, Sep 24, 2024 at 4:32 PM Hilary Janzen <hjanzen@lethcounty.ca> wrote:

Please review and provide comments on the attached referral. Comments are due October 24, 2024.

Thank you,



Hilary Janzen, RPP, MCIP

Manager, Planning and Development

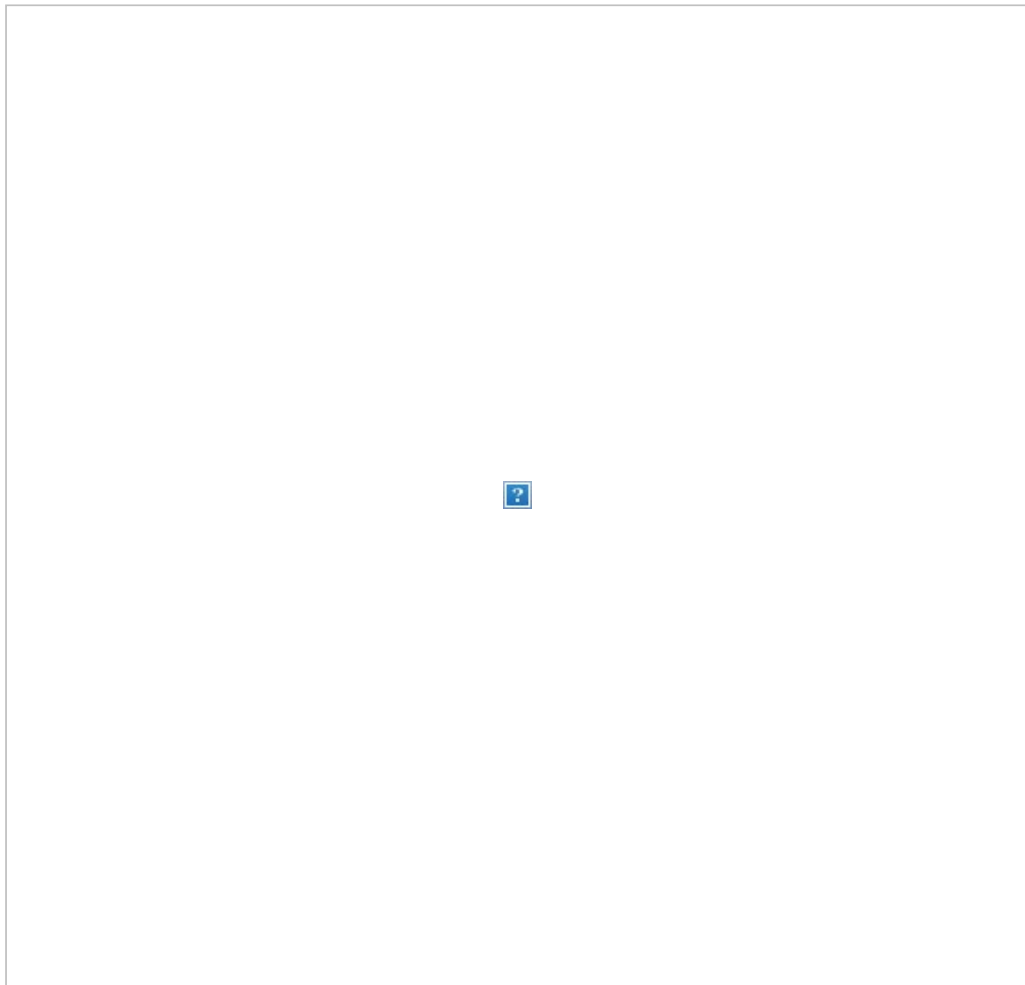
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca

www.lethcounty.ca

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

From: [Tracy Davidson](#) on behalf of [Land Service](#)
To: [Hilary Janzen](#)
Subject: FW: [CAUTION] Lethbridge County Referral - Bylaw 24-018
Date: Tuesday, October 15, 2024 8:35:10 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[External Circulation - Bylaw 24-018.docx](#)
[24_018_UF_to_RGI Rezoning Map.pdf](#)
[Bylaw 24-018 - Rezoning Application .pdf](#)
[Rural General Industrial District - Bylaw 24-007.pdf](#)

Good morning,
FortisAlberta Inc. has no concerns regarding this land use bylaw amendment application.



Thank you,

Tracy Davidson | Land Coordinator



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Hilary Janzen <hjanzen@lethcounty.ca>

Sent: Tuesday, September 24, 2024 4:32 PM

To: Tyson Boylan <Tyson.Boylan@lethbridge.ca>; ATCO Pipelines - Referrals (HP.Circulations@atco.com) <HP.Circulations@atco.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; Land Service <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>

Subject: [CAUTION] Lethbridge County Referral - Bylaw 24-018

THINK BEFORE YOU CLICK:

Before taking any action, please pause and review this message for any **Red Flags** and signs of phishing. If this is a suspicious email, **before you delete it**, use the 'Phish Alert Report' button in Outlook or contact the Service Desk.

Please review and provide comments on the attached referral. Comments are due October 24, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development
P: 403.380.1580 **C:** 403.331-5036 **E:** hjanzen@lethcounty.ca
www.lethcounty.ca

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

From: [Circulations_HP](#)
To: [Hilary Janzen](#)
Subject: RESPONSE 24-3789 RE: Lethbridge County Referral - Bylaw 24-018
Date: Wednesday, October 09, 2024 8:28:28 AM
Attachments: [image001.png](#)

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Vicki Porter
Sr. Admin Coordinator, Engineering Ops
Gas Transmission
ATCO Pipelines and Liquids GBU

Email: vicki.porter@atco.com

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Tuesday, September 24, 2024 4:32 PM
To: Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Circulations, HP <HP.Circulations@atco.com>; South Land Administration <SouthLandAdministration@atco.cul.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>
Subject: Lethbridge County Referral - Bylaw 24-018

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Please review and provide comments on the attached referral. Comments are due October 24, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca
www.lethcounty.ca

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To: [Hilary Janzen](#)
Subject: RESPONSE 24-3789 RE: Lethbridge County Referral - Bylaw 24-018
Date: Wednesday, October 09, 2024 8:28:28 AM
Attachments: [image001.png](#)

ATCO Transmission high pressure pipelines has no objections.

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Thank you,

Vicki Porter
Sr. Admin Coordinator, Engineering Ops
Gas Transmission
ATCO Pipelines and Liquids GBU

Email: vicki.porter@atco.com

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Tuesday, September 24, 2024 4:32 PM
To: Tyson Boylan <Tyson.Boylan@lethbridge.ca>; Circulations, HP <HP.Circulations@atco.com>; South Land Administration <SouthLandAdministration@atco.cul.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>
Subject: Lethbridge County Referral - Bylaw 24-018

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Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development
P: 403.380.1580 C: 403.331-5036 E: hjanzen@lethcounty.ca
www.lethcounty.ca

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From: [Tyson Boylan](#)
To: [Hilary Janzen](#)
Cc: [Maureen Gaehring](#); [Jason Price](#)
Subject: RE: [External] Lethbridge County Referral - Bylaw 24-018
Date: Thursday, October 10, 2024 4:42:08 PM
Attachments: [image002.jpg](#)
[image003.png](#)

Hi Hilary,

The City of Lethbridge has no comments on the captioned rezoning application.

Regards,



Tyson Boylan RPP, MCIP
Senior Community Planner | Planning & Design | City of Lethbridge
P: 403.320.3928
E: tyson.boylan@lethbridge.ca
A: 1st Floor, City Hall 910-4th Avenue South, Lethbridge, AB, T1J 0P6
lethbridge.ca

The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge offers respect to the Metis and all who have lived on this land and made Lethbridge their home.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Tuesday, September 24, 2024 4:32 PM
To: Tyson Boylan <Tyson.Boylan@lethbridge.ca>; ATCO Pipelines - Referrals (HP.Circulations@atco.com) <HP.Circulations@atco.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>
Subject: [External] Lethbridge County Referral - Bylaw 24-018

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please review and provide comments on the attached referral. Comments are due October

24, 2024.

Thank you,



Hilary Janzen, RPP, MCIP
Manager, Planning and Development

P: 403.380.1580 **C:** 403.331-5036 **E:** hjanzen@lethcounty.ca

www.lethcounty.ca

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

AGENDA ITEM REPORT



Title: Bylaw 24-021 - Re-designate a portion of SE 6-8-20-W4 from Rural Agriculture to Grouped Country Residential- First Reading
Meeting: Council Meeting - 19 Dec 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 03 Dec 2024
Approved - 03 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been made to re-designate a portion of the SE 6-8-20-W4 from Rural Agriculture to Grouped Country Residential. The intent of the application is to allow for the subdivision of the existing yard (6.67 acres) out the parcel (44.5 acres).

RECOMMENDATION:

That Bylaw 24-018 be read a first time.

REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 24-021 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The Municipal Development Plan policy 4.13 states that landowners/developers may apply to Lethbridge County to initiate a re-designation process for parcels of land in support of development proposals that may not conform to the existing land use

BACKGROUND INFORMATION:

An application has been made to re-designate a portion of the SE 6-8-20-W4 from Rural Agriculture to Grouped Country Residential. The intent of the application is to allow for the subdivision of the existing yard (6.67 acres) out the parcel (44.5 acres).

The application has been circulated to all County Departments and external agencies for review and their comments as well as any planning/strategic planning considerations will be presented at the public hearing. It is anticipated that the public hearing will be held in January 2025

ALTERNATIVES / PROS / CONS:

County Council may refuse first reading of the Bylaw. Refusing the bylaw would be contrary to legal advice which has been that first reading of the bylaw shall be given as the applicant and the public have the right to attend and speak at a public hearing which is set upon first reading of the bylaw. The public hearing process allows County Council the opportunity to hear all positions (in favour and opposed) on the bylaw and make an informed decision. If first reading of the bylaw is not given the applicant could appeal that decision to the Alberta Court of Appeal.

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:

☐ Inform ☐ Consult ☒ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[Bylaw 24-021 - Application](#)
[Full Parcel 24_021_RA to GCR Rezoning Map](#)
[Bylaw 24-021 - Robert McCutcheon - Amendment to LUB](#)



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: <u>November 26, 2024</u>	Assigned Bylaw No. <u>24-021</u>	
Date Deemed Complete: <u>November 28, 2024</u>	Application & Processing Fee: \$ <u>1500.00</u>	
<input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Roll number 16530000

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. [Refer to Part 1, Sections 54 to 56 of bylaw.]

IMPORTANT NOTE: Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: Robert Ian McCutcheon
Mailing Address: 1425-33 rd St. N Phone: 403-634-0931
Lethbridge. Phone (alternate):
Email: bobmcc109@gmail.com
Postal Code: T1H 5H2
Is the applicant the owner of the property? ☒ Yes ☐ No

IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Postal Code: _____	

PROPERTY INFORMATION

Municipal Address: 80028- RR 205
Legal Description: Lot(s) 6 Block _____ Plan _____
OR Quarter SE 6 Section 8 Township 20 Range W4



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
- soils analysis; and/or
- evaluation of surface drainage or a detailed storm water management plan;
- and any other information described in Part 1, section 55(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;

if deemed necessary.

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby certify that the registered owner of the land is aware of, and in agreement with this application.*

APPLICANT


REGISTERED OWNER (if not the same as applicant)

DATE

11/26/2024

IMPORTANT: This information may also be shared with appropriate government/ other agencies and may also be kept on file by the agencies. This information may also be used by and for any or all municipal programs and services. Information provided in this application may be considered at a public meeting. The application and related file content will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact Lethbridge County.

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 24-007 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the Municipal Development Plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

Note: Information provided or generated in this application may be considered at a public meeting.

Conceptual Design Scheme

In support of Grouped Country Residential Re-designation
Bylaw Amendment (Bylaw No. _____)

Legal Description of Lands Included:

S.E. ¼ Sec. 6-8-20-4
Lethbridge County

Registered Owner:

ROBERT WILLIAM MCCUTCHEON

Prepared By: Brown, Okamura & Associates Ltd.
Reference File: 24-16425

Introduction

The following concept plan and design scheme is to be used in support of an application to re-zone a portion of land within the S.E. ¼ Sec. 6-8-20-4 in Lethbridge County. The current titled area is 18.09 hectares (44.70 acres) more or less, is zoned Rural Agricultural (RA) and is proposed to be zoned Grouped Country Residential (GCR). A tentative plan showing a conceptual design for the subdivision can be found in Appendix A.

This report and application have been prepared and submitted by Brown, Okamura & Associates Ltd. (BOA) on behalf of the owner, Robert McCutcheon.

Development Concept

The landowner currently owns 44.71 acres of agricultural land within the south east quarter lying north of the canal right of way plan 7093JK and the subdivision plan 9111966. The landowner is proposing to create one 6.67 acre parcel encompassing the farm yard and corrals, leaving the farmland and pasture remaining on its own title. The parcel of land fronts onto Range Road 20-5. The redesignation to GCR and this concept plan is to only allow one subdivision, the creation of the 6.67 acre existing farm yard with a resulting 38.04 acre remnant agricultural title.

The existing land to be rezoned is a rural residence with buildings and corrals for care and operation of livestock. The south boundary of the land borders an SMRID canal and another country residential lot; Plan 9111966, Block 1, Lot 1. The north and west boundaries of the property adjoin existing crop land. The proposed land, being a stand-alone farmyard, is not viable for the high yield potential of the rest of the farm land and is comparable the other country residential parcels in the vicinity.

The entire parcel is generally flat. However, it does slope from east to west and north to south. The gently sloping land has benefited the existing yard over the many years it has been developed and has not caused any problems with drainage.

The land owner is not intending or proposing to further subdivide the remnant 38.04 acre agricultural parcel. Any further subdivision of the remnant title will require a Conceptual Design Scheme or Area Structure Plan as required by Lethbridge County, depending on the number of lots proposed or information requested by the County at that time.

Transportation

Range Road 20-5 bounds the east side of the site. It is an existing public road with hard surface that is maintained by Lethbridge County and there is an existing approach and driveway to access the property.

The land owner may apply to Lethbridge County for a separate approach to access the remnant 38.04 acre parcel when required by the County or prior to any sale of the land by the owner.

Potable Water

Potable water for the existing residence is via a county potable water line and the use of a cistern.

Fire Protection

This development concept does not include any new fire protection dugouts. Existing dugouts in the area may be used as a source of water for fire-fighting. Individual residential sprinkler systems or fire water cisterns may also be considered by lot purchasers. This property is covered through local emergency service departments.

Sanitary Wastewater

The subject parcel is serviced by existing septic fields. The existing on site private septic system will remain within the boundaries of the proposed 6.67 acre parcel once it is subdivided.

Storm-water

The natural drainage patterns of this site currently run from north to south and east to west. A site plan prepared by BOA showing the existing site elevations is found in Appendix B.

The existing development has not significantly affected the natural drainage or impacted the downstream drainage courses.

Utilities

The existing yard is fully serviced by natural gas and electricity.

Municipal Reserve

At the time of subdivision, the land owner will provide the required 10% municipal reserve provision to Lethbridge County in accordance with the MGA.

It is anticipated that the municipal reserve will be provided as cash-in-leu of land payment on the 6.67 acre parcel and a deferred reserve caveat will be registered on the remnant 38.04 acre title at the time of final endorsement and registration.

Any reserve will be provided in accordance with the decision of the Subdivision Authority.

Closure

Should you require additional information to support this application, please contact:

Thomas Penner, ALS
Brown, Okamura & Associates Ltd.
2830 - 12 Avenue North
Lethbridge, Alberta
(403) 329-4688 ext.128
thomas@bokamura.com

[illegible]

NO.	REVISION	DATE	BY
	Improvements shown were surveyed on June 19th, 2024		
	NOTE : Portion to be approved is outlined thus -----		
	and contains approximately 2.70 ha.		
	Distances are in metres and decimal parts thereof.		
	Overhead line is shown thus ----- DP ----- DP -----		
	PP stands for utility pole.		
	Fence lines are shown thus ----- X ----- X -----		
	Distances and areas are approximate and are subject to change upon final survey.		

BOB McCUTCHEON

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
S.E. 1/4 SEC. 6; TWP. 8; RGE. 20; W. 4 M.

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

<div style="display: flex; align-items: center; justify-content: center;"> </div>		DRAWN	CUB	DATE	OCT. 11/24
		CHECKED	TCP	JOB	24-16425
		SCALE	DRAWING		
		1:5000			24-16425TA

T. C. Penner, A.L.S.

LETHBRIDGE COUNTY


[illegible]

1	Revised Lot 2	c/b
NO.	REVISION	BY
<p>Improvements shown were surveyed on June 19th, 2024</p> <p>NOTE : Portion to be approved is outlined thus -----</p> <p>and contains approximately 2.70 ha.</p> <p>Distances are in metres and decimal parts thereof.</p> <p>Elevations are shown thus -----</p> <p>Distances and areas are approximate and are subject to change upon final survey.</p>		
<p>BOB MCCUTCHEON</p> <p>SKETCH PLAN SHOWING DRAINAGE</p> <p>of part of</p> <p>S.E.1/4 SEC. 6; TWP. 8; RGE. 20; W.4 M.</p>		
<p>brown okamura & associates ltd.</p> <p>Professional Surveyors</p> <p>2830 - 12th Avenue North, Lethbridge, Alberta</p>		
<p>bo</p> <p>APPROVED</p> <p>DRAWN CJB</p> <p>CHECKED TCP</p> <p>SCALE</p> <p>DRAWING</p> <p>DATE JULY 17/24</p> <p>JOB 24-16425</p> <p>24-16425SK</p> <p>T. C. Penner, A.L.S.</p> <p>1:5000</p> <p>LETHBRIDGE COUNTY</p>		



Bylaw 24-021: Rural Agriculture (RA) to Grouped Country Residential (GCR)

**80028 RGE RD 205 (SE-6-8-20-W4M) Approx 6.67 Acres
Located in Lethbridge County, AB**

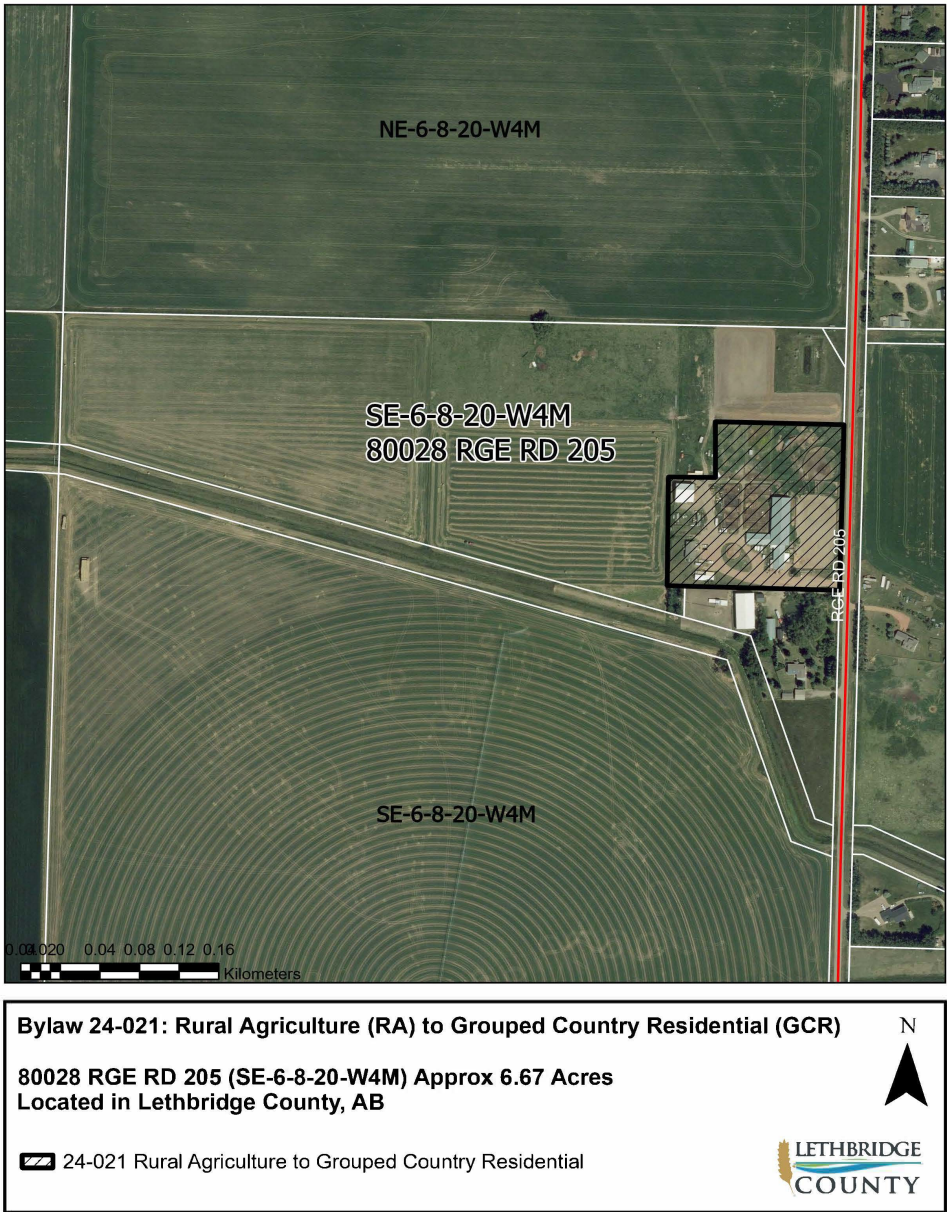
 24-021 Rural Agriculture to Grouped Country Residential



**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 24-021**

Bylaw 24-021 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 24-021 is to re-designate a portion of the SE 6-8-20-W4 (approximately 6.67 acres) from Rural Agriculture to Grouped Country Residential as shown below;



AND WHEREAS the re-designation of the lands will allow for future subdivision of the parcel.

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

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

GIVEN first reading this 19th day of December 2024.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

1 st Reading	December 19, 2024
Public Hearing	
2 nd Reading	
3 rd Reading	

AGENDA ITEM REPORT



Title: Development Permit Application 2024-181 (Muhtala Auto Sales)
Meeting: Council Meeting - 19 Dec 2024
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 10 Dec 2024
Approved - 11 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A development permit application has been submitted to allow the existing car dealership to expand. Council is the Development Authority on Development Permit applications made in the Hamlet Direct Control District.

RECOMMENDATION:

That Development Permit Application 2024-181 be approved as drafted.

REASON(S) FOR RECOMMENDATION(S):

The use of a used automotive sales dealership was previously been approved by County Council to be on the property. The waiver request of reducing the minimum number of customer parking stalls and to increase the number of vehicles for sale seems to be reasonable since they do not regularly have high customer traffic.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Council previously approved the use of "Automotive Sales" on this lot under DP2019-029
- Council is the Development Authority for Development Permit applications made in the Hamlet Direct Control District.
- Land Use Bylaw 24-007 list "Commercial Uses considered suitable by Council" as a use under the Hamlet Direct Control District.

BACKGROUND INFORMATION:

Lethbridge County received an application for an intensification of use of an existing used automotive dealership in the Hamlet of Fairview. Previously Council approved Development Permit 2019-029 for the use of "Automotive Sales" on the property

The business owner is requesting an increase in the number of cars allowed on the parcel from 28 to 38 vehicles and a waiver of the minimum requirement of parking spaces for customers parking spots from 6 to 4.

The application was circulated electronically to internal County departments, Alberta Transportation, the City of Lethbridge, and by mail to the adjacent landowners. No comments were received from the adjacent landowners. The City of Lethbridge and internal County departments had no concerns. Alberta Transportation requires that if the application is approved by the County, the applicant must obtain a Roadside Development Permit.

The parcel is within the Hamlet Direct Control District and "Commercial Uses considered suitable by Council" is listed as a Permitted Use. County Council is the Development Authority for Development Permit applications made in the Hamlet Direct Control District.

In reviewing the application there are no concerns with allowing for the expansion of the used automotive dealership.

ALTERNATIVES / PROS / CONS:

County Council may refuse the development permit application and the waiver request. The refusal of the waiver request is at the discretion of Council, as fewer customer parking stall could lead to traffic congestion in the area.

FINANCIAL IMPACT:

None, as there is no new construction being proposed on the property and as such the tax assessment of the property remain the same.

LEVEL OF PUBLIC PARTICIPATION:

☐ Inform ☐ Consult ☒ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[2024-181 DPA](#)

[ATEC Comments - Oct 9 2024 Development Permit 2024-181](#)

[DPA 2024-181 Map](#)

[2024-181 Draft Development Permit](#)



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

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Application No: <u>2024-181</u>	Roll No: <u>33091000</u>	Use: <input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ <u>\$200.00</u>	Date Paid: <u>October 4, 2024</u>	Land Use District: <input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Urban Fringe <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Business Light Industrial <input checked="" type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Hamlet <input type="checkbox"/> Rural Recreational <input type="checkbox"/> Transitional/Agricultural <input type="checkbox"/> Direct Control
Application Received /Complete: <u>October 7, 2024</u>		
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
AER Abandoned well information provided: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<u>Intensification of existing use</u>
Site Plans or drawings Submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site Visit Conducted: <input type="checkbox"/> No <input type="checkbox"/> Yes Date:

1. APPLICANT & LAND INFORMATION

Applicant's Name: Mirwats Mubtala

Phone/Cell Phone: 403-894-1680 Email: Mubtalausedcarsale@myself.com

Mailing Address: 1102 Elliot Rd South Lethbridge AB T1K 3V3

Registered Owner's Name: VANDELAND INC

Phone/Cell Phone: 403 320 6454 Email: _____

Mailing Address: 2325-43 ST. S LETHBRIDGE

Applicant's interest in the proposed development if not the registered owner:

☐ Agent ☐ Contractor ☒ Tenant ☐ Other: _____

Quarter: _____ Section: _____ Township: _____ Range: _____ W4M

Lot(s) 8 Block: 1 Plan: 7410087

Municipal/Street address: 4314 - 1 Avenue South, Hamlet of Fairview

* Subject to Municipal Address Bylaw 1315, if there is currently not a municipal address on the parcel a municipal address application must be submitted.

Area of Parcel: .32 Acres _____ Hectares Land Use District: Hamlet Direct Control

2. DEVELOPMENT INFORMATION

(1) Existing Development

Please list the existing buildings, structures and use(s) on the land. (Please indicate if any are to be removed or relocated.)

Office and garage used for buying and selling vehicles + 28 parking spots



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

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

(2) Proposed Development

Please describe the proposed development including uses, buildings, structures, and any planned renovations and additions that are to be constructed on the lot; including the dimensions of each.

Wanting to increase parking limit
to around 42 parking spaces instead of 28.

For **residential** development please check the applicable box below:

- ☐ Single-detached dwelling (site built) ☐ Manufactured Home 1 ☐ Manufactured Home 2
☐ Single-detached dwelling (Ready-to-move) ☐ Semi-detached dwelling
☐ Moved-in dwelling (previously occupied) ☐ Accessory Building/Structure (e.g.: deck/garage/shop)
☐ Other Dwelling Type: _____ ☐ Addition: _____

Does dwelling application include an attached garage? ☐ Yes ☐ No

For non-residential development please check the applicable box below if the proposed development is for one of the following AND complete the supplementary form:

- ☐ Home Occupation (Form A1) ☒ Commercial/Industrial (Form A2) ☐ Sign(s) (Form A3) ☐ Demolition (with other proposed development) (Form A4)

Building Details

Size/Dimensions	Principal Building or Addition	Accessory Building or Addition	Office Use
Building or Addition Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	
Height of Building (grade to peak)	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Attached Garage Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	N/A	
Proposed Setbacks from Property Lines	Principal Building	Accessory Building	
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type: Lot	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner	
Development Details: Access & Cost			
Approach or driveway required to the development? <input type="checkbox"/> No <input type="checkbox"/> Yes (specify)			
Estimated cost of development: \$0.00			



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

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

(3) Exterior Finish, Fencing & Landscaping

(a) ☒ Not applicable to this development

(b) ☐ Applicable - Describe generally the types, colors, and materials, as applicable, of:

Exterior finishes of the proposed building(s): _____

Proposed fencing and height: _____

Proposed landscaping: _____

Describe any proposed improvements to the exterior of the dwelling where application is for a previously occupied dwelling (moved-in or manufactured home): _____

(4) Services

Indicate the existing or proposed sewer system and potable water supply:

Sewer System:

Water Supply:

☐ Private Septic ☐ Municipal ☐ Communal

☐ Cistern ☐ Water well ☐ Dugout ☐ Municipal/Co-op

(specify): _____

☐ Other (specify): _____

Other Services: Indicate as follows: **A** = available **R** = required

Natural gas () Electricity ()

(5) Details of Vehicle Parking and Access (for commercial/industrial proposals, see supplementary form)

Describe the **number** 28 and **size** _____ of all existing and proposed **parking spaces** 42, and **driveways** _____ on site (or N/A if not applicable).

(Indicate locations of same on a scaled PLOT PLAN.)

(6) Waivers

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested? ☐ No ☐ Yes

If yes, please specify: _____

(7) Other - for parcels outside of Hamlet districts (Please indicate to the best of your knowledge)

(a) Are any of the following within a 1-mile (1.6 km) of the proposed development?

☒ Provincial Highway

☐ Confined Feeding Operation

☐ Sour gas well or pipeline

☐ Sewage treatment plant

☐ Waste transfer station or landfill

(b) Is the proposed development to be situated within 500 metres (1,640 ft.) of an established anhydrous ammonia bulk storage facility? Yes _____ No _____ Don't Know ☒

(c) Is the development located in proximity of a coulee bank/break/slope? Yes _____ No ☒

If "yes", please provide details on the building sites' setback distance from the front edge of the valley or coulee break (escarpment rim).

Estimated **Commencement** Date: ASAP Estimated **Completion** Date: ASAP



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

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

3. DECLARATION OF APPLICANT

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

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

Date: Sept. 20, 2024 Applicant's Signature: _____

→ Registered Owner's Signature: _____
(Required, if different from applicant)

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

*FOIP STATEMENT: Personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected here will be used to by Lethbridge County for the purposes of reviewing the Development Permit application. **This form is a public record that is available to anyone.** All information contained on this form (including personal information) is disclosed by Lethbridge County to anyone requesting a copy in accordance with Lethbridge County Policy No. 173 (Freedom of Information and Protection of Privacy (FOIP)). For further information about the collection and use of this information please contact the Lethbridge County FOIP Coordinator at foip@lethcountycanada.ca or call (403) 328-5525 or come into the office #100, 905-4th Avenue South, Lethbridge Alberta, T1J 4E4.*

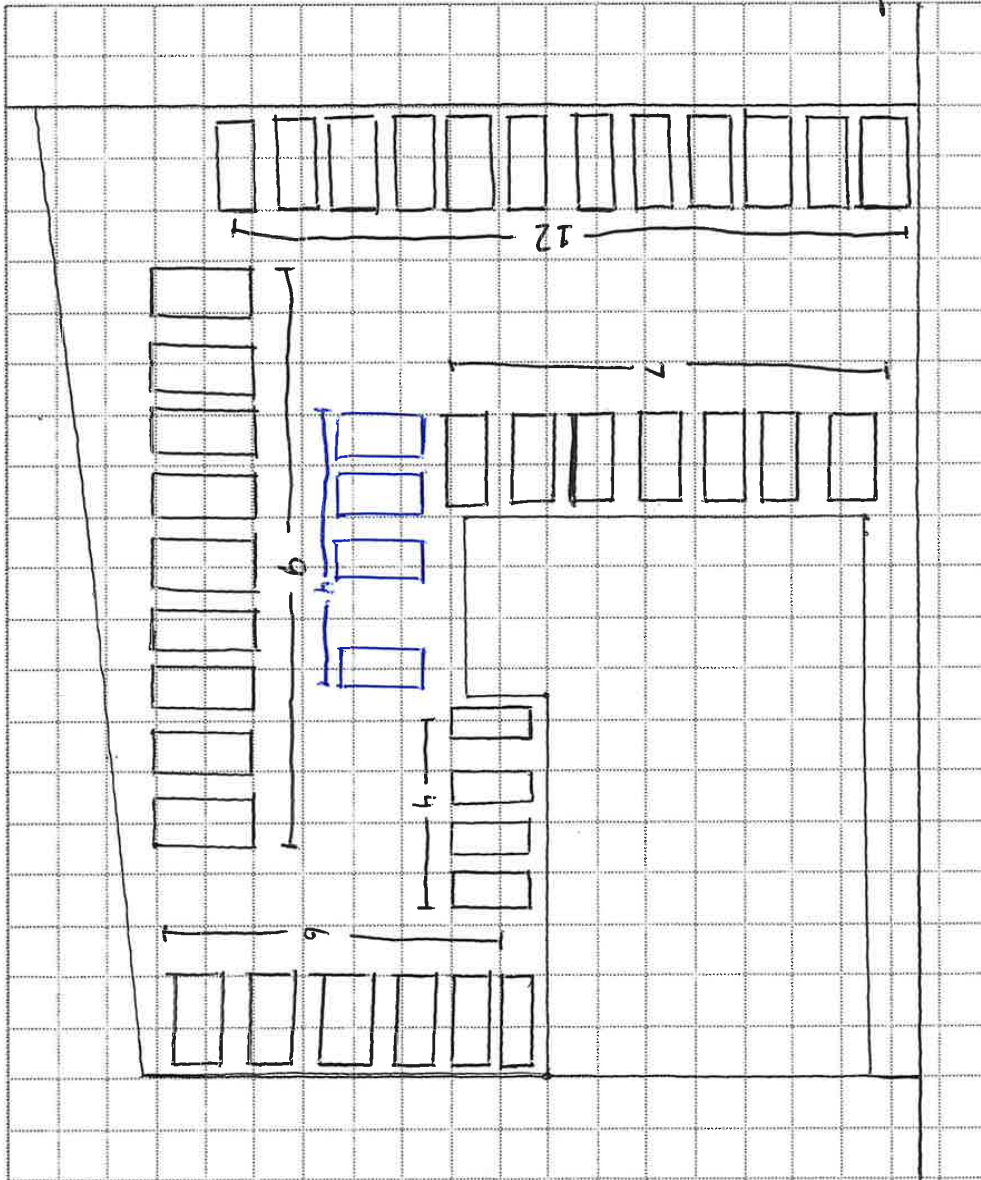
FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

Site Plan

(or attach separate site plan)

Current: 28
Proposed: 38
+ 4 = 42
for customers



(Please draw to scale and indicate north arrow)

9/26/24, 2:45 PM

PDF.js viewer



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

FORM A2: COMMERCIAL/INDUSTRIAL APPLICATION

Supplement to Development Permit Application
Pursuant to Land Use Bylaw No. 24-007

OFFICE USE	
Permit Application No: (to match Form A) <u>2624-181</u>	Roll No: <u>33091000</u>
Landscaping plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required	Storm water management plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required
Landscaping security taken: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required	Lot Grading plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required

This supplementary form A2 must be completed in addition to Form A: Development Permit Application if you are applying for a development permit for a commercial or industrial development.

1. APPLICANT INFORMATION

(1) Applicant's Name: Mirward Mubela Phone: 403-894-2680

Mailing Address: 1102 Elliot Rd South

(2) Proposed Use

This application is to: (Check all that apply)

- ☐ Construct a new building or structure (if greater than 500 ft² see abandoned well information section)
The building or structure is for:
 - ☐ Commercial Use (e.g. retail, sales, service office, food establishment, etc.)
 - ☐ Industrial Use (e.g. manufacturing, processing, warehousing, storage, etc.)
- ☐ Alter/renovate the existing building (if greater than 500 ft² see abandoned well information section)
- ☐ Addition to an existing building (if greater than 500 ft² see abandoned well information section)
- ☐ Construct an accessory building (if greater than 500 ft² see abandoned well information section)
- ☐ Mixed-use (comprehensive) development in a building or on a parcel of land
- ☒ Change in or intensification of use

(3) Describe the proposed use, any changes from existing use, and any work to be done.

No development needed, just asking for extra parking within current land.

(4) Outdoor Storage - is outdoor storage or display area required or proposed? ☐ No ☒ Yes

(If yes, indicate locations of same on a scaled PLOT PLAN.)



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

FORM A2: COMMERCIAL/INDUSTRIAL APPLICATION

Supplement to Development Permit Application
Pursuant to Land Use Bylaw No. 24-007

(5) Parking and Loading Information

(a) Details of Vehicle Parking and Access - Describe the number 28 and size (dimensions) 28 - Existing
of all existing and proposed off-street parking spaces, and driveways/approaches 12 - proposing
on site (or N/A if not applicable). NOT SURE OF DIMENSIONS

(Indicate locations of same on a scaled PLOT PLAN.)

(b) Loading Areas - Is a dedicated loading space/area proposed? ☒ No ☐ Yes

If yes, please specify: _____

(Indicate locations of same and building loading doors on a scaled PLOT PLAN.)

(c) Drive-through Uses - For a commercial use, does the proposed development include a drive-through component which requires a dedicated vehicle-stacking lane? ☐ No ☒ Yes

If yes, please specify: Yes, customer parking is in front of office

(Indicate locations of same on a scaled PLOT PLAN.)

(6) Servicing Details

Please indicate if the proposed development will require water and sewer for the following (check all that may apply):

☐ Washroom/kitchen type facilities for staff ☐ Washroom/ food service facilities for the public ☐ Car/truck wash
☐ Processing/manufacturing process ☐ Food processing ☐ Other: _____

☒ No water or sewer services proposed for development (i.e. use entails dry storage, warehousing, etc.)

2. DECLARATION of APPLICANT/OWNER

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a commercial/industrial development. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

Date: 2024/09/06

Applicant's Signature: _____

Registered Owner's Signature: _____
(if different from applicant)

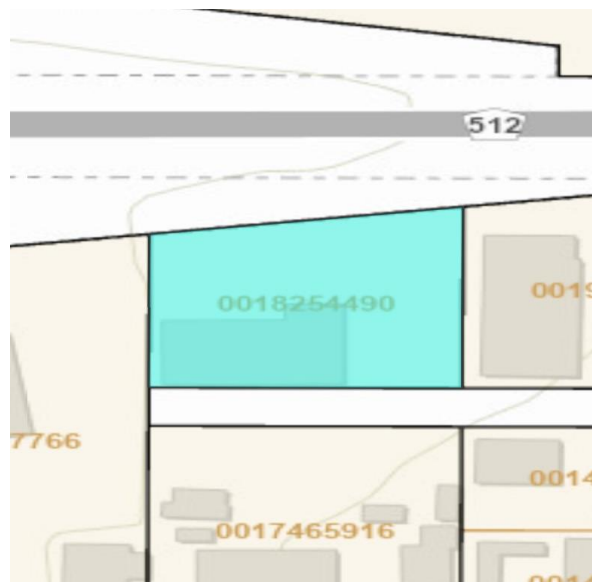
NOTE:

This Form A2 is supplementary and is in conjunction with a completed Form A: Development Permit Application. Refer to Bylaw No. 24-007, Parts 4 and 5 for specific regulations and standards of development.

Transportation and Economic Corridors Notice of Referral Decision

Municipal Development in Proximity of a Provincial Highway

Municipality File Number:	DPA 2024-181	Highway(s):	3, 4, 512
Legal Land Location:	QS-NW SEC-34 TWP-008 RGE-21 MER-4	Municipality:	Lethbridge County
Decision By:	Leah Olsen	Issuing Office:	Southern Region / Lethbridge
Issued Date:	October 9, 2024	AT Reference #:	RPATH0046285
Description of Development:	Lethbridge County has received an application to allow for an intensification of an existing used automobile sales business located in the Hamlet of Fairview. The applicant is requesting the following changed from Development Permit Application 2019-029: - Increase the number of sales vehicles on the lot from 28 to 38 - Increase the customer parking stalls from 2 to 4. Under the Land Use Bylaw (Bylaw 24-007) a minimum of 6 customer parking stalls are required. This use is considered permitted in the Hamlet Direct Control District as "commercial uses considered suitable by Council", but the inclusion of the waiver request (waiver of customer parking standard) is discretionary and as such the adjacent landowners will be notified of the application. County Council is the Development Authority for the Hamlet Direct Control District, and it is anticipated that this application will be considered by County Council on November 21, 2024. If you have any comments or concerns regarding this application, please contact me by October 23, 2024.		



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

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

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

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

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

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



Issued by **Leah Olsen, Development and Planning Tech**, on **October 9, 2024** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation Delegation of Authority*



Development Application Circulation – EXTERNAL

Date: October 7, 2024

To: Alberta Transportation and Economic Corridors
City of Lethbridge

RE: Development Permit Number: 2024-181 (Intensification of Existing Use – Used Vehicle Sales)

Location: Plan 7410087 Block 1 Lot 8 (4314-1 Street South, Hamlet of Fairview)

Description:

Lethbridge County has received an application to allow for an intensification of an existing used automobile sales business located in the Hamlet of Fairview. The applicant is requesting the following changed from Development Permit Application 2019-029:

- Increase the number of sales vehicles on the lot from 28 to 38
- Increase the customer parking stalls from 2 to 4. Under the Land Use Bylaw (Bylaw 24-007) a minimum of 6 customer parking stalls are required.

This use is considered permitted in the Hamlet Direct Control District as “commercial uses considered suitable by Council”, but the inclusion of the waiver request (waiver of customer parking standard) is discretionary and as such the adjacent landowners will be notified of the application.

County Council is the Development Authority for the Hamlet Direct Control District, and it is anticipated that this application will be considered by County Council on November 21, 2024.

If you have any comments or concerns regarding this application, please contact me by October 23, 2024.

Regards,

Hilary Janzen, Manager, Planning and Development
Enclosures

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

www.lethcounty.ca



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



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

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Application No: <u>2024-181</u>	Roll No: <u>33091000</u>	Use: <input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ <u>\$200.00</u>	Date Paid: <u>October 4, 2024</u>	Land Use District: <input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Urban Fringe <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Business Light Industrial <input checked="" type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Hamlet <input type="checkbox"/> Rural Recreational <input type="checkbox"/> Transitional/Agricultural <input type="checkbox"/> Direct Control
Application Received /Complete: <u>October 7, 2024</u>		
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
AER Abandoned well information provided: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<u>Intensification of existing use</u>
Site Plans or drawings Submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site Visit Conducted: <input type="checkbox"/> No <input type="checkbox"/> Yes Date:

1. APPLICANT & LAND INFORMATION

Applicant's Name: Mirwats Mubtala

Phone/Cell Phone: 403-894-1680 Email: Mubtalausedcarsale@myself.com

Mailing Address: 1102 Elliot Rd South Lethbridge AB T1K 3V3

Registered Owner's Name: VANDELAND INC

Phone/Cell Phone: 403 320 6454 Email: _____

Mailing Address: 2325-43 ST S LETH

Applicant's interest in the proposed development if not the registered owner:

☐ Agent ☐ Contractor ☒ Tenant ☐ Other: _____

Quarter: _____ Section: _____ Township: _____ Range: _____ W4M

Lot(s) 8 Block: 1 Plan: 7410087

Municipal/Street address: 4314 - 1 Avenue South, Hamlet of Fairview

* Subject to Municipal Address Bylaw 1315, if there is currently not a municipal address on the parcel a municipal address application must be submitted.

Area of Parcel: .32 Acres _____ Hectares Land Use District: Hamlet Direct Control

2. DEVELOPMENT INFORMATION

(1) Existing Development

Please list the existing buildings, structures and use(s) on the land. (Please indicate if any are to be removed or relocated.)

Office and garage used for buying and selling vehicles + 28 parking spots



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

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

(2) Proposed Development

Please describe the proposed development including uses, buildings, structures, and any planned renovations and additions that are to be constructed on the lot; including the dimensions of each.

Wanting to increase parking limit
to around 42 parking spaces instead of 28.

For **residential** development please check the applicable box below:

- ☐ Single-detached dwelling (site built) ☐ Manufactured Home 1 ☐ Manufactured Home 2
☐ Single-detached dwelling (Ready-to-move) ☐ Semi-detached dwelling
☐ Moved-in dwelling (previously occupied) ☐ Accessory Building/Structure (e.g.: deck/garage/shop)
☐ Other Dwelling Type: _____ ☐ Addition: _____

Does dwelling application include an attached garage? ☐ Yes ☐ No

For non-residential development please check the applicable box below if the proposed development is for one of the following AND complete the supplementary form:

- ☐ Home Occupation (Form A1) ☒ Commercial/Industrial (Form A2) ☐ Sign(s) (Form A3) ☐ Demolition (with other proposed development) (Form A4)

Building Details

Size/Dimensions	Principal Building or Addition	Accessory Building or Addition	Office Use
Building or Addition Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	
Height of Building (grade to peak)	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Attached Garage Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft	N/A	
Proposed Setbacks from Property Lines	Principal Building	Accessory Building	
Front	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type: Lot	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner	
Development Details: Access & Cost			
Approach or driveway required to the development? <input type="checkbox"/> No <input type="checkbox"/> Yes (specify)			
Estimated cost of development: \$0.00			



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

FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

(3) Exterior Finish, Fencing & Landscaping

(a) ☒ Not applicable to this development

(b) ☐ Applicable - Describe generally the types, colors, and materials, as applicable, of:

Exterior finishes of the proposed building(s): _____

Proposed fencing and height: _____

Proposed landscaping: _____

Describe any proposed improvements to the exterior of the dwelling where application is for a previously occupied dwelling (moved-in or manufactured home): _____

(4) Services

Indicate the existing or proposed sewer system and potable water supply:

Sewer System:

Water Supply:

☐ Private Septic ☐ Municipal ☐ Communal

☐ Cistern ☐ Water well ☐ Dugout ☐ Municipal/Co-op

(specify): _____

☐ Other (specify): _____

Other Services: Indicate as follows: **A** = available **R** = required

Natural gas () Electricity ()

(5) Details of Vehicle Parking and Access (for commercial/industrial proposals, see supplementary form)

Describe the **number** 28 and **size** _____ of all existing and proposed **parking spaces** 42, and **driveways** _____ on site (or N/A if not applicable).

(Indicate locations of same on a scaled PLOT PLAN.)

(6) Waivers

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested? ☐ No ☐ Yes

If yes, please specify: _____

(7) Other - for parcels outside of Hamlet districts (Please indicate to the best of your knowledge)

(a) Are any of the following within a 1-mile (1.6 km) of the proposed development?

☒ Provincial Highway

☐ Confined Feeding Operation

☐ Sour gas well or pipeline

☐ Sewage treatment plant

☐ Waste transfer station or landfill

(b) Is the proposed development to be situated within 500 metres (1,640 ft.) of an established anhydrous ammonia bulk storage facility? Yes _____ No _____ Don't Know ☒

(c) Is the development located in proximity of a coulee bank/break/slope? Yes _____ No ☒

If "yes", please provide details on the building sites' setback distance from the front edge of the valley or coulee break (escarpment rim).

Estimated **Commencement** Date: ASAP Estimated **Completion** Date: ASAP



Lethbridge County
#100, 905 - 4th Ave S
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FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

3. DECLARATION OF APPLICANT

I/We have read and understand the terms noted below and hereby apply for a development permit to carry out the development described within this application including any attached supplementary forms, plans, and documents.

I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.

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

Date: Sept. 20, 2024 Applicant's Signature: _____

Registered Owner's Signature: _____
(Required, if different from applicant)

2. The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
3. Site plans and building drawings, in sufficient detail to enable adequate consideration of the application, must be submitted with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
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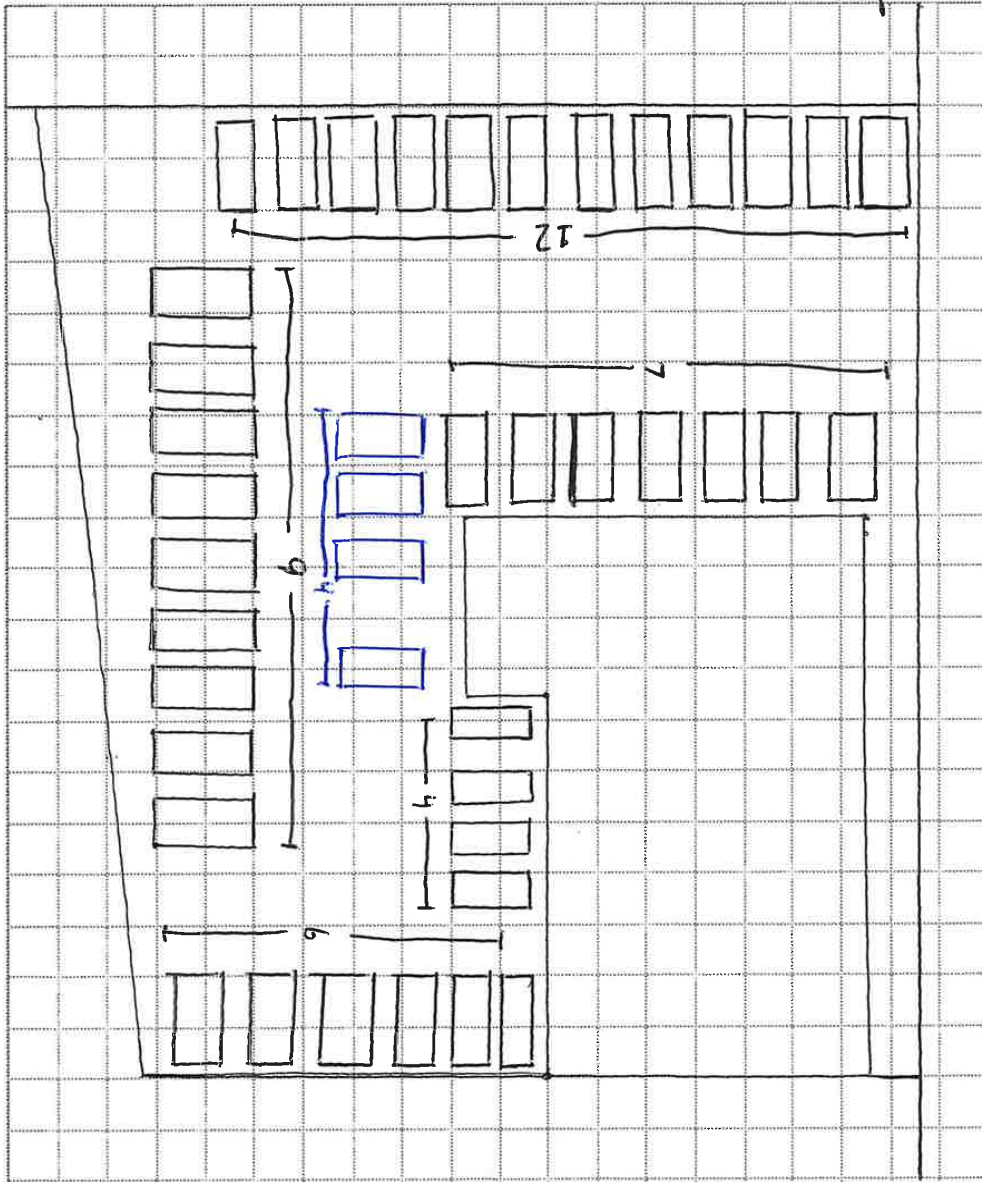
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FORM A: DEVELOPMENT PERMIT APPLICATION

Pursuant to Land Use Bylaw No. 24-007

Site Plan
(or attach separate site plan)

Current: 28
Proposed: 38
+ 4 = 42
for customers



(Please draw to scale and indicate north arrow)

9/26/24, 2:45 PM

PDF.js viewer



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403-328-5525

FORM A2: COMMERCIAL/INDUSTRIAL APPLICATION

Supplement to Development Permit Application
Pursuant to Land Use Bylaw No. 24-007

OFFICE USE	
Permit Application No: (to match Form A) <u>2624-181</u>	Roll No: <u>33091000</u>
Landscaping plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required	Storm water management plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required
Landscaping security taken: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required	Lot Grading plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required

This supplementary form A2 must be completed in addition to Form A: Development Permit Application if you are applying for a development permit for a commercial or industrial development.

1. APPLICANT INFORMATION

(1) Applicant's Name: Mirwan Mubtala Phone: 403-894-2680
Mailing Address: 1102 Elliot Rd South

(2) Proposed Use

This application is to: (Check all that apply)

- ☐ Construct a new building or structure (if greater than 500 ft² see abandoned well information section)
The building or structure is for:
 - ☐ Commercial Use (e.g. retail, sales, service office, food establishment, etc.)
 - ☐ Industrial Use (e.g. manufacturing, processing, warehousing, storage, etc.)
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- ☐ Addition to an existing building (if greater than 500 ft² see abandoned well information section)
- ☐ Construct an accessory building (if greater than 500 ft² see abandoned well information section)
- ☐ Mixed-use (comprehensive) development in a building or on a parcel of land
- ☒ Change in or intensification of use

(3) Describe the proposed use, any changes from existing use, and any work to be done.

No development needed, just asking for extra parking within current land.

(4) Outdoor Storage - is outdoor storage or display area required or proposed? ☐ No ☒ Yes
(If yes, indicate locations of same on a scaled PLOT PLAN.)



Lethbridge County
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Lethbridge, AB T1J 4E4
403-328-5525

FORM A2: COMMERCIAL/INDUSTRIAL APPLICATION

Supplement to Development Permit Application
Pursuant to Land Use Bylaw No. 24-007

(5) Parking and Loading Information

(a) Details of Vehicle Parking and Access - Describe the number 28 and size (dimensions) 28 - Existing
of all existing and proposed off-street parking spaces, and driveways/approaches 12 - proposing
on site (or N/A if not applicable). NOT SURE OF DIMENSIONS

(Indicate locations of same on a scaled PLOT PLAN.)

(b) Loading Areas - Is a dedicated loading space/area proposed? ☒ No ☐ Yes

If yes, please specify: _____

(Indicate locations of same and building loading doors on a scaled PLOT PLAN.)

(c) Drive-through Uses - For a commercial use, does the proposed development include a drive-through component which requires a dedicated vehicle-stacking lane? ☐ No ☒ Yes

If yes, please specify: Yes, customer parking is in front of office

(Indicate locations of same on a scaled PLOT PLAN.)

(6) Servicing Details

Please indicate if the proposed development will require water and sewer for the following (check all that may apply):

☐ Washroom/kitchen type facilities for staff ☐ Washroom/ food service facilities for the public ☐ Car/truck wash
☐ Processing/manufacturing process ☐ Food processing ☐ Other: _____

☒ No water or sewer services proposed for development (i.e. use entails dry storage, warehousing, etc.)

2. DECLARATION of APPLICANT/OWNER

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a commercial/industrial development. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

Date: 2024/09/06

Applicant's Signature: _____

Registered Owner's Signature: _____
(if different from applicant)

NOTE:

This Form A2 is supplementary and is in conjunction with a completed Form A: Development Permit Application. Refer to Bylaw No. 24-007, Parts 4 and 5 for specific regulations and standards of development.

Development Permit Application 2024-181 - Location Map



Subject Parcel - 4314 - 1 Avenue South, Hamlet of Fairview





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

FORM B

LETHBRIDGE COUNTY DEVELOPMENT PERMIT

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 2024-181

Applicant: Mubtala Auto Sale, 4314 – 1st Ave. S., Lethbridge, AB, T1J 4P9

In respect of works consisting of: Used Automotive Sales with Customer Parking Waiver

On land located at: Plan 7410087 Block 1 Lot 8 (4314 – 1st Ave. South, Fairview) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 2024-181 and is **subject to the conditions contained herein:**

- The business is in an existing building. No new construction is required as part of this permit.
- The minimum customer parking requirements are waived from 6 stalls to 4 stalls.
- There shall be no more than 38 vehicles for sale on the lot at any given time
- Approval of all Building Permits (includes Plumbing, Electrical, Gas permits, and Private Sewage Disposal Systems) must be obtained ***prior*** to commencement. Building Permits are obtained through **Park Enterprises**, #10, 491 W.T. Hill Blvd. South, Lethbridge. Phone - (403) 329-3747.
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the County Director of Municipal Services (call 403-328-5525).

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

Date of Decision: December 19, 2024 as approved County (**Resolution XXX/24**)

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

SIGNED: _____
Manager, Planning and Development



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

FORM B

LETHBRIDGE COUNTY DEVELOPMENT PERMIT

Pursuant to Land Use Bylaw No. 24-007

IMPORTANT:

The development outlined above is subject to the following conditions:

- (a) No development authorized by the issuing of a permit shall commence until at least 21 days after the date of decision of the permit in accordance with section 686 of the Municipal Government Act, or if an appeal is made until the appeal is decided upon. Any development commencing prior to the appeal period expiration or an appeal decision being made is entirely at the risk of the applicant, developer, or landowner.
- (b) The approval of this Development Permit does not remove the need to obtain any Building Permits (including Plumbing, Gas, Electrical, and Private Sewage) or approval required by any federal, provincial, or municipal legislation, and/or regulations.
- (c) This permit, issued in accordance with the notice of decision, is valid for a period of twenty-four (24) months from the date of issue. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.
- (d) If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within twenty-four (24) months from the date of issue of this development permit unless otherwise authorized in the conditions of a development permit.
- (e) The Development Officer may, in accordance with section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.

AGENDA ITEM REPORT



Title: 2025 Agricultural Service Board Conference - Councillor Registration
Meeting: Council Meeting - 19 Dec 2024
Department: Agriculture Service Board
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 11 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The 2025 Agricultural Service Board Conference will be held January 20 to 22, 2025 at the Delta Hotels Edmonton South Conference Centre.

The registration deadline is January 6, 2025, administration needs to register ASB committee members and council members wishing to attend the event and organize accommodations accordingly.

RECOMMENDATION:

MOVED that Council authorize any member of the Agricultural Service Board including Members-at-Large wishing to attend the 2025 Provincial ASB Conference in Edmonton scheduled for January 20th to 22nd, 2025, to be registered and fees to be paid by Lethbridge County.

REASON(S) FOR RECOMMENDATION(S):

ASB members and council are agriculture advocates and leaders in the region. Participation in the Resolution process at the annual conference as a Provincial Agricultural Service Board voting member brings attention to rural challenges in the province in agriculture-related topics.

PREVIOUS COUNCIL DIRECTION / POLICY:

In previous years Council has approved any member of the Agricultural Service Board wishing to attend the Provincial Conference to be authorized to do so.

BACKGROUND INFORMATION:

Each year the Provincial Agricultural Service Board Conference rotates through each of the five regions in the Province. However, for the next few years the conference will be hosted at the Delta Hotels Edmonton South Conference Centre.

The conference agenda is attached for further information regarding the conference details.

ALTERNATIVES / PROS / CONS:

Alternatives: Only the send the ASB Voting Members.

FINANCIAL IMPACT:

The costs for the ASB Conference are as follows:

Registration Fee: \$656.25 per person
Extra Banquet Ticket: \$89.25 per ticket
Hotel Rooms: \$165.00 per night

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025 Conference Agenda](#)

[2025 Conference Registration Form - fillable](#)

2025 ASB Conference

January 20, 2025

2:30 pm – 4:30 pm	Chairmen Meeting	John Conrad ADM ASB Chairmen and Agricultural Fieldmen
4:00 pm – 8:00 pm	Conference Registration and Trade Show	
5:00 pm – 8:00 pm	Reception and Light Supper	
6:30 pm	Welcome to the 2025 ASB Conference	Brenda Knight Central Region ASB Representative Councillor Lacombe County
6:45 pm	Welcome to Edmonton	Dr. Rickey Yada Dean of the Faculty of Agricultural, Life and Environmental Sciences (ALES) at the University of Alberta
7:00 pm	A Word from the Minister Pending availability	Minister RJ Sigurdson Minister of Agriculture and Irrigation Government of Alberta

Growing the Future Together

2025 ASB Conference

January 21, 2025

6:30 am – 8:00 am	Breakfast & Trade Show	
8:00 am – 8:30 am	Announcements	Craig Lester – Master of Ceremonies Rural Roots Canada
8:30 am – 9:00 am	ASB Update	Kerrienne Koehler-Munro Manager, Agricultural Service Boards – Government of Alberta
9:00 am – 10:00 am	Emerging Precision Ranching Technology is Enabling a Smart Biome	Dr. John Church Cattle Research Chair – Thompson River University
10:00 am – 10:30 am	Coffee Break/Trade Show	
10:30 am – 11:00 am	Alberta Wetland Policy Overview	Bill Kingston & Luis Fossi Alberta Environment and Protected Areas
11:00 am – 11:30 am	2025 Ag-Waste Recycling/Safe Disposal Programs in Alberta	Davin Johnson Alberta Program Advisor - Cleanfarms
11:30 am – 12:00 pm	Update on the Alberta Rat Control Program	Karen Wickerson Rat and Pest Program Specialist Government of Alberta
12:00 pm – 1:00 pm	Lunch/Trade Show	
1:00 pm – 1:45 pm	Richardson's Ground Squirrel (RGS) 2024 Update	James Tansey Provincial Specialist, Insect/Vertebrate Pest Management - Saskatchewan Government
1:45 pm – 2:45 pm	Overview of the United States Department of Agriculture's National Feral Swine Program	Michael Marlow USDA APHIS WS National Feral Swine Program
2:45 pm – 3:00 pm	Coffee Break/Trade Show	
3:00 pm	Resolutions Session #1	Brenda Knight Mike Central Region ASB Representative Councillor Lacombe County

End of Day – Free Evening

Growing the Future Together

2025 ASB Conference

January 22, 2025

6:30 am – 8:00 am	Breakfast & Trade Show	
8:00 am – 8:15 am	Announcements	Craig Lester – Master of Ceremonies Rural Roots Canada
8:15 am – 9:00 am	Conservation Easements for Agricultural Land	Mikki Shatosky Alberta Farmland Trust
9:00 am – 9:45 am	Food Strategies to Support Tourism	Tannis Baker Food Tourism Strategies Inc.
9:45 am – 10:15 am	Coffee Break/Trade Show	
10:15 am – 11:15 am	Global Population Dynamics, Food Supply, and the Future of Agriculture in Alberta	John Knapp Executive Coach, Tantus Solutions
11:15 am – 12:00 pm	The State of Alberta's Native Bees: Threats, Solutions and How We Can Help	Megan Evans Alberta Native Bee Council
12:00 pm – 1:00 pm	Lunch/Trade Show	
1:00 pm – 2:30 pm	Connecting Mental Wellness to Sustainable Agriculture	Dr. Alycia Chrenek Associate Director, Veterinary Services Cattle/Equine - Zoetis Canada
2:30 pm – 2:45 pm	Coffee Break	
2:45 – 4:00 pm	Resolutions Session #2	Brenda Knight Central Region ASB Representative Councillor Lacombe County
4:00 pm – 6:00 pm	Break to Setup for Banquet	
6:00 pm	Cocktails	
7:00 pm	Banquet	Awards Presentations Invitation to 2026 Provincial ASB Conference Entertainment: Memphis Mofia

Thank you for attending the “Growing the Future Together” - 2025 Provincial ASB Conference. A special thank you to the presenters along with the trade show participants and sponsors for helping make this Conference a success.

Growing the Future Together



2025 PROVINCIAL ASB CONFERENCE

Hosted by Central Region AAAF

January 20 - 22, 2025

Delta Hotels Edmonton South Conference Centre
4404 Gateway Boulevard NW Edmonton, AB, T6H 5C2

Municipality: _____

	Reg Fee \$625.00 + \$31.25 gst \$656.25	Late Fees \$50.00 + \$2.50 gst \$52.50	Extra Banquet Tickets # tickets x \$85.00 + \$4.25 gst# = \$89.25	Total	Dietary Restrictions
Name: <input type="checkbox"/>	\$656.25	<input type="checkbox"/> \$52.50			
Title: _____					
E-Mail: _____					
Name: <input type="checkbox"/>	\$656.25	<input type="checkbox"/> \$52.50			
Title: _____					
E-Mail: _____					
Name: <input type="checkbox"/>	\$656.25	<input type="checkbox"/> \$52.50			
Title: _____					
E-Mail: _____					
Name: <input type="checkbox"/>	\$656.25	<input type="checkbox"/> \$52.50			
Title: _____					
E-Mail: _____					
Name: <input type="checkbox"/>	\$656.25	<input type="checkbox"/> \$52.50			
Title: _____					
E-Mail: _____					
Please send payment to: County of Wetaskiwin c/o Steve Majek Box 6960 Wetaskiwin, AB T9A 2G5	Please make cheques payable to: 2025 Provincial ASB Conference		TOTAL PAYABLE:	<input type="text"/>	GST# 12672 9870 RC0001 Registration Deadline: January 6, 2025 Late fees will apply after this date.

Please email Steve at smajek@county10.ca to return registration form or to inquire about e-transfer.

Refunds are subject to profitability and will not be issued until all In-Service Training related bills have been cleared through the bank.

Please consider this to be your invoice.

AGENDA ITEM REPORT



Title: Council Policy Amendments
Meeting: Council Meeting - 19 Dec 2024
Department: Human Resources
Report Author: Jared Zeller

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 13 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The proposed policy revisions aim to enhance the clarity, efficiency, and simplicity of policies and processes governing Council and Committee Members at Large remuneration and expenses. The applicable policies include Policy 155 – *Council & Employee Travel Expenses*, Policy 183 – *Council Remuneration*, and Policy 186 – *Committee Members at Large Remuneration*. The objective is to promote transparency, streamline processes, and ensure fairness in compensating and reimbursing expenses incurred by Council and Committee Members at Large in the execution of their official duties.

RECOMMENDATION:

That Council approves the below policies as presented:

1. Policy 155 - Council Travel Expenses
2. Policy 183 - Council Remuneration
3. Policy 186 - Committee Members at Large Remuneration and Expenses

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County continually reviews our policies, directives, programs, and procedures to ensure compliance and relevance. A review of the current policies have identified some required revisions as well as opportunities to clarify, simplify, and streamline aspects of each policy. The proposed revisions are intended to drive more consistency and predictability, while removing administratively burdensome and/or unclear processes that have been highlighted by both Council and Administration.

PREVIOUS COUNCIL DIRECTION / POLICY:

1. Policy 155 - Council & Employee Travel Expenses (last revision January 2019)
2. Policy 183 - Council Remuneration (last revision effective July 2020)
3. Policy 186 - Committee Members at Large Remuneration (last revision May 2023)

BACKGROUND INFORMATION:

Key proposed changes:

1. Policy 183 - Council Remuneration

- a. Administrative and grammatical revisions throughout that do not change the intent of the policy
- b. Transitioned sections related to expenses to Policy 155 - *Council Travel Expenses*
- c. Revised purpose, definitions, and responsibilities for additional clarity
- d. Introduced formal and regular Council budget reviews with Administration
- e. Included clear and transparent rates as stated in Schedule "A"
- f. Introduced a consistent honorarium for all Council members and provide additional remuneration for both the Reeve and Deputy Reeve. This honorarium provides remuneration for time spent fulfilling their duties and replaces any and all per diem claims from the current policy
- g. Introduced a Travel and Meal Allowance that will cover all expenses related to meals and travel expense claims for personal vehicles, rental vehicles, or air travel for County-related activities in Edmonton or south, within the province of Alberta.
- h. Further clarified and revised extended absences, benefits, and external boards, committees, and commissions

2. Policy 155 - Council Travel Expenses

- a. Administrative and grammatical revisions throughout that do not change the intent of the policy.
- b. Removed all language related to employee travel. A new directive will be developed regarding employee travel expenses.
- c. Removed all language related to Committee Member at Large travel. This is included in the revised Policy 186 - *Committee Member at Large Remuneration and Expenses*.
- d. Revised purpose, definitions, and responsibilities for additional clarity.
- e. Introduced an exception process to address potential requests for exceptions in a timely and responsible manner.
- f. Clarified that the Travel and Meal Allowance referenced in Policy 183 - *Council Remuneration* is intended to cover all meal expenses and travel related expenses for use of personal vehicles, rental vehicles, and air travel for Council-related activities in Edmonton or south, within the province of Alberta. Expense claims for use of personal vehicles, rental vehicles, or air travel will only be eligible for reimbursement if travelling north of Edmonton or outside of the province of Alberta.

3. Policy 186 - Committee Members at Large Remuneration and Expenses

- a. Administrative and grammatical revisions throughout that do not change the intent of the policy.
- b. Revised responsibilities for additional clarity.
- c. Included information related to expense reimbursement previously captured in the current Policy 155 - *Council & Employee Travel Expenses*

ALTERNATIVES / PROS / CONS:

Alternatives:

1. Retain the current policies and processes

- Pros: no immediate implementation costs or disruptions and familiar to Council and Administration
- Cons: continued inefficiencies, ambiguities, and challenges

2. Council requests partial or additional revisions

- Pros: incremental improvements with limited implementation costs or disruptions
- Cons: could result in fragmented policies and processes and potentially requiring further revisions in the near future

3. Defer decision for further feedback and revisions

- a. Pros: may ensure broader consensus and input prior to implementation
- b. Cons: prolongs existing inefficiencies, ambiguities, and challenges and risks delaying needed improvements or revisions

FINANCIAL IMPACT:

It is anticipated that individual remuneration for Council members will modestly increase in alignment with comparable roles and organizations based on market data.

Expense-related claims are anticipated to be consistent or potentially reduced by introducing fixed rate allowances for the majority of Council-related expenses. This change will drive more consistency and predictability for budget planning and management.

While the implementation will incur minor costs, these are expected to be offset by long-term savings resulting from increased efficiency and reduced administrative overhead.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Policy 186 - Committee Members at Large Remuneration and Expenses - 20250101](#)

[Policy 183 - Council Remuneration - 20250101](#)

[Policy 155 - Council Travel Expenses - 20250101](#)



Committee Members at Large Remuneration and Expense Policy

Section 100 NO. 186 | Effective January 1, 2025 | Revised December 19, 2024

PURPOSE

To establish a guideline for Lethbridge County Committee Members at Large remuneration and expenses to provide for fiscal responsibility and public transparency for Lethbridge County.

GENERAL CONSIDERATIONS

The remuneration of Committee Members at Large shall be reviewed as required to reflect the expenses incurred by the Committee Members in the performance of their duties and to reflect a reasonable compensation for the time expended in the execution of their duties.

RESPONSIBILITIES

1.1 **Committee Members at Large** are responsible for:

- 1.1.1 obtaining receipts and/or other required documents to support all expense reimbursements. Only detailed itemized receipts with GST (if applicable) will be accepted.
- 1.1.2 submitting expense and per diem claims to the Executive Assistant, CAO and Council for payroll and accounts payable processing within 30 days following the claim event and prior to December 15th of each year in order to allow time for processing before the end of the calendar year the event took place.

2.1 The **Committee Chair** is responsible for:

- 2.1.1 reviewing and approving Committee Members at Large expense and per diem claims for accuracy and compliance with this policy and authorizing payment of claims that fully comply with the provisions of this policy.

2.1.2 informing Committee Members at Large of any claims that do not fully comply with the provisions of this policy. Where claims requested are beyond those outlined in this policy or a conflict arises, the matter will be referred to Lethbridge County Council for resolution.

3.1 **Administration** is responsible for:

3.1.1 reviewing and budgeting sufficient funds during the budget cycle, in consultation with Council, to enable individual Committee Members at Large to carry out their respective duties.

3.1.2 coordinating travel, accommodation, convention, and conference activities of Committee Members at Large to benefit from group rates or discounts to the extent feasible and practical

3.1.3 coordinating and managing travel and accommodation for mandatory training, conventions, conferences, and County events

3.1.4 administering payment of per diem and expense claims on the next regular payroll of accounts payable cycle after receiving the claim submission

4.1 **Council** is responsible for:

4.1.1 reviewing and adjusting this policy and related rates as necessary.

4.1.2 reviewing and making decisions where claims requested are beyond those outlined in this policy or a conflict arises through a resolution.

PROCEDURE

1. **Per diems:**

1.1 Per diems for time spent in attendance at meetings as identified within the committee terms of reference or as determined by the committee as a whole shall be paid on a per meeting basis as indicated below:

1.1.1 Up to 4 hours: \$160

1.1.2 Over 4 hours and up to 8 hours: \$320

1.1.3 Over 8 hours: \$480

1.2 Time calculated for per diem claims includes travel to and from the activity.

1.3 Per diems are subject to income tax and Canada Pension Plan (CPP) contributions as per Canada Revenue Agency (CRA) regulations and policies regarding appointed official positions.

2. **Transportation:**

2.1 The prescribed method of travel is the most direct, practical, and economical mode of transportation and shall be used, unless otherwise authorized.

2.2 Reasonable efforts should be made for cost savings (e.g. carpooling).

2.3 **Personal vehicles:**

2.3.1 Mileage expense claims are eligible to be submitted for use of personal vehicles for County business based on the Canada Revenue Agency (CRA) automobile expense benefit rate (for actual kilometers driven).

2.3.2 Mileage expense claims are non-taxable as per CRA regulations and policies.

2.3.3 Distance travelled is calculated from the Committee Member at Large's residence to the location of the meeting or event, via the most direct route, or actual mileage, whichever is less.

2.3.4 Fuel should not be expensed for use of personal vehicles.

2.3.5 Committee Members at Large are only eligible to submit mileage expense claims for use of their personal vehicle and not eligible to claim if they travel with others.

2.3.6 Committee Members at Large must have motor vehicle insurance to use their personal vehicle for all Lethbridge County business.

2.3.7 Committee Members at Large shall inform their insurance provider if they intend to use their personal vehicle to conduct County business and verify that their motor vehicle insurance will cover the intended business use. If an additional premium is required, this additional premium is not reimbursable by the County as this cost is covered as part of the all-inclusive mileage rate.

2.3.8 Any costs incurred due to "collision" type claims (e.g. own vehicle damage, including rock chips and windshield damage) is not reimbursable by the County and is the responsibility of the Committee Member at Large. Such costs include the policy deductible and loss-of-use costs while the owner's vehicle is undergoing repairs.

2.4 **Rental vehicles:**

2.4.1 Rental vehicles may only be authorized where the use is economically justified or where no reasonable alternative exists and must be pre-approved by the Committee Chair. If approved, Committee Members at Large will be reimbursed in accordance with the Policy 186 – Council Travel Expenses section related to rental vehicles.

2.5 Air travel:

- 2.5.1 Air travel may only be authorized where the use is economically justified or where no reasonable alternative exists and must be pre-approved by the Committee Chair. If approved, Committee Members at Large will be reimbursed in accordance with the Policy 186 – Council Travel Expenses section related to air travel.

2.6 Taxis or ride-sharing (ex. Uber)

- 2.6.1 Taxi fares or ride-sharing expenses may be claimed for business purposes. An official receipt required.
- 2.6.2 Gratuities are reimbursed to a maximum of 18%.

2.7 Parking

- 2.7.1 Parking fees incurred while carrying out County business will be reimbursed with a receipt.

2.8 Insurance

- 2.8.1 Medical and/or cancellation insurance will not be eligible for reimbursement.

3. Accommodations:

- 3.1 If applicable, Committee Members at Large will be reimbursed in accordance with the Council Travel Expense Policy section related to accommodations.

4. Meals:

- 4.1 If out-of-pocket expenses are incurred, Committee Members at Large are eligible for meal allowances as outlined below:
- 4.1.1 Breakfast: \$15
- 4.1.2 Lunch: \$25
- 4.1.3 Supper: \$40

POLICY REVIEW

This policy will be reviewed by Lethbridge County Administration and brought forward to Lethbridge County Council for approval as required but, in any case, no later than three years following the date of the last review.



Council Remuneration Policy

Section 100 NO. 183 | Effective January 1, 2025 | Revised December 19, 2024

1. PREAMBLE

- 1.1 Lethbridge County will provide remuneration to members of Council to fulfill the duties and responsibilities as an elected official.

2. PURPOSE

- 2.1 This policy provides guidelines and procedures for the remuneration of Council. The purpose of this policy is to establish the compensation principles, guidelines, and procedures for Lethbridge County Council members. The objectives are to:
 - 2.1.1 provide fair, consistent, and adequate compensation for Council at a level that will attract community-minded citizens as candidates for public office.
 - 2.1.2 ensure compensation provided to Council is done so in a transparent and fiscally responsible manner.
 - 2.1.3 ensure that personal costs related to conducting Council business are minimized for Council.
 - 2.1.4 maintain compensation relative to comparative municipalities.

3. DEFINITIONS

- 3.1 **Council** is the collective group of elected officials that govern Lethbridge County and includes the Reeve, Deputy Reeve, and all Councillors.
- 3.2 **Councillors** are the elected officials of Lethbridge County, excluding the Reeve.
- 3.3 **Council business** refers to the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business includes, but is not limited to, attendance at council and committee meetings, municipally sanctioned events, meetings with the CAO, meetings with constituents, and community relations.
- 3.4 **County** is the municipality of Lethbridge County.

- 3.5 **Deputy Reeve** is a member or members of Council appointed annually at the organizational meeting to fill the position of Deputy Reeve and may act as Reeve in the Reeve's absence.
- 3.6 **Reeve** is the Chief Elected Official as defined in the Municipal Government Act. The Reeve is a member of Council appointed annually at the organizational meeting to fill the position.

4. **RESPONSIBILITIES**

- 4.1 **Council** is responsible for:
 - 4.1.1 following this policy to demonstrate transparency and accountability to taxpayers.
 - 4.1.2 not exceeding amounts indicated in the approved budget without approval of Council, by a resolution.
- 4.2 **Administration** is responsible for:
 - 4.2.1 reviewing and budgeting sufficient funds during the budget cycle, in consultation with Council, to enable Council to carry out their respective duties within the approved budget.
 - 4.2.2 reviewing financial reports with Council on a quarterly basis, or as requested by Council.
 - 4.2.3 updating rates in Schedule "A" as approved by Council through a resolution or the annual budget process.

5. **BASIC HONORARIUM**

- 5.1 The basic honorarium is paid to Council for the performance of their duties as elected officials. The basic honorarium rate is approved through the annual budget process and is identified in Schedule "A".
- 5.2 The basic honorarium is taxable and will be paid monthly with the last regular payroll run of the month.
- 5.3 Each member of Council will receive the basic honorarium for the following duties, responsibilities, and attendance for Council business:
 - 5.3.1 regularly scheduled Council meetings, committee meetings, and special Council meetings (including public hearings).
 - 5.3.2 informal and formal meetings with the CAO, Administration, and Council.
 - 5.3.3 meetings to complete the CAO performance review.
 - 5.3.4 Council planning sessions and/or other workshops, as required or requested to attend.
 - 5.3.5 County employee events and social functions.

- 5.3.6 Council orientation sessions.
- 5.3.7 business and informal meetings with other municipal councils, including dinners and socials.
- 5.3.8 meetings with other government agencies and businesses on behalf of the County.
- 5.3.9 preparation work.
- 5.3.10 direct work with residents, businesses, and other organizations for Council business.
- 5.3.11 emergency meetings to deal with disaster occurrences.
- 5.3.12 public workshops, open houses, and other public input sessions.
- 5.3.13 attendance at public events hosted or co-hosted by the County meant for celebration or public recognition.
- 5.3.14 meetings, social functions, or events held when attending as a dignitary or representative of the County.

6. ALLOWANCES

6.1 Reeve and Deputy Reeve allowance:

- 6.1.1 The Reeve and Deputy Reeve allowance is intended to compensate individuals filling these positions for the additional duties and responsibilities associated with these roles.
- 6.1.2 The rates are identified in Schedule "A".
- 6.1.3 This allowance is taxable and will be paid monthly with the regular payroll cycle.

6.2 Travel and meal allowance:

- 6.2.1 The travel and meal allowance is intended to compensate Council for use of their personal vehicle and the costs of meals related to performance of their duties.
- 6.2.2 The rates are identified in Schedule "A".
- 6.2.3 Council is encouraged to utilize a County fleet vehicle when possible (subject to availability). All efforts will be made to prioritize a County fleet vehicle for Council use, however, in the case that a vehicle is not available, Council is expected to make alternate arrangements for travel at no additional cost to the County unless approved as an exception as per the Council Travel Expenses Policy.
- 6.2.4 This allowance is taxable and will be paid monthly with the regular payroll cycle.

7. GENERAL

- 7.1 Expenses relating to a home office, including home internet and phone, cell phone, office furniture and supplies, etc. will not be reimbursed.
- 7.2 Members of Council will be provided with a County provided laptop or tablet in order to perform their official functions.

8. EXTENDED ABSENCES

- 8.1 Any member of Council who is absent for more than three consecutive meetings will not be paid for the basic honorarium or allowances for that period, unless otherwise approved by Council.
- 8.2 In extenuating or extraordinary circumstances, a leave of absence may be approved by Council resolution.

9. BENEFITS

- 9.1 Eligible members of Council will be given the opportunity to join the County benefits plan in accordance with the rules and regulations set out in that plan. Benefit premiums will be paid 100% by Lethbridge County.
- 9.2 If a member of Council is no longer eligible for benefits as a result of reaching the age limit as indicated in the benefit plan, the County will pay in lieu of benefits based on premiums for Individual's (single/member only).

10. EXTERNAL BOARDS, COMMITTEES, OR COMMISSIONS

- 11.1 In the event that a member of Council receives any remuneration from an external board, committee, or commission for their duly authorized attendance on behalf of the County at a meeting of the said board, committee, or commission, they are not eligible to be paid any additional remuneration by the County. If related expenses are reimbursed by the external boards, committees, or commissions, they are not eligible for reimbursement by the County. In the case these related expenses are not reimbursed, they may be eligible for reimbursement as per the Council Travel Expenses Policy.

11. EXCEPTIONS

- 10.1 Exceptions to this policy may be approved by Council resolution.

12. REVIEW

- 12.1 This policy, including a review of Council remuneration is to be reviewed once each four-year term.
- 12.2 Council may direct Administration or request a third-party review of Council remuneration be undertaken to bring forward recommendations regarding Council remuneration.

13. RELATED DOCUMENTS

- 13.1 Policy 155 – Council Travel Expenses



SCHEDULE "A"

HONORARIUM AND ALLOWANCES

Honorariums for Council may be adjusted annually through the budget process and updated by Administration to reflect any approved updates.

BASIC HONORARIUM

Each individual Council member: \$3,750 per month

ALLOWANCES:

Deputy Reeve allowance: \$500 per month for all months acting as Deputy Reeve

Reeve allowance: \$2,500 per month for all months acting as Reeve

Travel and meal allowance:

- Councillors: \$125 per month
- Deputy Reeve: \$250 per month
- Reeve: \$375 per month



Council Travel Expenses Policy

Section 100 NO. 155 | Effective January 1, 2025 | Revised December 19, 2024

1. PREAMBLE

- 1.1 Lethbridge County pays for business-related expenses incurred by Council members in the performance of their duties.
- 1.2 Council is expected to demonstrate sound judgement and prudent use of County funds and resources to ensure fiscal responsibility, transparency, and accountability.

2. PURPOSE

- 2.1 The purpose of this policy is to establish guidelines and procedures to be followed to reimburse the eligible travel expenses incurred by Lethbridge County Council.

3. DEFINITIONS

- 3.1 **Claimant** is all Lethbridge County Council members requesting reimbursement of funds for expenses incurred while travelling on County business.
- 3.2 **Council** is the collective group of elected officials that govern Lethbridge County and includes the Reeve, Deputy Reeve, and all Councillors.
- 3.3 **Councillors** are the elected officials of Lethbridge County, excluding the Reeve.
- 3.4 **County** is the municipality of Lethbridge County.
- 3.5 **Deputy Reeve** is a member, or members of Council appointed annually at the organizational meeting to fill the position of Deputy Reeve and may act as Reeve in the Reeve's absence.
- 3.6 **Expense claims** include details of business expenses related to approved travel for Lethbridge County in a form updated and maintained by Administration.
- 3.7 **Official receipt** is a vendor supplied payment documentation that is itemized to show all costs and taxes separately. Debit and credit card slips are not official receipts.
- 3.8 **Reeve** is the Chief Elected Official as defined in the Municipal Government Act. The Reeve is a member of Council appointed annually at the organizational meeting to fill the position.



4 RESPONSIBILITIES

- 4.1 **Claimants** are responsible for:
 - 4.1.1 ensuring compliance with this policy and any other applicable policy or legislation
 - 4.1.2 obtaining official receipts and/or other required documents to support all expense reimbursements. If an official receipt is not available, a copy of the receipt with an explanation is acceptable. If no receipt is available, an explanation must be provided.
 - 4.1.3 submitting approved expense claims to the Executive Assistant, CAO and Council to assist and support with payroll and accounts payable processing.
- 4.2 The **Reeve** is responsible for:
 - 4.2.1 reviewing and approving Councillors expense claims for accuracy and compliance with this policy and authorizing payment of claims that fully comply with the provisions of this policy.
 - 4.2.2 informing Councillors of any expense claims that do not fully comply with the provisions of this policy. Where remuneration or expenses requested are beyond those outlined in this policy, or a conflict arises, the matter will be referred to Council for decision through resolution.
- 4.3 The **Deputy Reeve** is responsible for:
 - 4.3.1 reviewing and approving the Reeve's expense claims for accuracy and compliance with this policy and authorizing payment of claims that fully comply with the provisions of this policy.
 - 4.3.2 informing the Reeve of any expense claims that do not fully comply with the provisions of this policy. Where remuneration or expenses requested are beyond those outlined in this policy, or a conflict arises, the matter will be referred to Council for decision through resolution.
- 4.4 **Administration** is responsible for:
 - 4.4.1 reviewing, developing, implementing, monitoring and evaluating this policy. A review of this policy should take place at least every three (3) years.
 - 4.4.2 reviewing and budgeting sufficient funds during the budget cycle, in consultation with Council, to enable Council to carry out their respective duties and manage their budget.
 - 4.4.3 coordinating travel, accommodation, convention, and conference activities of Council to benefit from group rates or discounts to the extent feasible and practical.
 - 4.4.4 reviewing the expense claim for accuracy and completeness and ensuring it has been reviewed and approved by the appropriate individual as per this policy.

- 4.5 **Council** is responsible for:
 - 4.5.1 following this policy to demonstrate transparency and accountability to taxpayers.
 - 4.5.2 not exceeding amounts indicated in the approved budget without approval of Council, by a resolution.

5 GENERAL

- 5.1 Lethbridge County will pay the cost of eligible expenses incurred while traveling on County business.
- 5.2 All travel that will incur expenses as per this policy must be approved in advance by Council through a resolution.
- 5.3 It is expected that Council uses their corporate purchase card for all eligible travel expenses incurred on behalf of the County.
- 5.4 Reimbursement of out-of-country expense claims will be in Canadian dollars equivalent to the currency of the country where the expenditures occurred. Expenses will be converted using the exchange rate that was in effect during the trip.
- 5.5 Expense claims are to be submitted within 30 days following the claim event and prior to December 15th of each year in order to allow time for processing before the end of the calendar year the expense took place.
- 5.6 Any reimbursement for travel expenses received from a third party that have been previously reimbursed by the County, shall be remitted to the County.
- 5.7 The County will not pay or reimburse for cancellation fees incurred unless pre-approved or in the case of an emergency.
- 5.8 Other relevant County policies, directives, procedures and guidelines may be applicable and should be reviewed prior to travel.
- 5.9 Failure to adhere to this policy or false statement of claim may result in:
 - 5.9.1 delay or refusal to reimburse Claimants for expenses
 - 5.9.2 a requirement to reimburse the County for ineligible expenses
 - 5.9.3 unnecessary costs to the County

6 EXCEPTIONS

- 6.1 Exceptions to this policy may be approved by the Chief Administrative Officer (CAO) and Reeve. If the Reeve is requesting an exception, it may be approved by the CAO and Deputy Reeve.

7 EXCLUSIONS

- 7.1 As Council is compensated for all expenses related to personal vehicles and meals for County business, those expenses are not eligible to be claimed under this policy.
- 7.2 The County will only reimburse for expenses that are business related. When combining personal travel with business travel, Claimants are responsible for all incremental costs associated with the personal component of the trip. Claimants are also responsible for any incremental costs associated with accompanying personal travel companions.
- 7.3 Lethbridge County does not reimburse for any spousal expenses related to conferences or travel.
- 7.4 The County will not reimburse costs for any tickets, fines, or penalties resulting from a violation of any local, provincial or federal statute.
- 7.5 The cost of acquiring a passport photo and passport processing are not reimbursable expenses.
- 7.6 Advance requisitions prior to travel are not permitted.

8 TRANSPORTATION

8.1 General guidelines

- 8.1.1 The prescribed method of travel is the most direct, practical, and economical mode of transportation and shall be used, unless otherwise authorized.
- 8.1.2 Reasonable efforts should be made for cost savings (e.g. carpooling).

8.2 Corporate vehicles

- 8.2.1 Wherever reasonable and subject to availability, a vehicle supplied by Lethbridge County should be used for business travel.
- 8.2.2 Shared or pooled corporate vehicles should not be used for extended travel durations.
- 8.2.3 The County does reimburse for fuel for corporate vehicle use and mileage cannot be claimed.

8.3 **Personal vehicles**

- 8.3.1 Council members are not eligible for expense claims for use of their personal vehicles for County business as they are provided a fixed travel allowance as per the Council Remuneration Policy.
- 8.3.2 Council must have motor vehicle insurance to use their personal vehicle for all Lethbridge County business.
- 8.3.3 Council shall inform their insurance provider if they intend to use their personal vehicle to conduct Lethbridge County business and verify that their motor vehicle insurance will cover the intended business use. If an additional premium is required, this additional premium is not reimbursable by the County as this cost is covered as part of the travel allowance.
- 8.3.4 Any costs incurred due to "collision" type claims (e.g. own vehicle damage, including rock chips and windshield damage) is not reimbursable by the County and is the responsibility of the Council member. Such costs include the policy deductible and loss-of-use costs while the owner's vehicle is undergoing repairs.

8.4 **Rental vehicles**

- 8.4.1 Rental vehicles should only be used for travel north of Edmonton and outside the province of Alberta.
- 8.4.2 For travel in Edmonton or south, within the province of Alberta, rental vehicles may only be authorized where the use is economically justified or where no reasonable alternative exists. This must be pre-approved as an exception to this policy.
- 8.4.3 An official receipt and a copy of the rental agreement is required for claim reimbursement.
- 8.4.4 Reimbursable expenses include the rental fee for non-luxury model cars, the kilometer charge by the car rental agency, fuel charges, required insurance, and applicable taxes.
- 8.4.5 Insurance must be purchased to include full public liability and property damage (PLPD) and comprehensive insurance. The premium charge for such coverage is to be included in the rental costs. Insurance must be waived if using the corporate purchase card as coverage is provided through the purchase card provider.

8.4.6 A collision damage waiver should be waived if renting a vehicle to conduct County business within Alberta as this is already covered by Lethbridge County insurance or the purchase card provider if the corporate purchase card is used.

8.4.7 A collision damage waiver should be purchased if a vehicle is rented outside Alberta, or the intention is to travel outside Alberta on County business.

8.5 Air travel

8.5.1 Air travel should only be used for travel north of Edmonton and outside the province of Alberta.

8.5.2 For travel in Edmonton or south, within the province of Alberta, air travel may only be authorized where the use is economically justified or where no reasonable alternative exists. This must be pre-approved as an exception to this policy.

8.5.3 Air travel will be reimbursed based on actual cost. All claims for air travel must be accompanied by an official receipt.

8.5.4 Claimants are responsible to select the most reasonable, economical air fare available and should try to take advantage of seat sales and advanced booking fares.

8.5.5 The County will reimburse for economy seat selection fees and checked bagged fees, within reason.

8.5.6 The County will not reimburse for seat upgrades, business, priority, or first-class type seats, in-flight meals, or entertainment purchases.

8.6 Medical insurance

8.6.1 Out of province and out of country medical insurance is provided as part of Lethbridge County's benefit package. For further information, refer to our group insurance plan or the County's benefits administrator.

8.6.2 A Claimant who is required to travel outside Alberta on County business may, upon submission of receipts, claim the cost of extra medical insurance where these costs are not otherwise included in the County's benefit plan.

8.7 **Cancellation insurance**

8.7.1 The County will only reimburse cancellation insurance for international travel (outside of North America), otherwise cancellation insurance is not reimbursable.

8.8 **Taxis or ride-sharing (ex. Uber)**

8.8.1 Taxi fares or ride-sharing expenses may be claimed for business purposes. An official receipt is required.

8.8.2 Gratuities are reimbursed to a maximum of 18%.

8.9 **Parking**

8.9.1 Parking fees incurred while carrying out County business will be reimbursed with a receipt.

9 ACCOMMODATIONS

9.1 Claimants will be reimbursed for accommodation expenses based on actual costs (hotel room rate and applicable taxes). Hotel invoice/statements must be submitted with the expense claim.

9.2 Accommodations, hotel, or otherwise, should be selected based on reasonable and practical location and cost. Accommodations will be reimbursed based on standard room rates only, and corporate, government, or best rates should be booked when available. Room upgrades will not be reimbursed.

9.3 In-room charges such as room service, movies, mini-bar, personal phone calls, etc. will not be reimbursed.

9.4 Alternate lodging in lieu of hotel will be reimbursed at the rate of \$125 per night. No receipt is required.

AGENDA ITEM REPORT



Title: Administration Policy Changes
Meeting: Council Meeting - 19 Dec 2024
Department: Human Resources
Report Author: Jared Zeller

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 13 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The proposed policy changes aim to align with the principles of good governance and are consistent with the Municipal Government Act (MGA).

The related current policies include Policy 114 - *Administration Personnel Policy* and Policy 175 - *Council Administration Protocol*. It is also being proposed to introduce a new Human Resources Policy.

The current Policy 114 - Administration Personnel Policy includes detailed terms and conditions of employment for municipal employees. However, these matters are operational in nature and are more appropriately addressed by the Chief Administrative Officer (CAO), as outlined in the MGA and the CAO Bylaw.

By adopting policies that emphasize strategic leadership and operational clarity, Council ensures the municipality remains well-positioned to achieve its long-term objectives.

RECOMMENDATION:

- That Council rescind the current Policy 114 - Administration Personnel Policy.
- That Council approve the implementation of the new Policy 189 - Human Resources as presented.
- That Council approve the proposed revisions to Policy 175 - Council Administration Protocol as presented.

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County continually reviews our policies, directives, programs, and procedures to ensure compliance and relevance. A review of the current policies have identified some required changes as well as opportunities to ensure alignment with the MGA, CAO Bylaw, and best practices for municipal governance.

Rescinding Policy 114 - Administration Personnel Policy, implementing Policy 189 - Human Resources Policy, and revising Policy 175 - Council Administration Protocol will foster clearer roles, stronger oversight, and improved flexibility and agility for operational management of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Policy 114 - Administration Personnel Policy (last revised June 2020)
- Policy 175 - Council Administration Protocol (last revised August 2018)

BACKGROUND INFORMATION:

Under the governance model established by the MGA:

- Council provides strategic direction and governance.
- The CAO is responsible for managing municipal operations, including employment terms and conditions.

The Administration Personnel Policy, as it currently stands, does not align with this governance model. Its operational focus risks blurring the lines of responsibility between Council and the CAO.

Rationale for Policy Changes:

1. Rescinding Policy 114 - Administration Personnel Policy:

- The policy overlaps with the CAO's authority and responsibilities as prescribed by the MGA and CAO Bylaw.
- Employment matters are operational and should be managed internally by Administration under the direction of the CAO.

2. Introduction of Policy 189 - Human Resources Policy:

- The policy will establish clear, high-level guiding principles for employment within the municipality.
- This approach enables Council to provide strategic oversight while respecting the CAO's operational mandate.
- The policy will focus on standards and expectations that align with the municipality's strategic goals, fostering accountability, and a unified workplace culture.

3. Revisions to Policy 175 - Council Administration Protocol:

- Administrative and grammatical revisions throughout that do not change the intent of the policy.
- Updates include reference to the Policy 189 - Human Resources Policy
- The policy maintains clarity in the distinct roles and responsibilities of Council and Administration, with the objective to continue to promote collaboration and communication between Council and Administration, supporting effective governance and service delivery.

ALTERNATIVES / PROS / CONS:

1. Retain the current policies and processes

- Pros: no immediate changes or resource commitments and preserves familiarity for Council and Administration
- Cons: maintains misalignment with the MGA, risks operational inefficiencies, and has potential for governance issues to arise

2. Council requests partial or additional revisions

- Pros: allows for selective improvement and addresses some misalignment without a full overhaul of existing policies
- Cons: could leave gaps unaddressed, may create inconsistencies across policies and practices, and potentially requiring further revisions in the near future

3. Defer decision for further feedback and revisions

- Pros: may provide an opportunity for more detailed analysis and feedback
- Cons: prolongs existing inefficiencies, ambiguities, and challenges and risks delaying needed improvements or revisions

FINANCIAL IMPACT:

No direct financial impact is anticipated.

Improved clarity in roles and responsibilities may contribute to greater operational efficiency over time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Policy 189 - Human Resources Policy](#)

[Policy 175 -Council Administration Protocol - 20250101](#)



Human Resources Policy

Section 100 NO. 189 | Effective January 1, 2025 | Revised December 19, 2024

PURPOSE

The purpose of this policy is to establish the authority and guiding principles for the management of human resources at Lethbridge County.

POLICY STATEMENT

Human Resources guiding principles:

1. Lethbridge County will establish and maintain a work environment that ensures:
 - a. employee health, wellness and safety
 - b. respectful work and conduct
 - c. responsiveness and results focused
 - d. customer focus
2. Lethbridge County will establish and maintain a total reward program that meets the attraction and retention needs of the County to ensure fair and equitable treatment and maintaining market competitiveness. Total rewards include direct and indirect compensation, benefits, retirement plans, professional development, job enrichment, and performance.
3. Lethbridge County will promote recognition and appreciation programs to create a positive work culture.
4. Lethbridge County will promote a collaborative workplace and will deal with employee concerns or issues through effective dispute resolution processes.

Authority and responsibility:

5. Council is responsible to ensure that the County's powers, duties, and functions are carried out appropriately, in accordance with the *Municipal Government Act*.
6. Council appoints and authorizes the Chief Administrative Officer (CAO) the responsibility of managing the County's employees and human resources, and the CAO will:
 - a. act and lead in alignment with the Human Resources guidelines principles

- b. establish, approve, and implement directives, procedures, standards, handbooks, or guidelines governing the work or conduct of employees
- c. establish and approve the terms and conditions of employment for employees, including but not limited to:
 - i. terms and conditions outlined in collective agreements
 - ii. working conditions such as hours of work, flexible work arrangements, recognized general holidays, dress code, probationary periods, etc.
 - iii. vacation eligibility and entitlements, leaves, overtime, and other time off options
 - iv. administration of total rewards in alignment with the compensation program and the approved budget
 - v. recruitment and selection processes to hire, appoint, transfer, or promote employees of the County
 - vi. performance management, including evaluation, discipline, suspension, demotion, removal, or termination of any employee of the County
- d. establish the organization structure of the County, including establishing, merging, dividing, and eliminating departments and establishing a managerial hierarchy
- e. allocate resources within Council approved budgets
- f. establish administrative and operational plans, goals, and performance measures
- g. act on behalf of the County for the purposes of the:
 - i. *Alberta Human Rights Act*
 - ii. *Alberta Employment Standards Code*
 - iii. *Alberta Employment Standards Regulation*
 - iv. *Alberta Labour Relations Code*
 - v. *Occupational Health and Safety Act*
 - vi. *Occupational Health and Safety Regulation*
 - vii. *Occupational Health and Safety Code*



Council Administration Protocol

Section 100 NO. 175 | Effective January 1, 2025 | Revised December 19, 2024

PREAMBLE

In order to achieve effective management and operation of the County, Council and Administration must have a clear understanding of their respective roles and responsibilities as well as a comprehensive framework that guides their interaction with one another.

POLICY

1. This policy will:
 - 1.1 Establish a framework to clarify the roles of Council and Administration.
 - 1.2 Set out communication standards between Council and Administration.
 - 1.3 Establish a regime of protocol for regulating relations and communication between Council and Administration.
 - 1.4 Promote sound working relations between Council and Administration.
 - 1.5 Guide both administrative and operational interaction between Council and Administration.

2. DEFINITIONS

- 2.1 "Administration" means the employees of Lethbridge County.
- 2.2 "Council member" means any member of Council.
- 2.3 "County" means Lethbridge County.
- 2.4 "CAO" means the individual appointed by Council to the position of Chief Administrative Officer as per the CAO Bylaw, or designate of the CAO.
- 2.5 "Communications" under Section 6 and 7 means correspondence or communication from both written and unwritten sources, including but not limited to letters, emails, voicemail messages, and phone calls.

- 2.6 "Council" means the duly elected officials for Lethbridge County also known as the Reeve and Council.
- 2.7 "Reeve" means the Chief Elected Official of Lethbridge County.
- 2.8 "Protocol" means both written and unwritten conventions, ethics, and/or rules of interaction and communication between Council and Administration.
- 2.9 "When appropriate" when referenced in Section 6 and 7 includes but is not limited to situations that are politically sensitive or situations when Council requests to be copied on correspondence.

3. MUNICIPAL GOVERNANCE FRAMEWORK

- 3.1 The Reeve and Council members constitute the political component of the County called "the Council", whilst the Administration constitutes "the administrative and operational arm of the County".
- 3.2 The legal responsibilities, functions, and powers of the Council and Administration are both inter-dependent and interrelated. The statutory powers of Council and Administration are set out in the *Municipal Government Act*.
- 3.3 Council is led by the Reeve who is the "Chief Elected Official" as defined in the *Municipal Government Act*.
- 3.4 Administration is led by the CAO who is the "Chief Administrative Officer" defined in the *Municipal Government Act*.

4. ROLES AND RESPONSIBILITIES

- 4.1 The Reeve coordinates Council decisions, acts as Council spokesperson, facilitates the Council and Administration interface, and performs the duties of the Chief Elected Official as per the *Municipal Government Act*.
- 4.2 Council provides direction, makes strategic policy decisions, represents the public interest, and performs the duties of the Councillor as per the *Municipal Government Act*.
- 4.3 Council is responsible to hire, supervise, and terminate the CAO. Council only employee is the CAO.

- 4.4 The CAO coordinates the organization's system, manages organizational resources, facilitates the Administration and Council interface, performs the duties as outlined in the Chief Administrative Officer Bylaw, Human Resources Policy, and performs the duties of Chief Administrative Officer as per the *Municipal Government Act*.
- 4.5 Council will collaborate with Administration to establish levels of service and approve the budget. The CAO and Administration are responsible for delivering on the agreed upon levels of services and operating within the approved budget.
- 4.6 Administration implements Council's directions and the corporate business plan, provides decision-making advice, and communicates customer needs under the direction of the CAO.
- 4.7 Council and Administration will adhere to formal channels of communications between each other as established by policy, bylaw, and legislation.

5. GENERAL PROTOCOL

- 5.1 Council and Administration will treat each other with respect and integrity.
 - 5.1.1 The Reeve will advise the Council member and/or Council when a Council member's activities are affecting Administration's performance.
 - 5.1.2 Council will address Administration performance concerns by communicating them through the CAO.
 - 5.1.3 The CAO will provide information to all of Council when deemed appropriate in responding to a request from one member of Council. This may take the form of, or be part of, a Report to Council during a regular Council meeting.
 - 5.1.4 Administration will advise the CAO if a request for information from a member of Council will create a significant impact on performance or workload.
 - 5.1.5 Discussions amongst Councillors of items that direct the business of the County will occur during Council or Committee meetings only.

6. COMMUNICATION

- 6.1 Administration will forward correspondence directed to Council without delay.

- 6.1.1 The CAO will coordinate and direct Administration regarding the action and response to be taken to written or verbal communications. The CAO will also coordinate these actions and responses with Council when appropriate.
- 6.1.2 Notwithstanding Section 7, the Reeve will coordinate and advise the members of Council regarding the action and response taken to verbal or written communications received.
- 6.1.3 Council will provide direction to Administration through resolutions, policies, and bylaws.
- 6.1.4 Council has responsibility to make information requests of Administration with the following understanding:
 - 6.1.4.1 Information that is readily available to the public can be requested from the appropriate member of Administration directly.
 - 6.1.4.2 All other information requests will be directed to the CAO.
- 6.1.5 When approached by a Lethbridge County employee with an operational issue or concern, Council shall encourage the employee to use appropriate channels within the organization. Depending on the nature of the request, these channels may include the employee talking with their supervisor or human resources.

7. RESIDENT COMMUNICATION

- 7.1 Council will direct requests from residents for services or information to the CAO's office for action.
 - 7.1.1 The CAO will coordinate actions and responses and will inform Council of the outcome of the requests when appropriate.
 - 7.1.2 A member of Council may choose to respond to requests for information from a resident that are routine in nature where the information is readily available to the public. Such responses shall be shared with the Reeve and CAO.

8. ORGANIZATIONAL TOOLS

- 8.1 The following organizational tools contribute to a successful working relationship between Council and Administration.

- 8.1.1 Reports of Council regarding Administration's activities (usually provided by the CAO at Council meetings).
- 8.1.2 Requests for Decision which provides the information required for decision-making.
- 8.1.3 Clear and concise direction to Administration through resolutions made at Council meetings.
- 8.1.4 Updates from the Reeve and Council will occur at Regular or Special Meetings of Council.
- 8.1.5 A clear understanding of Administration's role, activities, and capacity.
- 8.1.6 An up-to-date organizational chart which shows a clear chain of command and indication of who has duties in which area.
- 8.1.7 A Council Procedural Bylaw which provides the framework for parliamentary procedure, current legislation, and the specific governance preferences of Council.
- 8.1.8 A corporate business planning process which implements the strategic direction set by Council.

9. **SUCCESS INDICATORS**

- 9.1 The following are indicators of the success of this policy:
 - 9.1.1 Excellent customer service.
 - 9.1.2 Flexibility in organizational hierarchy to deal with urgent matters.
 - 9.1.3 No direct supervision or direction of Administration by individual members of Council.
 - 9.1.4 A clear chain of command.
 - 9.1.5 Achieving corporate priorities.
 - 9.1.6 Timely communication, both internal and external.
 - 9.1.7 An informed and involved Council.



POLICY REVIEW

This policy will be reviewed as required but, in any case, no later than three years following the date of the last review.

The Chief Administrative Officer will be responsible for initiating the review of this policy.

AGENDA ITEM REPORT



Title: Rural Intermunicipal Collaboration Framework Agreements
Meeting: Council Meeting - 19 Dec 2024
Department: Administration
Report Author: Cole Beck

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 13 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

In compliance with Part 17.2, Section 708.32 of the Municipal Government Act (MGA), municipalities are required to establish Intermunicipal Collaboration Framework (ICF) agreements with neighboring municipalities. These agreements aim to foster collaboration and ensure coordinated service delivery across municipal boundaries.

As mandated by the MGA, municipalities must periodically review these agreements to ensure they remain relevant, effective, and aligned with evolving municipal priorities and legislative requirements. The timeline for this mandatory review is now upon us.

RECOMMENDATION:

- That Council accept the recommendation of the Lethbridge County Chief Administrative Officer that a review of the Intermunicipal Collaboration Framework Agreement has been undertaken as directed by Council in accordance with Section 708.32 of the Municipal Government Act and, that the Agreement remains valid in its current format with no changes being required at this time with the next review of the ICF agreement scheduled for 2031.
- That Council accept the recommendation of the Lethbridge County and Municipal District of Willow Creek Chief Administrative Officers that a review of the Intermunicipal Collaboration Framework Agreement has been undertaken as directed by the municipal Councils in accordance with Section 708.32 of the Municipal Government Act and, that the Agreement remains valid in its current format with no changes being required at this time with the next review of the ICF agreement scheduled for 2031.
- That Council of the accept the recommendation of the Lethbridge County and Vulcan County Chief Administrative Officers that a review of the Intermunicipal Collaboration Framework

Agreement has been undertaken as directed by the municipal Councils in accordance with Section 708.32 of the Municipal Government Act and, that the Agreement remains valid in its current format with no changes being required at this time with the next review of the ICF agreement scheduled for 2031.

- That Council accept the recommendation of the Lethbridge County and Cardston County Chief Administrative Officers that a review of the Intermunicipal Collaboration Framework Agreement has been undertaken as directed by the municipal Councils in accordance with Section 708.32 of the Municipal Government Act and, that the Agreement remains valid in its current format with no changes being required at this time with the next review of the ICF agreement scheduled for 2031.
- That Council accept the recommendation of the Lethbridge County and County of Warner Chief Administrative Officers that a review of the Intermunicipal Collaboration Framework Agreement has been undertaken as directed by the municipal Councils in accordance with Section 708.32 of the Municipal Government Act and, that the Agreement remains valid in its current format with no changes being required at this time with the next review of the ICF agreement scheduled for 2031.

REASON(S) FOR RECOMMENDATION(S):

The agreements continue to meet the intent of the legislation and fairly reflects our continued commitment to regional collaboration.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council formalized Intermunicipal Collaboration Framework (ICF) agreements on the following dates with neighboring rural municipalities:

- October 18, 2018: Municipal District of Taber - Bylaw 18-025
- June 20, 2019: Municipal District of Willow Creek - Bylaw 19-021
- July 4, 2019: Vulcan County - Bylaw 19-029
- August 15, 2019: Cardston County - Bylaw 19-034
- September 19, 2019: County of Warner - Bylaw 19-039

BACKGROUND INFORMATION:

In 2017, the Province of Alberta conducted a comprehensive review of the Municipal Government Act (MGA), resulting in the introduction of Alberta Regulation 191/2017. This regulation established the legislative framework for the creation of Intermunicipal Collaboration Frameworks (ICFs), requiring all municipalities to enter into ICF agreements with their neighboring municipalities by 2020.

Originally, the MGA mandated that these agreements be reviewed every five years. However, on April 6, 2023, Municipal Affairs issued Ministerial Order No. MSD:024/23, extending the review period from five to seven years.

Given that no significant changes are required, rural municipalities have agreed to extend their existing ICF agreements as is until 2031. This approach allows municipalities to prioritize the renewal of Urban ICF agreements over the next two years, ensuring a focused and efficient process.

ALTERNATIVES / PROS / CONS:

Alternative: To not accept the recommendation

FINANCIAL IMPACT:

There is no financial impact to renewing these ICF agreements.

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

[Lethbridge County/MD of Taber ICF](#)

[Lethbridge County/MD of Willow Creek ICF](#)

[Lethbridge County/Vulcan County ICF](#)

[Lethbridge County/Cardston County ICF](#)

[Lethbridge County/County of Warner ICF](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW 18-025

**A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA TO ADOPT
THE MUNICIPAL DISTRICT OF TABER AND THE LETHBRIDGE COUNTY
INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT**

WHEREAS Section 631 and Section 708.28 of the Municipal Government Act requires that municipalities develop an Intermunicipal Framework Agreement that identifies services provided by each municipality and the funding arrangements for these services; and

WHEREAS the Municipal District of Taber and the Lethbridge County share a common municipal boundary; and

WHEREAS the Municipal District of Taber and the Lethbridge County share common interests, independently provide services which are used by citizens of both municipalities and work together to provide shared services which benefit citizens of both communities; and

WHEREAS the Municipal District of Taber and the Lethbridge County have established certain agreements pertaining to shared municipal services and have established an intermunicipal development plan agreement, and

WHEREAS the Municipal District of Taber and the Lethbridge County have developed an Intermunicipal Collaboration Framework Agreement and desire to execute the agreement;

NOW THEREFORE BE IT RESOLVED, that Lethbridge County hereto enact as follows:



SECTION 1 – SHORT TITLE

- 1.1 This Bylaw may be known as the Municipal District of Taber and the Lethbridge County Intermunicipal Collaboration Framework Agreement.

SECTION 2 – INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT IN EFFECT

- 2.1 This Municipal District of Taber and Lethbridge County Intermunicipal Collaboration Framework Agreement which is attached to this Bylaw shall come into full force and effect upon third and final reading thereof.

GIVEN first reading this 18th day of October, 2018.

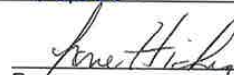


Reeve

Chief Administrative Officer

GIVEN second reading this 18th day of October, 2018.


Reeve

Chief Administrative Officer

GIVEN third reading this 18th day of October, 2018.


Reeve

Chief Administrative Officer



Moving Forward

Building Opportunities for Our Future

Lethbridge County and the Municipal District of Taber
INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

FOREWORD

Lethbridge County and the Municipal District of Taber share a common history. Both have distinct and similar municipal characteristics, and both are rural municipalities based upon building and maintaining core services including roads and bridges, which are designed to service an agricultural and resource based economy. Together these same individual characteristics link them into a healthy and viable regional municipality.

Most people understand increasing the level of collaboration as an ability to provide more efficient and better service levels to citizens in the region. However, while some services can possibly be provided solely in a single municipality the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services and efficiency in delivery. In other words, dovetailing the individual characteristics of the municipalities creates expanded resources and advances quality of life opportunities to the people in the region. The image of “two municipalities – one purpose” describes the philosophy of the two Councils.

The two municipalities are committed to identify current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, the Municipal District of Taber and Lethbridge County are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.



The Municipal District of Taber and Lethbridge County share a common history and foundation based upon irrigated agriculture.



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighbouring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated and funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement between Lethbridge County and the Municipal District of Taber will:

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service levels to their citizens: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree that they will always consider the bigger regional municipality in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation and therefore not direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation – Consultation Protocol:

The fundamental basis of this agreement is communication and consultation and as such the two municipalities agree to consult on projects which have a regional impact. By recognizing the requirement to consult, each municipality will include the other in their project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a meeting is required it shall be first handled by the respective Chief Administrative Officers or their designate and if that does not resolve the concerns at hand it shall be dealt with by a committee from each Council recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the region.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision makers are informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is likely that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both communities. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of both Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be taken into account to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the CAOs and Administration:

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. Disputes or disagreements between CAOs will be dealt with by a dispute resolution committee set up with members from each Council.

The Role of Staff:

Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

The Framework Protocols

Development of an Intermunicipal Communication Protocol

Understanding that the success of this agreement is based upon respectful dialogue that both municipalities must be committed to ensuring the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization the following principles should apply:
 - a. Seek to understand
 - b. Avoid personal attacks either privately or publicly
 - c. Asking for clarification on policies adopted by the other municipality to ensure understanding
 - d. Address issues as being of a joint nature meant to be resolved together
 - e. Seek to maximize the benefits for both parties
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization
 - a. Both organizations agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
 - b. Both organizations agree to provide additional training as required following any change in elected officials or senior administration
3. The protocol should ensure that each municipality provides to the other information pertaining to:
 - a. Major capital projects which may impact the other municipality
 - b. Lobby efforts to higher levels of government with respect an issue which may impact regional services
 - c. Adopted strategic plans
 - d. Funding, aid or support to other organizations within the other municipality when requested
 - e. Ceremonies, celebrations, events of regional impact
 - f. Promotion of collaborative successes

Conflict Resolution

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the problems initiated the CAO and/or Chief Elected Officer (CEO) will seek to address matters of conflict.
2. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
3. All matters of conflict should be resolved using a clear procedural pathway.
4. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

Process

If a municipality believes an obligation under the agreement has been breached the matter should be immediately brought to the attention of their CEO and CAO. The CEO and CAO will investigate and if it appears as if a 'breach' of the agreement has occurred the matter will be immediately brought to the attention of the other municipalities CAO. Once that has occurred an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.

If this does not resolve the issue an Intermunicipal Dispute Committee shall be appointed by both Councils who will decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful a mediated process is initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.



This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.

Inventory of Municipal Services

The following chart illustrates an inventory of municipal services available to citizens in each municipality. The inventory is a consideration of who provides a service, who has funded a service and where such services exist within the boundaries of a municipality. The services listed below are a representation of key services but it's not necessarily all services provided by each municipality. The services are utilized by the citizens of each municipality in one way or the other.

ICF Agreement – Statutory Provisions

Amendments to the Municipal Government Act have amended the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This Agreement must address services related to transportation, water, wastewater, solid waste, emergency services and recreation. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

Emergency Services

No agreements currently exist between Lethbridge County and the Municipal District of Taber in the area of emergency services.

Solid Waste

No agreements exist or are currently required between Lethbridge County and the Municipal District of Taber in the area of solid waste.

Transportation

No agreements exist or are currently required between Lethbridge County and the Municipal District of Taber in the area of transportation. Coordination of construction of transportation corridors that connect the two municipalities will be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in alignment.

Recreation

No agreements exist or are currently required between Lethbridge County and the Municipal District of Taber in the area of recreation.

Water

No agreements exist or are currently required between Lethbridge County and the Municipal District of Taber in the area of water.

Waste Water

No agreements exist or are currently required between Lethbridge County and the Municipal District of Taber in the area of waste water.

Other

Additional opportunities for collaboration exist within regional economic development, broadband services and fibre network as well as for the establishment of a joint regional Assessment Review Board and Subdivision and Development Appeal Board.

Intermunicipal Development Plan

As a requirement under Sections 631 and 692 of the Municipal Government Act, RSA 2000, an Intermunicipal Development Plan was adopted by separate bylaws between the Municipal District of Taber and Lethbridge County. The Municipal District of Taber and Lethbridge County Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan area.

The Municipal District of Taber adopted Bylaw No. 1938 on September 25, 2018.

The Lethbridge County adopted Bylaw No. 18-025 on October 18, 2018.

Attachments to this Agreement

Attached to this agreement is the current Municipal District of Taber and Lethbridge County Intermunicipal Development Plan as well as the agreements aforementioned within this document.

Commitment to Collaboration

The Municipal District of Taber and Lethbridge County acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honour all applicable legislation with respect Intermunicipal collaboration within the Province of Alberta.


IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the 13 day of November, 2018.

LETHBRIDGE COUNTY

PER:


REEVE

PER:


CAO

FOR THE MUNICIPAL DISTRICT of TABER

PER:


REEVE

PER:


ADMINISTRATOR

Type of Service	Mun.	Inter Mun.	3rd Party	Type of Service	Mun.	Inter Mun.	3rd Party
Transportation				Water			
Road Grading & Graveling	T/C			Water Treatment		T	
Road Calcium	T/C		T	Water Distribution	T/C		
Gravel Crushing	T		C	Service Installs	T		C
Road Construction	T		T/C	Meter Reading	T/C		
Culvert Installation	T/C		T	Utility Billing	T/C		
Bridge Maintenance	T		T/C	Truck Fill Station	T/C		
Drainage Maintenance	T/C		T	Waste Water			
Snow Plowing	T/C			Certified Operators	T/C		
Shop - Vehicle. Maint	T/C		T	WW Collection System	T/C		
Surveying	T/C		T	Lagoons	T/C		
Sign Installation & Maint	T/C			Irrigation of Effluent	T		C
Paved Road Repairs	T		T/C	Installation of utilities	T		T/C
Rural Addressing Signs	T/C			Recycling & Waste Management			
Airport Operation	T			Landfill/Waste Trfs Stat.	T	T	T/C
Recreation				Collection	T		
Skating Rinks	T		T	Recycling	T		T
Curling Rinks			T	Ag Services & Parks			
Shooting Ranges/Gun Club	T		T	Tree Planting	T/C		
Riding Arenas	T			Tree Spraying	T/C		
Outdoor Rodeo Grounds	T			Tree Pruning			
Baseball diamonds	T	T	T	Mowing	T/C		
Golf Courses			T	Weed Identification	T/C		
Indoor Athletic Fields		T		Weed Act Enforcement	T/C		
Swimming Pools		T		Weed Spraying	T/C		
Outdoor Soccer Fields		T		Raw Water Irrigation	T/C		
Tennis Courts		T		Cemetery Maintenance	T		
Senior Centres	T	T		Pest Control	T/C		
Motocross Track		T		Park Maintenance	T/C		
Bowling Alleys				Sprinkler installation	T		
Water Park		T		Equip. Maintenance	T/C		
Skateboard Park		T		Equipment Rentals	T/C		
Gyms & Workout Centres				Building Maintenance	T		C
Other Services				Park Operations	T/C		
FCSS			T/C	Campground Operation	T		T
ORRSC - Planning			T/C	Municipality Halls	T/C		T
Planning & Development	T/C		T	Museums	T	T	T
Economic Development	T/C		T/C	Visitor Centre		T	
Regional Services	T	T		Playgrounds	T/C		T
General Administration	C			Emergency Services			
Adult Learning Assoc			T	EMS Coordination	T/C		T/C
Southgrow Eco. Dev.		T	T/C	Fire Department	T	T	T/C
Pheasant Festival Com			T	Peace Officer	T/C		
Libraries	T	T	T/C	Safety Code Officer			T/C
MD of Taber = T				Safety Code Inspections			T/C
Lethbridge County C				Disaster Management	T/C	T	C
Both = B				Mutual Aid Agreements	T/C	T/C	

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW 19-021

**A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA TO ADOPT
THE MUNICIPAL DISTRICT OF WILLOW CREEK AND THE LETHBRIDGE COUNTY
INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT**

WHEREAS Section 631 and Section 708.28 of the Municipal Government Act requires that municipalities develop an Intermunicipal Framework Agreement that identifies services provided by each municipality and the funding arrangements for these services; and

WHEREAS the Municipal District of Willow Creek and the Lethbridge County share a common municipal boundary; and

WHEREAS the Municipal District of Willow Creek and the Lethbridge County share common interests, independently provide services which are used by citizens of both municipalities and work together to provide shared services which benefit citizens of both communities; and

WHEREAS the Municipal District of Willow Creek and the Lethbridge County have established certain agreements pertaining to shared municipal services and have established an intermunicipal development plan agreement, and

WHEREAS the Municipal District of Willow Creek and the Lethbridge County have developed an Intermunicipal Collaboration Framework Agreement and desire to execute the agreement;

NOW THEREFORE BE IT RESOLVED, that Lethbridge County hereto enact as follows:

SECTION 1 – SHORT TITLE

- 1.1 This Bylaw may be known as the Municipal District of Willow Creek and the Lethbridge County Intermunicipal Collaboration Framework Agreement.

SECTION 2 – INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT IN EFFECT

- 2.1 This Municipal District of Willow Creek and Lethbridge County Intermunicipal Collaboration Framework Agreement which is attached to this Bylaw shall come into full force and effect upon third and final reading thereof.

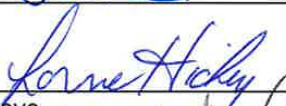
GIVEN first reading this 20th day of June, 2019.




Reeve


Chief Administrative Officer

GIVEN second reading this 20th day of June, 2019.



Reeve


Chief Administrative Officer

GIVEN third reading this 20th day of June, 2019.



Reeve


Chief Administrative Officer



Moving Forward

Building Opportunities for Our Future

**Lethbridge County and
the Municipal District of Willow Creek**

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

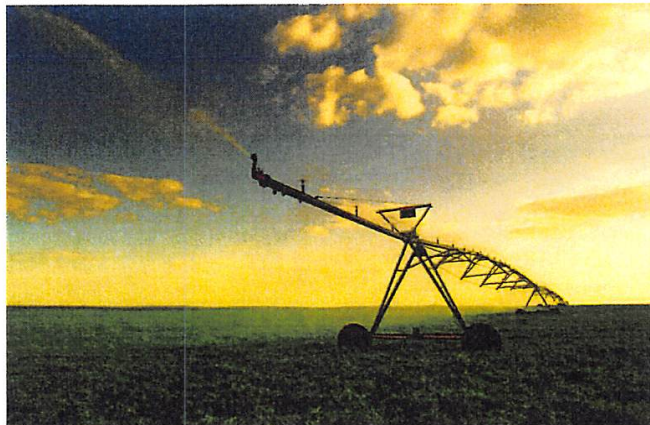
FOREWORD

Lethbridge County and the Municipal District of Willow Creek share a common history. Both have distinct and similar municipal characteristics, and both are rural municipalities based upon building and maintaining core services including, but not limited to, roads and bridges, emergency services, agricultural services, and development and planning, which are designed to service an agricultural and resource-based economy.

Most people understand increasing the level of collaboration as an avenue to provide more efficient and better service levels to citizens in the region. While some services can be provided in a single municipality the opportunity created by working together is recognized through increased economies of scale, sustainability, quality of services, and efficiency in delivery. In other words, dovetailing the individual characteristics of the municipalities where feasible, creates expanded resources and advances quality of life opportunities to the people in the region.

The two municipalities are committed to identify current and future matters where joint benefits can be realized through cooperation. Examples such as planning, economic development and using a regional approach makes it attractive for people to live in the two municipalities.

The Municipal District of Willow Creek and Lethbridge County are well placed to lead proactively through the creation of an Intermunicipal Collaboration Framework (ICF) Agreement.



The Municipal District of Willow Creek and Lethbridge County share a common history and foundation based largely upon agriculture



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. to meet the requirements of provincial legislation;
2. to promote the principles of collaboration between neighbouring municipalities with a common border;
3. to ensure the municipalities consult and communicate on intermunicipal matters;
4. to create a process the municipalities can use to review service levels and determine if the service would benefit from being regionally operated and funded;
5. to consider appropriate funding mechanisms; and
6. to deal with differences which may occur from time to time.

The ICF Agreement between Lethbridge County and the Municipal District of Willow Creek will:

Recognize and share the vision and priorities of the two municipalities by providing effective and efficient service levels to their citizens: Where feasible and practical, the partners will work together to assess how commonly utilized

10. 11. 12.

services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but agrees they will consider the bigger region in their decision-making process.

Promote networks and linkages: Develop positive joint approaches to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between the municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation.

Foster an environment of openness and trust: Cooperation and collaboration requires communication to encourage understanding which may provide better results to reach common goals.

Commitment to Consultation and Cooperation – Consultation Protocol:

The two municipalities agree to consult on projects which have a regional impact. By recognizing the need to consult, each municipality will include the other in their project circulations and agree to meet and work through matters as they arise.

If a meeting is requested by either party, it shall be first handled by the respective Chief Administrative Officers or their designate. If a resolution is not reached a committee representing the two Councils shall meet to discuss the concerns recognizing time may be of essence. The purpose of this consultation protocol is to ensure the municipalities leverage opportunities and develop common solutions to any challenge that may affect the region.

This agreement encourages communication to ensure opportunities are recognized, information is passed through the respective organization and decision makers are informed about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils. It is possible there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both municipalities. In these instances, where differences remain, the commitment to communicate will enable the development of proactive and positive solutions.

Roles in Managing the Inter-municipal Collaboration Framework Agreement:

The Role of Council:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be taken into account to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and Administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the Chief Administrative Officer (CAO):

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues. Administration brings continuity to the relationship between the municipalities increases the ability to initiate communication to ensure each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of Council.

The Role of Staff:

Staff at all levels will be responsible to ensure directives arising from the agreement are carried out operationally. Staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff may bring to the attention of their respective CAO issues arising which require their attention with respect to meeting the commitment and intent of this agreement.

The Framework Protocols

Development of an Intermunicipal Communication Protocol

Understanding the success of this agreement is based upon respectful dialogue the municipalities are committed to ensuring information is handled in a transparent and honest manner. The municipalities shall abide by the principles of a communication protocol which include the following principles:

1. The protocol shall recognize communication is the key to a successful relationship and the following principles shall apply:
 - a. seek to understand;
 - b. avoid personal attacks either privately or publicly;

- c. ask for clarification on policies adopted by the other municipality;
 - d. address issues of a joint nature; and
 - e. seek to maximize the benefits for both parties.
2. The Protocol shall seek to ingrain collaboration and cooperation in each municipal organization as follows:
- a. agree to ensure required training takes place inter-municipally following a municipal election or change in senior administration.
3. The protocol shall ensure each municipality provides to the other information pertaining to:
- a. major capital projects which may impact the other municipality;
 - b. initiation of joint lobbying efforts to higher levels of government with respect an issue having an impact on regional services;
 - c. adoption of joint strategic plans where applicable;
 - d. funding or support to other organizations within the other municipality when requested;
 - e. ceremonies, celebrations, and events of regional impact; and
 - f. joint promotion of collaborative successes.

Conflict Resolution

The municipalities recognize the development of this agreement is the beginning of the process. Recognizing not all issues may be agreed upon, the municipalities see the need to establish a conflict resolution process based upon the following principle:

- 1. the CAOs will seek to address matters of conflict swiftly and as inexpensively as possible using a procedural pathway that recognized the essence of collaboration.

Process

If a municipality believes an obligation under the agreement has been breached the matter shall be immediately brought to the attention of the CAO who will investigate and if it appears a 'breach' of the agreement has occurred the matter will be immediately brought to the attention of the other CAO, in an effort to resolve the matter.

If this does not resolve the issue an Intermunicipal Dispute Committee shall be appointed by both Councils who will decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful a mediated process is initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.



This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.

Inventory of Municipal Services

The following list is an inventory of services shared by the two municipalities. The inventory is a consideration of who provides the service, who funds the service and where those services exist. The services listed below are a representation of shared services and agreements but are not a list of all services provided by each municipality to their respective citizens.

ICF Agreement – Statutory Provisions

The new Act requires municipalities to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This Agreement must address services related to transportation, solid waste, recreation, wastewater, water and emergency services. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

Transportation

No agreements exist or are currently required between Lethbridge County and the Municipal District of Willow Creek in the area of transportation. Coordination of construction of transportation corridors that connect the two municipalities will be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in alignment.

Solid Waste

No agreements exist or are currently required between Lethbridge County and the Municipal District of Willow Creek in the area of solid waste.

Recreation

No agreements exist or are currently required between Lethbridge County and the Municipal District of Willow Creek in the area of recreation.

Waste Water

No agreements exist or are currently required between Lethbridge County and the Municipal District of Willow Creek in the area of waste water.

Water

Lethbridge County and the Municipal District of Willow Creek are both signatories to the attached Agreement on the maintenance and operation of the water distribution system in the Moon River Estates Subdivision. This service is provided by Lethbridge County to the Municipal District of Willow Creek.

Emergency Services

Lethbridge County and the Municipal District of Willow Creek are both signatories to the attached Agreement on Resources Sharing During Municipal Emergency Responses in Southern Alberta and may therefore assist one another from time to time, on an as-needed basis.

Other

Additional opportunities for collaboration may exist within regional economic development, broadband services and fibre network as well as for the establishment of a joint regional Assessment Review Board and Subdivision and Development Appeal Board.

Intermunicipal Development Plan

As a requirement under Sections 631 and 692 of the Municipal Government Act, RSA 2000, an Intermunicipal Development Plan was adopted by separate bylaws between the Municipal District of Willow Creek and Lethbridge County. The Municipal District of Willow Creek and Lethbridge County Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan area.

The Municipal District of Willow Creek adopted Bylaw No. xxxx on xxxx, 2019.

The Lethbridge County adopted Bylaw No. XXXXX on xxxx, 2019.

Attachments to this Agreement

Attached to this agreement is the current Municipal District of Willow Creek and Lethbridge County Intermunicipal Development Plan as well as the agreements aforementioned within this document.

Commitment to Collaboration

The Municipal District of Willow Creek and Lethbridge County acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honour all applicable legislation with respect intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the 21st day of June, 2019.


LETHBRIDGE COUNTY

PER: *Lorne Daly*
PER: *[Signature]*
CHIEF ADMINISTRATIVE OFFICER

The seal is circular with a double-lined border. Inside the border, the words "LETHBRIDGE COUNTY" are written in a circle. In the center, the word "Corporate" is written above the word "SEAL". There is a small star at the bottom of the seal.

THE MUNICIPAL DISTRICT of WILLOW CREEK

PER: *Margaret V. Sandberg*
PER: *[Signature]*
CHIEF ADMINISTRATIVE OFFICER

The seal is circular with a double-lined border. Inside the border, the words "MUNICIPAL DISTRICT OF WILLOW CREEK" are written in a circle. In the center, the word "ALBERTA" is written above the word "PROVINCE". There is a small star at the bottom of the seal.

AMENDED AGREEMENT

AGREEMENT ON AREA RESOURCE SHARING DURING MUNICIPAL EMERGENCY RESPONSES IN SOUTHERN ALBERTA

SCOPE

This agreement will provide the framework for Local Authorities to assist their neighboring and area local governments during emergencies including, but not limited to, fires, accidents, states of emergency and other incidents where life and/or property is endangered, and when the local authority where the incident has or is expected to occur, has requested the assistance.

1.00 DEFINITIONS & AUTHORITIES

- 1.01 A Local Authority: is defined in Section 1(g) (i, iv & v) of the Disaster Services Act.
- 1.02 A Municipality: is defined in Section 1(j) of the Disaster Services Act.
- 1.03 A Declaration of a Local State of Emergency is defined in Section 1(c), and implemented under Section 18, of the Disaster Services Act.
- 1.04 A Municipal Emergency: is defined as any situation where the resources of the Local Authority and its service providers are involved in efforts to mitigate immediate threats to life and/or property within the municipality.
- 1.05 The authority for municipalities to enter into this agreement by bylaw is provided in Sections 7(a & f) and 54 of the Municipal Government Act.
- 1.06 This agreement will be utilised in keeping with the intent of the following Statutes of Alberta (RSA 2000) as proclaimed and amended:
 - The Ambulance Services Act: (Chapter A-41)
 - The Disaster Services Act: (Chapter D-36)
 - The Municipal Government Act: (Chapter M-26)
 - The Safety Codes Act: (Chapter S-1)
- 1.07 If any thing in this agreement is inconsistent with the provisions of any provincial statute then the agreement is of no effect to the extent of the inconsistency.
- 1.08 This agreement will not supersede any existing contracts or agreements between local authorities to routinely provide emergency services within the area of jurisdiction of the local authorities and as defined in each contract or agreement.

2.00 GENERAL

Version 3
11/21/2007

Page 1 of 5

AMENDED AGREEMENT

- 2.01 This agreement will only be in force between those municipalities who are signatory to it.
- 2.02 Any signatory municipality may withdraw from this agreement by giving 90 days written confirmed notice to all other current signatories by mail, courier or facsimile.
- 2.03 A Local Authority may delegate some or all of its authority under this agreement to a designated officer(s) under the terms of Sections 203, 210, 211 and 212 of the Municipal Government Act.

3.00 APPLICATION

- 3.01 At any time that a Local Authority, or its designated officers(s), feel that the assistance of another party(s) to this agreement is required, or may be required, it will contact the party(s) either in person, by telephone, radio, facsimile or some other means to request assistance.
- 3.02 The request will indicate whether it applies to a:
- declared state of local emergency
 - potential or pending state of local emergency
 - municipal emergency

and will outline what assistance is requested, where it is required and whether it is required immediately, required at a specified time or if the request is to place resources in a standby mode for a possible pending requirement.

- 3.03 The designated officer(s) of the supplying party will have full authority and discretion to determine if, based on current and anticipated conditions, the supplying party is able to meet all, some or none of the request from the requesting party to assist in dealing with the requesting party's Municipal Emergency.

Each party, whose assistance is requested, will provide information to the requesting party as soon as possible indicating what, if any, assistance will be provided as well as when and where it will be available.

- 3.04 The requesting party will be responsible to the supplying party(s) for the payment of all normal costs associated with the provision of the service within 60 days of receipt of a written invoice for services provided.
- 3.05 The party providing assistance will be responsible for submitting a written invoice for services to the requesting party within 30 days of the service(s) being provided.
- 3.05 Rates and fees for the provision of any specific type of assistance may be agreed to in advance by two or more of the parties under separate agreement.
- 3.06 Where rates have not been previously agreed to the actual costs and historical local area rates will be used as applicable. Where rates are in dispute the current Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation will be utilised. In event of a dispute

AMENDED AGREEMENT

between parties, regarding invoiced amounts for services provided under this agreement, a mutually agreeable third party may be requested to facilitate a resolution.

4.00 OPERATIONAL CONSIDERATIONS

- 4.01 The party requesting assistance will be responsible for direction and supervision of the resources of the parties providing assistance subject to 4.02, 4.03 and 4.04 below.
- 4.02 Where the persons providing direction and supervision of resources are of the opinion that representatives of parties supplying assistance can provide a better level of direction and supervision they may request that one or more representatives from the parties supplying assistance assume the responsibility for direction and supervision.
- 4.03 A representative of a party supplying assistance, receiving a request outlined in 4.02, may refuse a request to assume responsibility for direction and supervision.
- 4.04 A representative of a party supplying resources, and anyone under their direct supervision, may refuse to follow the directions of the persons providing direction and supervision on behalf of the requesting party when they believe that following the direction provided would result in an unreasonable risk to themselves or the persons and/or equipment under their control.
- 4.05 It is understood that when any disagreement arising in 4.04 occurs all reasonable efforts will be made to resolve the issue quickly. When this is not possible, and the issue is of a significant and ongoing nature, the representative of the party supplying resources may withdraw the resources under their control and return, along with these resources, to their own local authority. All reasonable efforts will be made to notify the requesting party and their own local authority of their decision, reasons and actions.

5.00 WAIVER & INDEMNIFICATION

- 5.01 All parties understand that this agreement is NOT a guarantee that any supplying party will always be able to provide services to any requesting party. As such no supplying party shall be liable to any party for its inability, failure, delay or termination in supplying any requested service.
- 5.02 The requesting party agrees to release and save harmless the supplying party(s), including its officials, officers, volunteers and employees from any and all claims for damages or loss resulting from any inability, failure, delay or termination in supplying any requested service.
- 5.03 The requesting party agrees to release and save harmless the supplying party(s), including its officials, officers, volunteers and employees for any and all claims for damages or loss resulting from providing assistance to the requesting party, including any third party actions, provided the supplying party(s) has acted in good faith.

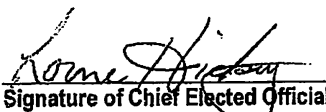
AMENDED AGREEMENT

- 5.04 The requesting party agrees to indemnify the supplying party and all of its officials, officers, volunteers, employees and insurers engaged in the performance of this Agreement from and against ALL legal costs, claims, demands, loss, costs, actions or other proceedings brought or made by anyone and in any manner a result of the application or execution of this agreement. This will include but not be limited to acts of negligence, property damage or loss, and personal injury (including death), caused by the requesting party.
- 5.05 The supplying party will not be liable or responsible and shall be held harmless for any bodily injury or personal injury (including death), or property damage of any nature that may be suffered by the requesting party, its officials, officers, employees, agents, contractors or sub-contractors and volunteers in the performance of this Agreement, except to the extent of any negligence or misconduct on the part of the supplying party.
- 5.06 The requesting party shall be responsible for covering all damages, repairs and replacement of equipment or material provided by the supplying party unless such damage or destruction is the result of wilful or reckless acts by the representatives of the supplying parties.
- 5.06 The Liability of the requesting party shall survive the termination of this agreement.
- 5.07 The requesting party shall respond to all incidents, inquiries or claims within thirty (30) days of notification and provide a report of the status of the claim to the supplying party. In addition, the requesting party shall continue to provide timely ongoing progress reports to the supplying party up to and including final resolution of any claim attributable to the execution of this Agreement.

6.00 SIGNATORIES

- 6.01 Name of all municipalities participating in this agreement, the bylaw/resolution # authorising entering into this agreement and the date the bylaw/resolution# received third reading are listed in Schedule A.

The County of Leithbridge has entered into this agreement as per
Bylaw/Resolution # 96/08 which came into effect on the 21 day of February,
2008.


Signature of Chief Elected Official

LORNE HICKEY
Print Name


Signature of Chief Administrative Officer

Dennis Shigematsu
Print Name

Agreement on Area Resource Sharing During Municipal Emergency Responses in Southern Alberta

MUNICIPALITY	Original Agreement	Ammended Agreement
Cardston County	Signed - No Bylaw or Resolution	
City of Lethbridge		Accepted
Cypress County		Resolution 2007/268
County of Forty Mile No. 8		Accepted - No Agreement, Bylaw or Resolution rec'd
County of Lethbridge		<i>9/2 / 08</i>
M.D. of Pincher Creek No. 9		Resolution # 07/386
M.D. of Ranchland No. 66		Resolution# M08/05/07
M.D. of Taber		Resolution # 16H
Vulcan County		
County of Warner No. 5		Resolution# 07-07-12
M.D. of Willow Creek No. 26		Accepted - No Bylaw or Resolution #
Town of Bow Island		
Town of Cardston		Resolution 07-134
Town of Claresholm		Resolution 11
Town of Coaldale		Resolution 259-07
Town of Coalhurst		Resolution 1406-07
Municipality of Crowsnest Pass		Resolution 2962-07
Town of Fort Macleod		
Town of Granum		
Town of Magrath		Resolution #2007-07-07
Town of Milk River		Resolution 07-07-05
Town of Nanton		
Town of Picture Butte		Resolution # 414.07.07
Town of Pincher Creek		Resolution # 07-344
Town of Raymond		Resolution #07-082
Town of Stavely		Accepted - No Bylaw or Resolution #
Town of Taber		Resolution #153.07
Town of Vauxhall		Resolution# 07.128
Town of Vulcan	Accepted - No Agreement, Blyaw or Resolution	
Village of Arrowwood		NOT ENTERING AGREEMENT
Village of Barnwell		Resolution143/07
Village of Barons		Accepted - No Bylaw or Resolution #
Village of Carmangay	Signed - No Bylaw or Resolution	
Village of Champion		
Village of Coutts		Accepted - No Bylaw or Resolution #
Village of Cowley		Accepted - No Bylaw or Resolution #
Village of Foremost		Resolution # 159/07
Village of Lomond		Accepted - No Bylaw or Resolution #
Village of Miilo		Accepted - No resolution #
Village of Nobleford		Resolution# 165-2007
Village of Stirling		Resolution 07-07-04
Village of Warner		Resolution# 505-07
I.D. No. 4 (Waterton)		

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW 19-029

**A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA TO ADOPT
THE VULCAN COUNTY AND THE LETHBRIDGE COUNTY INTERMUNICIPAL
COLLABORATION FRAMEWORK AGREEMENT**

WHEREAS Section 631 and Section 708.28 of the Municipal Government Act requires that municipalities develop an Intermunicipal Framework Agreement that identifies services provided by each municipality and the funding arrangements for these services; and

WHEREAS Vulcan County and Lethbridge County share a common municipal boundary; and

WHEREAS Vulcan County and Lethbridge County share common interests, independently provide services which are used by citizens of both municipalities and work together to provide shared services which benefit citizens of both communities; and

WHEREAS Vulcan County and Lethbridge County have established certain agreements pertaining to shared municipal services and have established an intermunicipal development plan agreement, and

WHEREAS Vulcan County and Lethbridge County have developed an Intermunicipal Collaboration Framework Agreement and desire to execute the agreement;

NOW THEREFORE BE IT RESOLVED that Lethbridge County hereto enact as follows:

SECTION 1 – SHORT TITLE

- 1.1 This Bylaw may be known as the Vulcan County and Lethbridge County Intermunicipal Collaboration Framework Agreement.

SECTION 2 – INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT IN EFFECT

- 2.1 This Vulcan County and Lethbridge County Intermunicipal Collaboration Framework Agreement which is attached to this Bylaw shall come into full force and effect upon third and final reading thereof.

GIVEN first reading this 4th day of July, 2019.



Reeve


Chief Administrative Officer

GIVEN second reading this 4th day of July, 2019.



Reeve


Chief Administrative Officer

GIVEN third reading this 4th day of July, 2019.



Reeve


Chief Administrative Officer

COPY



Growing Forward

Developing Opportunities for Our Future

**Lethbridge County and
Vulcan County**

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

FOREWORD

Lethbridge County and Vulcan County share a common history. Both have distinct and similar municipal characteristics, and both are rural municipalities based upon building and maintaining core services including roads and bridges, which are designed to service an agricultural and resource-based economy. Together these same individual characteristics link them into a healthy and viable regional municipality.

A large majority of the public understands increasing the level of collaboration has an ability to provide more efficient and improved service levels to citizens in the region. However, while some services can possibly be provided solely in a single municipality, the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services and efficiency in delivery. By dovetailing the individual characteristics of the municipalities where feasible, creates expanded resources and advances quality of life opportunities to the people in the region. The image of "two municipalities – one purpose" describes the philosophy of the two Councils.

Lethbridge County and Vulcan County are committed to identify current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, Vulcan County and Lethbridge County are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.





Vulcan County and Lethbridge County share a common history and foundation based largely upon agriculture



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. Conform to the requirements of provincial legislation.
2. To promote the principles of collaboration between neighboring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated and funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement between Lethbridge County and Vulcan County will:

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service levels to their citizens: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree that they will always consider the bigger regional municipality in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation and therefore not direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation – Consultation Protocol:

The fundamental basis of this agreement is communication and consultation and as such, the two municipalities agree to consult on projects which have a regional impact. By recognizing the requirement to consult, each municipality will include the other in their project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a meeting is required it shall be first handled by the respective Chief Administrative Officers or their designate and if that does not resolve the concerns at hand it shall be dealt with by a committee from each Council recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the region.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision makers are



informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is possible that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both communities. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of both Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be taken into account to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the CAOs and Administration:

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. Disputes or disagreements between CAOs will be dealt with by a dispute resolution committee set up with members from each Council.

The Role of Staff:

Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

The Framework Protocols

Development of an Intermunicipal Communication Protocol

Understanding that the success of this agreement is based upon respectful dialogue that both municipalities must be committed to ensuring the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization the following principles should apply:
 - a. Seek to understand
 - b. Avoid personal attacks either privately or publicly
 - c. Asking for clarification on policies adopted by the other municipality to ensure understanding
 - d. Address issues as being of a joint nature meant to be resolved together
 - e. Seek to maximize the benefits for both parties
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization
 - a. Both organizations agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
 - b. Both organizations agree to provide additional training as required following any change in elected officials or senior administration
3. The protocol should ensure that each municipality provides to the other information pertaining to:
 - a. Major capital projects which may impact the other municipality
 - b. Lobby efforts to higher levels of government with respect an issue which may impact regional services
 - c. Adopted strategic plans
 - d. Funding, aid or support to other organizations within the other municipality when requested
 - e. Ceremonies, celebrations, events of regional impact
 - f. Promotion of collaborative successes

Conflict Resolution

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the problems initiated the CAO will seek to address matters of conflict.
2. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
3. All matters of conflict should be resolved using a clear procedural pathway.
4. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

Process

If a municipality believes an obligation under the agreement has been breached the matter should be immediately brought to the attention of their CAO. The CAO will investigate and if it appears as if a 'breach' of the agreement has occurred the matter will be immediately brought to the attention of the other municipalities CAO. Once that has occurred an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in

the delivery of a joint service, variance on how the committee wishes to proceed on an issue or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.

If this does not resolve the issue an Intermunicipal Dispute Committee shall be appointed by both Councils who will decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful a mediated process is initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.



This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.

Inventory of Municipal Services

The following list is an inventory of shared municipal between the two municipalities as per MGA s708.29. The inventory is a consideration of who provides the service, who funds the service and what and where those services exist. The services listed below are a representation of shared services and agreements but are obviously not a list of all services provided by each municipality to their respective citizens.

List of Municipal Services				
Lethbridge County = L Vulcan County = V Both Municipalities = B				
Type of Service	Municipality Provides Service In House	Inter-Municipal Provided Service **	Opportunity for MD and County Collaboration	3rd Party Provides Service
Transportation				
Road Grading & Graveling	B			
Road Calcium/Dust Abatement	B			
Gravel Crushing			Possible	V
Road Construction	B		Possible	L
Road Maintenance	B		Possible	
Culvert Installation	B			B
Bridge Maintenance	B			B
Drainage Maintenance	B			L
Snow Plowing	B			
Shop - Vehicle Maint	B			B
Surveying	L			B
Sign Installation & Maint	B			
Paved Road Repairs	B			B
Rural Addressing Signs	B			
Airport Operation		B		
Recreation				
Skating Rinks		V		
Curling Rinks				B
Shooting Ranges/Gun Club				B
Riding Arenas				V
Outdoor Rodeo Grounds		V		V
Baseball diamonds		V		
Golf Courses				B
Indoor Athletic Fields				
Swimming Pools		V		
Outdoor Soccer Fields		V		
Tennis Courts		V		

Type of Service	Municipality Provides Service In House	Inter-Municipal Provided Service	Opportunity for MD and County Collaboration	3rd Party Provides Service
Senior Centres		V		V
Motocross Track				
Other Services				
FCSS		V		B
ORRSC - Planning				B
Planning & Development	B			
Economic Development	B			
Adult Learning Assoc				B
SouthGrow Eco. Dev.				B
Libraries		B		B
Water				
Water Treatment	L			V
Water Distribution	B			V
Service Installs	V			L
Meter Reading	B	V		
Utility Billing	B			
Truck Fill Station		V		
Waste Water				
Certified Operators	L			
WW Collection System	L			
Lagoons	L			
Irrigation of Effluent	L			
Installation of Utilities	L			L
Recycling & Waste Management				
Landfill		B		
Collection		B		
Recycling		B		
Ag Services & Parks				
Tree Planting				
Tree Spraying				
Tree Pruning				
Mowing	V			
Weed Identification	V			
Weed Act Enforcement	V			

Type of Service	Municipality Provides Service In House	Inter-Municipal Provided Service	Opportunity for MD and County Collaboration	3rd Party Provides Service
Weed Spraying	B			
Raw Water Irrigation				
Pest Control	B			
Park Maintenance	L			
Sprinkler installation	L			
Equip. Maintenance	B			
Equipment Rentals	B			
Building Maintenance	B			
Park Operations				B
Campground Operation				B
Municipality Halls				V
Visitor Centre		V		
Playgrounds				B
Emergency Services				
EMS Coordination				B
Fire Department	V	V		V
Peace Officer	B			
Safety Code Officer				V
Safety Code Inspections	V			B
Disaster Management	B		Possible	
Mutual Aid Agreements	B	B	B	

ICF Agreement – Statutory Provisions

Amendments to the Municipal Government Act have amended the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This Agreement must address services related to transportation, solid waste, recreation, wastewater, water and emergency services. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

Transportation

No agreements exist or are currently required between Lethbridge County and Vulcan County in the area of transportation. Coordination of construction of transportation corridors that connect the two municipalities will be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in

alignment. Opportunities to partner on capital road construction will continue to be brought forward as they have in the past. Boundary grading road maintenance activities will be reviewed to determine if efficiencies can be recognized.

Solid Waste

No agreements exist or are currently required between Lethbridge County and Vulcan County in the area of solid waste. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

Recreation

No agreements exist or are currently required between Lethbridge County and Vulcan County in the area of recreation. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

Waste Water

No agreements exist or are currently required between Lethbridge County and Vulcan County in the area of waste water. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

Water

No agreements exist or are currently required between Lethbridge County and Vulcan County in the area of water systems. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

Emergency Services

Lethbridge County and Vulcan County are both signatories of the Southern Alberta Emergency Management Resource Sharing Agreement, and as such have a formalized the system and procedures which can be utilized in order for the parties to request resources and assist the other party in the event of an emergency incident.

Intermunicipal Development Plan

As a requirement under Sections 631 and 692 of the Municipal Government Act, RSA 2000, an Intermunicipal Development Plan was adopted by separate bylaws between Vulcan County and Lethbridge County. Vulcan County and Lethbridge County Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan area.

Vulcan County adopted Bylaw No. 2019-020 on July 17, 2019.

Lethbridge County adopted Bylaw No. 19-029 on July 4, 2019.

Attachments to this Agreement

Attached to this agreement is the current bylaw of Vulcan County and Lethbridge County Intermunicipal Development Plan as well as the agreements aforementioned within this document.

Commitment to Collaboration

Vulcan County and Lethbridge County acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honor all applicable legislation with respect intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2019.

LETHBRIDGE COUNTY

PER: 
REEVE

PER: 
CHIEF ADMINISTRATIVE OFFICER

FOR VULCAN COUNTY

PER: _____
REEVE

PER: _____
CHIEF ADMINISTRATIVE OFFICER

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW 19-034

**A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA TO ADOPT
THE CARDSTON COUNTY AND THE LETHBRIDGE COUNTY INTERMUNICIPAL
COLLABORATION FRAMEWORK AGREEMENT**

WHEREAS Section 631 and Section 708.28 of the Municipal Government Act requires that municipalities develop an Intermunicipal Framework Agreement that identifies services provided by each municipality and the funding arrangements for these services; and

WHEREAS Cardston County and Lethbridge County share a common municipal boundary; and

WHEREAS Cardston County and Lethbridge County share common interests, independently provide services which are used by citizens of both municipalities and work together to provide shared services which benefit citizens of both communities; and

WHEREAS Cardston County and Lethbridge County have established certain agreements pertaining to shared municipal services and have established an intermunicipal development plan agreement, and

WHEREAS Cardston County and Lethbridge County have developed an Intermunicipal Collaboration Framework Agreement and desire to execute the agreement;

NOW THEREFORE BE IT RESOLVED that Lethbridge County hereto enact as follows:

SECTION 1 – SHORT TITLE

- 1.1 This Bylaw may be known as the Cardston County and Lethbridge County Intermunicipal Collaboration Framework Agreement.

SECTION 2 – INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT IN EFFECT

- 2.1 This Cardston County and Lethbridge County Intermunicipal Collaboration Framework Agreement which is attached to this Bylaw shall come into full force and effect upon third and final reading thereof.

GIVEN first reading this 15th day of August, 2019.


Reeve

Chief Administrative Officer

GIVEN second reading this 15th day of August, 2019.


Reeve

Chief Administrative Officer

GIVEN third reading this 15th day of August, 2019.


Reeve

Chief Administrative Officer



Moving Forward

Building Opportunities for Our Future

**Lethbridge County and
Cardston County**

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

FOREWORD

Lethbridge County and Cardston County share a common history. Both have distinct and similar municipal characteristics, and both are rural municipalities based upon building and maintaining core services including roads and bridges, which are designed to service an agricultural and resource-based economy. Together these same individual characteristics link them into a healthy and viable regional municipality.

Most people understand increasing the level of collaboration as an ability to provide more efficient and better service levels to citizens in the region. However, while some services can possibly be provided solely in a single municipality the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services and efficiency in delivery. In other words, dovetailing the individual characteristics of the municipalities where feasible, creates expanded resources and advances quality of life opportunities to the people in the region. The image of "two municipalities – one purpose" describes the philosophy of the two Councils.

The two municipalities are committed to identify current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, Cardston County and Lethbridge County are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.



Cardston County and Lethbridge County share a common history and foundation based largely upon agriculture



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighbouring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated and funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement between Lethbridge County and Cardston County will:

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service levels to their citizens: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree that they will always consider the bigger regional municipality in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation and therefore not direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation – Consultation Protocol:

The fundamental basis of this agreement is communication and consultation and as such the two municipalities agree to consult on projects which have a regional impact. By recognizing the requirement to consult, each municipality will include the other in their project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a meeting is required it shall be first handled by the respective Chief Administrative Officers or their designate and if that does not resolve the concerns at hand it shall be dealt with by a committee from each Council recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the region.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision makers are informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is possible that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both communities. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of both Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be taken into account to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the CAOs and Administration:

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. Disputes or disagreements between CAOs will be dealt with by a dispute resolution committee set up with members from each Council.

The Role of Staff:

Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

The Framework Protocols

Development of an Intermunicipal Communication Protocol

Understanding that the success of this agreement is based upon respectful dialogue that both municipalities must be committed to ensuring the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the

principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization the following principles should apply:
 - a. Seek to understand
 - b. Avoid personal attacks either privately or publicly
 - c. Asking for clarification on policies adopted by the other municipality to ensure understanding
 - d. Address issues as being of a joint nature meant to be resolved together
 - e. Seek to maximize the benefits for both parties
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization
 - a. Both organizations agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
 - b. Both organizations agree to provide additional training as required following any change in elected officials or senior administration
3. The protocol should ensure that each municipality provides to the other information pertaining to:
 - a. Major capital projects which may impact the other municipality
 - b. Lobby efforts to higher levels of government with respect an issue which may impact regional services
 - c. Adopted strategic plans
 - d. Funding, aid or support to other organizations within the other municipality when requested
 - e. Ceremonies, celebrations, events of regional impact
 - f. Promotion of collaborative successes

Conflict Resolution

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the problems initiated the CAO will seek to address matters of conflict.
2. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
3. All matters of conflict should be resolved using a clear procedural pathway.
4. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

Process

If a municipality believes an obligation under the agreement has been breached the matter should be immediately brought to the attention of their CAO. The CAO will investigate and if it appears as if a 'breach' of the agreement has occurred the matter will be immediately brought to the attention of the other municipalities CAO. Once that has occurred an effort to resolve the matter through informal problem-solving discussions is to

be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.

If this does not resolve the issue an Intermunicipal Dispute Committee shall be appointed by both Councils who will decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful a mediated process is initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.



This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.

Inventory of Municipal Services

The following list is an inventory of shared municipal between the two municipalities. The inventory is a consideration of who provides the service, who funds the service and what and where those services exist. The services listed below are a representation of shared services and agreements but are obviously not a list of all services provided by each municipality to their respective citizens.

ICF Agreement – Statutory Provisions

Amendments to the Municipal Government Act have amended the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This Agreement must address services related to transportation, solid waste, recreation, wastewater, water and emergency services. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

Transportation

No agreements exist or are currently required between Lethbridge County and Cardston County in the area of transportation. Coordination of construction of transportation corridors that connect the two municipalities will be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in alignment.

Solid Waste

No agreements exist or are currently required between Lethbridge County and Cardston County in the area of solid waste.

Recreation

No agreements exist or are currently required between Lethbridge County and Cardston County in the area of recreation.

Waste Water

No agreements exist or are currently required between Lethbridge County and Cardston County in the area of waste water.

Water

No agreements exist or are currently required between Lethbridge County and Cardston County in the area of water.

Emergency Services

No agreements exist or are currently required between Lethbridge County and Cardston County in the area of Emergency Services.

Other

Intermunicipal Development Plan

As a requirement under Sections 631 and 692 of the Municipal Government Act, RSA 2000, an Intermunicipal Development Plan was adopted by separate bylaws between Cardston County and Lethbridge County. Cardston County and Lethbridge County Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan area.

Cardston County adopted Bylaw No. xxxx on xxxx, 2019.

Lethbridge County adopted Bylaw No. 19-034 on August 15, 2019.

Attachments to this Agreement

Attached to this agreement is the current bylaw of Cardston County and Lethbridge County Intermunicipal Development Plan as well as the agreements aforementioned within this document.

Commitment to Collaboration

Cardston County and Lethbridge County acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honour all applicable legislation with respect intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the 23rd day of September, 2019.

LETHBRIDGE COUNTY

PER: 
REEVE

PER: 
CHIEF ADMINISTRATIVE OFFICER

CARDSTON COUNTY

PER: 
REEVE

PER: 
CHIEF ADMINISTRATIVE OFFICER

Type of Service	Mun.	Inter Mun.	3rd Party	Type of Service	Mun.	Inter Mun.	3rd Party
Transportation				Water			
Road Grading & Graveling	B			Water Treatment	B	L	C
Road Calcium	L			Water Distribution	B		
Gravel Crushing	C		L	Service Installs	C		L
Road Construction	C		L	Meter Reading	B		
Culvert Installation	B			Utility Billing	B		
Bridge Maintenance			CL	Truck Fill Station	B		
Drainage Maintenance	B			Waste Water			
Snow Plowing	B			Certified Operators	B		
Shop - Vehicle. Maint	B			WW Collection System	L		
Surveying	L		C	Lagoons	L		
Sign Installation & Maint	B			Irrigation of Effluent	L		
Paved Road Repairs	B		L	Installation of utilities			CL
Rural Addressing Signs	B			Recycling & Waste Management			
Airport Operation	C			Landfill		B	
Recreation				Collection		L	
Skating Rinks				Recycling		L	
Curling Rinks				Ag Services & Parks			
Shooting Ranges/Gun Club	C			Tree Planting	L		L
Riding Arenas				Tree Spraying	L		
Outdoor Rodeo Grounds				Tree Pruning	L		
Baseball diamonds				Mowing	B		
Golf Courses				Weed Identification	B		
Indoor Athletic Fields				Weed Act Enforcement	B		
Swimming Pools				Weed Spraying	B		
Outdoor Soccer Fields				Raw Water Irrigation	L		
Tennis Courts				Cemetery Maintenance	C		
Senior Centres				Pest Control	B		
Motocross Track				Park Maintenance	B		
Bowling Alleys				Sprinkler installation	L		L
Water Park				Equip. Maintenance	B		
Skateboard Park				Equipment Rentals	B		
Gyms & Workout Centres				Building Maintenance	B		L
Other Services				Park Operations	L		C
FCSS	C		L	Campground Operation			
ORRSC - Planning	C		L	Municipality Halls	B		
Planning & Development	B			Museums			
Economic Development	B			Visitor Centre			
Regional Services	C			Playgrounds			
General Administration	B			Emergency Services			
Adult Learning Assoc				EMS Coordination	B		
Southgrow Eco. Dev.	B			Fire Department		C	L
Pheasant Festival Com				Peace Officer	L	C	
Libraries			C	Safety Code Officer			CL
Cardston County =	C			Safety Code Inspections			L
Lethbridge County	L			Disaster Management	C		
Both =	B			Mutual Aid Agreements		B	

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW 19-039

**A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA TO ADOPT
THE COUNTY OF WARNER AND THE LETHBRIDGE COUNTY INTERMUNICIPAL
COLLABORATION FRAMEWORK AGREEMENT**

WHEREAS Section 631 and Section 708.28 of the Municipal Government Act requires that municipalities develop an Intermunicipal Framework Agreement that identifies services provided by each municipality and the funding arrangements for these services; and

WHEREAS the County of Warner and Lethbridge County share a common municipal boundary; and

WHEREAS the County of Warner and Lethbridge County share common interests, independently provide services which are used by citizens of both municipalities and work together to provide shared services which benefit citizens of both communities; and

WHEREAS the County of Warner and Lethbridge County have established certain agreements pertaining to shared municipal services and have established an intermunicipal development plan agreement, and

WHEREAS the County of Warner and Lethbridge County have developed an Intermunicipal Collaboration Framework Agreement and desire to execute the agreement;

NOW THEREFORE BE IT RESOLVED that Lethbridge County hereto enact as follows:

SECTION 1 – SHORT TITLE

1.1 This Bylaw may be known as the County of Warner and Lethbridge County Intermunicipal Collaboration Framework Agreement.

SECTION 2 – INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT IN EFFECT

2.1 This County of Warner and Lethbridge County Intermunicipal Collaboration Framework Agreement which is attached to this Bylaw shall come into full force and effect upon third and final reading thereof.

GIVEN first reading this 19th day of September, 2019.



Reeve


Chief Administrative Officer

GIVEN second reading this 19th day of September, 2019.



Reeve


Chief Administrative Officer

GIVEN third reading this 19th day of September, 2019.



Reeve


Chief Administrative Officer

Bylaw 19-039



Moving Forward

Building Opportunities for Our Future

**Lethbridge County and
County of Warner**

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

FOREWORD

Lethbridge County and County of Warner share a common history. Both have distinct and similar municipal characteristics, and both are rural municipalities based upon building and maintaining core services including roads and bridges, which are designed to service an agricultural and resource-based economy. Together these same individual characteristics link them into a healthy and viable regional municipality.

Most people understand increasing the level of collaboration as an ability to provide more efficient and better service levels to citizens in the region. However, while some services can possibly be provided solely in a single municipality the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services and efficiency in delivery. In other words, dovetailing the individual characteristics of the municipalities where feasible, creates expanded resources and advances quality of life opportunities to the people in the region. The image of "two municipalities – one purpose" describes the philosophy of the two Councils.

The two municipalities are committed to identify current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, the of County of Warner and Lethbridge County are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.



County of Warner and Lethbridge County share a common history and foundation based largely upon agriculture



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighbouring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated and funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement between Lethbridge County and County of Warner will:

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service levels to their citizens: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree that they will always consider the bigger regional municipality in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation and therefore not direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation – Consultation Protocol:

The fundamental basis of this agreement is communication and consultation and as such the two municipalities agree to consult on projects which have a regional impact. By recognizing the requirement to consult, each municipality will include the other in their project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a meeting is required it shall be first handled by the respective Chief Administrative Officers or their designate and if that does not resolve the concerns at hand it shall be dealt with by a committee from each Council recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the region.

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Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of both Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be taken into account to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

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The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. Disputes or disagreements between CAOs will be dealt with by a dispute resolution committee set up with members from each Council.

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Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

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Conflict Resolution

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the problems initiated the CAO will seek to address matters of conflict.
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Emergency Services

Other

Intermunicipal Development Plan

As a requirement under Sections 631 and 692 of the Municipal Government Act, RSA 2000, an Intermunicipal Development Plan was adopted by separate bylaws between County of Warner and Lethbridge County. County of Warner and Lethbridge County Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan area.

County of Warner adopted Bylaw No. xxxx on xxxx, 2019.

Lethbridge County adopted Bylaw No. XXXXX on xxxx, 2019.

Attachments to this Agreement

Attached to this agreement is the current bylaw of County of Warner and Lethbridge County Intermunicipal Development Plan as well as the agreements aforementioned within this document.

Commitment to Collaboration

County of Warner and Lethbridge County acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honour all applicable legislation with respect intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2019.

LETHBRIDGE COUNTY

PER: _____


REEVE

PER: _____


CHIEF ADMINISTRATIVE OFFICER

FOR COUNTY OF WARNER

PER: _____


REEVE

PER: _____


CHIEF ADMINISTRATIVE OFFICER

Type of Service	Mun.	Inter Mun.	3rd Party	Type of Service	Mun.	Inter Mun.	3rd Party
Transportation				Water			
Road Grading & Graveling	Lc			Water Treatment	L	Lc	
Road Calcium	Lc			Water Distribution	L	c	
Gravel Crushing			Lc	Service Installs	c		L
Road Construction	c		L	Meter Reading	Lc		
Culvert Installation	Lc			Utility Billing	Lc		
Bridge Maintenance	c		L	Truck Fill Station	Lc		
Drainage Maintenance	Lc			Waste Water			
Snow Plowing	Lc			Certified Operators	Lc	c	
Shop - Vehicle. Maint	Lc			WW Collection System	Lc		
Surveying	L		c	Lagoons	Lc		
Sign Installation & Maint	Lc			Irrigation of Effluent	L		
Paved Road Repairs	Lc		Lc	Installation of utilities	c		Lc
Rural Addressing Signs	Lc			Recycling & Waste Management			
Airport Operation				Landfill		Lc	
Recreation				Collection		L	
Skating Rinks			c	Recycling		L	
Curling Rinks			c	Ag Services & Parks			
Shooting Ranges/Gun Club			c	Tree Planting	c		L
Riding Arenas			c	Tree Spraying	Lc		
Outdoor Rodeo Grounds			c	Tree Pruning	L		
Baseball diamonds			c	Mowing	Lc		
Golf Courses			c	Weed Identification	Lc		
Indoor Athletic Fields			c	Weed Act Enforcement	Lc		
Swimming Pools			c	Weed Spraying	Lc		
Outdoor Soccer Fields			c	Raw Water Irrigation	L		
Tennis Courts			c	Cemetery Maintenance	c		
Senior Centres			c	Pest Control	Lc		
Motocross Track			c	Park Maintenance	Lc		c
Bowling Alleys			c	Sprinkler installation	Lc		L
Water Park			c	Equip. Maintenance	Lc		
Skateboard Park			c	Equipment Rentals	Lc		
Gyms & Workout Centres			c	Building Maintenance	Lc		L
Other Services				Park Operations	Lc		c
FCSS		c	L	Campground Operation	c		c
ORRSC - Planning		c	L	Municipality Halls	L		Lc
Planning & Development	Lc			Museums			c
Economic Development	L			Visitor Centre			c
Regional Services		c		Playgrounds	Lc		c
General Administration	Lc			Emergency Services			
Adult Learning Assoc				EMS Coordination	L		L
Southgrow Eco. Dev.			L	Fire Department		c	L
Pheasant Festival Com				Peace Officer	L	c	
Libraries		c	L	Safety Code Officer			Lc
County of Warner =	C			Safety Code Inspections			Lc
Lethbridge County	L			Disaster Management	L	c	L
Both =	B			Mutual Aid Agreements	Lc	c	

AGENDA ITEM REPORT



Title: Appointment of Returning Officer and Substitute Returning Officer for the 2025 Municipal Election
Meeting: Council Meeting - 19 Dec 2024
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 10 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Council may appoint a Returning Officer (RO) for the October 20, 2025 municipal election. If no appointment is made, the Chief Administrative Officer (CAO) is deemed to have been appointed. As Council's only employee, having the CAO take on the role of RO may create a perception of bias as well as a significant increase in workload.

Council must appoint a Substitute Returning Officer (SRO) as well. If the RO is unable to fulfill their duties due to illness or other absence, the SRO may then exercise all the duties, functions and powers of the RO for the purpose of conducting the election.

RECOMMENDATION:

1. That Candice Robison, Executive Assistant, CAO & Council, be appointed as the Returning Officer for the October, 2025 Lethbridge County municipal election.
2. That Mattie Watson, Communications and Marketing Strategist, be appointed as the Substitute Returning Officer for the October, 2025 Lethbridge County municipal election.

REASON(S) FOR RECOMMENDATION(S):

Appointing County staff members as Returning Officer and Substitute Returning Officer will ensure that there are dedicated individuals in place who are responsible for planning and executing the upcoming municipal election.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council previously appointed Candice Robison as Returning Officer and Mattie Watson as Substitute Returning Officer for the Division 5 By-election.

BACKGROUND INFORMATION:

Planning an election is a complex process and to ensure a successful election, there are a large number of details and responsibilities to take care of, in addition to the legislative requirements. In order to ensure the County has made appropriate plans and is adequately prepared for the election, it is appropriate to appoint a Returning Officer and a Substitute Returning Officer at this time.

Council has the option of appointing a RO for the October, 2025 municipal election or by default, assigning the CAO this important role. Some municipalities hire externally for the role while others appoint a staff member who may be someone other than the CAO. County staff ran the 2021 municipal election with no issues.

ALTERNATIVES / PROS / CONS:

1. Appoint someone else to the roles of Returning Officer and Substitute Returning Officer.
2. Post a RFP for a Returning Officer who is not a staff member of the County.
3. Pro-actively reach out to members in the community who may be qualified and interested in conducting the election.

FINANCIAL IMPACT:

Appointing County staff members to fill the roles of Returning Officer and Substitute Returning Officer for the 2025 Lethbridge County municipal election will save the County several thousand dollars as no funds will be required to pay external individuals.

LEVEL OF PUBLIC PARTICIPATION:

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

AGENDA ITEM REPORT



Title: Municipal Election Matters & Bylaw 24-022
Meeting: Council Meeting - 19 Dec 2024
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 13 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Significant changes are being introduced for the 2025 municipal election following the passage of Bill 20. These changes require Council's attention to ensure compliance and the smooth administration of the upcoming election.

RECOMMENDATION:

- That Bylaw 24-022 - Municipal Elections Bylaw be read a first time.
- That Bylaw 24-022 - Municipal Elections Bylaw be read a second time.
- That Council consider reading Bylaw 24-022 - Municipal Elections Bylaw a third time.
- That Bylaw 24-022 - Municipal Elections Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Bylaw 24-022 brings our election bylaws up to date with current legislation.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Bylaw #313 from 1971 states that the County shall not use a voter's list for local elections (same day voter registration only).
- Bylaw #750 from 1983 establishes the required nomination deposit amount at \$100.00.
- Policy #166 - Use of Municipal Resource for Election Campaigns was adopted by Council in September, 2017
- Bylaw 21-012 from 2021 states that the County will use Electronic Voting Machines for municipal elections.

BACKGROUND INFORMATION:

There are some noteworthy changes for the 2025 local election:

1. The municipality will be required to prepare a permanent electors register (voter's list):

- The County has entered into a mandatory Data Sharing Agreement with Elections Alberta for the electors register.
 - Elections Alberta is currently developing the software required and is hoping to have it ready by May 2025.
 - The County has to have their final GIS information to Elections Alberta by March 2025.
2. The municipality is prohibited from using voting equipment such as electronic voting tabulators (machines):
- All ballots will have to be hand counted.
3. Council will have to determine in 2025 if they want to allow for special ballots. Anyone elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote or at a voting station on election day, may apply to vote by special ballot. Previously, special ballots could only be provided for those with a physical disability, absences from the local jurisdiction.
4. Voter vouching is now only permitted for the validation of the address of the person's residence. The individual vouching must be on the permanent electors register. Previously, vouching extended to verifying a person's identity and age.
5. Campaign Financing:
- The campaign period for general elections is now the period beginning January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election.
 - Both intended and nominated candidates must give written notice to their local jurisdiction before they may accept contributions or incur campaign expenses.
 - Local jurisdictions must maintain a register of candidates who have given notice. The register must be made publicly available on the local jurisdiction's website until December 31 immediately following a general election.
 - The Expense Limit Regulation has been created, which establishes campaign expense limits for candidates for chief elected official and councillor in each year of the election cycle.
6. All ballots must be marked with an "X":
- If a ballot is not marked with an "X" within the confines of the respective box, it is void and considered to be a rejected ballot.

Additionally, Council may pass a bylaw that:

- increases the number of nominators a Council candidate needs on their nomination papers from the current five required. The number of nominators can be increased up to 100;
- increases the required nomination deposit amount from the current \$100.00; and/or
- require Council candidates to obtain a Criminal Record Check to be submitted along with their nomination papers.
 - criminal record checks will be made available for public viewing
 - criminal record checks do not disqualify a candidate
 - A bylaw including reference to criminal record checks will have to be passed by December 31, 2024.
 - criminal record checks obtained up to six months prior to the nomination day would be accepted.

The 2025 local election will be held on Monday, October 20, 2025. Local elections are governed by the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA). Nomination period starts January 1, 2025. Nomination Day is September 22, 2025.

Other points for Council's information include:

- It is likely that the Palliser Regional Schools will request that the County conduct the School Board election on its behalf;
- There has been no indication if there will be additional votes required this election such as referendum votes.

ALTERNATIVES / PROS / CONS:

Alternative:

- Provide direction to administration to amend existing election-related policies and bylaws, and/or to create new policies and bylaws.
- Not provide all three readings of the bylaw unless Council wants to require criminal record checks

FINANCIAL IMPACT:

- Council has budgeted \$25,000 for the 2025 local election.
- If the County enters into an agreement with the Palliser Regional Schools to conduct the School Board election on their behalf, the cost of the election has typically been shared 50/50.
- The County will be utilizing County staff which will cut down on election worker expenses.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[24-022 - Draft Municipal Elections Bylaw](#)

[24-022 - Draft Municipal Elections Bylaw with Criminal Record Check Requirement](#)

BYLAW 24-022

A BYLAW OF LETHBRIDGE COUNTY TO
PROVIDE FOR MUNICIPAL ELECTIONS WITHIN
LETHBRIDGE COUNTY

WHEREAS the Local Authorities Election Act, Chapter L-21, R.S.A. 2000, as amended, (hereinafter referred to as the "Act"), provides for the holding of local elections by municipalities;

AND WHEREAS the Act further provides that the municipality may, by agreement, conduct an election in conjunction with an election for Trustees or representatives of a school district pursuant to the Education Act, Chapter E-0.3, R.S.A., 2000 as amended;

AND WHEREAS the Municipal Government Act Chapter M-26, R.S.A. 2000, provides for the submission of bylaws and questions to the electors.

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

PURPOSE

PART 1 – PURPOSE, DEFINITIONS AND INTERPRETATION

1. This Bylaw may be called the "Municipal Elections Bylaw".
2. The purpose of this Bylaw is to delegate authority and establish rules for the conduct of elections in accordance with the requirements of the *Act*.
3. If there is any conflict between a provision of the Bylaw and a provision of one or more of the following:
 - a) the Act;
 - b) the Alberta Senate Election Act, Chapter A-33.5, 2019 as amended;
or
 - c) the Referendum Act, Chapter R-8.4, R.S.A. 2000 as amended

the provision of the statute prevails.

4. The provisions of this Bylaw apply in generally the same fashion, but with all the necessary modifications, to:
 - a) a by-election; or
 - b) an election for trustees or any other election conducted in conjunction with an election for County Council

DEFINITIONS

1. Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.
2. In this Bylaw, the following terms shall have the following meanings:
 - a) "Ballot" means a printed form on which is indicated the office to be voted on, the names of the candidates, the questions or bylaws posed to electors, if any, and containing the spaces in which the elector is to mark their vote;
 - b) "Ballot Account" means an account of ballots prepared in the form required by the Act;
 - c) "Ballot Box" means the container for ballots that have been marked by the electors;
 - d) "Council" means the Council of Lethbridge County, elected pursuant to the Municipal Government Act;
 - e) "County" means the municipal corporation of Lethbridge County, in the Province of Alberta;
 - f) "Counting Centre" means the area designated by the Returning Officer and equipped for the counting of votes;
 - g) "Deputy" means Deputy Returning Officers appointed by the Returning Officer to assist with an election;
 - h) "Election Day" means the day fixed for voting at an election;

- i) "Elector Register" means an Elector Register of residents in the municipality who are eligible to vote that is compiled and revised primarily using information received from the provincial Chief Electoral Officer;
- j) "Marking Device" means the pen or other instrument, approved by the Returning Officer, for the use in marking Ballot(s) by the elector;
- k) "Nomination Day" is the day four weeks before Election Day;
- l) "Returning Officer" means the person appointed by Council of Lethbridge County to execute the municipal election;
- m) "Transfer Box" means a box used to transport election materials from a voting station to the Returning Officer;
- n) "Voting Station" means a place where an Elector votes;
- o) "Voting Subdivision" means that area of a local jurisdiction designated as a voting subdivision by the Returning Officer.

PART II – JOINT ELECTION JOINT ELECTION WITH ANOTHER ELECTED JURISDICTION

1. Lethbridge County may conduct elections on behalf of other elected local jurisdictions where an agreement has been established.

PART III – ELECTION WORKERS

1. The Returning Officer may be assisted by one or more Deputies and by such other persons including County staff as may be necessary to carry out all duties under the Act.

PART IV – PREPARATION FOR ELECTIONS ELECTOR REGISTER

1. As per the Act, the Returning Officer must prepare a permanent Elector Register of residents in the County who are entitled to vote in Elections.

NOMINATIONS

1. The Returning Officer or the Deputy Returning Officers will receive all nominations at the County Administration Office, 100, 905 4 Avenue South, Lethbridge, Alberta in accordance with the Act.
2. A deposit in the amount of \$100.00 must be collected with nomination papers.
3. The minimum number of electors required to sign the nomination papers of a candidate for the office of Councillor is five (5).
4. The Release of Information form must be signed along with nomination papers.

DEATH OF A CANDIDATE

1. If a candidate dies after being nominated, the Returning Officer shall cause a notice of the death to be posted at all relevant voting stations.

FORM OF BALLOT

1. Ballots for candidates may be in the general form prescribed by the Returning Officer.
2. Following Nomination Day, the Returning Officer will ensure there are sufficient ballots for the election.

PART VI – VOTING PROCEDURES

VOTING SUBDIVISIONS AND VOTING STATIONS

1. The Returning Officer may alter the boundaries of voting subdivisions and create additional voting subdivisions.
2. The Returning Officer may designate more than one voting station for each subdivision and the location of those voting stations.

VOTING STATION

1. Each voting compartment in each voting station shall have a copy of the "Instructions for Electors" posted within each voting compartment, at a location within the voting station and shall ensure that the instructions remain posted until the close of the voting station.

REGISTRATION

1. A Deputy responsible for issuing ballot(s) will:
 - a) Ensure that the elector is voting in the correct voting station;
 - b) Ensure that every person who wishes to vote shall complete the prescribed form(s) which states the following:
 - i. The name and address of the elector;
 - ii. whether the elector is a Public School Resident or Separate School Resident; and
 - iii. The elector is eligible to vote as an elector.

ELECTOR IDENTIFICATION

1. An elector may vote after producing government issued identification as prescribed by the Act or identification approved by the Minister of Municipal Affairs and is named on the permanent Elector Register.

VOTING PROCEDURES

MARKING BALLOT

1. Once permitted to vote, the elector shall be given ballot(s) that has been initialed by the Deputy.
2. Upon receiving the ballot(s), the elector shall forthwith proceed to the voting compartment to vote.
3. While the elector is in the voting compartment, they shall mark the ballot(s) only with the Marking Device provided by marking with an "X" in the square designated for a vote adjacent to the candidate's name.

CHECKING AND INSERTING BALLOTS

1. The elector may not mark the ballot for more candidates than there are offices to be filled.
2. After the elector has finished marking the ballot(s) and has completed their voting, they shall:
 - a) fold the ballot;
 - b) leave the voting compartment; and
 - c) insert the ballot(s) in the Ballot Box(es), or request the Deputy to do so on their behalf, if they so desire.

SPOILED BALLOT

1. If the elector requests another ballot(s), the Deputy must issue a new ballot(s) to the elector and mark the returned ballot(s) "SPOILED". Spoiled ballots must be retained and kept separately from all other ballots.

PART VII – ADVANCE VOTE

1. An advance vote will be held in an election for the local jurisdiction.
2. The Returning Officer will determine the number and location of the advance voting stations and the days and the hours during which they will operate.
3. The voting procedure described shall, insofar as is practical, apply to an Advance Vote and may be modified as necessary upon the direction of the Returning Officer.
4. The Deputy must ensure on the completion of each day of the Advance Vote, that the Ballot Boxes used are sealed to prevent the insertion of additional ballots and are delivered to the Election Office or other location(s) specified by the Returning Officer.
5. The Returning Officer must ensure that the Ballot Boxes used for the Advance Vote remain sealed until the counting process is started.

PART X - POST VOTE PROCEDURES

CLOSING STATION – BALLOT BOX

1. Immediately after the close of the voting station, the Deputies shall:
 - a) seal and initial the Ballot Boxes and provide the sealed Ballot Boxes for delivery to the Counting Centre; and
 - b) count the unused ballots and place the unused ballots and the spoiled ballots, together with the Elector Register, if any, and all oaths, declarations and statements, if any, in designated Transfer Box(es) and deliver them as directed by the Returning Officer.

COUNTING CENTRE

1. The Returning Officer shall determine the location of Counting Centre(s) and procedures associated with the counting.
2. The Returning Officer may count the advance vote Ballot Boxes immediately after 7:30 p.m. on Election Day. Any of the results may not be generated prior to 8:00 p.m. on Election Day.
3. After the completion of counting, the Ballot Boxes, the Transfer Boxes, and other records shall be stored as directed by the Returning Officer.
4. Any recounts required will be in accordance with the Act.

PART XII – GENERAL

1. The Returning Officer, when necessary, is hereby authorized to make application to the Minister of Municipal Affairs and to the Lieutenant Governor in Council for the requisite directions or regulations pursuant to the Act, for the approval and implementation of the procedure prescribed by this bylaw, or any other directions or regulations for conducting an election permitted by the Act.
2. Bylaw 313 – Unnecessary to Complete List of Electors is hereby rescinded.

- 3. Bylaw 750 – Election Deposits is hereby rescinded.
- 4. Bylaw 21-012 – Electronic Voting Machine Bylaw is hereby rescinded
- 5. This Bylaw shall come into effect on the date of final passing thereof.

READ A FIRST TIME THIS _____ DAY OF _____ 2024.

REEVE

CAO

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4. The Release of Information form must be signed along with nomination papers.

CRIMINAL RECORD CHECK

1. All candidates must provide a criminal record check when submitting nomination papers.
2. Criminal record checks will be available for public viewing.
3. Criminal record checks obtained within six months prior to the date of nomination would be accepted.
4. A criminal record does not disqualify a candidate.

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REEVE

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READ A THIRD TIME THIS _____ DAY OF _____ 2024.

REEVE

CAO



2nd Floor, Summerside Business Centre
1229 – 91 ST SW
Edmonton, AB T6X 1E9

Tel (780) 427-2444
Email lpri.appeals@gov.ab.ca
Website www.lprt.alberta.ca

Our File: AN24/NOBL/T-01

December 12, 2024

Joan Boeder
Mayor
Town of Nobleford
PO Box 67, 906 Highway Avenue
Nobleford, AB T0L 1S0

Tory Campbell
Reeve
Lethbridge County
#100, 905-4th Avenue South
Lethbridge, AB T1J 4E4

Re: Annexation

Enclosed is one copy of Order in Council No. 361/2024 dated December 4, 2024, which approves the application for annexation of certain lands to the Town of Nobleford.

Yours truly,

Breanna Case
Case Manager

Enc.

cc:

Affected Parties
Dave Hunka, Fortis Alberta Inc.
Elena Yin, Alberta Transportation and Economic Corridors
Gerard Marrinier, Alberta Transportation and Economic Corridors
Heidi Kalyniuk, Manager, CP Rail
Jason Cathcart, Federation of Alberta Gas Co-ops Ltd.



Province of Alberta
Order in Council

O.C. 361/2024

DEC 04 2024

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Order Annexing
Land from Lethbridge County to the Town of Nobleford set out in the
attached Appendix.

CHAIR

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(section 125)

APPENDIX
Municipal Government Act
ORDER ANNEXING LAND FROM
LETHBRIDGE COUNTY
TO THE TOWN OF NOBLEFORD

1 In this Order,

- (a) “annexed land” means the land described in Schedule 1 and shown on the sketch in Schedule 2;
- (b) “Town of Nobleford Land Use Bylaw” means the Town of Nobleford Land Use Bylaw No. 614 as amended or replaced from time to time.

2 Effective January 1, 2025, the annexed land is separated from Lethbridge County and annexed to the Town of Nobleford.

3 Any taxes owing to Lethbridge County at the end of December 31, 2024, in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Town of Nobleford together with any lawful penalties and costs levied in respect of those taxes, and the Town of Nobleford, on collecting those taxes, penalties and costs, must pay them to Lethbridge County.

4(1) For the purpose of taxation in 2025 and in each subsequent year, up to and including 2044, the annexed land and the assessable improvements to it

- (a) must be assessed by the Town of Nobleford on the same basis as if they had remained in Lethbridge County, and
- (b) must be taxed by the Town of Nobleford in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by Lethbridge County.

(2) Where in 2025 or any subsequent taxation year, up to and including 2044, a portion of the annexed land



(a) becomes a new parcel of land created at the request or on behalf of the landowner

(i) as a result of subdivision,

(ii) as a result of separation of title by registered plan of subdivision, or

(iii) by instrument or any other method,

or

(b) is redesignated, at the request of or on behalf of the landowner, under the Town of Nobleford Land Use Bylaw to another designation,

subsection (1) ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.

(3) After subsection (1) ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the same manner as other property of the same assessment class in the Town of Nobleford.

5 The Town of Nobleford shall pay to Lethbridge County

(a) \$1114.47 on or before February 28, 2025,

(b) \$16 940.58 on or before September 30, 2025,

(c) \$16 940.58 on or before September 30, 2026,

(d) \$16 940.58 on or before September 30, 2027,

(e) \$16 940.58 on or before September 30, 2028,

(f) \$16 940.58 on or before September 30, 2029,

(g) \$16 940.58 on or before September 30, 2030,

(h) \$16 940.58 on or before September 30, 2031,

(i) \$16 940.58 on or before September 30, 2032,

(j) \$16 940.58 on or before September 30, 2033, and

– 3 –

(k) \$16 940.58 on or before September 30, 2034.

Schedule 1

**DETAILED DESCRIPTION OF THE LANDS SEPARATED FROM
LETHBRIDGE COUNTY AND ANNEXED TO THE TOWN
OF NOBLEFORD**

LOT 1, BLOCK 33, PLAN 231 2047.

PLAN 191 1582 INCLUDING ALL THAT PORTION OF THE
NORTH-SOUTH ROAD ALLOWANCE ADJACENT TO THE
WEST BOUNDARY OF THE SOUTHWEST QUARTER OF
SECTION ELEVEN (11), TOWNSHIP ELEVEN (11), RANGE
TWENTY-THREE (23), WEST OF THE FOURTH (4)
MERIDIAN LYING SOUTH OF THE PROJECTION WEST OF
THE NORTH BOUNDARY OF PLAN 191 1582.

Merry Christmas!

As the year draws to a close and we enter the holiday season, I would like to express my sincere gratitude for your continued collaboration and dedication to the success of our province.

This year has been one of challenges, growth, and achievement. As we celebrate this season of giving, let us reflect on the accomplishments we've shared and look forward to the opportunities the new year will bring. May this festive season provide you with moments of joy, peace, and time to reconnect with loved ones.

On behalf of the Ministry of Municipal Affairs, I wish you and your families a very Merry Christmas and a prosperous New Year. I look forward to continuing our work together in the year ahead.

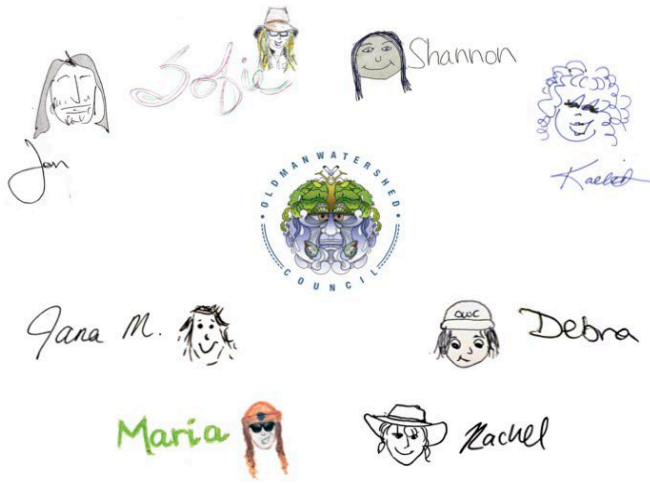
Warm Regards,
Ric McIvor
Minister of Municipal Affairs



Happy Holidays and Warmest Winter Wishes



Wishing you a holiday season filled with rest, rejuvenation, and meaningful connections. Thank you for being part of our shared commitment to a healthier watershed and stronger community.



Greetings,

As the holiday season draws near, we want to extend our warmest wishes to you and your loved ones. We hope the coming days bring you opportunities to rest, reconnect, and enjoy the simple beauty of winter.

Thank you for being part of our community. Your ongoing interest in the health and vitality of our watershed helps us look forward to the new year with optimism.

Wishing you a peaceful holiday season and a bright, refreshing start to the year ahead.

The Oldman Watershed Council Team



As we reflect on another exciting year, we are grateful for your continued support. From all of us at Lethbridge Polytechnic, we wish you a joyful holiday season filled with memorable moments and a happy New Year.



AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - November 2024
Meeting: Council Meeting - 19 Dec 2024
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 10 Dec 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

No motion required.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Lethbridge County Council Attendance Update - November](#)

**Lethbridge County Council Attendance
November 2024**

Division 1

Councillor Lorne Hickey

November 1	MD of Willow Creek Legacy Land Banquet
November 4-7	RMA Fall Convention
November 21	Lethbridge County Council Meeting
November 22	Green Acres Finance Committee Meeting
November 27	Green Acres Board Meeting
November 27	Pemican Lodge Christmas Party
November 28	Agri-Food Innovation Expo

Division 2

Reeve Tory Campbell

November 1	Media Scrum, Emergency Management Partnership
November 4-7	RMA Fall Convention
November 5-7	Teams Lethbridge Mission, EDL
November 11	Coaldale Remembrance Day Ceremony
November 12	Online FCSS Interview
November 12	Meeting with CAO and County Resident
November 12	Rotary Club Lethbridge East Presentation
November 13	Lethbridge Chamber Luncheon
November 13	Affordability Roundtable, Minister of Affordability and Utilities
November 21	Lethbridge County Council Meeting
November 27	Agri-Food Innovation Expo
November 29	Canada's Outstanding Young Farmers Gala

Division 3

Councillor Mark Sayers

November 4-7	RMA Fall Convention
November 21	Lethbridge County Council Meeting

Division 4

Deputy Reeve John Kuerbis

November 4-7	RMA Fall Convention
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November 4	EOEP Course
November 11	Royal Canadian Legion Remembrance Day Ceremony/Wreath Presentation
November 12	Weekly meeting with Community Futures Executive Director
November 13	Chamber of Commerce lunch with Danielle Smith & John Middleton-Hope
November 19	Weekly meeting with Community Futures Executive Director
November 21	Lethbridge County Council Meeting
November 22	Community Futures South Region Manager & Chair Meeting
November 23	Community Futures Pan West Chair Meeting
November 27	Community Futures Monthly Board Meeting
November 29	Canada's Outstanding Young Farmers Gala

Division 5

Councillor Kevin Slomp

November 4-7	RMA Fall Convention
November 13	Conversation with Dan Smith
November 21	Lethbridge County Council Meeting
November 25	Councillor Orientation
November 27	Agri-Food Innovation Expo
November 29	Canada's Outstanding Young Farmers Gala

Division 6

Councillor Klaas VanderVeen

November 1	Ag Society Dinner
November 2	Shaughnessy Community Association Fundraising Auction
November 4-7	RMA Fall Convention
November 11	Picture Butte Remembrance Day Ceremony
November 19-20	Cypress County Ag Society Conference
November 21	Lethbridge County Council Meeting
November 29	SAEWA Meeting

Division 7

Councillor Morris Zeinstra

November 1	MD of Willow Creek Legacy Land Banquet
November 4-7	RMA Fall Convention
November 21	Lethbridge County Council Meeting
November 29	Prairie Tractor