



# AGENDA

## Council Meeting

9:30 AM - Thursday, February 11, 2021  
Council Chambers

Page

### A. CALL TO ORDER

### B. ADOPTION OF AGENDA

### C. ADOPTION OF MINUTES

4 - 8

1. **County Council Meeting Minutes**  
[County Council Meeting Minutes - January 13 2021](#)

### D. SUBDIVISION APPLICATIONS

9 - 15

1. **Subdivision Application #2020-0-158 – De Kreek**  
**- NE¼ 20-10-22-W4M**  
[Subdivision Application #2020-0-158 – De Kreek - NE¼ 20-10-22-W4M](#)

16 - 21

2. **Subdivision Application #2021-0-005 – Royal Trailer Corp.**  
**- Lot 5, Block 3, Plan 0814696 & Lot 11, Block 3, Plan 1312501**  
[Subdivision Application #2021-0-005 – Royal Trailer Corp. - Lot 5, Block 3, Plan 0814696 & Lot 11, Block 3, Plan 1312501](#)

22 - 31

3. **Subdivision Approval #2016-0-122 Time Extension Request – Dar Ray Farms Ltd.**  
**- S1/2 5-8-20-W4M (508 Agri-Business Park)**  
[Subdivision Approval #2016-0-122 Time Extension Request – Dar Ray Farms Ltd. - S1/2 5-8-20-W4M \(508 Agri-Business Park\)](#)

### E. PUBLIC HEARINGS - 10:00 A.M.

32 - 46

1. **Bylaw 21-002 - Land Use Bylaw Amendment Hamlet Public/Institutional (HP/I) to Hamlet Residential (HR), Plan 9611179 Block 18 Lot 11 (Monarch Water Tower Site) - Public Hearing**  
[Bylaw 21-002 - Land Use Bylaw Amendment Hamlet Public/Institutional to Hamlet Residential - Plan 9611179 Block 18 Lot 11 \(Former Monarch Water Tower\) - Public Hearing](#)

### F. DELEGATIONS

**10:30 a.m. - Lyle Adams - Picture Butte Rural Crime**

**G. DEPARTMENT REPORTS**

- 47 - 50 1. **Planning and Development Department 2020 Annual Report**  
[Planning and Development Department 2020 Annual Report](#)
- G.1. MUNICIPAL SERVICES**
- 51 - 71 G.1.1. **Policy Revisions - Lethbridge County Vehicles and Equipment - Use, Inspection, Maintenance, and Personnel Policies**  
[Policy Revisions - Lethbridge County Vehicles and Equipment - Use, Inspection, Maintenance, and Personnel Policies](#)
- 72 - 78 G.1.2. **Policy Revisions - Recommendations for Policy 301, 304, 331 and 332**  
[Policy Revisions - Recommendations for Policy 301, 304, 331 and 332](#)
- G.2. COMMUNITY SERVICES**
- 79 - 91 G.2.1. **11:00 a.m. - Bylaw 21-003 - Emergency Management Bylaw Update**  
[Emergency Management Bylaw Update](#)
- 92 - 101 G.2.2. **Parking Bylaw Survey Results**  
[Parking Bylaw Survey Results](#)
- 102 - 154 G.2.3. **Hamlet of Diamond City Growth Study**  
[Hamlet of Diamond City Growth Study](#)
- 155 - 209 G.2.4. **Hamlet of Shaughnessy Growth Study**  
[Hamlet of Shaughnessy Growth Study](#)
- 210 - 222 G.2.5. **Development Permit Application 2021-008 - Landfill Gas Extraction Facility**  
[Development Permit Application 2021-008 - Landfill Gas Extraction Facility](#)
- 223 - 234 G.2.6. **Development Permit Application 2021-014 - Litter Fence**  
[Development Permit Application 2021-014 - Litter Fence](#)
- 235 - 248 G.2.7. **Development Permit Application 2021-013 - Hydrovac Waste Facility**  
[Development Permit Application 2021-013 - Hydrovac Waste Facility](#)

**G.3. CORPORATE SERVICES**

249 - 251

G.3.1. **Oldman Watershed Council Funding Request**  
[Oldman Watershed Council Funding Request](#)

252 - 268

G.3.2. **Financial Report - as of December 31, 2020**  
[Financial Report to December 31 2020 - Pdf](#)

**G.4. ADMINISTRATION**

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G.4.1. **Picture Butte - Recreation Funding Agreement and ICF Agreement**  
[Picture Butte - Recreation Funding Agreement and ICF Agreement](#)

G.4.2. **Coal Policy**

**H. NEW BUSINESS**

**I. COUNTY COUNCIL AND COMMITTEE UPDATES**

274 - 277

1. **Lethbridge County Council Attendance Update - January 2021**  
[Lethbridge County Council Attendance Update - January 2021](#)

**J. CLOSED SESSION**

**K. ADJOURN**



# MINUTES

## Council Meeting

9:30 AM - Wednesday, January 13, 2021  
Council Chambers

The Council Meeting of Lethbridge County was called to order on Wednesday, January 13, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

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

### A. CALL TO ORDER

Reeve Lorne Hickey called the meeting to order at 9:37 a.m.

### B. ADOPTION OF AGENDA

394-2021 Councillor MOVED that Lethbridge County Council approve the January 13, VanderVeen 2021 Council Meeting Agenda as presented.

CARRIED

### C. ADOPTION OF MINUTES

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

395-2021 Councillor MOVED that the December 17, 2020 Regular County Council S.Campbell Meeting Minutes be accepted as presented.

CARRIED

### D. SUBDIVISION APPLICATIONS

#### D.1. Subdivision Application #2020-0-135 – Vucurevich - NW 11-09-21-W4M

396-2021 Councillor MOVED that the Country Residential subdivision of NW1/4 11-9-21- VanderVeen W4M (Certificate of Title No. 081 168 014), to subdivide a 2.00 acre (0.809 ha) first parcel out farmyard subdivision from a title of 157.83 acres (63.92 ha) for country residential use. The parcel is located on Sunnyside Road, approximately 1-mile east of the City of Lethbridge boundary and 1½-miles north of Highway 3; BE APPROVED subject to the following:

#### CONDITIONS:

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

2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.

3. That the condition or easement as required by ATCO Gas shall be provided prior to finalization.

4. That the applicant provide an encroachment agreement or remove/relocate the grain bins located on the north side so that there will be no resulting physical structure encroachments over the new property line. Confirmation of the removal of the bins or provision of an acceptable agreement must be submitted to the satisfaction of the Subdivision Authority prior to final endorsement of the subdivision.

CARRIED

**D.2. Subdivision Application #2020-0-141– Etches - SW¼ 17-08-20-W4M**

397-2021 Councillor S.Campbell MOVED that the Country Residential subdivision of SW1/4 17-8-20-W4M (Certificate of Title No. 111 057 148), to subdivide a 3.00 acre (1.21 ha) bareland (vacant) first subdivision from a title of 145.60 acres (58.87 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

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

2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.

3. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.

CARRIED

**D.3. Subdivision Application #2020-0-149 – Skiba - SE¼ 20-12-24-W4M**

398-2021 Councillor T.Campbell MOVED that the Country Residential subdivision of SE1/4 20-12-24-W4M (Certificate of Title No. 201 213 042), to create a 6.92 acre (2.80 ha) farm yard parcel title from a previously unsubdivided ¼-section of 160 acres (64.75 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

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

2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.

3. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.

4. That any easement(s) as required by utility companies or the municipality shall be established.

5. That the applicant, at their expense, is responsible for meeting any requirements or conditions of the Director of Historical Resources Administrator, if required.

CARRIED

Note: Councillor Horvath present at 10:09 am.

**D.4. Subdivision Application #2020-0-131 – Deleeuw - portion of NE1/4 16-11-21-W4M**

399-2021 Councillor Zeinstra MOVED that the Country Residential subdivision of NE1/4 16-11-21-W4M (Certificate of Title No. 151 303 784), to reconfigure two adjacent titles by subdividing 4.97-acres (2.01 ha) from a 9.74-acre (3.94 ha) yard parcel, and then consolidate it to the south 4.87-acre (1.97 ha) title, thereby creating an enlarged title of 9.84-acres (3.98 ha) in size, for country residential use; BE APPROVED subject to the following:

RESERVE:

Pursuant to Sections 663 of the MGA, the payment of Municipal Reserve (MR) is applicable on the 4.97-acre portion being subdivided and consolidated as cash-in-lieu payment to Lethbridge County in the amount of \$20,000.00 per acre, with the final amount to be determined at the final stage for reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and portions of land to be subdivided and consolidated (with a portion of the NE 16-11- 21-W4M [C of T 171020817] being consolidated with Lot 1, Plan 9311758 [C of T 051309239]) to reconfigure the land titles, are to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That any easement(s) as required by utility companies or the municipality shall be established

CARRIED

**D.5. Subdivision Application #2020-0-155 – Postman - SW¼ 25-10-24-W4M**

400-2021 Councillor VanderVeen MOVED that the Country Residential subdivision of SW1/4 25-10-24-W4M (Certificate of Title No. 201 039 589 +1), to subdivide a 10.64 acre (4.31 ha) first parcel out farmstead subdivision from a title of 160 acres (64.75 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant provides a final subdivision Plan from an Alberta Land Surveyor that corresponds to the parcel layout and size as approved by the Subdivision Authority.
4. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.

CARRIED

**E. PUBLIC HEARINGS**

**F. DELEGATIONS**

**G. DEPARTMENT REPORTS**

**G.1. MUNICIPAL SERVICES**

**G.2. COMMUNITY SERVICES**

**G.2.1. County Land Purchase**

401-2021 Deputy Reeve Benson MOVED that \$12,500 be withdrawn from the Tax Equalization Reserve for the purchase of a privately-owned lot that functions as a fire pond.

CARRIED

**G.2.2. Bylaw 21-002 - Land Use Bylaw Amendment Hamlet Public/Institutional (HP/I) to Hamlet Residential (HR), Plan 9611179 Block 18 Lot 11 (Monarch Water Tower Site) - First Reading**

402-2021 Deputy Reeve Benson MOVED that Bylaw 21-002 - Land Use Bylaw Amendment Hamlet Public/Institutional to Hamlet Residential, Plan 9611179, Block 18, Lot 11 (Monarch Water Tower Site) be read a first time.

CARRIED

**G.3. CORPORATE SERVICES**

**G.3.1. Bylaw 21-001 - 2021 Utility Rates**

403-2021 Councillor Horvath MOVED that Bylaw 21-001 - 2021 Utility Rates be read a first time.

CARRIED

404-2021 Deputy Reeve Benson MOVED that Bylaw 21-001 - 2021 Utility Rates be read a second time.

CARRIED

405-2021 Councillor Zeinstra MOVED that Council consider third reading of Bylaw 21-001 - 2021 Utility Rates.

CARRIED UNANIMOUSLY

406-2021 Councillor VanderVeen MOVED that Bylaw 21-001 - 2021 Utility Rates be read a third time.

CARRIED

**G.3.2. Tax Penalty Waiver Request**

407-2021 Councillor VanderVeen MOVED that County Council approve the request for cancellation of tax penalties in the amount of \$204.53 on Tax Roll #6707000.

CARRIED

**G.3.3. Broadband Internet Expenses**

408-2021 Councillor VanderVeen MOVED that Administration fund the consulting portion of the Broadband internet Project in the amount of \$40,207.15 from the Tax Equalization Reserve.

CARRIED

**G.3.4. McNally Community Association Request as presented at the December 17 Council Meeting - Verbal Update for Council**

409-2021 Councillor VanderVeen MOVED that County Council postpone the 2021 McNally Community Association loan payment of \$13,963.34 until 2022, and as such directs administration to extend the McNally Community Association Loan Agreement term by one year.

CARRIED

**G.4. ADMINISTRATION**

**H. NEW BUSINESS**

**I. COUNTY COUNCIL AND COMMITTEE UPDATES**

**I.1. Lethbridge County Council Attendance Update - December 2020**

410-2021 Deputy Reeve Benson MOVED that Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - December 2020", identifying the activities and events attended by Lethbridge County Council for the month of December 2020 as information.

CARRIED

J. **CLOSED SESSION**

K. **ADJOURN**

411-2021 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting adjourn at 11:42 a.m.

CARRIED

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Reeve

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CAO



# AGENDA ITEM REPORT



**Title:** Subdivision Application #2020-0-158 – De Kreek  
- NE¼ 20-10-22-W4M

**Meeting:** Council Meeting - 11 Feb 2021

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 27 Jan 2021
Larry Randle, Director of Community Services,	Approved - 27 Jan 2021
Ann Mitchell, Chief Administrative Officer,	Approved - 28 Jan 2021

## STRATEGIC ALIGNMENT:

 Outstanding Quality of Life	 Effective Governance and Service Delivery	 Prosperous Agricultural Community	 Vibrant and Growing Economy	 Strong Working Relationships
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## EXECUTIVE SUMMARY:

The application is to subdivide out a 12.08-acre yard parcel from an 80-acre sized agricultural title for country residential use, and consolidate the remnant 67.92-acres of agricultural land to the adjacent west 80-acre title, thereby creating an enlarged agricultural title of 147.92 acres in size. The country residential proposal would require a waiver of the parcel size to comply with the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2020-0-158 be approved subject to the granting of a parcel size waiver and the conditions as outlined in the draft resolution.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for subdivision as a reconfiguration of two adjacent titles - with the subdivision and consolidation of land, no additional titles being created above what is presently in existence as the remnant land will be consolidated by plan to an existing title.
- A size waiver would be required to approve the portion of the application to create the 12.08-acre yard parcel, as it does not comply with the bylaw's maximum 10.0 acre parcel size stipulation. (The resulting 147.92 acre agricultural parcel size complies).
- The Subdivision Authority has the discretion to stipulate a reduction in parcel size or grant a waiver based on the merits of the proposal, including consideration for the type and quality of land involved, the improvements present, and the amalgamation of the agricultural land into one title as a larger cohesive farming unit.

- There is a 5,500 head beef operation located to the northwest. The yard proposal does not meet the normally applied minimum distance separation (MDS) as it is deficient 179 m. However, the proposal conforms to the MDS policy in Part 7, Section 2(3) of the Land Use Bylaw No. 1404 which outlines specific policy exemptions for pre-existing residential uses. The farmstead was established in the early 1900s and existed prior to the MDS regulations coming into effect, and also prior to the CFO being established in 1992.

**BACKGROUND INFORMATION:**

Located approximately 1½-miles north of Park Lake Provincial Park and 2-miles south of Highway 519. The subdivision is to enable a separate title to be created for the existing older farmstead yard, by consolidating the remnant agricultural land to the adjacent west title.

Currently the ¼-section is split into two separate 80-acre agricultural titles. The proposed 12.08-acre parcel is for an existing farmyard in the northeast corner which contains a dwelling, shop building, two dugouts, trees and other farmyard buildings/improvements. The southwest corner of the yard parcel is angled to account for a future irrigation pivot system on the amalgamated agricultural land. The residential yard's proposed west property line also follows an existing fence line in place and separates the pasture land from the cultivated land resulting in the 12.08-acre yard size. The remnant agricultural land will be consolidated to the west-half of the ¼-section to be farmed as one cohesive irrigated agricultural unit.

The owner of the nearby 5,500 head beef operation is in support of the application and wants to purchase the remnant agricultural land to consolidate to his own west 80-acre title. The normally applied MDS does not apply in this situation, as the proposal conforms to Part 7, Section 2(3) of the Land Use Bylaw No. 1404 which outlines specific policy exemptions for pre-existing residential uses. In this case, the farmstead yard being subdivided was originally established in the early 1900s and existed prior to the MDS regulations coming into effect, and also the nearby CFO being established (the first permit was issued in 1992).

As a first parcel-out subdivision of the original farmstead this application is eligible for subdivision. With consideration for the merits of the yard parcel size based on the proposed pivot, fencing and improvements present, the application otherwise conforms to the bylaw subdivision criteria of the County's Land Use Bylaw No. 1404 regarding a realignment/reconfiguration of two titles. The application was circulated to the required external agencies and no concerns or objections were expressed regarding the application (at time of agenda report).

**ALTERNATIVES / PROS / CONS:**

Alternatively, the Subdivision Authority could not grant the size waiver and only approve a maximum 10.0 acre parcel size by eliminating some of the fenced grassed area, which may be appealed.

**FINANCIAL IMPACT:**

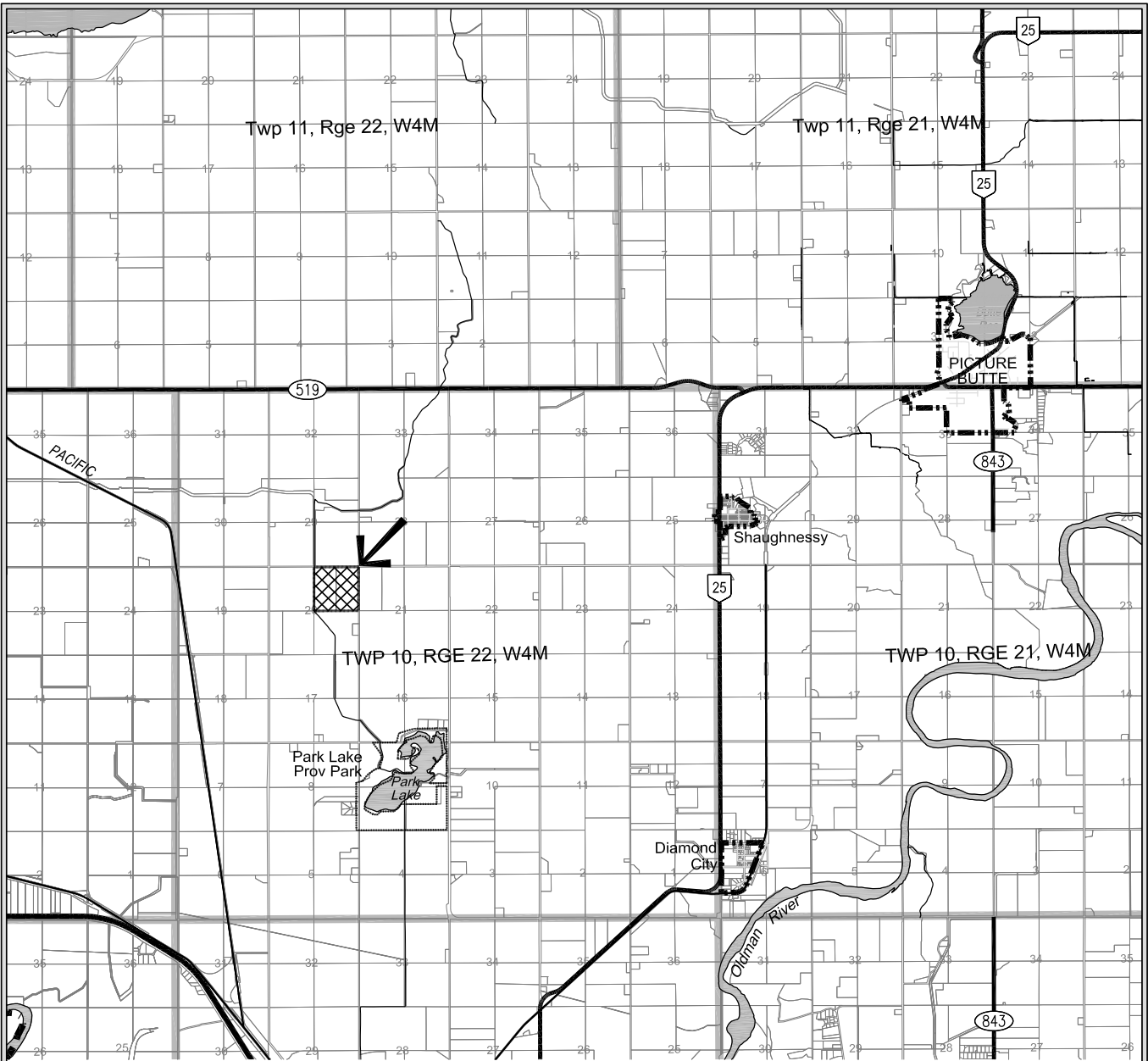
None, and the tax situation will remain as is.

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

The subdivision/consolidation will create a larger agricultural title with a single irrigation pivot system, and with a parcel size waiver granted, the proposed subdivision meets the provincial Subdivision and Development Regulations and the municipal subdivision policies as stated in the Land Use Bylaw.

**ATTACHMENTS:**

[Lethbridge County Diagrams 2020-0-158](#)

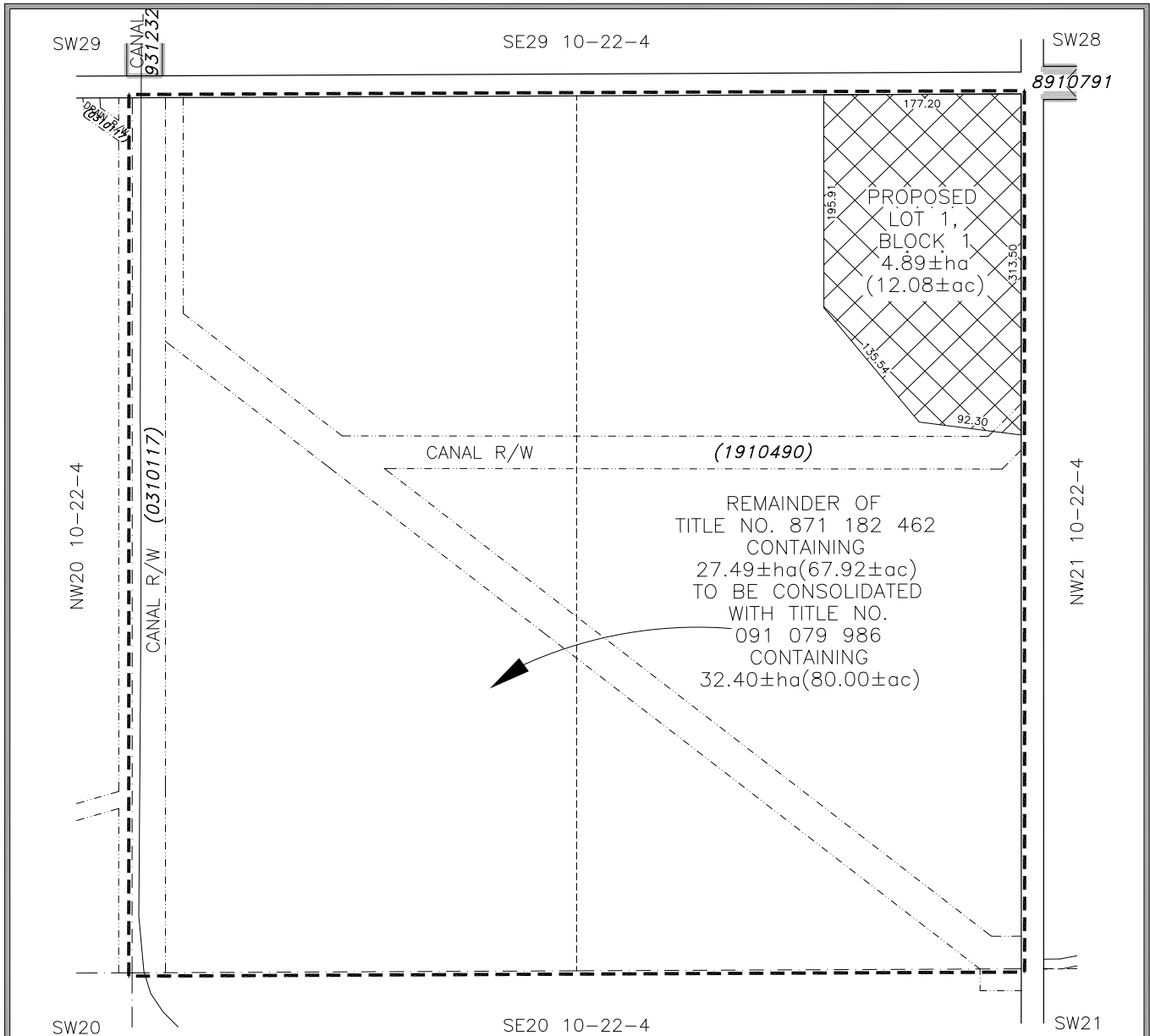


**SUBDIVISION LOCATION SKETCH**  
**NE 1/4 SEC 20, TWP 10, RGE 22, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: DECEMBER 22, 2020**  
**FILE No: 2020-0-158**

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3102 18th AVENUE NORTH, LETHBRIDGE, AB T1V 1S6  
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 December 22, 2020 Page 4 of 70 2020-0-158.dwg



**SUBDIVISION SKETCH**

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 20-15112

NE 1/4 SEC 20, TWP 10, RGE 22, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: DECEMBER 22, 2020

FILE No: 2020-0-158





**SUBDIVISION SKETCH**

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 20-15112

NE 1/4 SEC 20, TWP 10, RGE 22, W 4 M

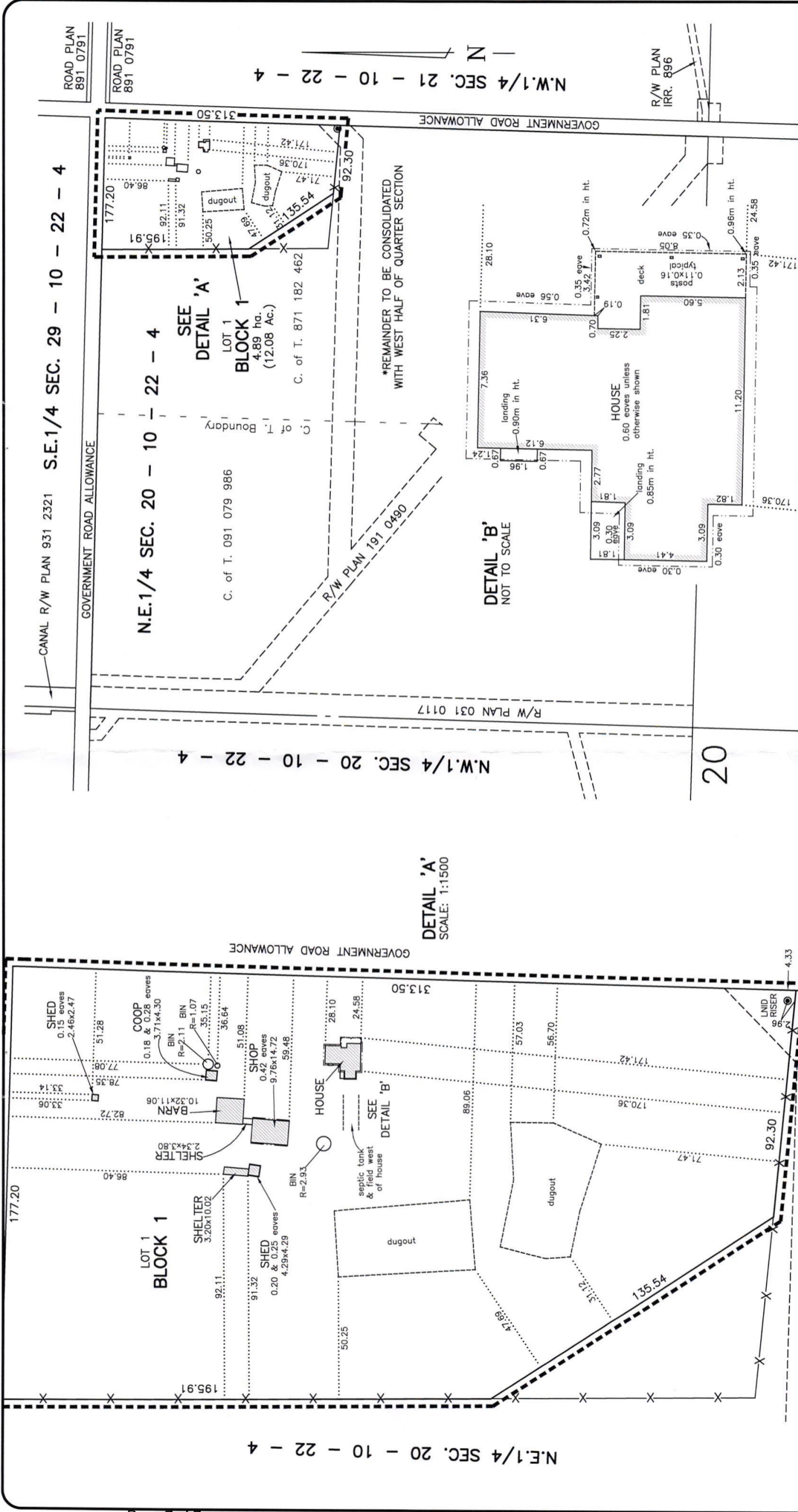
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: DECEMBER 22, 2020

FILE No: 2020-0-158



AERIAL PHOTO DATE: 2018



<b>YOLANDADEKREEK</b>		<b>brown okamura &amp; associates ltd.</b> <small>Professional Surveyors 2830 - 12th Avenue North, Lethbridge, Alberta</small>	
TENTATIVE PLAN SHOWING SUBDIVISION of part of N.E.1/4 SEC. 20; TWP. 10; RGE. 22; W.4 M.		APPROVED	DRAWN CJB CHECKED ZJP SCALE 1:5000
LETHBRIDGE COUNTY		Z. J. Prosper A.L.S.	
NO.	REVISION	DATE	BY
<p>Improvements shown were surveyed on December 1st, 2020</p> <p>NOTE : Portion to be approved is outlined thus <span style="border-bottom: 1px dashed black; display: inline-block; width: 50px;"></span> and contains approximately 4.89 ha. Distances are in metres and decimal parts thereof.</p> <p>Fence lines are shown thus <span style="border-bottom: 1px dashed black; display: inline-block; width: 20px;"></span> X <span style="border-bottom: 1px dashed black; display: inline-block; width: 20px;"></span> X <span style="border-bottom: 1px dashed black; display: inline-block; width: 20px;"></span> X Distances and areas are approximate and are subject to change upon final survey.</p>			
		DATE	DRAWING
		DEC. 14/20	20-15112T

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2021-0-005 – Royal Trailer Corp.  
- Lot 5, Block 3, Plan 0814696 & Lot 11, Block 3, Plan 1312501

**Meeting:** Council Meeting - 11 Feb 2021

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 27 Jan 2021
Larry Randle, Director of Community Services,	Approved - 27 Jan 2021
Ann Mitchell, Chief Administrative Officer,	Approved - 28 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

The application is to reconfigure the property boundaries (property line adjustment) and size of two adjacent parcels, by subdividing 1.00 acres of land from a 4.03 acre industrial title and consolidating it to an adjacent west 1.00 acre title, thereby creating an enlarged industrial title 2.0 acres in size. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2021-0-005 be approved subject to the conditions as outlined in the draft resolution.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for subdivision consideration in accordance with the County's subdivision criteria as a reconfiguration of titles, with no additional titles being created above what presently exist. In this situation, a separate standalone title is not being created, but the land being subdivided will be consolidated to an existing industrial title by a plan of survey.
- The parcels are located within the Broxburn Business Park and are deemed to comply with the 2002 Broxburn Business Park Area Structure Plan (and subsequent amendments) as there are no specific policies that prevent title reconfigurations. The ASP contains no specific criteria in relation to lot layout and sizes (other than meeting the minimum standard of the land use bylaw).
- As the subdivision and consolidation will create a larger and more usable industrial lot, this proposal may be deemed suitable for the intended purpose.



**BACKGROUND INFORMATION:**

Located 2-½-miles east of the City of Lethbridge, immediately south of Highway 3 in the Broxburn Business Park. The proposal is to enable a land swap between the two adjacent titles, in order to enlarge the smaller west lot for an existing industrial business.

The subdivision and consolidation involves an approximately 32.8 m (108 ft.) wide strip of undeveloped land. The east vacant lot is presently larger at 4.03 acres and with the subdivision and consolidation, the resulting lots will be 2.00 and 3.03 acres in size. As this application is to enable a size reconfiguration and property line adjustment, servicing for each of the lots will be unaffected and remain as is (i.e. provided through the Broxburn Business Park infrastructure). Storm water management has previously been addressed through the approved 2006 engineered storm water management plan and the subsequent construction of the detention pond, which these lots will still utilize. Access to the lots will remain from the subdivision internal road system, from the south Broxburn Boulevard.

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

The application was circulated to the required external agencies with no concerns expressed regarding the application and no utility easements are requested (at time of agenda report).

**ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve if it is determined the proposed realignment is not suitable and the lots would remain as is. Such a decision may be appealed.

**FINANCIAL IMPACT:**

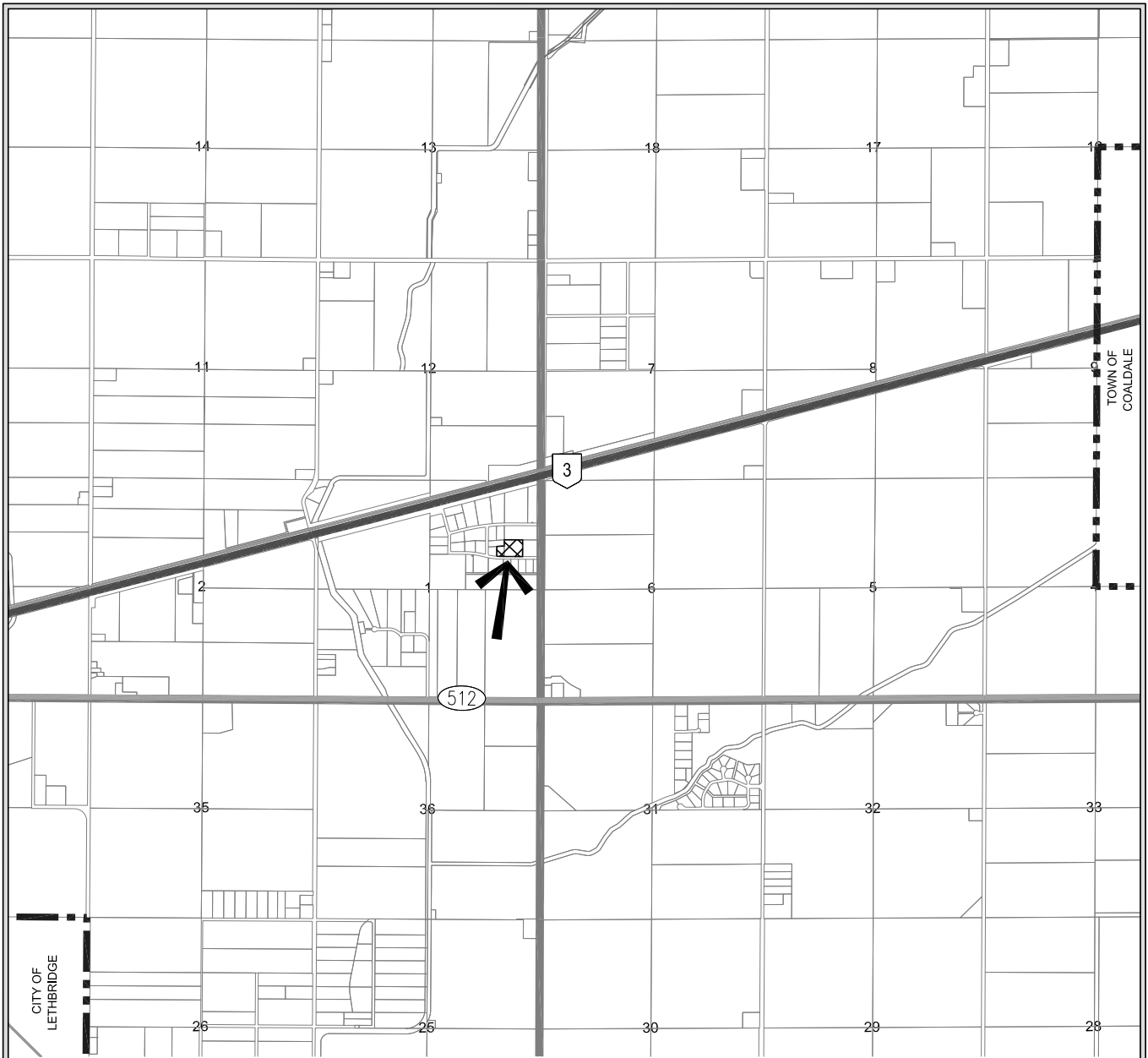
None, and the existing tax situation will remain the same.

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

The proposed subdivision meets the provincial Subdivision and Development Regulations, the Broxburn Business Park Area Structure Plan, and the municipal subdivision policies as stated in the Land Use Bylaw.

**ATTACHMENTS:**

[Lethbridge County Diagrams 2021-0-005](#)

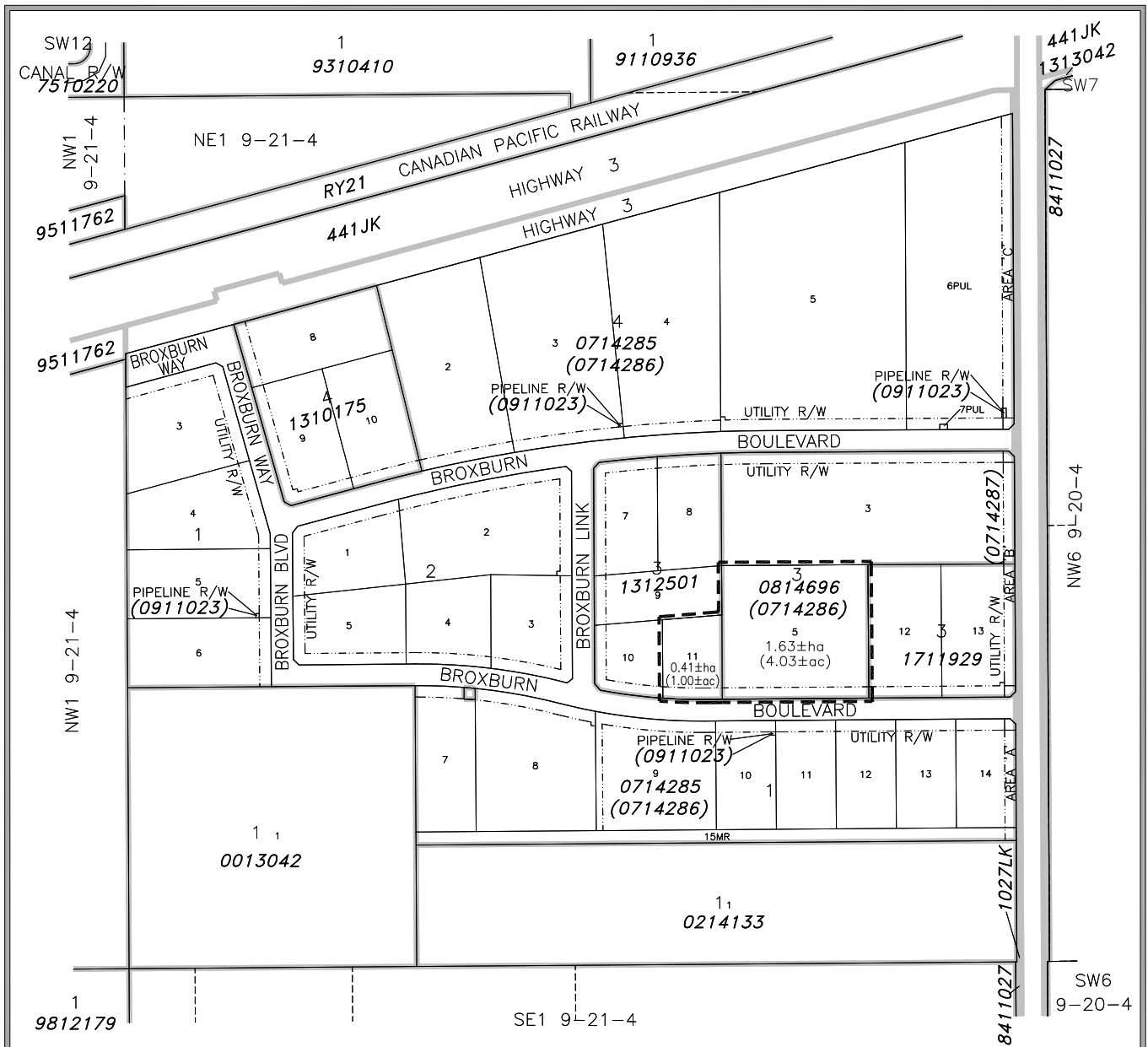


**SUBDIVISION LOCATION SKETCH**  
**LOT 5, BLOCK 3, PLAN 0814696 & LOT 11, BLOCK 3, PLAN 1312501**  
**WITHIN NE 1/4 SEC 1, TWP 9, RGE 21, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: JANUARY 14, 2021**  
**FILE No: 2021-0-005**

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3102 18th AVENUE NORTH, LETHBRIDGE, AB T1M 1S6  
 \*NOT RESPONSIBLE FOR ERRORS OR OMISSIONS\*



January 15, 2021 N:\Region of 16\2021-0-005.dwg



**SUBDIVISION SKETCH - EXISTING**

LOT 5, BLOCK 3, PLAN 0814696 & LOT 11, BLOCK 3, PLAN 1312501  
 WITHIN NE 1/4 SEC 1, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 14, 2021

FILE No: 2021-0-005





**SUBDIVISION SKETCH - PROPOSED**

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 20-15141T

LOT 5, BLOCK 3, PLAN 0814696 & LOT 11, BLOCK 3, PLAN 1312501

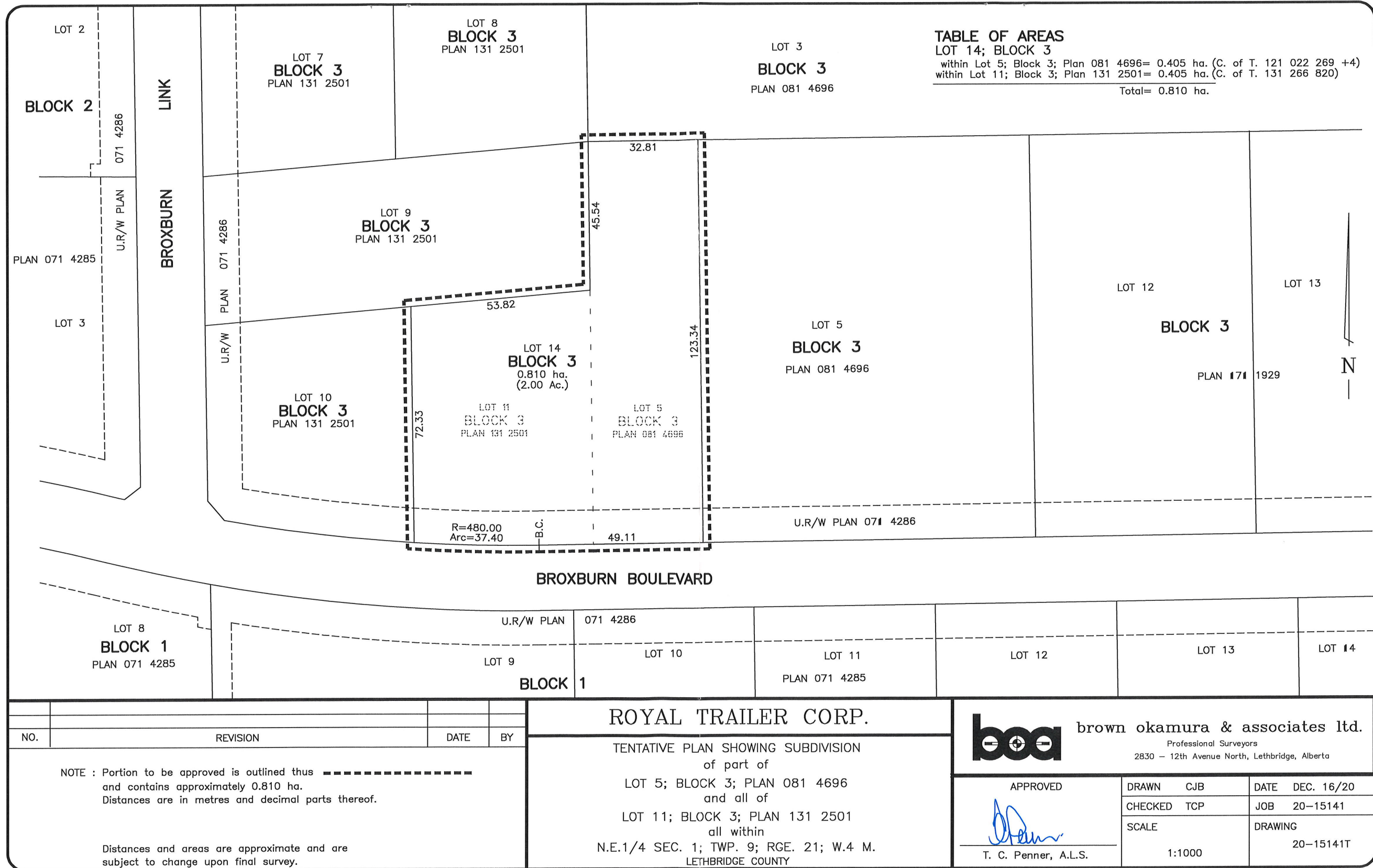
WITHIN NE 1/4 SEC 1, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 14, 2021

FILE No: 2021-0-005





# AGENDA ITEM REPORT



**Title:** Subdivision Approval #2016-0-122 Time Extension Request – Dar Ray Farms Ltd.  
- S1/2 5-8-20-W4M (508 Agri-Business Park)

**Meeting:** Council Meeting - 11 Feb 2021

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

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

Approved - 04 Feb 2021  
Approved - 04 Feb 2021  
Approved - 04 Feb 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

A request to Council for a subdivision finalization Time Extension to register at Land Titles. The applicant has finally obtained a signature for an R/W easement that needs to be registered with the subdivision and has now met all the approval conditions.

## RECOMMENDATION:

That the subdivision finalization Time Extension for Application #2016-0-122 be granted as requested, for a period not to exceed May 7, 2021.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The original subdivision (application no. 2016-0-122) approval was on October 7, 2016, and a subsequent time extension was granted, with it expiring May 7, 2020. The applicants are requesting a second Time Extension be granted.
- The subdivision as approved still complies with the County's land use bylaw, subdivision criteria and the 508 Agri-business Park Area Structure Plan (ASP) adopted for the land. All the original conditions placed on the subdivision approval have now been met (attached is a copy of the original subdivision diagram and approval).
- As per section 657(5) of the Municipal Government Act, if a plan of subdivision is not registered in a Land Titles Office within one year after being approved, the plan may not be accepted by a Registrar, unless Council or their designate grants an extension.

## BACKGROUND INFORMATION:

Located 3-½ mile southeast of the City of Lethbridge, immediately west of Highway No. 4 (508 Agri-Business Park). The proposal was to subdivide an initial small phase of the business park, and create two titles, consisting of 29.55 and 11.26 acres and a residual title of 70.72 acres, for agri-business industrial use.

In conjunction with the subdivision, the registration of an easement for a utility R/W with an adjacent parcel was needed. The applicant was delayed in finalizing the subdivision as they sold and transferred the adjacent parcel of land they owned prior to obtaining a signature legally required for the R/W. There was difficulty in getting the sign-off, leading to a delay, but the required signature has now been obtained and the legal paper work submitted to ORRSC.

Granting a Time Extension will allow the applicant to complete and finalize the subdivision originally approved. The applicant has asked for an extension to May 7, 2021. It is suggested this time frame should be sufficient as all conditions have been met and the final plan of survey completed. This should allow adequate time to enable the plan of subdivision to be registered at Land Titles Office.

**ALTERNATIVES / PROS / CONS:**

Not granting the extension would result in the applicant not being able to register their plan at Land Titles and nullify the last eight years of work and expense towards planning the business park subdivision. It will also prevent the next phase from moving forward.

**FINANCIAL IMPACT:**

None specific to the County relating to the subdivision finalization and registration.

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

The proposal still complies with the County's land use bylaw, the 508 Agri-business Park ASP, and all conditions have now been met. The extension and will enable the applicant to register the subdivision and eventually proceed with a future phase of the business park plan.

**ATTACHMENTS:**

[2nd time Extension Request - applicant](#)  
[Subdivision Decision 2016-0-122](#)

RECEIVED

FEB - 3 2020



**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

3105 - 16 Avenue North, Lethbridge, Alberta T1H 5E8

Phone (403) 329-1344

**Subdivision Application – Request for Extension**

ORRSC file number: 2016-0-122 Expired Date: May 7, 2020

Previous Extension Approved: Yes  No  Extension Period Requested: May 7, 2021  
*(not to exceed one year)*

ORRSC Fee submitted: 1<sup>st</sup> Request (\$330.00)  2<sup>nd</sup> Request (\$430.00)  3<sup>rd</sup> Request (\$530.00)

Name of registered owner(s): Dar Ray Farms Ltd

Owner's address: 1, 45 Taylor Park Drive

Lethbridge County Ab T1K 8G8 (403) 795-5564  
City Province Postal Code Home phone Work phone

Name of Applicant: David J. Amantea  
*(if different from owner)*

Applicant's address: 2830 - 12th Avenue North

Lethbridge Ab T1H 5J9 (403) 329-4688  
City Province Postal Code Home phone Work phone

Legal description: Lot 1,2,3 or Condo unit \_\_\_\_\_ Block 1 Plan 0814065

Quarter \_\_\_\_\_ Section 5 Township 8 Range 20 Meridian 4

Reason(s) for Request:

Due to transfer of land prior to plan registration, there was a  
rejection at land titles, which required an additional RW signature  
There was difficulty getting the required sign-off, leading to a delay.  
The required signature has now been obtained.

Signature of the Applicant/Owner

Feb 2, 2021

Date





3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
Fax: (403) 327-6847  
E-mail: [subdivision@orrrsc.com](mailto:subdivision@orrrsc.com)  
Website: [www.orrrsc.com](http://www.orrrsc.com)

## SUBDIVISION APPLICATION DECISION

Our File: 2016-0-122

Your File: 16-13448

**NOTICE DATE:** October 7, 2016

**TO:** Dar Ray Farms Ltd., David J. Amantea, A.L.S., Kim Taylor, Lethbridge County, Palliser School Division, Holy Spirit School Division, TELUS, FortisAlberta, AltaLink, Triple W Gas Co-op, AB Health Services, AB Agriculture, AB Transportation, AB Environment & Parks - K. Murphy, AER, Lethbridge Rural Water Association, AB Railway & Irrigation Co.

**RE:** S1/2 5-8-20-W4M / Lethbridge County

**DECISION:** APPROVED ON CONDITION

**DECISION DATE:** October 6, 2016

(See attached resolution for conditions)

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

**We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.**

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$325.00 will be required.)*

### Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision or any conditions of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 5 days from the date the decision is mailed.

You may also appeal any reserve requirement (land or money) established by the subdivision authority. The appeal may be commenced by providing a written statement of the grounds of appeal to:

**Lethbridge County Subdivision and Development Appeal Board**

Hilary Janzen - Senior Planner/Development Officer  
#100, 905 - 4 Ave S, Lethbridge, AB T1J 4E4

The appeal board must receive your notice of appeal within 19 days of the date of this letter informing you of the subdivision authority's decision. ***(Please contact the municipality to determine any applicable fees.)***

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$200.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at [www.orrsc.com](http://www.orrsc.com) for more details regarding the finalization process.

Yours truly,



Steve Harty  
Senior Planner

SH/so  
Attachment

## RESOLUTION

2016-0-122

**Lethbridge County**

**Agriculture & Agri-Business Industrial** subdivision of S1/2 5-8-20-W4M

THAT the Agriculture & Agri-Business Industrial subdivision of S1/2 5-8-20-W4M (Certificate of Title No. 081 336 051, 081 336 051 +2), to subdivide an initial small phase of a rural industrial business park, and create two titles, consisting of 29.55 and 11.26 acres (11.96 and 4.56 ha) and a residual title of 70.72 acres (28.62 ha), respectively in size, for agriculture & agri-business industrial use; **BE APPROVED** subject to the following:

**RESERVE:**The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 40.81 acres at the market value of \$12, 870.00 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

Once the MR payment has been satisfied, the existing deferred reserve caveat registered on the title for Lot 1, Block 1, Plan 0814065 (Document # 081 336 052) may be discharged/adjusted accordingly. (The existing deferred reserve caveat may remain on title for Lot 2, Block 1, Plan 0814065 and managed through a separate subdivision process (*File no. 2015-0-096*.)

### CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The Development Agreement may address the extra dedication and construction of the roads.
3. That the road closure process be applied for at the applicant's expense, and subsequently approved by Lethbridge County and the Minister of Transportation, prior to final endorsement. The final subdivision plan as prepared by an Alberta Land Surveyor, is to be inclusive of the required new road network. The final subdivision plan is to reflect that portion of closed road area to be incorporated into proposed Lot 5. The new relocated service road must be opened prior to a portion of the existing service road being closed to the public.
4. That any conditions of Alberta Transportation shall be met, including the provision of the engineer's assessment as stipulated, prior to finalization.
5. That any easement(s) as required by utility companies or the municipality shall be established.

### REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.

2016-0-122  
Page 1 of 4

3. The Subdivision Authority is satisfied proposed subdivision conforms to the Area Structure Plan and lot configuration approved for the land.

**INFORMATIVE:**

- (a) Municipal Reserve on the remainder 70.72 acre parcel may be addressed at future subdivision stages as it is presently continued to be used for agriculture and is over 40-acres in size.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Alberta Transportation, John Thomas – Development/Planning Technologist:

“Reference your file to create two (2) light-industrial lots at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002 (“the regulation”).

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

To that end, the department is in receipt and has reviewed the “508 Agri-Business Park Area Structure Plan (“508 ASP”) and a supplemental Traffic Impact Assessment (“TIA”) that were prepared to support and qualify the development of the 508 Agri-Business Park. Alberta Transportation has not endorsed either document and given the time lapse this file is considered to be inactive and will require reapplication if they wish to proceed.

Notwithstanding the foregoing, the department is prepared to deal with the current proposal in isolation and our comments will be expressly based on creation of the two light-industrial lots only.

Therefore, strictly from Alberta Transportation’s point of view, creation of the two light-industrial lots could be accommodated subject to the following:

- An integral part of this application will see relocation of the existing direct highway access. Given the site specific circumstance in this instance in lieu of the pre-planning availed by Section 14(e) (Area Structure Plan and supplementary Detailed Traffic Impact Assessment) of the regulation, the department is prepared to accept an Engineer’s Assessment to determine the type of intersection that will be required to accommodate the traffic that will be generated by the existing and proposed developments.

Given the foregoing, the department would recommend that the applicant retain a consultant firm with sufficient transportation expertise to assess the impact on the highway. The Engineer’s Assessment should demonstrate and conclude that access to the highway could be developed in accordance with the departments current Access Management Guidelines and Geometric Design Standards for a Public Road Allowance.

The internal local road design and layout would make any consideration for a paralleling service redundant.

Therefore, pursuant to Section 16 of the regulation, in this instance treated in isolation and subject to the requirement of the Engineer’s Assessment the department grants a waiver of said Sections 14 and 15(2).

Section 16 of the regulation only states that the requirements of Sections 14 and 15 may be varied. Although the waiver of these sections has been granted for this application, it has been granted under site specific circumstance (treated in isolation and engineer's assessment) and it should not be construed that this variance would set precedent or be granted as a matter of course.

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

The subject property is within the noted control lines and as such any development would require the benefit of the said permit including but not limited to development of the relocated direct highway access. To ensure that any future highway expansion plans are not unduly compromised minimum setbacks would be identified and invoked as a condition of approval such that an adequate buffer would be maintained alongside the highway and any other highway related issues (including acceptance of a detailed intersection design) could be appropriately addressed. The applicant could contact the department through the undersigned, at Lethbridge 403/381-5426, in this regard.

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

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

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application."

- (e) TELUS Communications Inc. has **no objections** to the current land owner proceeding with this application.

It is the land owner's responsibility to ensure they contact Alberta One-Call to ensure no facilities will be disrupted. If at any time TELUS facilities are disrupted, it will be at the sole cost of the land owner.

- (f) Alberta Health Services has reviewed the application and has no objection to the proposed provided all pertinent bylaws, regulations and standards are complied with.

- (g) FortisAlberta, Beth Hergert:

**"Easements are required** for this development. FortisAlberta will contact the developer to initiate the process of securing an easement for the proposed subdivision. FortisAlberta is requesting that the Oldman River Regional Services defer its subdivision approval until such time as this easement process is complete and the developer has entered into an appropriate easement agreement with FortisAlberta and the easement has been properly registered with Land Titles (Alberta). FortisAlberta will notify Oldman River Regional Services once these steps have been completed and confirm to you that FortisAlberta no longer has any concerns with Oldman River Regional Service's approval of this subdivision.

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

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



# AGENDA ITEM REPORT



**Title:** Bylaw 21-002 - Land Use Bylaw Amendment Hamlet Public/Institutional (HP/I) to Hamlet Residential (HR), Plan 9611179 Block 18 Lot 11 (Monarch Water Tower Site) - Public Hearing

**Meeting:** Council Meeting - 11 Feb 2021

**Department:** Community Services

**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 28 Jan 2021  
Approved - 30 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

Lethbridge County Administration has determined that the former Monarch Water Tower site can be re-designated from Hamlet Public/Institutional to Hamlet Residential to allow for up to 5 Hamlet Residential Parcels.

## RECOMMENDATION:

That Bylaw 21-002 be read a second time.  
That Bylaw 21-003 be read a third time.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Lethbridge County Council approved the removal of the Monarch Water Tower as part of the 2020 Budget.
- Bylaw 21-002 was read a first time on January 13, 2021.

## BACKGROUND INFORMATION:

The Monarch Water Tower was demolished in the fall of 2020. County Administration has determined that the best use of the parcel going forward would be for residential purposes. In order to move forward with creating the lots the parcel first needs to be re-designated from Hamlet Public/Institutional to Hamlet Residential. Once the titles have been re-designated to Hamlet Residential the lots can be subdivided, serviced with municipal water and sewer and then put up for sale.



This particular area was not originally contemplated for redevelopment in the Monarch Hamlet Growth Study as it was not known when the water tower would be removed. The location is suitable for residential development as it close to hamlet amenities (Community Centre and school) and it is easily serviced by water and sewer.

The proposed re-designation complies with policies of the Municipal Development Plan Section 6.3 (Residential Policies) as it will add to the range of housing options available in the County by providing more urban style serviced lots. In addition, the application is consistent with Section 6.10 (Hamlet Policies) of the MDP as it supports the growth of the hamlet.

The proposal was circulated to County Departments and external agencies for review. No concerns were expressed regarding the re-designation.

The application was advertised in the January 19 and 26 editions of the Sunny South News and notices were also sent to the adjacent landowners.

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

County Council may choose to not proceed with second reading and adoption of the Bylaw.

Pros: The lot would be retained by the County and could be used for a different purpose in the future as determined by County Council.

Cons: County would forego the more immediate revenue received from the sale and future taxation of the residential lots.

#### **FINANCIAL IMPACT:**

- The cost to the County to install services is approximately \$10,000 per lot.
- It is estimated that the cost of the lots could be between \$50,000 and \$60,000 per lot which would be verified when the lots go up for sale by either the County's Assessor or a third party appraisal.

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

The rezoning to Hamlet Residential will provide more residential opportunities in the Hamlet of Monarch.

#### **ATTACHMENTS:**

[Bylaw 21-002 - Monarch Water Tower Site - Amendment to LUB](#)

[AT Comments](#)

[AHS Comments](#)

[ATCO Gas Comments](#)

[ATCO Pipelines Comments](#)

[Telus Comments](#)

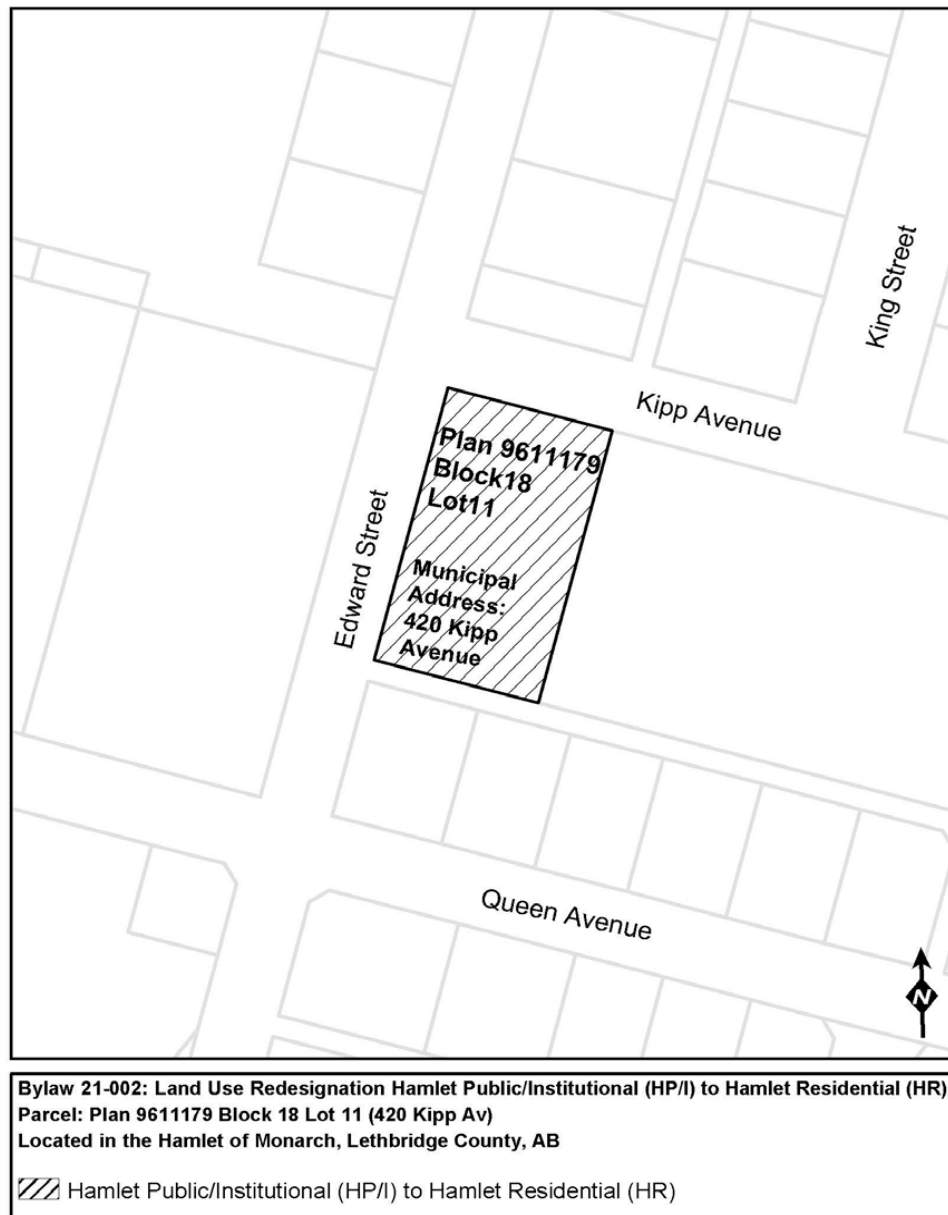
[Fortis Comments](#)

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 21-002**

Bylaw 21-002 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, 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 21-002 is to re-designate Plan 9611179 Block 18 Lot 11 in the Hamlet of Monarch from Hamlet Public/Institutional (HPI) to Hamlet Residential (HR) as shown below;



AND WHEREAS the re-designation of the lands will allow for future residential subdivision and development 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;

X:\Executive Files\115 Bylaws\2021 Bylaws\Bylaw 21-002 – Monarch Water Tower Site – Amendment to LUB

GIVEN first reading this 13<sup>th</sup> day of January 2021.

\_\_\_\_\_  
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 <sup>st</sup> Reading	January 13, 2021
2 <sup>nd</sup> Reading	
Public Hearing	
3 <sup>rd</sup> Reading	

AT File Reference: RSDP033702  
Our Reference: 2512-SW 7-10-23-W4M (3A)  
Your Reference: Bylaw No. 21-002

January 7, 2021

Hilary Janzen  
Supervisor of Planning & Development  
[hjanzen@lethcounty.ca](mailto:hjanzen@lethcounty.ca)  
Lethbridge County  
#100, 905 – 4 Avenue South  
Lethbridge, AB T1J 4E4

Dear Ms. Janzen:

**RE: PROPOSED LAND USE REDESIGNATION  
LOT 11, BLOCK 18, PLAN 9611179  
PORTION OF SW 7-10-23-W4M  
LETHBRIDGE COUNTY (HAMLET OF MONARCH)**

Reference to Bylaw Amendment 21-002 to facilitate redesignation of the caption noted lands from “Hamlet Public/Institutional (HP/I)” to “Hamlet Residential (HR)” to accommodate a future subdivision of five (5) lots.

Should the approval authority find sufficient merit to ratify the proposed rezoning, the subsequent subdivision would be contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 (“the regulation”).

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

To that end, the parcels to be created will gain indirect access to the provincial highway network solely by way of the local road system. Given this, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the hamlet residential parcels as proposed would have any appreciable impact on the highway.

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

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

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the hamlet residential parcels could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403/382-4052, in this regard.

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

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

Thank you for the referral and opportunity to comment.

Yours truly,

Leah Olsen  
Development/Planning Technologist  
403-388-3105

LO

cc: Oldman River Regional Services Commission – [steveharty@orrscc.com](mailto:steveharty@orrscc.com)

## Hilary Janzen

---

**From:** Gail Williamson <Gail.Williamson@albertahealthservices.ca>  
**Sent:** Thursday, December 17, 2020 1:15 PM  
**To:** Hilary Janzen  
**Subject:** Bylaw 21 002

Reviewed with no objections.

Gail Williamson, CIPHI (C)  
Executive Officer/Public Health Inspector  
Alberta Health Services  
Lethbridge Community Health  
Phone 403-388-6690 ext 5  
Environmental Public Health 24 Hour Emergency Number 1-844-388-6691

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## Hilary Janzen

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**From:** Lahnert, Jessica <Jessica.Lahnert@atco.com>  
**Sent:** Friday, December 18, 2020 9:36 AM  
**To:** Hilary Janzen  
**Subject:** RE: Lethbridge County - Land Use Bylaw Amendment Bylaw 21-002

Hi Hilary,

ATCO Gas has no objection to the proposed LU Bylaw amendment.

Thanks,

**Jessica Lahnert**

Administrative Coordinator  
Natural Gas

P. 403 245 7443

---

**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Thursday, December 17, 2020 8:08 AM  
**To:** Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; South Land Administration <SouthLandAdministration@atco.cul.ca>; South District Engineering <SouthDistrictEngineering1@atco.com>  
**Subject:** Lethbridge County - Land Use Bylaw Amendment Bylaw 21-002

**\*\*Caution – This email is from an external source. If you are concerned about this message, please forward it to [spam@atco.com](mailto:spam@atco.com) for analysis.\*\***

Hello Everyone,

Please see the attached referral from Lethbridge County regarding an application to redesignate a parcel from Hamlet Public Institutional to Hamlet Residential. The parcel in questions is the former water tower site in the Hamlet of Monarch. Please have comments back to me by January 15, 2021. If you require additional time to provide comments please let me know.

Regards,

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

403.328.5525 office  
403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)



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## Hilary Janzen

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**From:** McNabb, Jarvis <Jarvis.McNabb@atco.com>  
**Sent:** Thursday, December 24, 2020 8:03 AM  
**To:** Hilary Janzen  
**Subject:** RE: Lethbridge County - Land Use Bylaw Amendment Bylaw 21-002

Hi Hilary.

ATCO has no objections to this proposal.

Thanks,

**Jarvis McNabb** P.L.(Eng.), R.E.T.  
Engineering Technologist, South District Engineering  
Natural Gas

**P.** 587 220 2583 **F.** 403 380 5428  
**A.** 410 Stafford Dr N Lethbridge AB Canada T1H 2A9

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**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Thursday, December 17, 2020 8:08 AM  
**To:** Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; South Land Administration <SouthLandAdministration@atco.cul.ca>; South District Engineering <SouthDistrictEngineering1@atco.com>  
**Subject:** Lethbridge County - Land Use Bylaw Amendment Bylaw 21-002

**\*\*Caution – This email is from an external source. If you are concerned about this message, please forward it to [spam@atco.com](mailto:spam@atco.com) for analysis.\*\***

Hello Everyone,

Please see the attached referral from Lethbridge County regarding an application to redesignate a parcel from Hamlet Public Institutional to Hamlet Residential. The parcel in questions is the former water tower site in the Hamlet of Monarch. Please have comments back to me by January 15, 2021. If you require additional time to provide comments please let me know.

Regards,

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

403.328.5525 office  
403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)



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## Hilary Janzen

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**From:** Chris Rvachew <CHRIS.RVACHEW@telus.com> on behalf of circulations <circulations@telus.com>  
**Sent:** Tuesday, December 22, 2020 2:57 PM  
**To:** Hilary Janzen  
**Subject:** RE: Lethbridge County - Land Use Bylaw Amendment Bylaw 21-002

Good Afternoon,

TELUS Communications Inc. has no objections to the mentioned circulation.

Thanks,

**Chris Rvachew | Real Estate Specialist**  
**Customer Network Implementation | TELUS | Rights of Way**  
2930 Centre Avenue NE, Calgary, AB T2A 4Y2  
Phone: (403) 384-3066 | [circulations@telus.com](mailto:circulations@telus.com)

Please do NOT e-mail me directly. To avoid delays in processing, send all e-mails to [circulations@telus.com](mailto:circulations@telus.com).

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---

**From:** Hilary Janzen [mailto:[hjanzen@lethcounty.ca](mailto:hjanzen@lethcounty.ca)]  
**Sent:** December 17, 2020 08:08 AM  
**To:** Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; circulations <circulations@telus.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>  
**Subject:** Lethbridge County - Land Use Bylaw Amendment Bylaw 21-002

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Hello Everyone,

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Supervisor of Planning and Development  
Lethbridge County  
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Lethbridge, AB T1J 4E4

403.328.5525 office  
403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)



## Hilary Janzen

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**From:** Brar, Jay <jay.brar@fortisalberta.com> on behalf of Land Service <landserv@fortisalberta.com>  
**Sent:** Friday, January 15, 2021 3:54 PM  
**To:** Hilary Janzen  
**Subject:** RE: Due January 15, 2021 Lethbridge County - Land Use Bylaw Amendment Bylaw 21-002

Hi,

FortisAlberta has no concerns or requirements.

Thanks

## Jay Brar | Senior Land Coordinator

FortisAlberta Inc. | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | Tel: 403-514-4119 | Cell: 403-826-6119

[Project Status Portal](#) | Check the status of your New Service Connection or Project.

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For more information please visit [fortisalberta.com](http://fortisalberta.com)

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**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Thursday, December 17, 2020 8:08 AM  
**To:** Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; Land Service <landserv@fortisalberta.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>  
**Subject:** Due January 15, 2021 Lethbridge County - Land Use Bylaw Amendment Bylaw 21-002

**EXTERNAL EMAIL:** Use caution with links and attachments.

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# AGENDA ITEM REPORT



**Title:** Planning and Development Department 2020 Annual Report  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Community Services  
**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 21 Jan 2021  
Approved - 25 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

This is the 2020 Annual Report for the Planning and Development Department.

## RECOMMENDATION:

This report is for information purposes only, therefore no resolution is required.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Planning and Development Department takes direction from the bylaws approved by County Council including:

- Lethbridge County Land Use Bylaw 1404
- Lethbridge County Municipal Development Plan 1331

## BACKGROUND INFORMATION:

Lethbridge County's Planning and Development Department takes direction from the Bylaws and guiding documents that have been approved by County Council including the Lethbridge County Municipal Development Plan, Intermunicipal Development Plans, Lethbridge County Land Use Bylaw, and Area Structure Plans. The Planning and Development Department, amongst other things, manages the issuance of development permits, amendments and updates to the Land Use Bylaw, planning projects, Intermunicipal relations and referrals, enforcement of the Land Use Bylaw and other planning bylaw regulations.

In 2020 along with day to day duties, the following projects were undertaken:

- Hamlet Growth Studies for Chin and Kipp completed
- Hamlet Growth Studies for Shaughnessy and Diamond City draft completed and sent out to hamlet residents for review and comment.

- Completed the Grouped Country Residential Land Use Strategy.
- Completed the subdivision and road realignment process of the former CP Station Lands in Turin.

#### Development Authority

In 2020, 181 development permit applications were received. This the same as 2019 when 181 development permit applications were submitted, but above the 178 development permit applications which were submitted in 2018. The construction value for 2020 was significantly lower at approximately \$57.5 million compared to 2019 which came in at approximately \$328 million but was more in line with the approximate value of \$52 million in 2018. This drastic difference between 2020 and 2019 was due to large solar and wind developments that began in 2019.

As of December 31, 2020, 164 development permits were issued, 3 permits were refused, 5 were withdrawn and 9 were in circulation. Of the permits that were issued, 58 were residential, 33 accessory buildings (i.e., shops, sheds, garages), 31 commercial/industrial, 23 agricultural, 5 signage, 10 home occupation, 1 public/institutional, 2 miscellaneous and 1 demolition.

The Development Authority also issued 51 letters of compliance in 2020, this was up from 44 that were issued in 2019.

#### Building Permits

A total of 761 permits (building, electrical, plumbing, gas, and private sewage) were received by Park Enterprises on behalf of Lethbridge County from January 1 to December 31, 2020. In 2019 a total of 560 permits were received between January 1 and December 31.

The revenue received from the contract agreement with Park Enterprises in 2020 was \$74,453.95.

#### Subdivision Applications

The Subdivision Authority made decisions on 27 subdivision applications all were approved.

#### Subdivision and Development Appeal Board

There was one Subdivision and Development Appeal Hearing held to appeal a refusal of Development Permit application (2020-025). The appeal board upheld the appeal and approved the development permit with new conditions.

#### Re-designations:

In 2020 9 re-designations were considered by County Council:

- Bylaw 19-045 (Rural Urban Fringe to Rural General Industrial) - Approved January 15, 2020
- Bylaw 19-046 (Lethbridge Urban Fringe to Grouped Country Residential) Approved March 5, 2020
- Bylaw 20-001 (Rural Urban Fringe to Business Light Industrial and Rural General Industrial) Approved March 5, 2020
- Bylaw 20-002 (Rural Agriculture to Business Light Industrial) Approved May 21, 2020.
- Bylaw 20-010 (Rural Urban Fringe to Rural General Industrial) Approved June 18, 2020.
- Bylaw 20-013 (Rural Agriculture to Grouped Country Residential) - Approved July 23, 2020.
- Bylaw 20-014 (Grouped Country Residential to Direct Control) - Approved August 6, 2020.
- Bylaw 20-016 (Lethbridge Urban Fringe to Grouped Country Residential) - Approved September 3, 2020
- Bylaw 20-020 - (Hamlet of Turin re-designation and hamlet boundary adjustment) - Approved December 3, 2020

#### Area Structure Plans



- Bylaw 20-008 - Amendment to the Pater Area Structure Plan Approved May 21, 2020.

#### Road Closures

- Bylaw 20-007 - Road Closure, Sale and Consolidation of Sydney Street in the Lucy Howe Subdivision - Council approved sending the Bylaw to the Minister of Transportation for approval.
- Bylaw 20-018 - Road Closure, Sale and Consolidation of a portion of 1st Street in Turin - County approved sending the Bylaw to the Minister of Transportation for approval
- Road Plan 1614LK was closed by County Council Resolution and send to the Minister of Transportation for approval.

#### Intermunicipal Relations

- 18 intermunicipal referrals were received and responded to.
- Village of Barons - the Intermunicipal Development Plan between Barons and Lethbridge County (Bylaw 20-004) was approved on May 21, 2020 by Lethbridge County Council and on September 8, 2020 by the Village of Barons.
- The Lethbridge County/Town of Coaldale Intermunicipal Development Plan Amendment was approved by both Councils in September 2020
- The Lethbridge County/Town of Coalhurst Intermunicipal Development Plan amendment which includes the North of Coalhurst/Kipp Industrial Area Structure Plan received first reading in November 2020 and the public hearing is anticipated in February 2021.

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

Not Applicable

#### **FINANCIAL IMPACT:**

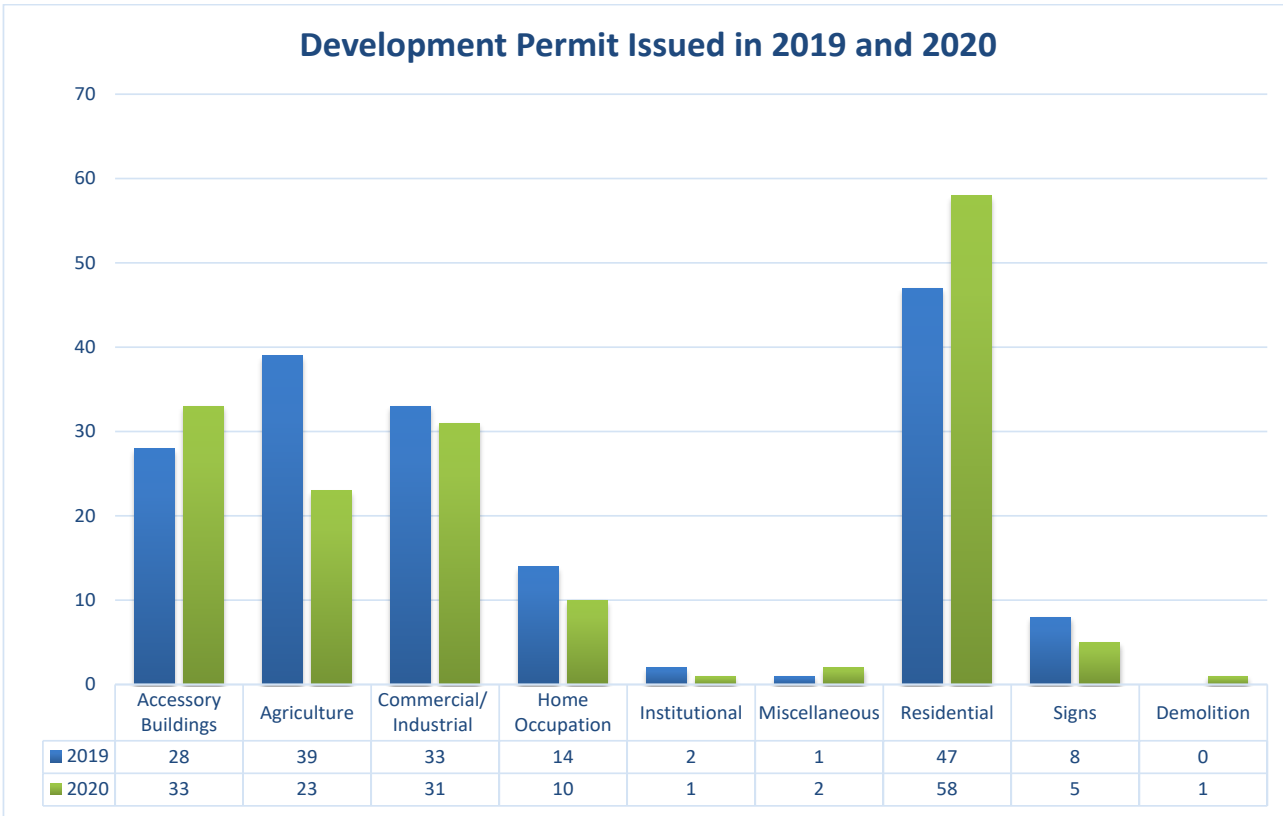
Revenue from Park Enterprises contract: \$74,453.95.

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

This report is strictly to inform County Council on the activities of the Planning and Development Department - no decision or action is required.

#### **ATTACHMENTS:**

[DP Stats 2019 and 2020](#)



# AGENDA ITEM REPORT



**Title:** Policy Revisions - Lethbridge County Vehicles and Equipment - Use, Inspection, Maintenance, and Personnel Policies  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Municipal Services  
**Report Author:** Jeremy Wickson

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 04 Feb 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

Administration has been reviewing policies and updating them accordingly to current standards. Through the review process, a number of policies were found to be repetitive or outdated.

New policies proposed include previously approved policies and any updates to current applicable legislation.

## RECOMMENDATION:

New vehicle and equipment policies are adopted as a culmination of previous policies.

Policy 721 is adopted which amalgamates Policy 101 Use of Public/Private Vehicles by County Employees, 701 Fleet Definitions, 702 Vehicle Use: Traffic Laws & Operator Conduct, 703 Accident Reporting, Procedure, Liability, 704 Care of County Vehicle, 710 Defensive Drivers Training, 712 Distracted Driving, 713 Driver Training and Evaluation, 715 Daily Records, 716 Record Retention, 717 Safety Equipment, 718 Seat Belt Use which can be rescinded accordingly.

Policy 722 is adopted which amalgamates 704 Care of County Vehicle, Policy 713 Driver Training and Evaluation, 714 Maintenance and Inspection, 715 Daily Records, 716 Record Retention, 801 Maintenance of Equipment and Tools which can be rescinded accordingly.

Previous Policy 705 Mileage Reporting and Rental Rates is rescinded, currently represented by Policy 114 and 155.

Previous Policy 706 Alcohol and Drug Use is rescinded, currently represented by Policy 138.

**PREVIOUS COUNCIL DIRECTION / POLICY:**

Council has adopted policies on an ongoing basis that address the commercial vehicle legislation requirements.

Approximately 15 policies exist under the fleet department and the majority have been active since 2010.

**BACKGROUND INFORMATION:**

Policy updating has been an ongoing task of senior management. The current fleet policies are divided into several stand-alone individual policies which can be amalgamated into several structured documents.

The details contained with the policy 721 and 722 are current with commercial vehicle legislation for maintenance and inspection.

**ALTERNATIVES / PROS / CONS:**

An external review of commercial vehicle program including a Carrier Profile audit report:

PROS - The County would have a benchmark set to improve upon, scored by the audit process for compliance. Policies would be reviewed through a third party.

CONS - This would involve hiring a third party for review versus using internal staff resources.

More Policies are combined under one larger document:

PROS - One source for all details related to vehicles and equipment

CONS - Policies become too large to manage existing targets and are difficult to update. The proposed 721 and 722 split responsibilities between usage and records, and to maintenance and inspection.

Existing Policy is left as is:

PROS - Policies remain unchanged.

CONS - Commercial vehicle legislation is constantly being updated and policy changes need to follow accordingly to stay current. The county may not be current with existing policies if they remain as is.

**FINANCIAL IMPACT:**

No change in financial implications, equipment maintenance will continue as scheduled.

The majority of aspects contained in the policies are legislated and the County has been previously conducting the majority of processes.

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

The proposed new policies update the County to current legislation requirements. The policies are intended to meet requirements for vehicle and equipment use, records, inspection, maintenance, and personnel. These are in conjunction with legislative requirements from the province through the Commercial Vehicle branch, Occupational Health and Safety, Freedom of Information and Privacy Act, and other regulatory representatives.

**ATTACHMENTS:**

[721 Vehicles and Equipment - Usage and Operations](#)

[722 Vehicles and Equipment - Safety Inspection and Maintenance](#)



## Lethbridge County Policy Handbook

**EFFECTIVE:** February 11, 2021      **SECTION:** 700 NO. 721

**APPROVED BY:** County Council

**SUBJECT:** Vehicles and Equipment - Usage and Operations

**REVISED DATE:**

---

### **PURPOSE AND INTENT**

The purpose of this policy is to ensure appropriate usage and maintenance of Lethbridge County (hereinafter referred to as the “County”) owned vehicles and powered mobile equipment. This policy addresses safety plans, driver files, driver record retention, repairs and after-hours usage of County vehicles.

### **POLICY**

Employees of the County shall adhere to the following guidelines, in the use of County owned vehicles and powered mobile equipment:

1. All County owned vehicles and powered mobile equipment are to be used for County based business and activities. Vehicles and powered mobile equipment shall not be used for personal gain. Personal use that will be accepted are as follows:
  - When the positions require 24-hour access to vehicles, as approved by senior management or designate. Positions that are provided a designated unit will incur a taxable benefit for travel to and from their base of operations and residence. The taxable benefit is calculated based on the prescribed rate as set by the Canada Revenue Agency (CRA).
2. All operators of County owned vehicles and powered mobile equipment must have a current, valid operator’s license, applicable to the vehicle and equipment they are authorized to be operating.
3. All County vehicles and equipment must be operated in a safe and courteous manner; abuse of County vehicles and equipment could lead to disciplinary action of the offending employee(s). Operators of County vehicles are responsible for all ticketed violations applicable to their use of the vehicle. Vehicles left unattended shall have the ignition turned off, the keys removed, and the doors locked.
4. All County vehicles shall be kept in a clean and orderly manner. Operators shall be responsible for the completion of the [“Pre/Post Check of Vehicles and Equipment](#)



## Lethbridge County Policy Handbook

[Daily Log](#)" for any and all vehicles / equipment that they are assigned to use and shall report immediate problems to their supervisor or Department Head.

5. All accidents or damage to equipment and vehicles shall be reported immediately to the direct supervisor, then to the Department Head. The employee involved in the damage/accident shall complete an Accident Report (as per HR-025 Directive) which shall then be forwarded to the Department Head. The Department Head shall immediately notify the Chief Administrative Officer (CAO) or designate who will inform the County insurance agent.

### **SAFETY PLANS**

The County under the authority of a safety fitness certificate addresses the following matters in relation to the safe use and operation of all equipment ([AR 314/2002 Section 40](#)):

1. Drivers will comply with all traffic laws including but not limited to speed limits, seat belt use, drug and alcohol use, defensive driving, load security and fueling (**See Module 1 - Safe Use and Operation of County Vehicles for details below**).
2. Drivers shall not operate or permit another person to operate a vehicle or piece of equipment that is likely to cause danger to person or property. Required tasks should be in compliance with the capabilities and rated capacities of equipment or vehicle being used.
3. Drivers are required to wear and use safety equipment that is applicable to the working conditions including but not limited to fire extinguishers, hard hats, goggles (**See Module 2 - Use of Safety Equipment for details**).
4. Drivers are only authorized to drive vehicles that they are properly licensed to operate by the Class of license they possess through proof of licensing.
5. Commercial vehicle drivers will be evaluated on an annual basis through a standardized commercial vehicle driver evaluation template [DRIVER EVALUATION](#), based on the type and Class of vehicle they are operating on a regular basis as part of their operational responsibilities.
6. Drivers will be instructed and are expected to comply with safety legislation, law, and policy and procedures related to driver training, responsibilities, conduct and discipline.
7. Drivers will be instructed on National Safety Code (NSC) requirements such as hours of service, trip inspections and cargo securement as required. Additional training on these topics will be done in sessions conducted by administrative, maintenance and safety personnel or by a qualified contractor (**See Module 4 - Employee Training and Evaluating of Skills for details**).
8. Drivers are expected to record hours of service, with start and end times, for compliance review and any other documentation of transportation information that is required including bills of lading, manifests, dangerous goods documents, and weigh slips as required (**See Module 3 - Proper Record Completion for details**).
9. Drivers are expected to report all driving violations within their employment immediately to their employer. Driving violations outside of work are to be reported to their employer the following working day to the County.



## Lethbridge County Policy Handbook

10. All commercial vehicles will carry a copy of the applicable [Trip Inspection Schedule of NSC Standard 13, Part 2 \(AR 121/2009\)](#).
11. Management will review driver abstracts and violations on an annual basis.
12. Disciplinary procedures will follow those outlined in the **Lethbridge County Directive HR 030**.

### Driver Files and Records

The County will retain information pertaining to all operators of vehicles and equipment with the following stipulations ([AR 314/2002 Section 41, 43](#)):

1. Completed application form for employment and/or resume.
2. Drivers abstract when first hired, dated within 30 days of the date of initial employment.
3. Annual drivers abstract will be updated every subsequent year for every employee. If in the case license has expired during the year carrier will request a notice of renewal at time of expiration and subsequently update the drivers abstract accordingly.
4. Driver history files pertaining to employment history (previous 3 years) and driver convictions of safety laws (previous 4 years) and/or administrative penalties.
5. A record of any administrative penalty imposed on the driver under safety laws.
6. All vehicle collisions will be recorded involving a motor vehicle operated by the driver.
7. Current medical certificate for all drivers who require a medical exam on a regular basis as a condition of their licensing will be obtained through drivers abstract upon license renewal, expirations will be monitored by administration, department heads and safety coordinator.
8. All training that the employee have undertaken with the County or other organization related to the operation of a commercial vehicle and compliance with safety laws is retained on file.

### Driver Record Retention:

The County will retain these records at the carrier's principal place of business in Alberta (i.e. Carrier's address shown on their Safety Fitness Certificate) which will be the Lethbridge County downtown office;

1. Retained for at least five years from the date they are created, established, or received (unless specified otherwise by specific legislation).
2. Available for inspection by a peace officer during the carrier's regular business hours.
3. Digital timesheets are stored and available through the Employee Self Service (ESS) and hours unless otherwise stated will be in conjunction with operational hours in the Lethbridge County Union Collective Agreement





## Lethbridge County Policy Handbook

### Repairs

1. Preventative maintenance programs shall be implemented and scheduled by the respective Department Heads. These programs shall be based on the manufacturer's recommended maintenance specification and shall be completed for all vehicles and powered mobile equipment and retained on file for a four (4) year period.
2. General repairs shall be approved by the appropriate Department Head in consultation with the Fleet Supervisor, who shall schedule or approve scheduling of same.
3. Major repairs shall be approved by the Chief Administrative Officer (CAO); and the Department Head shall, upon approval by the Chief Administrative Officer (CAO), schedule or approve scheduling of same.

### Definitions

- "General Repairs": shall be classified as the repair or replacement of individual parts to the major components: for example, replacing broken belts, hoses, seals, repairing tires, etc. to a maximum of \$10,000.00.
- "Major Repairs": shall be classified as the repair or replacement of major components: for example, the removal, overhaul and/or replacement of engines, transmissions, hydraulic/electrical/brake systems, etc.
- "Preventative Maintenance": shall be classified as the regularly scheduled checks and servicing intended to reduce normal wear and promote long vehicle life. Preventive Maintenance shall meet or exceed the manufacturer's recommended specifications.



## Lethbridge County Policy Handbook

### Module 1 – Safety Program

#### Safe Use and Operation of County Vehicles

##### Speed Limits:

- Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

##### Seat Belt Use:

- Anyone, while operating or travelling as a passenger in a County vehicle, must use their seat belt(s) at all times, as legislated by the provincial and territorial government (CMVSS 209-seat belt assemblies, CMVSS 210-seat belt anchorages)

##### Drug and Alcohol Use:

- Refer to the County *Policy 138 – Drug and Alcohol Policy* and its future amendments.

##### Defensive Driving:

- Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills;
- Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for adverse changes in road, weather and traffic conditions.

##### Distracted Driving:

- As outlined in [Distracted Driving Regulation - Alberta Regulation 113/2011](#) with amendments and the [Traffic Safety Act](#)

##### Load Security:

- The driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with [National Safety Code Standard 10, Cargo Securement](#) as it relates to the particular type of commercial vehicle;
- The driver shall ensure that all cargo transported on a commercial vehicle is contained, immobilized or secured so that it cannot: leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle, or shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected;
- Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip. Drivers must re-inspect when any one of the following occurs: change of duty status (e.g. from "driving" to "on-duty not driving"); after driving for 3 hours; or after driving 240 kilometres;
- An employee or driver will not use any vehicle to transport goods unless;

1. the vehicle is constructed to carry the goods;



## Lethbridge County Policy Handbook

2. there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

A person shall not operate the vehicle transporting goods unless the equipment is properly used to secure the goods. The equipment may be permanently or temporarily attached to the vehicle for the purpose of transporting the goods

### **Fuelling:**

Before fuelling, the driver must:

- shut off engine;
- not smoke and/or extinguish any ignition source;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended;
- replace filler cap when finished fuelling.

### **Idling:**

The County recognizes that equipment idling wastes fuel, produces harmful equipment exhaust emissions, may cause unnecessary engine wear and contributes to noise pollution. Every opportunity must be taken by the operators to shut the equipment off when idling is not necessary for productive work.

All employees operating County equipment, leased or owned, shall observe the following guideline to reduce idling:

- Operators are expected to operate equipment without unnecessary idling;
- Not leaving equipment unattended;
- Engine warm up or cooling to not be excessive.

This will address the emissions concerns and short- or long-term operating costs of County equipment.



## Lethbridge County Policy Handbook

### Module 2 – Safety Program

#### Use of Safety Equipment

##### Use of Warning Devices:

During the night time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional;
- beacon light operating;
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

A person will not permit a commercial vehicle to be stationary outside of the limits of an urban area when due to insufficient light or atmospheric conditions objects are not clearly discernible at 150 metres unless;

- the hazard lights are alight if functional;
- Beacon light operating;
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

The following policy regarding the use of warning triangles during day time may help to keep parked commercial vehicle visible to other traffic.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless one of the following is done;

- the hazard lights are alight if functional;
- Beacon light operating;
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.



## Lethbridge County Policy Handbook

### **Use of Fire Extinguisher:** (As Applicable)

If the need to use the fire extinguisher arises:

1. Remember the word **PASS**:

- **P**ull - Pull the safety pin by breaking the seal;
- **A**im – Aim the nozzle, horn or hose at the base of the fire;
- **S**queeze - Squeeze the handle;
- **S**weep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

2. Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;
- hold the extinguisher in an **upright** position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

### **Personal Protective Equipment (PPE):** (As Applicable)

Employees will be educated on the proper use of all issued PPE (e.g. goggles, hard hats, breathing apparatus, etc.). Any education or training must be documented and placed on the driver's file.



## Lethbridge County Policy Handbook

### Module 3 –Safety Program

#### Proper Record Completion

The company will educate staff in hours of service, bill of lading/manifests, dangerous goods and weigh slips as required. A record will be maintained on each driver's file showing that the carrier ensures the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

The following are options for written instructions on how to properly complete records relevant to the operation.

#### Time Records for Radius Operation:

Driver does not require a daily log when ALL of the following conditions are met:

- (a) driver/vehicle does not operate beyond **160-kilometer** radius of the home terminal;
- (b) record accurate work shift start **and** end times;
- (c) return to home terminal (start and end at the same location);
- (d) released from work within **15 hours** from the start of the work shift;
- (e) the company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time).

**Note:** If one of the conditions on the previous page ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

#### Daily Trip Inspection:

The following information must be entered in a daily trip inspection:

- (a) the date;
- (b) the odometer and/or hour reading at the commencement of driving;
- (c) in the case where a vehicle is being operated by co-drivers, the drivers must each have name and initials to signify what periods of time or mileage number of hours that the vehicle has travelled during a workday;
- (d) the vehicle's unit or licence plate number;
- (e) the name of the carrier for whom the driver worked during the workday;
- (f) the name and signature of the driver;
- (g) the name of any co-driver;
- (h) the time of commencement of the work shift and the location at which the driver commenced the work shift;



## Lethbridge County Policy Handbook

- (i) record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
- (j) the odometer and/or hour reading at the shift end of driving;
- (k) the driver signs the daily log at the end of the driver's work shift.

### **Bills of Lading:**

**Note:** See [Bill Of Lading And Conditions Of Carriage Regulation AR 313/2002 Section 2](#) for exemptions (e.g. owner's own goods).

A bill of lading shall be identified by a numerical code or other means of identification and shall set out at least the following:

- (a) name and mailing address of the consignor;
- (b) date of the consignment;
- (c) point of origin of the shipment;
- (d) name of the originating carrier;
- (e) names of connecting carriers, if any;
- (f) name and mailing address of the consignee;
- (g) destination of the shipment;
- (h) particulars of the goods comprising the shipment, including weight and description;
- (i) a space for the signature of the consignor or his agent;
- (j) a provision stipulating whether the goods are received in apparent good order and condition;
- (k) a space in which to show the declared value of the shipment;
- (l) where charges are to be prepaid or collected;
- (m) a space in which to indicate whether the charges are prepaid or collect;
- (n) a space in which to show whether the C.O.D. fee is prepaid or collect;
- (o) a space in which to show the amount to be collected by the carrier on a C.O.D. shipment;
- (p) a space in which to note any special agreement between the consignor and the carrier;
- (q) a statement in conspicuous form indicating that the carrier's liability is limited by a term or condition of the applicable schedule of rates or by other agreement, if such a limitation exists.

The person who is the originating carrier of the goods being shipped shall, on the bill of lading issued for those goods:

- (a) acknowledge receipt of the goods by signing the bill of lading;



## Lethbridge County Policy Handbook

(b) indicate the condition of the goods and give details of any defect.

**Waybill:** The following examples are Alberta requirements. Add federal requirements where necessary.

**Note:** Refer to [AR 313/2002 Section 2](#) for exemptions (e.g. owners own goods).

Instead of carrying a bill of lading for the goods transported, a carrier may carry a waybill for the goods issued by the consignor or carrier. A waybill shall be identified by the numerical code or other means of identification set out on the bill of lading and set forth at least the following:

- (a) particulars of the goods carried on the vehicle;
- (b) name and mailing address of the consignor;
- (c) point of origin of the shipment;
- (d) name and mailing address of the consignee;
- (e) destination of the shipment;
- (f) names of connecting carriers, if any;
- (g) whether the charges are prepaid or collect;
- (h) date of the consignment.

### **Dangerous Goods Shipping Document:**

The following examples are Alberta requirements. Add federal requirements where necessary.

A Dangerous Goods Shipping Document shall set out at least the following:

- (a) date;
- (b) name;
- (c) address of Consignor;
- (d) description of Goods Transported;
- (e) shipping name;
- (f) primary Classification;
- (g) compatibility Group;
- (h) subsidiary Classification;
- (i) UN number;
- (j) packing group;
- (k) risk group;
- (l) 24-hour contact number;





## Lethbridge County Policy Handbook

- (m) ERAP number and telephone number.

Shipping documents must be carried within the driver's reach and, when the driver leaves the cab, the shipping documents must be left on the driver's seat, in a pocket on the driver's door or in an obvious place in the cab. If the vehicle is left in a supervised area, a copy of the shipping document must be left with the person in charge.

**Note:** There may be exemptions to regulations. Refer to **(SOR2001–286) Part 3**.

For more information refer to the website: [www.transportation.alberta.ca](http://www.transportation.alberta.ca) and/or contact the Dangerous Goods Coordination and Information Centre at 1-800-272-9600 for further information on bulletins, permitting and general information.

### **Weigh Slips:**

If required, carrier needs a policy on how to obtain accurate weights.



## Lethbridge County Policy Handbook

### Module 4 – Safety Program

#### Employee Training and Evaluating of Skills

**Training:** To increase knowledge and reduce violations.

Training will cover the following subjects: (as applicable)

- Lethbridge County safety program;
- safe vehicle operation;
- Lethbridge County maintenance program;
- *Traffic Safety Act* and regulations;
  - Hours of Service;
  - Pre/post trip inspection;
  - Weights and dimensions;
  - Load Securement;
  - Other regulations, as applicable to company operations.
- the *Dangerous Goods Transportation and Handling Act* and regulations made under that Act;
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

**Note:** Records of all employees training must be documented in the employee file as required by Alberta's [Commercial Vehicle Certificate and Insurance Regulation \(AR 314/2002\) Section 41\(1\)\(h\)](#). A copy of applicable legislation should be made available for any staff (e.g. website access, hard copy, or disk).

#### **Orientation:**

The carrier's safety and maintenance policies will be covered on initial hire. In addition, a written road test, knowledge of hours of service (logbooks and/or time records), weights and dimension, permits, cargo securement, and dangerous goods (if applicable) and how to conduct effective pre/post trip inspections will be part of the orientation process.

#### **Ongoing Training:**

Should cover at least the following:

- Hours of service (logbooks and/or time records) – Assess the need for training by conducting daily and periodic internal audits of:
  - driver's hours of service records to ensure documents are not falsified;



## Lethbridge County Policy Handbook

- daily log completion to ensure they meet the legislated requirements (form and manner);
  - other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- Pre/post trip Inspection – ongoing training provided through spot checks and monitoring of vehicle defects;
- Weights and dimension – ongoing training and monitoring provided on legal weights and dimension, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits checked before leaving the yard;
- Load securement – ongoing training and monitoring of compliance with Cargo Standard #10 through direct spot checks and monitoring the Carrier Profile;
- Other regulations, as applicable to company operations.

### Evaluating Driving Skills:

Steps identified to measure driving skill level, such as, driving in traffic, backing up, connecting a trailer, fueling, driving in the mountains, driving defensively and conducting trip inspections, identifying and reporting defects to the carrier.

- An ongoing program for evaluating employees' driving skills will be done through:
- road tests;
  - internal audits of records (logbooks, time records, etc.).
- Written exams to test driver skills and knowledge on (as applicable);
- hours of service;
  - weights and dimensions;
  - cargo securement;
  - dangerous goods;
  - etc.

Evaluation results will be retained on each driver's file.

### Lethbridge County Incident-Accident Form

[Incident-Accident Report Form](#)

### Directive HR-025 – Incident Reporting and Investigation Directive



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**EFFECTIVE:** February 11, 2021      **SECTION:** 700 NO. 722  
**APPROVED BY:** County Council  
**SUBJECT:** Vehicles and Equipment - Safety Inspection and Maintenance  
**REVISED DATE:**

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### PURPOSE

Lethbridge County (hereinafter referred to as the “County”) is committed to a proactive Health and Safety Program that protects its staff, its property and the general public from occupationally induced accidents, injuries and illness. Vehicle Safety Inspection and Maintenance are amongst the most important safety processes Lethbridge County conducts.

All County policies and practices will comply with the County Health and Safety requirements and applicable legislation including the Traffic Safety Act, provincial and federal regulations, and the Occupational Health and Safety Code as they relate to the maintenance of County owned equipment.

This policy is designed to meet requirements found within Compliance with Maintenance Standards Section 5, 6, 7 and 8 of Alberta Regulation 121/2009 –Traffic Safety Act – Commercial Vehicle Safety Regulation:

1. A carrier shall have a maintenance and inspection program that pertains to all of their NSC commercial vehicles and shall carry out the program in accordance with its terms. This will pertain to all other equipment serviced by the County.
2. A maintenance and inspection program must be in writing and provide for a continuous and regular program for the inspection, maintenance and repair of the carrier’s NSC commercial vehicles and equipment that meets the requirements of the Schedule and maintenance department program for repairs.

### POLICY

1. The preventative maintenance and inspection program will address the following areas:
  - daily trip inspections
  - repairs
  - routine scheduled maintenance
  - annual CVIP inspections
  - record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP

## Lethbridge County Policy Handbook

2. The Fleet Supervisor and/or County Mechanic will ensure that the County Shop complies with all applicable legislative requirements concerning technicians, shop conditions and equipment necessary for the safe and effective completion of vehicle safety inspections.
3. The Fleet Supervisor and/or County Mechanic will ensure that Vehicle Safety Inspections will be conducted according to the procedures outlined in the Minimum Vehicle Safety Systems Inspection and Repair Standards Schedule of Alberta Regulation 121/2009 – Traffic Safety Act – Commercial Vehicle Safety Regulation and Alberta’s Vehicle Inspection Regulation (AR 211/2006). The following documents will be used for vehicle maintenance and inspection:
  - Maintenance Schedule for County Equipment
  - Maintenance Inspection Form for County Equipment
4. The Fleet Supervisor and/or County Mechanic will ensure that a Record of Inspection – Commercial Vehicle inspection checklist will be completed for each vehicle each year, and that one copy of the Record of Inspection – Commercial Vehicle Inspection checklist will be maintained in a suitable form and location within the County Shop, and that a copy will be forwarded to the County office or accessible through a digital format. All vehicle inspection records will be maintained for a period of 4 years as per legislative requirements. All maintenance and repair records will be maintained for the 4-year period subsequently on each commercial vehicle and this will include units registered between 4,501 and 11,793 kilograms.
5. Operators of all County equipment will inspect their equipment on a daily basis to ensure safety and reliability. A Driver’s Vehicle Pre/Post Inspection Report form will be provided for inspections that comply with NSC Standard 13 : Trip Inspections Schedule 1 – Truck, Tractor and Trailer and of Alberta Regulation 121/2009 – Traffic Safety Act – Commercial Vehicle Safety Regulation , Trip Inspection Requirements Sections 9 through 16, and Schedule 1 and 2. A copy of this inspection form outlining equipment maintenance defects will be provided to the Fleet Supervisor and/or County Mechanic in order for repairs to be undertaken on a regular basis not to exceed 5 working days. Trip inspection reports will be kept on file for the month they are created and an additional 6 months following. A copy of the trip inspection sheet will be attached at the bottom of the document.
6. Major and minor defects that are reported during trip inspections will be reported to the Fleet Supervisor and/or County Mechanic. Major defects will be reported immediately to the carrier and appropriate actions taken to repair defect. Equipment with major defects shall be taken out of service until repairs are completed. Minor defects will be reported at the end of the working day and no later than the next required trip inspection. They will then be prioritized and addressed according to maintenance needs and repaired as required. A driver

## Lethbridge County Policy Handbook

shall not drive or be permitted to drive until all major defects have been repaired. The records documenting the repairs and/or maintenance will be retained on the appropriate vehicle or equipment file from the year created and for an additional 4 years following. All records will be kept for 6 months after the vehicle is retired or disposed of.

7. Annual commercial vehicle inspections and re-certification inspections will be conducted between January 1 and December 31 of each year. Every NSC commercial vehicle under the County shall have an annual inspection to ensure valid and current CVIP identification. This pertains to all types of NSC commercial vehicles in the fleet.
8. The County will maintain the following record keeping pertaining to each commercial vehicle used in the carrier's business:
  1. An identification of the vehicle, including
    - a) a unit number, the manufacturer's serial number or a similar identifying mark;
    - b) the make of the vehicle;
    - c) the year of manufacture.
  2. A record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including:
    - a) the nature of the inspection or work performed on the vehicle;
    - b) the date on which that inspection or work took place and the odometer, hubometer or hour reading on the vehicle at that time.
  3. Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices.
  4. Trip inspection reports prepared under section 12 of Alberta's *Commercial Vehicle Safety Regulation*.
  5. Unless otherwise authorized by the Registrar, we shall maintain the records at our principal place of business.

The County shall ensure that the records required to be maintained under this section are true, accurate and legible.

9. An external audit of 2 vehicles, selected by the Director of Public Operations will be conducted each year as a quality control measure.
10. Evaluation of the vehicle inspection program will be conducted each year including evaluation of the external audit, a review of all applicable inspection paperwork and a review of equipment used to conduct vehicle safety inspections. Applicable legislation changes will be incorporated yearly per review.



## Lethbridge County Policy Handbook

### Applicable Legislation

- [Traffic Safety Act](#)
- [113/2011 Distracted Driving](#) (With amendments 65/2016)
- [121/2009 Commercial Vehicle Safety](#) (With amendments 98/2017)
- [122/2009 Vehicle Equipment](#) (With amendments 49/2018)
- [211/2006 Vehicle Inspection](#) (With amendments 36/2017)
- [304/2002 Use of Highway and Rules of the Road](#) (With amendments 105/2014)
- [313/2002 Bill of Lading and Conditions of Carriage](#) (With amendments 107/2018)
- [314/2002 Commercial Vehicle Certificate and Insurance](#) (With amendments 67/2018)
- [315/2002 Commercial Vehicle Dimension and Weight](#) (With amendments 117/2018)
- [316/2002 Driver Training and Driver Examination](#) (With amendments 164/2016)
- [317/2002 Drivers' Hour of Service Regulation](#) (With amendments 232/2017)
- [320/2002 Operator Licensing and Vehicle Control Regulation](#) (With amendments 118/2018)
- [Government of Alberta Ministry of Transportation](#)
- [Alberta Transportation Safety Bulletins \(EDGE\)](#)
- [Code of Practice for Vehicle Inspection Program Technicians](#)
- [Code of Practice for Vehicle Inspection Program Facilities](#)

### Canadian Regulations

- [Canada Motor Vehicle Safety Standard 209 Seat Belt Assemblies](#)
- [Canada Motor Vehicle Safety Standard 210 Seat Belt Anchorages](#)
- [Canadian Council of Motor Transport Administrators \(CCMTA\) - Publications](#)
- [Motor Vehicle Safety Act](#)
- [Transport Canada](#)

### Lethbridge County Documentation

- Maintenance Schedule for County Equipment
- Maintenance Inspection Form for County Equipment
- Lethbridge County Operator's Pre/Post Trip Inspection Report
- Annual Dimension – Empty Special Haul Equipment
- Operate TAC Vehicles Off The Provincial Highways
- Annual Dimension Permit
- Annual Equipment Exemption
- Blanket Overweight Permit for Local Authorities

# AGENDA ITEM REPORT



**Title:** Policy Revisions - Recommendations for Policy 301, 304, 331 and 332  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Municipal Services  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 04 Feb 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

Review of Public Works Policies has found several outdated or sections that reference previous council direction from more recent years.

As policies have been updated previous policy that refers to similar information should have been rescinded at that time of new policy implementation but were previously not.

## RECOMMENDATION:

Policy 301, 304, 331 and 332 are rescinded

## PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 301 - Overall Policy was adopted in 1980 and updated in 2005

Policy 304 - Road Authority - Truck Traffic was adopted in 1980, and updated in 2005. Lethbridge County has an extensive haul route network and priority gravel road maintenance program. In addition, the County recently updated its Road Ban Bylaw and Commercial Vehicles are permitted through TRAVIS MJ.

Policy 331 - Gravel Sales was adopted in 1979, and updated in 2005.

Policy 332 - Tender Policy Pertaining to Gravel Crushing and Gravel Hauling was adopted in 1992 and updated in 2005.

## BACKGROUND INFORMATION:

Policy review and updates have looked at previous policy for consistency to existing practices or relevance to operations.



Policies for review, 301, 304, 331, and 332, were referenced against existing policies for consistency and/or repetition. Each policy was found to be represented in another stronger worded policy that was current.

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

Each policy could be reviewed accordingly and details selected for enhancement or strengthening of the policy document.

##### Policy 301 - Coverall Policy

PROS - Policy could be further enhanced to support the HR directive and set limitations as to expenditures on PPE within budget.

CONS - Repetition, majority of PPE is contained within the HR directive. PPE requirements are variable year to year and currently budgeted for within each department.

##### Policy 304 - Road Authority Truck Traffic

PROS - Greater enforcement and monitoring of the County road network.

CONS - Further restrictions and monitoring of truck traffic will require additional staff time.

##### Policy 331 - Gravel Sales

PROS - Gravel will be supplied to ratepayers at no cost as a service.

CONS - The budget impact is unknown but a cost would need to be budgeted annually, gravel reserve supplies will be impacted accordingly.

##### Policy 332 - Tender Policy Pertaining to Gravel Crushing and Gravel Hauling

PROS - Gravel Crushing is required on a regular basis for the County gravel road network, having the policy to support this is necessary

CONS - Procurement and purchasing are covered under the Purchasing Policy.

#### **FINANCIAL IMPACT:**

No current financial impact.

Policy 331 is not currently under the Schedule of Fees Bylaw, if a policy was to remain the Public Works department would need to determine a market value for gravel supplied to ratepayers

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

Policy 301 - Issuing coveralls and other personal protection equipment (PPE) is mandated through Occupational Health and Safety. The County has 2 directives that address this as well being HR029 Person Protective Equipment and HR034 Field Acceptable Work Attire. The County has provided PPE for staff including coveralls and vests that meet CSA requirements for visibility in the field.

Policy 304 - Road permits and routing are covered within previous policies, including Policy 351 - Market Access Network Haul Routes and Policy 352 - Road Use. In addition road bans and maintenance programs direct the operations on infrastructure to address the ongoing traffic patterns.

Policy 331 - Supplying gravel of 15 cubic meters or 24 tonnes is a substantial amount of gravel for farmsteads. If the given market cost of \$10/tonne gives this a value of \$240 per year if the policy was adopted as it was established

Policy 332 - Tendering process for gravel crushing contract is contained within Policy 170 Purchasing, which addresses the County procurement of goods and services. The County has been following procurement policy practices in conjunction with trade agreements.

The recent crushing contract was by RFP in 2019 and 2021 for a competitive bid process. In 2021, the County received 9 contractor submissions for gravel crushing.

**ATTACHMENTS:**

[331 Gravel Sales](#)

[332 Gravel Crushing](#)

[301 Coverall Policy](#)

[304 Road Authority Truck Traffic](#)



## County of Lethbridge Policy Handbook

**EFFECTIVE:** May 9, 1979                      **SECTION:** 300 NO. 331  
**APPROVED BY:** County Council              **SUBJECT:** Gravel Sales  
**REVISED DATE:** April 21, 2005

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MOVED that the County of Lethbridge adopt a policy that the County not sell gravel except when the pits are being used by County personnel, and all gravel dispersed to farmers must be controlled by the County.

The County will supply 15 cubic metres of gravel per farmer for each farmstead, with a maximum of 45 cubic metres to any individual farmer based on a principle of 15 cubic metres per farmstead.

Price established through the County of Lethbridge Schedule of Fees By-Law.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** February 12, 1992      **SECTION:** 300 NO. 332  
**APPROVED BY:** County Council      **SUBJECT:** Gravel Crushing  
**REVISED DATE:** April 21, 2005

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1. Administration will prepare an estimate for the gravel crushing needs for the County of Lethbridge on an annual basis.
  2. Upon determination of the gravel crushing requirements, administration will either:
    - a) Advertise in open public tender; or,
    - b) Request written quotes from select local suppliers.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** March 20, 1980

**SECTION:** 300 NO. 301

**APPROVED BY:** County Council

**SUBJECT:** Coverall Policy

**REVISED DATE:** April 7, 2005

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The County agrees to issue coveralls to all outside employees as required.



## County of Lethbridge Policy Handbook

**EFFECTIVE:** June 11, 1980                      **SECTION:** 300 NO. 304  
**APPROVED BY:** County Council              **SUBJECT:** Road Authority -  
Truck Traffic  
**REVISED DATE:** April 7, 2005

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MOVED that the Committee authorize the establishment of a policy for the routing of all truck traffic within the County of Lethbridge as follows:

The Director of Municipal Services and the Supervisor of Public Works, be authorized to direct truck traffic within the County, and all enquiries for proposed truck routes by trucking companies be first routed through the Public Works Office through the Utilities Clerk, who will then contact the Director of Municipal Services, Supervisor of Agriculture & Municipal Services, or the Supervisor of Public Works, for their authorization and instruction. The transaction, date and authorization will then be entered on a log.

# AGENDA ITEM REPORT



**Title:** Emergency Management Bylaw update  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Community Services  
**Report Author:** Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 18 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

The Province of Alberta has made changes to the Emergency Management Act (EMA) and Local Emergency Management Regulation (LEMR) which all municipalities must comply with. The attached draft Emergency Management Bylaw reflects the required changes which have to do primarily with emergency advisory committees, agencies and the emergency management plan. Draft Emergency Management Plan Bylaw No. 21-003 meets all the requirements of the provincial legislation.

## RECOMMENDATION:

That Municipal Emergency Management Bylaw No. 21-003 be read a first time.

That Municipal Emergency Management Bylaw No. 21-003 be read a second time.

That Council consider reading Municipal Emergency Management Bylaw No. 21-003 a third time.

That Municipal Emergency Management Bylaw No. 21-003 be read a third time.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Emergency Management Bylaw No. 1425 has been in place since June, 2014.

## BACKGROUND INFORMATION:

Effective January 1, 2020, municipalities are required to appoint an emergency advisory committee and agency by bylaw and establish specific guidelines for each of them to follow. The bylaw must also state that the emergency management agency must review the emergency plan at least once per year.

Draft Bylaw No. 21-003 is not significantly different than the current Municipal Emergency Management Bylaw No. 1425. However, the new bylaw removes the obsolete "County of Lethbridge" name, changes the order of some of the sections and generally reflects and includes all necessary new wording and requirements of the province.

**ALTERNATIVES / PROS / CONS:**

1. Read Municipal Emergency Management Bylaw No. 21-003 three times.

**Pros:** Modernizes the County's Emergency Management Bylaw so that it complies with all provincial requirements.

**Cons:** No negative impacts are associated with adopting Bylaw No. 21-003.

2. Defeat Municipal Emergency Management Bylaw No. 21-003.

**Pros:** No positive impacts can be realized by defeating Bylaw No. 21-003.

**Cons:** The County will not be in compliance with provincial requirements.

**FINANCIAL IMPACT:**

There are no direct negative or positive financial implications if the bylaw is adopted.

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

Adoption of Municipal Emergency Management Bylaw No. 21-003 will ensure the County's bylaw is in compliance with provincial requirements.

**ATTACHMENTS:**

[Local Authority Emergency Management Regulation Summary](#)  
[Emergency Management Bylaw requirements 2021](#)  
[Bylaw 21-003 - Lethbridge County Emergency Management Bylaw](#)



# Local Authority Emergency Management Regulation Summary

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## When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

## Emergency Advisory Committees

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

## Emergency Management Agencies

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at [aema.alberta.ca](http://aema.alberta.ca).

## Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

## Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at [aema.alberta.ca](http://aema.alberta.ca). The requirements are as follows:

### Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

### Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

### Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit [aema.alberta.ca](http://aema.alberta.ca) or speak to your field officer.

## Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.

- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

## Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives and participant list.

<b>EMA/LEMR Section</b>	<b>Bylaw component</b>	<b>Yes/No</b>	<b>Comments</b>
<b>EMA/LEMR Requirements (Mandatory)</b>			
EMA s.11.2 LEMR s.2	Appointment of an emergency advisory committee.		
LEMR s.2(2)(a)	State the purpose of the emergency advisory committee, both during and outside of emergency or disaster events. - At minimum, this should include that the committee is responsible for advising on the development of emergency plans and programs.		
LEMR s.2(2)(b)	Establish that the committee provides guidance and direction to the emergency management agency.		
LEMR s.2.(2)(c)	Establish procedures for declaring a state of local emergency.		
LEMR s.2(2)(d)	Outline the membership and Chair of the committee by title or position. - For example, establish that the committee will consist of the mayor, the deputy mayor, and 2 councilors.		
LEMR s.2(2)(e)	Set a minimum meeting frequency, which may be no less than once per year.		
LEMR s.2(2)(f)	Set committee meeting quorum and procedural requirements for decision making, unless these requirements are set out in another bylaw.		
EMA s.11.2 LEMR s.3(1)	Establishment of an emergency management agency.		
LEMR s.3(2)(a)	Set out the responsibilities of the emergency management agency.		
LEMR s.3(2)(b)	Appoint a person as Director of Emergency Management (DEM) or state that a person who holds a specified title or position is appointed as the DEM by virtue of holding that title or position.		
LEMR	State that the emergency management agency is		

s.3(2)(c)	responsible for administering the local authority's emergency management program.		
LEMR s.3(2)(d)	Identify the frequency that the emergency management agency will report its activities to the emergency advisory committee.  - This must be at least once per year, and must include an update on the agency's review of the emergency plan.		
LEMR s.3(2)(e)	State that the command, control, and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency.		
LEMR s.3(2)(f)	If the local authority's emergency management agency is acting as the emergency management agency of more than one local authority, the bylaw must indicate this.		
LEMR s.7(1)	If the local authority has delegated powers and duties under the EMA to a regional services committee, the bylaw must indicate which powers and duties have been delegated, including whether the local authority will maintain an independent emergency management agency.		
LEMR s.7(2)	If the local authority is to be represented by a joint committee, the bylaw must set out the powers or duties that are being delegated to the joint committee.		
LEMR s.7(2)(a)	If the local authority is a summer village that has delegated some or all of its powers or duties under the Act to another local authority, the bylaw must include which powers or duties under the Act have been delegated to the other local authority.		
LEMR s.7(2)(b)	If the local authority has accepted the delegation of some or all of the powers or duties under the Act of a Summer Village, the bylaw must include which powers or duties under the Act have been		

	delegated.		
<b>Other Common Components (Not Mandatory)</b>			
EMA s.11.3	It is possible for a council to delegate the authority to declare a SOLE to a council committee. This can be the emergency advisory committee, or another council committee.		
N/A	If the SOLE declaration is delegated to a council committee, it is possible to establish lower or more flexible quorum requirements for SOLE declarations.  This allows for expedient SOLE declarations in times when it may be difficult to reach quorum for a full council meeting.		
N/A	A local authority may choose to require the emergency advisory committee to report to council on the status of the emergency plan and program annually or at another regular interval.		
N/A	A local authority may choose to set out the role of the DEM in more detail.		
N/A	A local authority may choose to list possible or required members of the Emergency Management Agency.		
N/A	A local authority may choose to list powers that the emergency advisory committee or emergency management agency may exercise during a SOLE.		

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BY-LAW NO. 21-003**

***MUNICIPAL EMERGENCY MANAGEMENT BYLAW***

**WHEREAS** pursuant to the *Emergency Management Act, R.S.A 2000, C.E-6.*, Council is responsible for the direction and control of Lethbridge County's emergency response, for approving emergency plans and programs, and is required to appoint an Emergency Advisory Committee, and to establish and maintain an Emergency Management Agency, and appoint a Director of Emergency Management;

**AND WHEREAS** Lethbridge County has prepared a Municipal Emergency Plan which will be regularly reviewed, revised and approved when necessary;

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

**PART 1  
CITATION, PURPOSE AND DEFINITIONS**

**1. CITATION**

This bylaw may be cited as the Municipal Emergency Management Bylaw.

**2. PURPOSE**

The purposes of this Bylaw are:

- 2.1 To provide direction and control of Lethbridge County's emergency response and the preparation and approval of the Municipal Emergency Management plan and related plans and programs,
- 2.2 To establish and appoint an Emergency Advisory Committee and provide for the payment of expenses of the Emergency Advisory Committee, and
- 2.3 To establish an Emergency Management Agency to act as Council's agent in exercising Council's powers and duties under the Emergency Management Act.

**3. DEFINITIONS**

3.1 Unless the context specifically indicates otherwise, the meanings used in this Bylaw shall be as follows:

- 3.1.1 **Act** means the *Emergency Management Act, R.C.A 200, C.E-6.8*, and regulations thereto, as amended or replaced from time to time;
- 3.1.2 **Lethbridge County Emergency Advisory Committee** means the Committee established under this bylaw.
- 3.1.3 **Council** means the Council of Lethbridge County.
- 3.1.4 **Disaster** means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property.
- 3.1.5 **Emergency** means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- 3.1.6 **Emergency Plan** means the emergency plan prepared by the Director of Emergency Management to coordinate responses to an emergency or disaster.
- 3.1.7 **Minister** means the Minister charged with administration of the Act.
- 3.1.8 **Municipal Emergency Management Agency** means the agency established under this Bylaw.
- 3.1.9 **Pandemic** means a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide.

3.1.10 **Public Health Emergency** means an occurrence or threat of: an illness; a health condition; an epidemic or pandemic disease; a novel or highly infectious agent or biological toxin, or; the presence of a chemical agent or radioactive material that poses a significant risk to public health.

## **PART II LETHBRIDGE COUNTY EMERGENCY ADVISORY COMMITTEE**

### **4. ESTABLISHMENT**

This bylaw hereby establishes the Lethbridge County Emergency Advisory Committee.

### **5. MEMBERSHIP AND QUORUM**

5.1 By resolution, Council shall appoint an Emergency Advisory Committee comprised of:

5.1.1 Three Council members to serve on the Emergency Advisory Committee.

5.2 Two members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

### **6. FUNCTIONS AND DUTIES**

The Committee will:

6.1 Provide guidance and direction to the Agency;

6.2 Advise Council on the development and status of the emergency plans and programs on an annual basis;

6.3 During an Emergency or Disaster, the committee shall:

6.3.1 receive updates regarding the Emergency or Disaster from the Agency;

6.3.2 In accordance with the Act, declare the SOLE and terminate when appropriate; and,

6.3.3 provide advice and assistance to the Agency throughout the Emergency or Disaster.

6.4 When no emergencies or disasters are occurring, the committee shall:

6.4.1 Review the Municipal Emergency Plan and related plans and programs on a regular basis,

6.4.2 Advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

6.4.3 Appoint Deputy Director(s) of Emergency Management as required.

### **7. COMMITTEE CHAIR**

7.1 The committee chair shall be appointed during the organizational meeting of council when the committee members are selected.

7.2 If the chair is unable to attend a meeting, through illness, absence or other cause, to perform the chair's duties, any other Councillor on the Committee may fill the role of the chair.

7.3 In the absence of regular committee members, any member of Council may fill a vacancy to ensure the duties of the committee are fulfilled.

### **8. MEETINGS**

8.1 The committee will meet at least once annually.



- 8.2 In addition to the one mandatory meeting each year, the committee may also meet from time to time at the request of the Committee Chair or the DEM.
- 8.3 The DEM shall prepare the committee agenda, which is to be approved by the Committee Chair and distributed at least three days in advance of a meeting.

#### **9. MEMBER EXPENSES**

- 9.1 All members of the Committee will be entitled to the payment of reasonable expenses in accordance with County Policies.

### **Part III STATE OF LOCAL EMERGENCY**

#### **10. DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)**

- 10.1 The power to declare a SOLE in Lethbridge County in accordance with the ACT is hereby delegated to a sub-committee of the Emergency Advisory Committee to be known as the "Local Emergency Committee".
- 10.2 The Local Emergency Committee shall be comprised of the chair of the Committee, or the person acting in place of the chair of the committee.
- 10.3 The Local Emergency Committee may call a meeting without notice.
- 10.4 Quorum for the Local Emergency Committee shall be one.
- 10.5 The Local Emergency Committee shall declare a SOLE by resolution, and the motion for such resolution is not required to be seconded or to be declared in a public meeting.
- 10.6 The declaration of the SOLE under this Part shall identify the nature of the emergency and the area of the County in which it exists.
- 10.7 The Local Emergency Committee shall forthwith forward a copy of the declaration to the Minister.
- 10.8 Immediately after the Local Emergency Committee makes the declaration of a SOLE, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the County affected by the contents of the declaration of a SOLE.
- 10.9 The Local Emergency Committee shall report to the next meeting of Council the nature of the SOLE, the reasons for so declaring and the area of the County in which it exists or existed.
- 10.10 Upon declaration of a SOLE and for the duration of the SOLE, the Director, may, in accordance with the Act, exercise and perform all of the powers and duties given to a local authority by the Act.
- 10.11 At all other times, and except as otherwise provided in this Bylaw, the Committee shall exercise and perform all of the powers and duties given to a local authority by the Act.
- 10.12 With the exception of 10.9, the County's Council Procedural Bylaw shall not apply to this Part III.
- 10.13 A declaration of a SOLE is considered terminated and ceases to be of any force or effect when:
  - 10.13.1 A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
  - 10.13.2 A period of 90 days if the declaration is in respect of a pandemic;
  - 10.13.3 If a declaration of a state of local emergency has been made, an order under section 18(1) of the Emergency Management Act for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality may provide that the

declaration of a state of local emergency ceases to be of any force or effect.

10.13.4 The Minister cancels the state of local emergency.

10.14 When a declaration of a SOLE has been terminated, the local authority who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

#### **PART IV**

### **LETHBRIDGE COUNTY EMERGENCY MANAGEMENT AGENCY**

#### **11. ESTABLISHMENT**

11.1 This bylaw hereby establishes the Lethbridge County Emergency Management Agency.

#### **12. MEMBERSHIP AND PARTICIPATION**

12.1 The Agency shall consist of the following internal members:

- a) The Director of Emergency Management.
- b) Deputy Director(s) of Emergency Management.
- c) Members assigned a responsibility in the Municipal Emergency Management Plan or Program.
- d) The CAO, Directors and other administrative and operational staff members.

12.2 The Agency shall consist of the following external members:

- a) City of Lethbridge Fire & EMS Chief or designate.
- b) Coaldale & District Emergency Services Chief or designate.
- c) Picture Butte & District Emergency Services Chief or designate.
- d) Coalhurst Fire Department Chief or designate.
- e) Nobleford & District Emergency Services Chief or designate.
- f) Barons Fire Department Chief or Designate.
- g) RCMP Representative
- h) AHS Representative
- i) Red Cross Representative

12.3 In addition to members appointed to the Agency under section 24, the Director may from time to time appoint advisory members of the agency drawn from:

- 12.2.1 other County Employees
- 12.2.2 public or private organizations operating within or around the County.
- 12.2.3 Representatives from the Government of Alberta.

#### **13. FUNCTIONS AND DUTIES**

13.1 The Agency Will:

- 13.1.1 Be responsible for the administration of the County's emergency management program;
- 13.1.2 Act as the agent of Council to carry out all of the powers and duties of Council under the Act, except for the powers and duties delegated by this Bylaw to the Committee;
- 13.1.3 Provide advice to the Committee as required;
- 13.1.4 Review all emergency management plans and programs for the County on an annual basis;
- 13.1.5 Report to the Committee on all Agency activities and provide an update on the review of the Municipal Emergency Management program on an annual basis;
- 13.1.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency
- 13.1.7 Cause the Municipal Emergency Management Plan and related plans and programs to be activated when required; and,
- 13.1.8 Perform any other functions and duties as required by this Bylaw or Council.

**14. MEETINGS**

14.1 The Agency will meet at least twice annually.

14.1.1 One agency meeting shall consist of the internal agency members.

14.1.2 One agency meeting shall consist of the internal and external agency members

**15. DIRECTOR OF EMERGENCY MANAGEMENT**

15.1 Council shall, by resolution, appoint a Director of Emergency Management.

15.2 The Director is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the Director under this bylaw.

15.3 The Director Shall:

15.3.1 be the Chair of the Agency

15.3.2 prepare and coordinate emergency management related plans and programs for the County;

15.3.3 co-ordinate all emergency services and other resources used in an emergency, and

15.3.4 perform any other functions and duties as prescribed by Council.

This Bylaw shall come into effect upon third and final reading thereof, and hereby repeals Municipal Emergency Management Bylaw No. 1425.

READ a first time this 11th day of February, 2021.

\_\_\_\_\_  
Reeve

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

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Reeve

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

READ a third time this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Reeve

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

# AGENDA ITEM REPORT



**Title:** Parking Bylaw Survey results  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Community Services  
**Report Author:** Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

The County does not currently have a parking bylaw. A draft bylaw was given first reading by Council in September. The results of a citizen survey were inconclusive regarding the whether the adoption of a parking bylaw is desired. One unsolicited letter from a member of the public expressing concerns about parking was received.

## RECOMMENDATION:

Option 1.

1. Move second reading of the bylaw but vote against it so that the bylaw dies.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The County currently has no bylaw in place that regulates parking. Draft Parking Bylaw No. 20-017 was presented and read a first time by Council at the September 17, 2020 Council meeting. In accordance with Council's direction, the County then conducted a citizen survey on the proposed bylaw and received 42 responses. A summary of the responses received is attached. A letter with some photos from a citizen expressing concern about RV parking is also attached.

## BACKGROUND INFORMATION:

In 2020, several complaints of alleged improper vehicle and trailer parking in urban and industrial areas of the County were received. The complaints were generally in regards to large commercial vehicles parking in urban areas, RVs parking long-term on the street in urban areas, parking in alleys and heavy vehicles parking in urban and industrial areas so as to be a nuisance and potentially cause damage to the roads.

As a result, Administration prepared and presented Parking Bylaw No. 20-017 to Council in September. If adopted in its current form, the bylaw would regulate the parking issues identified

above and give the County's Community Peace Officer the ability to enforce the rules when violations occur. However, based on the comments received in the survey, there are definitely mixed perspectives whether there is a need to adopt a parking bylaw.

Administration is investigating the potential to establish commercial vehicle parking lots on County-owned land in or near hamlets and subdivisions, similar to the one in Shaughnessy. This was a suggestion that was mentioned in the survey several times and could help reduce commercial vehicle parking pressures in residential areas.

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

1. Move second reading of the bylaw but vote against it so that the bylaw dies.

**Pros:** Avoids adding more regulatory burden on County citizens and business.

**Cons:** Leaves the CPO without much authority to enforce parking-related issues.

2. Take no further action at this time.

**Pros:** Leaving the bylaw sitting at first reading will allow Council to act at a later date on the bylaw, should it feel compelled to do so.

**Cons:** In accordance with the Municipal Government Act, if the bylaw does not receive third reading within two years after receiving first reading, it automatically dies.

3. Adopt the bylaw in its current form.

**Pros:** Gives the CPO greater ability to promptly address parking violations when complaints are received.

**Cons:** Will negatively impact the flexibility that RV owners and commercial vehicle operators enjoy when it comes to parking.

4. Give Administration specific direction to soften some of the terms and conditions included in the draft bylaw.

**Pros:** May strike a delicate balance between having no parking rules and having rules designed to prohibit the most severe parking violations.

**Cons:** May create more complications than it is worth if the bylaw does not go far enough.

#### **FINANCIAL IMPACT:**

If the Bylaw were to be adopted, some revenue from fines would likely be generated. There are no other direct, measurable financial implications.

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

During the pandemic when people are already facing unprecedented challenges, imposing parking regulations may not be in the community's collective best interests at this time.

#### **ATTACHMENTS:**

[Parking Bylaw Survey Results - Condensed](#)  
[Citizen letter - parking concerns](#)



# PROPOSED PARKING BYLAW Survey Results

## Background:

Lethbridge County is considering the implementation of a parking bylaw due to complaints of commercial vehicles, trailers, RVs, and other improperly parked vehicles within the County's residential and industrial areas. As there is currently no parking bylaw in place, the County has limited ability to enforce parking restrictions in these areas.

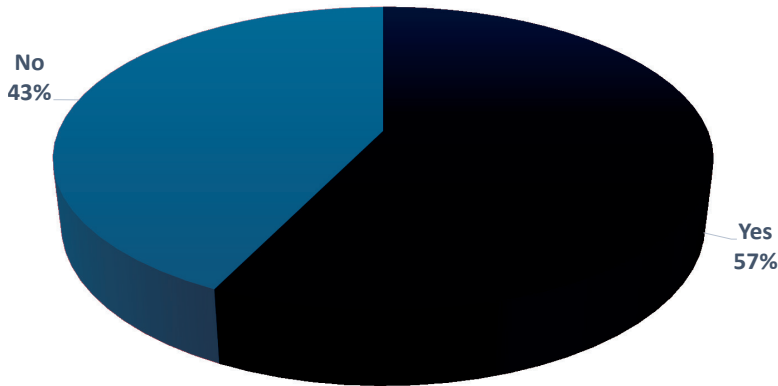
The proposed bylaw outlines several regulations for parking on County roads, specifically within hamlets and subdivisions. The key points include:

- Commercial vehicles and trailers (hitched or un-hitched) may not be parked on roads unless carrying out work or maintenance. These vehicles are permitted to be parked adjacent to the work site for a maximum of 10 hours between 7:00 a.m. and 7:00 p.m.
- No vehicle registered over 4500 kg or measuring over 6 metres in length may be parked on a road in residential or industrial areas, unless otherwise designated.
- Recreational vehicles (RVs) and trailers may only be parked on roads between May and September and must be adjacent to the owner's/renter's property. RVs and trailers shall not obstruct vehicle or pedestrian traffic.
- Vehicles may not park in an alley unless they are loading or unloading.

Prior to making a decision on the proposed bylaw, Lethbridge County Council wanted citizens to provide their feedback on the issue. A short survey was available from October 23 to November 22, 2020.



**Q1. Do you agree that commercial vehicles and trailers (hitched or un-hitched) should not be parked on roads (unless carrying out work or maintenance)?**



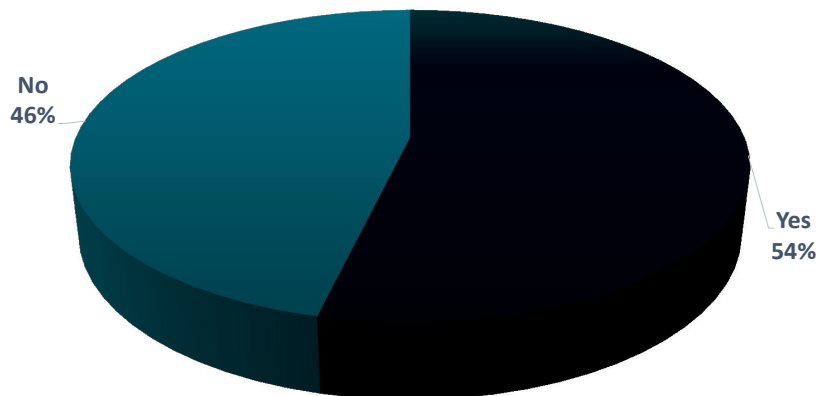
**Comments:**

- These vehicles do not belong in residential areas because they are unattractive and a hazard.
- Businesses should not be restricted to carry out their activities and limiting where commercial vehicles can park will limit these activities.
- These vehicles are how some people get to work and they do not have anywhere else to park them.
- More places for commercial vehicle parking should be available in the County.

**Q2. Do you agree that vehicles registered over 4500kg or measuring over 6 metres should not be parked within a residential or industrial area?**

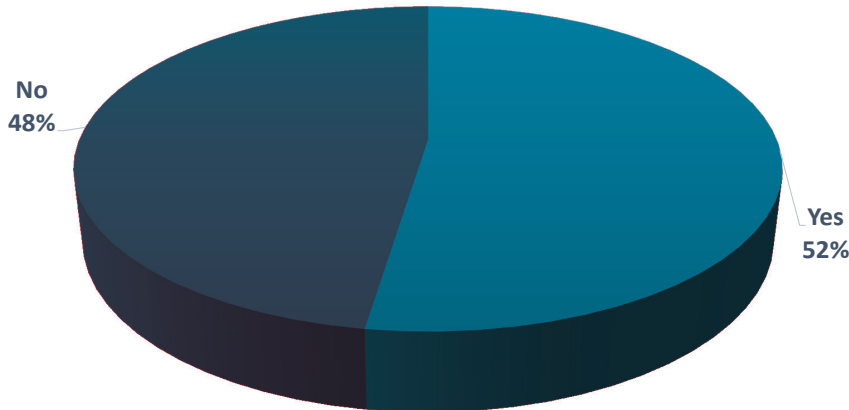
**Comments:**

- There should be more parking available in the County for these vehicles.
- Parking should be allowed as the County is a rural municipality and does not need the same bylaws as towns and cities.
- These vehicles should not be permitted to park in residential areas but it is acceptable in industrial areas.





**Q3. Do you agree that recreational vehicles (RVs) and trailers should only be permitted to be parked on roads between May and September and must be adjacent to the owner's property?**



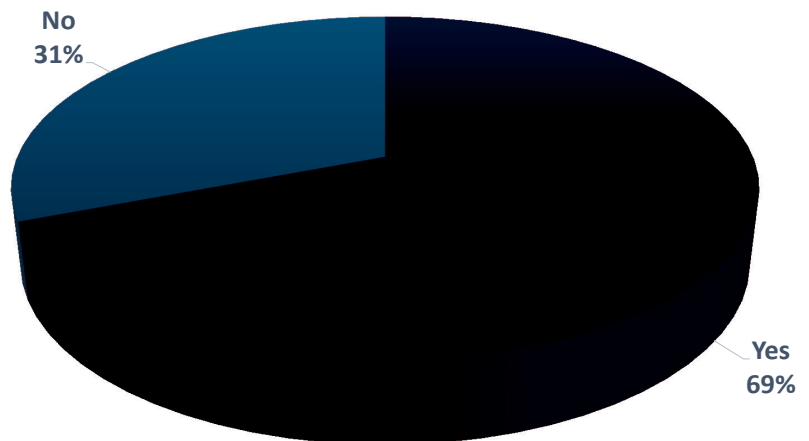
**Comments:**

- RV's and trailers parked in residential neighbourhoods are unsightly and should not be permitted for an extended period of time, at any time of year.
- These should be allowed as long as they are parked adjacent to the owner's property or in the yard or alley.
- The bylaw should not specify a time of year that is acceptable for these vehicles to park.

**Q4. Do you agree that vehicles should not be parked in an alley unless loading or unloading?**

**Comments:**

- If the vehicle does not interfere with access, it should be permitted to park in an alley.
- Vehicles parked in alleys restrict access and should not be permitted.



**Q5. Please provide any additional comments you may have on the proposed parking bylaw:**

**Comments:**

- A parking bylaw is not needed as this is not a significant issue in the County.
- This bylaw would not be an efficient use of taxpayer money (enforcement).
- Parking of RVs, trailers, and commercial vehicles is an issue in residential areas.
- This bylaw would interfere with workers bringing their work vehicles home at night as many do not have a shop or another location to park them except for at/near their residence.
- Commercial vehicles should be parked in the industrial areas, not residential areas.
- There is a lack of truck stops in the County that would allow large commercial vehicles to park while drivers rest overnight.



August 25 2020

Larry Randell, Reeve and Council  
Lethbridge County  
# 100, 905 4th Ave S.  
Lethbridge AB  
T1J 4E4

Dear Sirs.

I live in the hamlet of Shaughnessy and I have two complaints that I want to share with you.

1. The streets .. some streets are permanent parking for Recreational vehicles. These RV's have not turned a wheel in a year or more.. It is a safety concern especially on the corner of 2nd Street and Cadillac Street. I'm sure it poses a difficulty for winter maintenance as well as those turning the corner.  
..... there should be parallel parking as well for regular vehicles instead of all the angles that people use..  
I enclose some photos .
2. Unsanitary premises..... some places need to be cleaned up ...a bit at least. I have spoken to David and he assures me he is working on it, but these photos show it as it is today Aug 25th.

I believe that as you are doing work on infrastructure here in Shaughnessy , it would be a perfect time to bring great improvements to our community.

I would ask that you consider a special notice or a by law that would provide instructions for residents and support for your Peace Officer. as he says there are no parking policies or by laws dealing with parking.

Thank you for your attention.  
Sincerely



Tom White





# AGENDA ITEM REPORT



**Title:** Hamlet of Diamond City Growth Study  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Community Services  
**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 21 Jan 2021  
Approved - 25 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

The Hamlet of Diamond City Growth Study illustrates the logical areas for growth and development within the hamlet.

## RECOMMENDATION:

That County Council accept the Hamlet of Diamond City as a guiding document for future growth and development within and adjacent to the Hamlet of Diamond City.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Hamlet Studies were approved in the Lethbridge County Budget.

## BACKGROUND INFORMATION:

County Administration sent out a survey to the hamlet landowners in October with comments due back by November 17, 2020. There were 72 surveys sent out and 51 responded, resulting in a 71% response rate. The comments were reviewed and some adjustments made to the the Growth Study. Some highlights from the survey were that residents enjoyed the sense of community, large lot sizes, and quiet living of the hamlet. The concerns were regarding animals at large, a larger enforcement presence and proximity to feedlots (air quality).

County Council has approved, through the municipal budget, the development of Growth Studies for all the County's Hamlets. The purpose of the Growth Studies is to show the logical areas for growth within and adjacent to County hamlets. The Diamond City Growth Study commenced in the spring of 2020 with the assistance of Steve Harty from the Oldman River Regional Service Commission (ORRSC). The background information and historic data were compiled as well as an assessment of

the current condition of the hamlets dwellings, lot sizing and available infrastructure was completed (i.e. water and sewer)

The draft growth study was posted to the County's website at the end of December 2020 and a follow-up letter sent to the hamlet landowners providing them with an opportunity review the draft Growth Study and submit any additional comments by January 22, 2021. Since the final Growth Study posting and notification, the County has received one phone call which was in support of the proposed plan and particularly infill development within the hamlet boundaries.

The final Diamond City Growth Study addresses the existing state of the hamlet with a focus on the future growth. There are a number of opportunities within the Hamlet for infill development as noted on map 4 (i.e. development of vacant parcels and subdivision of larger titles). The lands identified for future growth could accommodate approximately 100 years of growth for the hamlet. The municipal services (potable water and waste water) will need to be assessed prior to any further subdivision within the Hamlet.

**ALTERNATIVES / PROS / CONS:**

Not Applicable

**FINANCIAL IMPACT:**

There are no financial implications resulting from the proposed growth study. Future development in and around the Hamlet of Diamond City would be taxed at the applicable tax rate.

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

The Diamond City Growth Study will be used as a guiding document for future development and growth in the Hamlet of Diamond City.

**ATTACHMENTS:**

[Lethbridge County Hamlet of Diamond City Growth Study - Council Agenda Report Copy](#)



**LETHBRIDGE COUNTY**

**Hamlet of Diamond City**

**GROWTH STUDY**

**DRAFT – December 2020**





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Prepared for Lethbridge County**

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# LETHBRIDGE COUNTY HAMLET OF DIAMOND CITY GROWTH STUDY

## Part 1

### STUDY OVERVIEW

Commencing in 2017 Lethbridge County began to undertake hamlet growth studies for each of its hamlets within the County. The purpose of these studies are to support the economic viability and potential feasibility of growth of the urban rural communities. Additionally, the studies are a tool to assess the current conditions of each of the hamlets and highlight areas of concern that may need to be addressed within each. The studies are to analyze current and future servicing needs along with determining logical growth areas for each hamlet. The municipality has authorized the Oldman River Regional Services Commission, as municipal planners for the municipality, to review and prepare the studies/reports on behalf of the County.

The Lethbridge County Municipal Development Plan (MDP) has identified that planning for future hamlet growth areas is desirable within its land use management strategy. The MDP is designed to be a long-range statutory document that provides a framework of policies for decision makers regarding future growth and development opportunities. As part of the growth policies in the MDP, one of the County's objectives is to sustain the hamlets within the County and continue to protect agricultural land uses by encouraging residential development in and around the hamlets. In particular, the MDP outlines the following policies:

- The County shall support hamlet growth provided appropriate servicing provisions exist to facilitate expansions.
- The County shall, where required, undertake servicing master plans and the development of infrastructure required to facilitate growth.

The completed hamlet growth studies are to guide and facilitate the long-term comprehensive planning and development of servicing that will be needed to support the anticipated growth.

#### 1.1 Intent

This report presents a summary of existing conditions and future considerations to support the growth and long-term viable expansion of the Hamlet of Diamond City.

#### 1.2 Objectives

- To highlight the general characteristics of the hamlet and evaluate the overall quality of life within Diamond City for its residents.
- To plan for the future of the hamlet by identifying and facilitating logical growth patterns within the community to accommodate a 25 year projected land growth requirement.

- To identify lands available within the hamlet to accommodate growth in a contiguous and logical manner by developing available vacant land or subdividing larger parcels of land.
- To identify logical growth lands for the hamlet to assist in making future development more efficient, cohesive and cost effective.
- To provide a planning framework to facilitate future development that could be readily serviced by municipal infrastructure. The reports' findings may be used to address and facilitate long-term infrastructure planning and management for the County, including assisting with the planning for future water and waste water (sewer) system and lagoon expansions needed.
- To provide an assessment/opportunity summary with recommendations to assist decision makers in Lethbridge County with future planning, servicing and management of the hamlet.

## Part 2

### LEGISLATIVE BACKGROUND

Hamlets are unincorporated communities which are governed, taxed, and managed by the rural municipality within which hamlets are located. The following is an excerpt from the Municipal Government Act which outlines criteria for designating an unincorporated community.

The Municipal Government Act (MGA), section 59(1) states: *“The council of a municipal district or specialized municipality may designate an unincorporated community described in subsection (2) that is within its boundaries to be a hamlet.”*

Subsection (2) states, *“an unincorporated community may be designated a hamlet if the community:*

- (a) consists of 5 or more buildings used as dwellings, a majority of which are on parcels of land smaller than 1850 square metres,*
- (b) has a generally accepted boundary and name, and*
- (c) contains parcels of land that are used for non-residential purposes.”*

Subsection (3) states, *“The designation of a hamlet must specify the hamlet’s name and boundaries.”*

The Hamlet of Diamond City conforms to the stipulated MGA criteria.

This Growth Study is not a statutory plan as defined by the MGA, but is a tool to help guide and shape direction and policy for Lethbridge County regarding planning for the hamlet. The vision and recommendations may be incorporated into the County’s Municipal Development Plan.

## Part 3

### HAMLET OVERVIEW

The Hamlet of Diamond City is located along Highway 25, physically located just 3.5 kilometers north of the City of Lethbridge boundary, but approximately 13 kilometers (8.1 miles) by highway travel (Map 1). The hamlet has a land area consisting of 130 acres (52.6 ha) within its designated boundary, located within the W½ 6-10-21-W4M. The Oldman River is situated southeast of the community approximately a half-mile from the hamlet boundary. The hamlet is largely surrounded by agricultural operations to the north and west and undulating coulees and natural features to southeast. The hamlet is also bordered by a Canadian Pacific Railway (CPR) line that runs adjacent to the south and east side of the hamlet boundary. It is no longer categorized as an active rail line, but it is sometimes used to store rail cars from the active Coalhurst-Kipp spur line.

#### 3.1 Population

According to the 2016 Census of Population data, the hamlet recorded a population of 184 residents living in the community, which was an increase of 2.7% per annum (or 13.5% over the 5 year period) from its population of 162 recorded in 2011 (see Table 1). Data from Statistics Canada indicates that the number of private dwellings had also increased from 54 in 2011 to 64 in 2016 which is an 18.5% increase in total dwellings in the hamlet.<sup>1</sup> The Hamlet of Diamond City is the third largest hamlet (population wise) in the County after the Hamlets of Monarch and Shaughnessy. Table 1 displays the historical population census data.

**Table 1**  
**Census Population and Growth**

	2016	2011	2006	2001	1996
Population	184	162	162	177	179
5 year total growth (or decline) %	13.6%	0.0%	-8.5%	- 1.11%	--
No. of private dwellings	64	54	--	--	--

*\*Note: Census data information for private dwellings prior to 2011 was not available*

#### 3.2 Hamlet History

Similar to the beginnings of the Hamlet of Shaughnessy nearby, the establishment of the community of Diamond City is also the direct result of the coal industry. In 1901, the Alberta Railway and Coal Company had title to the land referred to as the 'Townsite of Diamond City', located north of the City of Lethbridge (see Diagram 1). Diamond City was settled and named after the coal deposits, or "black diamonds", that were found in the area. The mine officials applied to have it named Black Diamond after the coal seams

<sup>1</sup> Population and dwelling counts, for Canada, provinces and territories, and designated places, 2016 and 2011, 2011 and 2006 censuses (Alberta). Statistics Canada

that were found by the Diamond Coal Company, but as another town in Alberta had already applied for the name, so officials named the community Diamond City.<sup>2</sup>

The community grew rapidly after the coal discovery with a coalmine opening in 1905 and the hamlet became a village in 1910.<sup>3</sup> As was common in many rural communities, Diamond City still experienced significant fluctuations in population though due to the boom and bust cycles that are prevalent in natural resource extraction industries. As such, Diamond City incorporated as a town only two years after it became a village and had grown significantly during that time with a total of 800 residents. With the establishment of the Northern Irrigation District and the development of irrigation to the surrounding area, the area began being increasingly settled by farmers and ranchers in addition to the miners.

Schools and churches were built and the community blossomed. At the height of its peak, the community had a hotel, four grocery stores, boarding house, meat market, drug store, bank, barber shop and a fire hall amongst other services. Over the years the mine began to dwindle and the town of nearly 800 people began to diminish. Coal mining began to decline in the 1920s along with the population and the mine officially closed in 1927. People and houses began to move out as some homes were relocated to area farms or other communities. This eventually led to the dissolution of the town in 1937 and Diamond City reverted to hamlet status once again.<sup>4</sup> Even once the bust of the 'dirty Thirties' greatly shrank the size and prosperity of the community, Diamond City still had an active central store and post office (Diamond City Store) operating in the hamlet as the commercial hub for many decades.



Diamond City  
Courtesy Galt Museum & Archives: 19730023014

With the hamlet being located a short distance from the steady growing west side of the City of Lethbridge, and offering larger lot sizes at a value typically less than the City of Lethbridge, Diamond City may become an attractive urban alternative to life in a larger urban setting. The growth of commercial activities of West Lethbridge also provide residents of Diamond City an even greater opportunity to access amenities and needs that cannot be met in the smaller sized hamlet, without having to travel too far. The larger lots and peaceful nature of the community are positive features to attract new growth.

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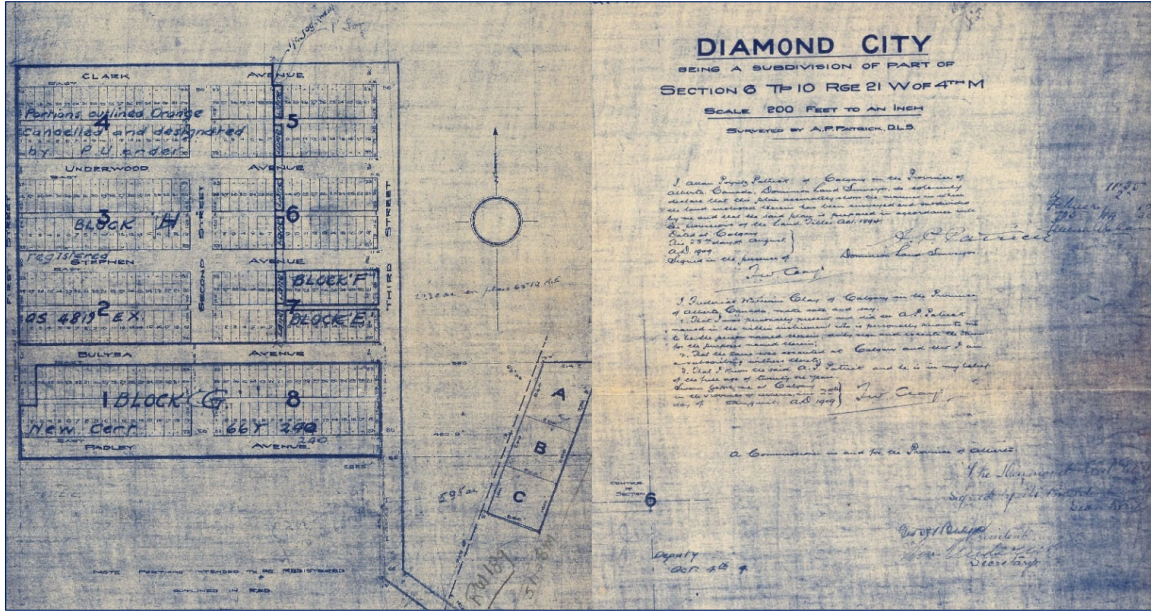
<sup>2</sup> *Place-names of Alberta*. Ottawa: Geographic Board of Canada. 1928

<sup>3</sup> Coyote Flats Historical Society (1967), *Coyote Flats: historical review, 1905-1965. Volume 1*. Lethbridge: Southern Printing.

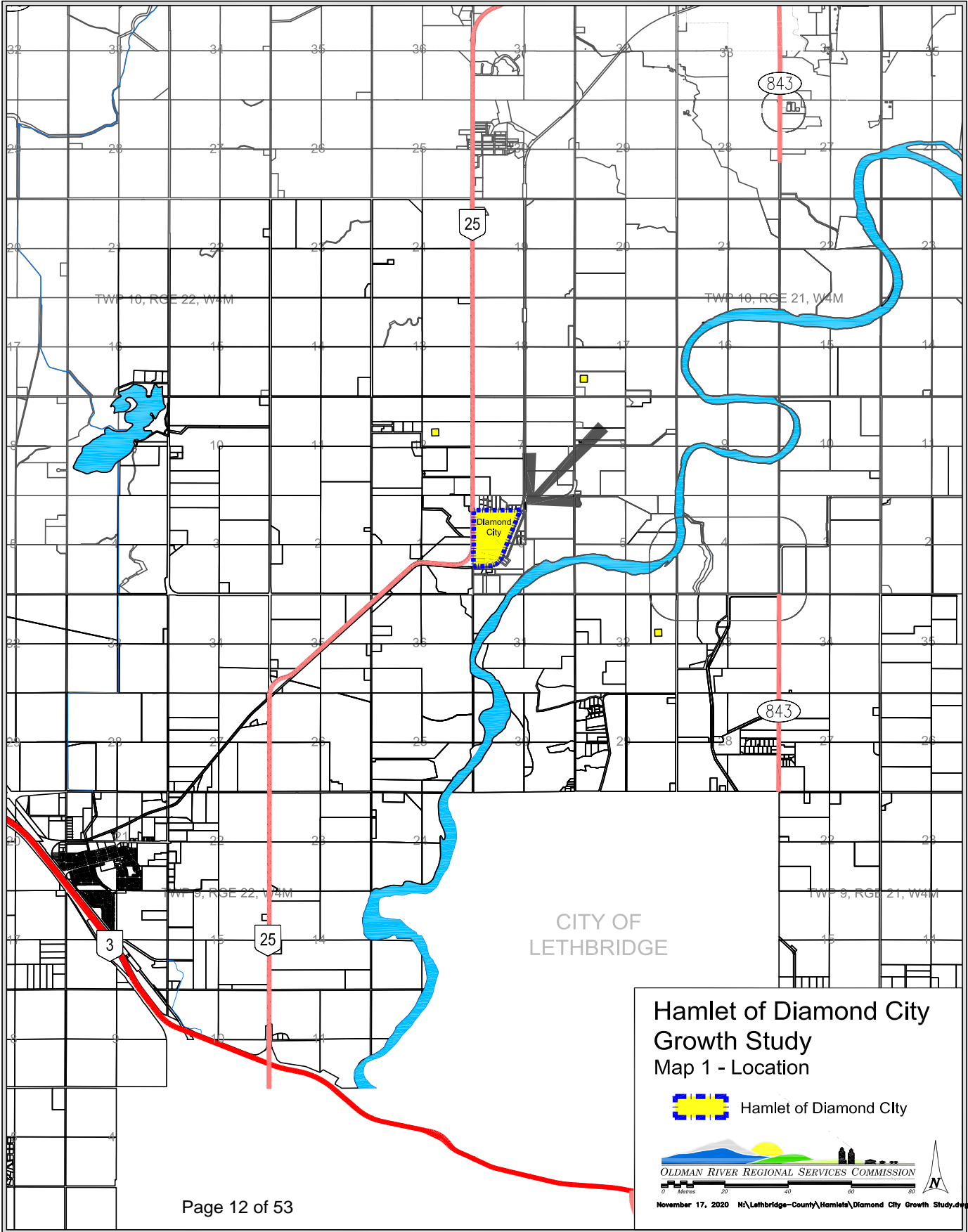
<sup>4</sup> "The Alberta Gazette, 1937 (Volume 33), *The Town of Diamond City Reverted to the Status of a Villages and the Said Village, Dissolved and Reverted to the Status of a Hamlet*". Government of Alberta. June 16, 1937.

Diagram 1  
ORIGINAL DIAMOND CITY TOWNSITE PLAN


(Plan 705AA)







**Hamlet of Diamond City  
Growth Study  
Map 1 - Location**

 Hamlet of Diamond City



## Part 4

### EXISTING CONDITIONS AND OVERALL ASSESSMENT

A study was conducted to evaluate hamlet conditions which included a land use assessment and general assessment of community characteristics. This review included assessing the following:

- Analysis of Population & Growth
- Land Use patterns
- Community services - churches, schools, community halls, commercial (e.g. groceries)
- Parks and Recreation (i.e. playgrounds, ball diamonds, green space, etc.)
- General State Synopsis - personal property conditions, weeds, unsightly premises
- Confined Feeding Operations (CFOs) - proximity / effects
- Identification of Vacant land parcels
- Servicing - municipal and private utilities

After reviewing existing conditions, a general assessment of the community was completed and is provided in this section. General conclusions of existing conditions of the different land uses within the hamlet are provided on the identified constraints present or potential need for the provision of various municipal or community services.

As part of the hamlet study a resident survey questionnaire was sent to every household in the Hamlet of Diamond City. The survey consisted of 12 questions with some opportunity for written comment. The purpose was to obtain hamlet citizen feedback and help Lethbridge County better understand existing conditions and issues to more comprehensively plan for future growth. A total of 72 survey questionnaires were sent out in mid-October 2020 with a November 17, 2020 stipulated reply date. There were 51 surveys filled-out and returned resulting in a 71% survey response rate which is an excellent and higher than normal survey response. Overall, residents seem to be satisfied with the quality of life in Diamond City, with 76% replying they were very satisfied. Fifty-eight percent of the survey respondents have lived in Diamond City for 10-years or more, with 40% residing there over 20-years. Residents stated they like the people and the friendly, quiet, peaceful nature of the hamlet. Respondents also mentioned they appreciate the county living lifestyle and like the large yard and lot sizes. Over a third of the respondents indicated they don't see anything major that needs to be improved and they like Diamond City just the way it is. The responses provided from the hamlet residents were used to help formulate the growth plan strategy and municipal recommendations.

For the complete results and comments as supplied by the residents who filled-out the survey, please refer to Appendix B.

#### 4.1 Population Projections and Growth

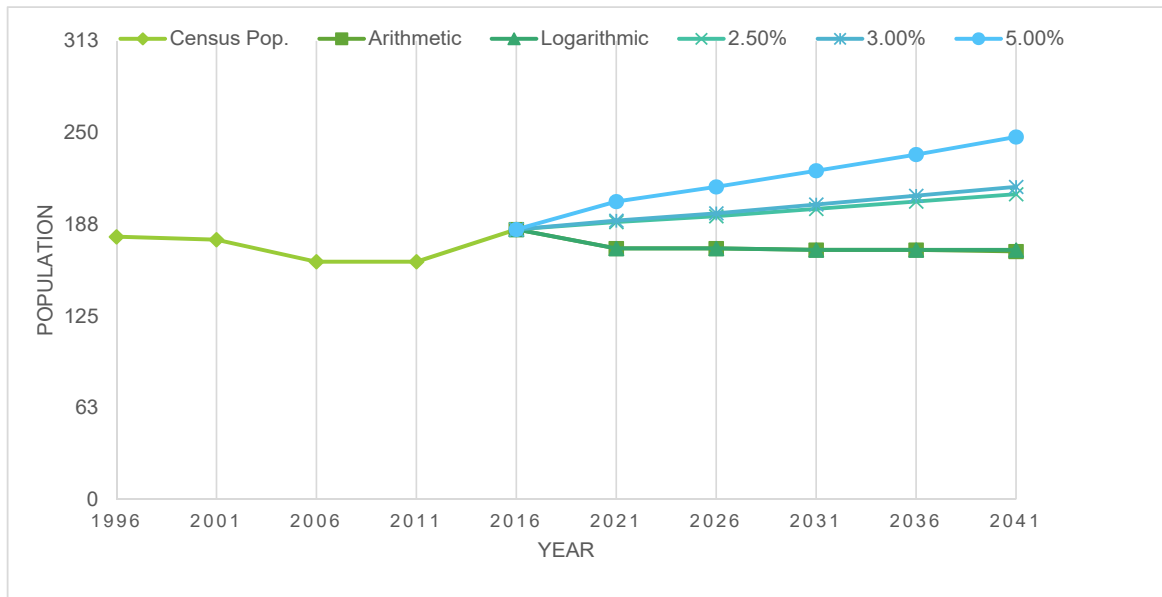
Table 2 displays projected population growth for Diamond City using annual growth percentages based on the 2016 population data to predict future hamlet growth. Along with the Arithmetic and Logarithmic straight line projections, three other growth rates were applied to the 2016 data; including slow growth (2.5%), medium growth (3.0%) and strong growth (5.0%), which is illustrated for five year census period intervals.

The fixed growth rate method of 2.5% and 5.0% predicts that the hamlet may reach a population between 208 and 235 people by 2041. Based on the past population growth of 2.7% per annum in the hamlet between 2011 and 2016, it is probable that Diamond City could expect a 2.5% to 3.0% growth rate in the future. The Arithmetic and Logarithmic projections in Diagram 2 both display a slight decline in population, hovering around a population of 170 people. This is due to the fact the hamlet has experienced historical population fluctuations and decreases; however, the population has remained relatively stable around 180 persons over the past 20 years. A consistent increase of the population is not likely to occur unless development and growth in Diamond City is actively promoted.

**Table 2**  
**Projected Population Growth (2016-2041) Per Census Period**

Year	Arithmetic	Logarithmic	2.5% Growth	3.0% Growth	5% Growth
2016	184	184	184	184	184
2021	171	171	189	190	193
2026	171	170	193	195	203
2031	170	170	198	201	213
2036	170	169	203	207	224
2041	169	169	208	213	235

**Diagram 2**  
**Population Projections Line Graph**



## 4.2 Residential Assessment – Existing Conditions

There appears to be a portion of older residential, approximately 40 year old housing, located throughout Diamond City. However, Diamond City and land adjacent to the hamlet also have a significant portion of newer housing that has been built within the last decade. There have also been a number of larger, newer custom built homes constructed within the last few years.



- Generally, housing within the hamlet is in good condition with some homes that have appeared to have resided or made other improvements to the exterior of their dwelling. There is only a small number of residences considered being in poor condition or abandoned, especially in comparison to other County hamlets.
- The majority of residents in Diamond City have well landscaped and maintained yards and generally appears to take pride on home ownership.
- Overall, Diamond City appears to have fewer problems with outdoor storage issues and what may be considered unsightly premises as what is experienced in some other communities.

## 4.3 Business Commercial/Industrial Assessment – Existing Conditions

There is little commercial activity as the hamlet serves as a rural bedroom community due to its proximity to the City of Lethbridge. Diamond City previously had a small general store that sold basic grocery supplies but it is no longer in business. This is quite a significant change from the 1920s when the booming hamlet had a large and active commercial business sector.



- There are only 0.129 acres (0.05 ha) of land designated as 'Hamlet Commercial – HC'. The building located on this parcel appears to be vacant and was up for sale at the time the community was assessed for vacant lots (Spring 2020). The building is the old general store and post office.
- There is no land designated for industrial activity within the hamlet.
- There is private construction business operating as a home occupation type use situated at the north end of Diamond City on McKechny Ave.

## 4.4 Community Services Assessment – Existing Conditions

Within Diamond City there is very limited community or institutional service type organizations that are active in the hamlet.

- There is approximately 4.412 acres (1.79 ha) of designated ‘Hamlet Public Institutional – HP’ land existing within the hamlet (originally named Alberta Park). Approximately 3.84 acres (1.55 ha) of this is occupied by the community hall center, with multiple sets of playground equipment, both modern and up to date, as well as some open space and a closed in basketball court. The remaining 0.572 acres (0.23 ha) of land is a fenced-in field with an abandoned house on the property.
- There is an outdoor community postal box site located at the north-end of the community hall parking lot in which the residents pick-up their mail.
- Due to the size of the hamlet and proximity to the City of Lethbridge, there are no formal government, personal health or care services (e.g. medical, seniors care, etc.) available. The City of Lethbridge offers a variety of health care services which serves small communities surrounding the city, including Diamond City.
- There are no religious church buildings within the hamlet boundaries; however, there is a church to the northwest across Highway 25 outside the boundary.

#### 4.5 Parks and Recreation Assessment – Existing Conditions

Outdoor recreational amenities are available in the eastern portion of the hamlet near the Community Hall. Currently, there are multiple sets of playground equipment, an enclosed basketball court and an open field space for activities such as soccer.

- There are approximately 3.84 acres of County public land designated as ‘Hamlet Public/Institutional – HPI’ containing the community hall, park and playground facilities (Alberta Park).
- The hamlet contains one of the more modern and up to date playgrounds and equipment should not be in need of replacing for quite some time with regular and routine maintenance performed.
- The County maintains all county owned parks and schedules for any repairs and maintenance of recreational facilities within the hamlets.
- The Diamond City community hall is a building from Lethbridge’s WWII P.O.W. encampment that was moved to the hamlet and retrofitted for hall use but it is now showing its age. Unfortunately, many building maintenance and safety code issues need to be addressed in order to safely continue to be used as a community gathering public space.



#### 4.6 Confined Feeding Operations (CFOs) – Proximity / Effects

The County contains a significant number of Confined Feeding Operations (CFOs) which contribute to the economy of the area. These operations are regulated by the Natural Resources Conservation Board (NRCB) which has outlined minimum separation distances between livestock operations and residences. There are typically some nuisances related to living near a livestock operation which can include odour,

dust, noise and traffic. These conflicts between land uses are further complicated by the relative lack of control the municipality has on the management of these operations, as they fall under the oversight and regulation of the Natural Resources Conservation Board (NRCB).

Map 7 outlines the location, type, and size of CFOs within the hamlet area. The CFOs and associated numbers<sup>5</sup> below correspond to the numbers identified on the map within a 2-mile radius of Diamond City which include:

1. SW 1-10-22-W4M – 39,000 broiler chickens
  2. NW 36-9-22-W4M – 150 dairy cows (plus associated dries and replacements).
  3. NE 35-9-22-W4M – 300 beef finishers, 60 swine farrow to wean.
  4. SE 11-10-22-W4M – 13,600 beef finishers.
  5. NE 12-10-22-W4M – 8,000 beef (no information on type of animal units).
  6. NW 7-10-21-W4M – 1,000 beef finishers.
  7. SW 17-10-21-W4M – dairy (grandfathered, no permit info. for type or number of animal units).
  8. SE 17-10-21-W4M – 310 swine farrow to wean.
  9. NE 32-9-21-W4M - 7,500 beef finishers.
- There is a fairly large concentration of confined feeding operations sited and operating within 2-miles of the hamlet.
  - There is a CFO Exclusion Zone located for approximately ½-mile around the hamlet that corresponds to the 'Rural Urban Fringe –RUF' zone and the established exclusion area along the Oldman River valley as defined in the Lethbridge County Municipal Development Plan.

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<sup>5</sup> CFO information or permit numbers at time of hamlet study in spring 2020

# Part 5

## GROWTH AND LAND USE STUDY

A community assessment of land use within the hamlet is required to determine likely growth within the community. The analysis will provide crucial information regarding land availability within the hamlet for future development, adjacent areas outside of the hamlet available for hamlet growth, whether expansion is likely and when it would be anticipated to occur. The following matters have been reviewed as part of the planning analysis and are described in more detail in this section:

- (a) Infill Opportunity (inward growth)
  - Inventory of vacant lots and potential to further develop
  - Identifying the potential to further subdivide large parcels
  - Potential to service and provide access to parcels
- (b) Future Hamlet Boundary Expansion (outward growth)
  - Identifying constraints (highways, railways, coulees, sewer lagoons, abandoned gas wells, etc.)
  - Examining adjacent land uses / conflicting uses
  - Studying physical features – elevations, topography, wetlands, known flood areas, etc.
  - Identifying future land growth and expansion directions
- (c) Municipal Services
  - Water and sewer
  - Storm water management
  - Roads/lanes
- (d) Area Structure Plan (ASP) Needs / Considerations

### 5.1 Infill Opportunity (inward growth)

Existing vacant<sup>6</sup> and potential infill lots were identified as part of the community assessment to determine internal growth potential within Diamond City. These lots were identified through an aerial photo review of the hamlet and confirmation of the development potential identified by a site visit inspection of the hamlet in the spring of 2020.

The community analysis also included an assessment of larger lots within the hamlet to determine the potential to subdivide into additional lots. Planning for infill development where feasible and where services are readily available can assist the municipality in enabling growth but also allows the limitation of the installation of costly new infrastructure. With the availability of water and sanitary, regular minimum lot sizes of 5,000 sq. ft. are permitted. Many existing Diamond City lots are twice this size.

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<sup>6</sup> Vacant refers to land that is a parcel or lot registered on a subdivision plan, but has no current buildings or improvements on it.

The hamlet analysis confirmed that there are a number of existing vacant titles or large parcels, comprising almost 38-acres of land, with potential to be resubdivided (displayed on Map 4). The following is a breakdown of potential land available for development:

- There are currently **3 vacant lots** available in the hamlet on 3 St. that do not contain any development. Based on the single family dwelling criteria of LUB 1404 for minimum lot size area (50 ft. by 100 ft. lots), these 3 lots could be subdivided to create **8 additional lots**.
- There are 15 larger sized lots or titles that could have the potential to be further subdivided if water and sewer capacity were available. There are 2 large pasture parcels situated on the west-end of the hamlet adjacent to Highway 25 (north and south sides of the main Bulyea Ave hamlet access) that contain the largest portion of undeveloped land in Diamond City. There are also a number of large parcels of land within the hamlet boundary that contain just a single family dwelling. A breakdown of the potential is as follows:
  - Block H, Plan 705AA (21.23 acres in size) north of Bulyea Ave has the potential to be subdivided into **76 lots** for residential use based on the minimum lot area calculation of the LUB 1404.
  - Block G, Plan 2010910 (13.32 acres in size) south of Bulyea Ave (formerly Block L, Plan 6510AE) is shown in the concept design on Map 6 may be subdivided into **26 lots** (based on the minimum lot area) and **8 large lots**, (designed to act as a transition area to the established large lots to the south in the Davy Place subdivision).
  - Lot 14 & 15, Block 12, Plan 1612913 (5.8 acres in size) in the northeast at the corner of Railway St. and McKechney Ave, has the potential to be subdivided into **17 additional lots** as shown on Map 6.
  - Block M, OT, Plan 6510AE (3.32 acres in size) has the potential to be subdivided into **6 lots** based on minimum lot area for single family dwellings. (The lot potential for this parcel is based on considerations of frontage onto 3 St. and the layout and orientation of existing buildings on the parcel.)
  - Lot 2, Block G, Plan 1711163 (0.95 acres in size) has the potential to be subdivided into **3 lots** at the west based on minimum lot area for single family dwellings. (One new dwelling is being constructed on the parcel on the eastern portion fronting 3 St.)
  - Other existing large lots are significant in size (refer to Map 4, Infill Subdivision Potential), many being over 20,000 sq. ft. in size, but only have the potential for 1 to 2 lot subdivisions due to the layout of the single family dwelling on the parcel or the particular yard layout of the lot. This may result in a potential **10 to 12 additional** infill lots available.
  - The estimated potential for the additional lots is an estimation based on the existing average hamlet lot size (54 ft. x 120 ft.). This will likely be reduced once lot layout was considered and on the recognition residents generally like the slightly larger sized lots.



## RESIDENTIAL:

### Existing Vacant Residential Titles: (identified in yellow on Map 4)

- There are currently **3 vacant subdivided lots** that do not contain any residential development (this does not include the large vacant pasturelands).
- The vacant lots could be subdivided further to create an additional **8 lots**.

### Infill Potential of Existing Residential Titles: (identified in green on Map 4)

- Existing large residential lots or parcels that have undeveloped portions that could be resubdivided to create a potential **146 additional lots**.

### RESIDENTIAL TOTAL:

- **3 lots** (with no subdivision); or
- **154 lots** - Existing and Infill Potential Residential Lots for internal hamlet growth (with subdivision occurring at existing hamlet average 54 ft. x 120 ft. lot sizes).
- **Note:** If most new Infill Potential Residential Lots were created at a slightly larger size (75 ft. width x 120 ft. length average) then the probable new subdivided lot yield would be in the range of **90 to 110 lots** total. This may be the more realistic scenario.

## COMMERCIAL:

### Existing Vacant Commercial Titles:

- There are **no vacant** commercial parcels within the hamlet. (There is a commercially zoned lot that contains an existing building that appears to be vacant at the time of analysis.)

### Infill-potential of Existing Commercial Titles:

- There is infill potential for **4 new** commercial lots with subdivision.

### COMMERCIAL TOTAL:

- **0 lots** (with no subdivision); or
- **4 lots** - Infill Potential for internal hamlet growth (with subdivision occurring).

## INDUSTRIAL:

### Existing Vacant Industrial Titles:

- There is currently **no** land designated for industrial use within the hamlet.
- **No identified** potential for industrial parcels within the hamlet.

## 5.2 Future Hamlet Boundary Expansion (outward growth)

### GROWTH AND LAND USE PROJECTIONS

The hamlet encompasses approximately 130 acres (52.6 ha) of land within its boundary. For the purposes of this hamlet study, lands outside of the existing hamlet boundary were also assessed to identify logical areas for long-range planning options of potential future hamlet growth.

Potential long-range land requirements for Diamond City were calculated based on population projections to determine approximate land needs to accommodate hamlet growth over the next twenty years. The potential requirements for the hamlet are illustrated in Chart 1 in Appendix A. The calculations were based on 2.5% (slow) growth and 5.0% (high) growth scenarios to determine potential growth for long-term planning requirements for Diamond City.

In 2016, the average number of persons per dwelling unit was 2.9 and the average number of dwelling units per acre was 2.1. From a land use and planning perspective, this is considered a very low land use density. Based on these calculations, it is possible to predict the amount of land that may be needed in order to accommodate additional dwelling units that will be required with the forecasted growth over the next 25 years. The growth calculations were completed for three different household sizes (2.7, 2.9, and 3.1 persons per dwelling unit) using two different annual growth rates (2.5% and 5.0%). Two land use projection growth rate charts are provided, one at the current hamlet low density land use with the large lot sizes (11,000 to 15,000 sq. ft.), and a second at a slightly higher density (lots averaging 8,400 sq. ft. in size). (Refer to Appendix A, Chart 1 - Land Use Projections.)

The calculations indicate that if growth continues at the current rate and development continues at the same density, 3.7 acres of additional land may be required to accommodate the 2041 population (8.1 acres if growth were to occur at the 5.0% rate for each census period). If household sizes became smaller overtime (2.7 persons per dwelling unit), potentially up to 11 acres of land could be required.

### GROWTH STRATEGY AND LAND USE PLANNING

The required land projections in Charts 1 & 2 are to accommodate new growth for the hamlet. If land is subdivided and developed internally, then there is less of a need to identify lands outside the boundary. In the case of Diamond City, the land use projections conclude that future growth can be accommodate entirely within the present hamlet boundary as there is approximately 38-acres of undeveloped land.

In the scenario where limited internal development were to occur, the land to the east of the hamlet appears to be the only reasonable long-term outward growth direction. Land to the south contains Grouped Country Residential development and is limited by the presence of the coulees to the Oldman River. To the north of the hamlet is fragmented and has been developed into Grouped Country Residential use. West of the hamlet is Highway 25 which creates an access barrier and safety constraint. However, based on the growth and land calculations, there is no need to incorporate any lands outside the current hamlet boundary for the foreseeable future. If growth were to even occur at the constant higher rate, there should be a 100 year plus land supply internally.

The initial planning and subdivision of large parcels should consider the potential preferred road network and block design is displayed in Maps 6 and 7. The subdivision concept layout in the diagram is for planning analysis, and may not have to be developed exactly in this manner; however, the grid pattern

block design and grid road connections should be adhered to. The future hamlet growth area may be subdivided and developed in logical phases in a contiguous manner.

#### **COAL MINING ACTIVITY CONSIDERATIONS**

Diamond City is situated adjacent to and partially on top of a coal seam with past mining operations that extend for approximately ½-mile to the southeast into the river valley as identified in the Alberta Energy Regulator (AER) provincial coal mine data (refer to Map 8). This should not create a constraint for future growth and development of internal lands for Diamond City but it is a land issue to be cognizant of.

#### **HISTORICAL RESOURCE CONSIDERATIONS**

As the hamlet is situated within ½-mile of the Oldman River valley and is adjacent to coulee land to the south and east, the province has identified areas as containing potential historical resources. The provincial data illustrates that the east-half of the hamlet has historical resources of an HRV 5 category that may contain archeological and paleontological value. This historical value category increases to a 4a outside the boundary to the east, closer to the coulees. This is a planning consideration that can be examined and addressed in more detail at future Area Structure Plan and subdivision stages. Land developers are responsible to adhere to any directives of the provincial Historical Resource Administrator.

### **5.3 Municipal Services and Infrastructure**

#### **EXISTING**

**WATER:** The community is serviced with potable water by Lethbridge County through a regional pipeline from the City of Lethbridge. An agreement is in place between the County and City which includes that the City treatment plant is used to treat the water. There are fire hydrants dispersed through-out the hamlet. The County also has a bulk water station located on the park parcel with access to Railway Ave but this is primarily used by rural residents or businesses.

**SEWER:** Diamond City commenced the installation of municipal sewer in the hamlet in the fall of 2005. The sewage lagoon that serves the community is located approximately one mile northeast of the hamlet boundary in the SW 8-10-21-W4M. Sewer for the community is currently near capacity and all the allotted (80) stub-ins from the 2005-2006 installation have been spoken for. Future infill development that does not currently have a stub-in will require an upgrade to the current infrastructure.

**DRAINAGE:** Current storm water drainage is managed through surface and overland drainage means as no formal (i.e. piped) municipal storm water drainage infrastructure system is in place. The elevations of Diamond City generally drop to the southeast (10 m over an 850 m distance) as drainage is naturally directed to the coulees and Oldman River basin. The northwest area is the highest point of elevation. The hamlet has not traditionally experienced major drainage issues, other than perhaps some minor local ponding during significant rain events. There has been some periodic flooding experienced due to the CPR tracks acting as a barrier/dam as there are only three main culverts for the hamlet to drain east through.

**ROADS:** The majority of local municipal roads within the hamlet are paved and may be considered overall in very good condition. Most blocks have rear lanes with a mix of observable standards, as many are graveled but some are more of a trail/pathway or have extremely overgrown vegetation extending into them. The lanes also contain overhead power lines. Generally, there are no sidewalk provisions on streets within the hamlet.

## GROWTH SERVICING CONSIDERATIONS

In planning for future growth, the capacities for sewer and water infrastructure must be examined and addressed as part of the growth strategy.

**WATER:** Any future development within the hamlet will be required to connect with the hamlet Lethbridge County potable water as supplied through the regional pipeline. Capacity should not be an issue as it is provided under the County's water license but future growth should be monitored as it impacts the overall municipal allocation.

**SEWER:** Diamond City does have a municipal sanitary waste system in place. As the current system is at or near its capacity, with all available stub-ins reserved, an engineering study will be required to determine future servicing needs for any future development within the hamlet. This study and the projected potential number of lots that could be created internally can be used as the basis for planning infrastructure expansion and upgrades. No private individual septic systems are allowed within the hamlet as the municipal system was installed in 2005-2006 to address private septic problems. Any future subdivision and development is contingent on additional future municipal service infrastructure and capacity being available.

**STORMWATER MANAGEMENT:** Landowners/developers who plan to develop future identified growth areas will need to address storm water management as it pertains to their plans for subdivision at the Area Structure Plan or Conceptual Design Scheme preparation stage. Developers will be obliged to submit a storm water management plan which must be professionally prepared by a licensed, qualified engineer. It is anticipated an overland/ditch type of system would be planned and utilized in a similar and compatible fashion to the existing situation. Discharge water quality may be a concern with surface drainage systems entering the coulees and river basin to the south and this issue should be considered in the preparation of any subsequent storm water management plan.

**ROADS:** The illustrated potential future parcel block and road network layout is conceptual to demonstrate the general location and required connection points to the internal hamlet road network and must be refined further at the Area Structure Plan or Conceptual Design Scheme stage. The continuation of the existing grid road network pattern is preferred. All new roads should be paved and are to be constructed by developers in accordance with Lethbridge County's *Engineering Guidelines and Minimum Servicing Standards*.

It is also recognized that although Highway 25 is the responsibility of the province and Alberta Transportation, and not Lethbridge County, the two main entrances into Diamond City are from the provincial highway network. Residents have expressed concerns that the south hamlet entrance does not have turning lanes into Diamond City. The County may highlight with Alberta Transportation any concerns with access and safety to the provincial highway network. As future development and growth plans unfold for the hamlet, future consultation with the provincial department will be warranted.

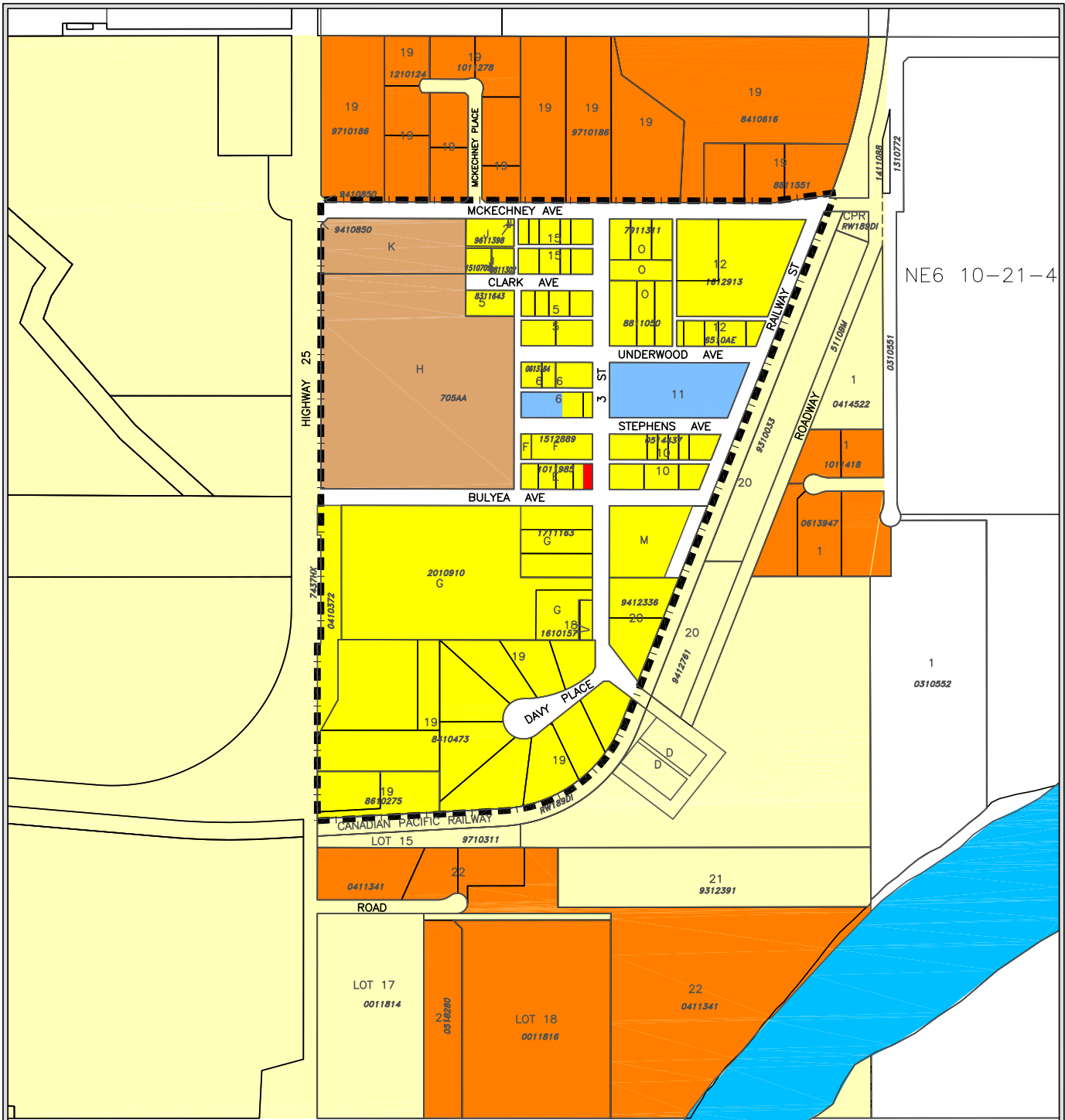
## 5.4 Area Structure Plan (ASP) Considerations

An Area Structure Plan (ASP) is required prior to multi-lot subdivision or at a land use redesignation stage for undeveloped lands in the identified future growth areas. Much of the potential land for infill subdivision is already zoned 'Hamlet Residential – HR' but the larger parcel north of Bulyea Ave (Block H, Plan 705AA) is designated as 'Hamlet Transitional - HT' and would require a redesignation. There may be

multiple separate ASPs designed and prepared for the three main identified larger internal growth areas. Some of the smaller infill parcels or areas identified may provide a Conceptual Design Scheme with associated servicing details.

When an ASP or Conceptual Design Scheme is required it must be professionally prepared at the developer's/landowner's expense and shall comply with any and all relevant and applicable County policies. It is noted that without an existing sewer stub-in in place to a parcel of land, further subdivision and development of land may not occur until sewer and water capacity and infrastructure matters are addressed. An ASP may illustrate logical phases of subdivision for a defined area to be developed overtime.

Information that may be requested for an Area Structure Plan in the County shall be in accordance with the requirements of Lethbridge County's Municipal Development Plan, Land Use Bylaw and this study, and may include: site plans, lot density and layout, sewer and water systems, roadways, utilities and services, surface drainage and storm water management, geotechnical investigations, municipal reserve, development concept, staging of development, development specifications, and any other matters deemed necessary by the County.



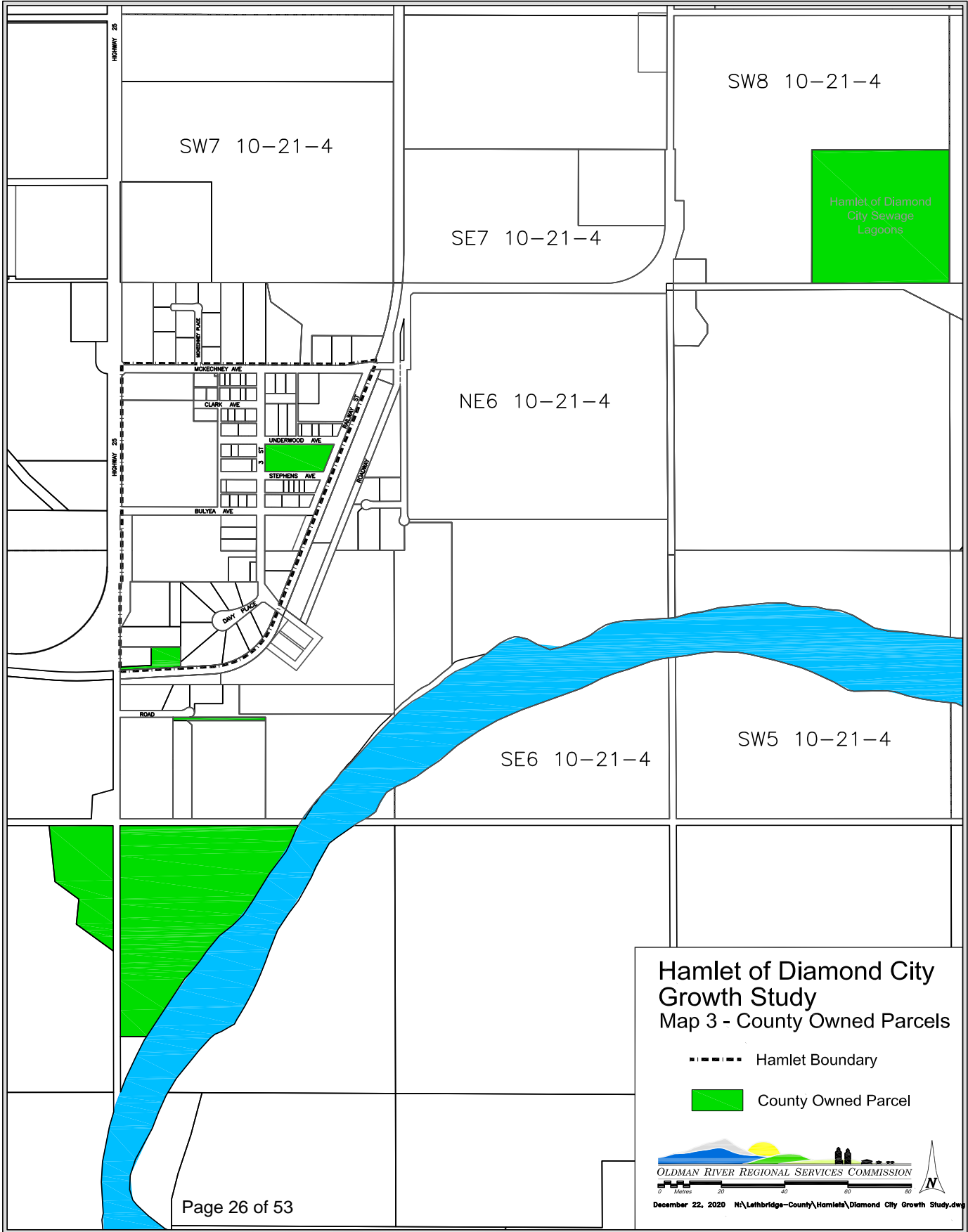
Page 25 of 53

### Hamlet of Diamond City Growth Study Map 2 - Land Use Districts

Hamlet Boundary

OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 0 20 40 60 80 Metres  
 December 22, 2020 N:\Lethbridge-County\Hamlets\Diamond City Growth Study.dwg

	Rural Urban Fringe – RUF
	Grouped Country Residential – GCR
	Hamlet Commercial – HC
	Hamlet Transitional / Agricultural – HT/A
	Hamlet Residential – HR
	Hamlet Public / Institutional – HP/I



SW7 10-21-4

SW8 10-21-4

SE7 10-21-4

Hamlet of Diamond  
City Sewage  
Lagoons

NE6 10-21-4

SE6 10-21-4

SW5 10-21-4

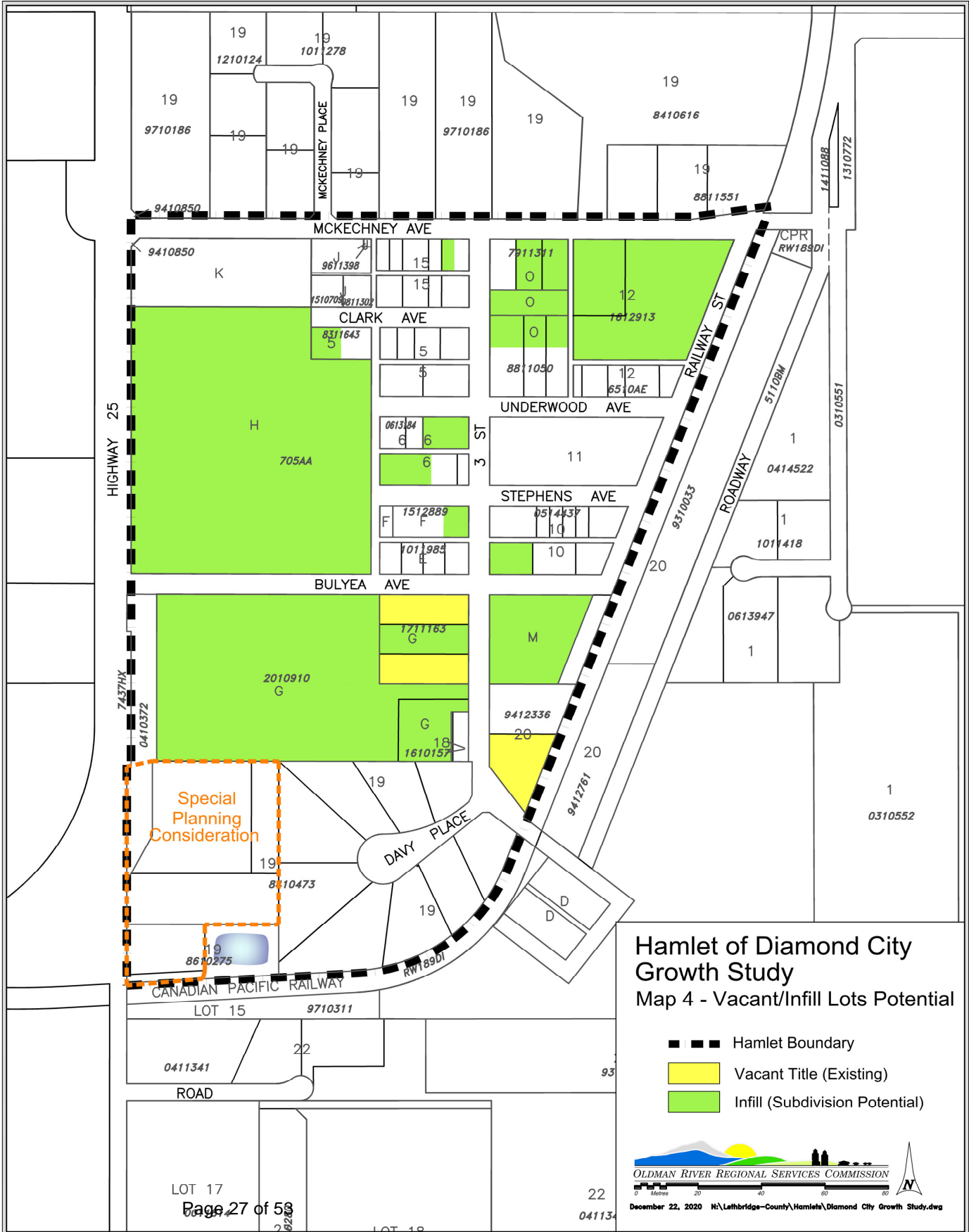
**Hamlet of Diamond City  
Growth Study  
Map 3 - County Owned Parcels**

--- Hamlet Boundary

■ County Owned Parcel



December 22, 2020 N:\Lethbridge-County\Hamlets\Diamond City Growth Study.dwg



Special Planning Consideration

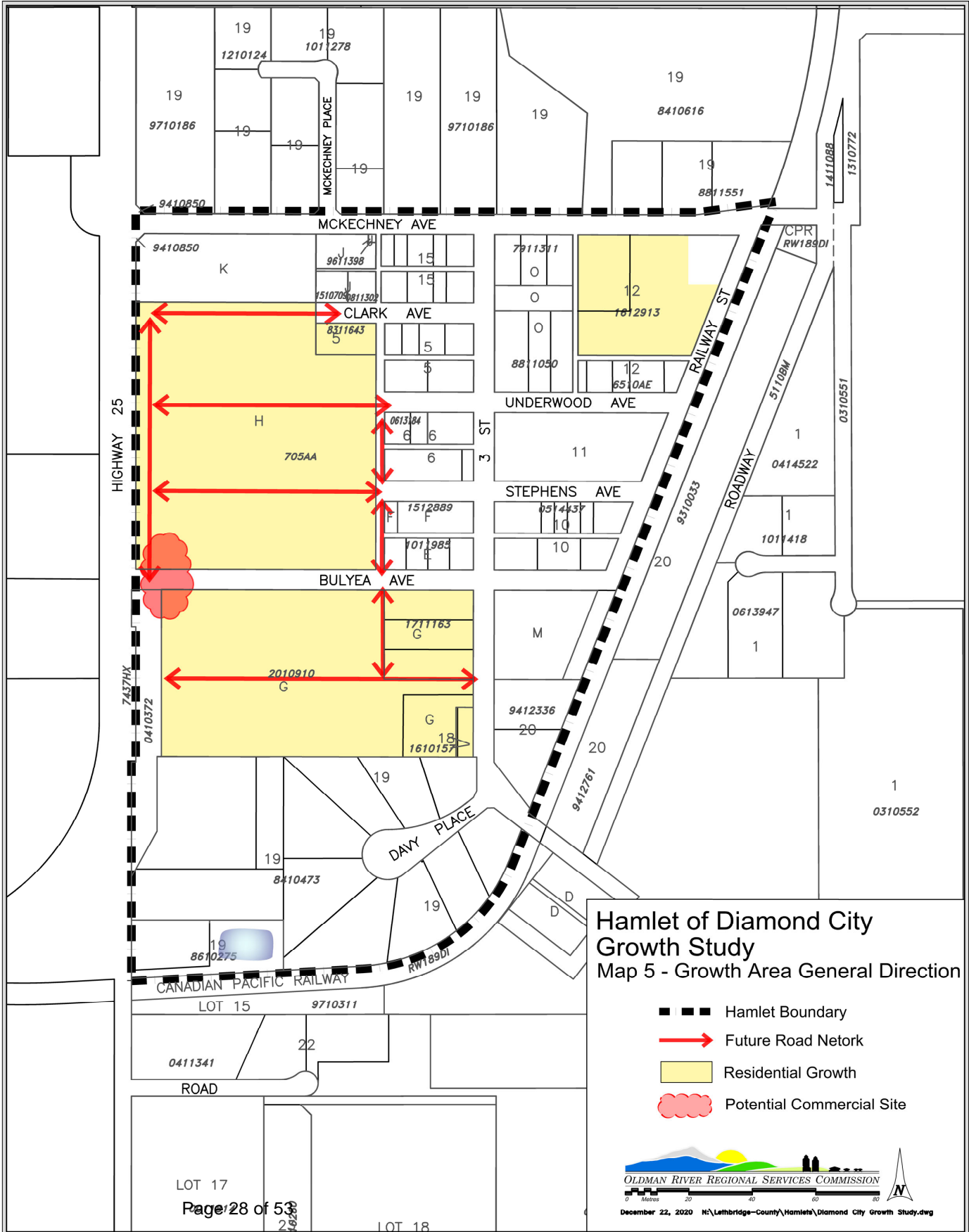
**Hamlet of Diamond City Growth Study**  
**Map 4 - Vacant/Infill Lots Potential**

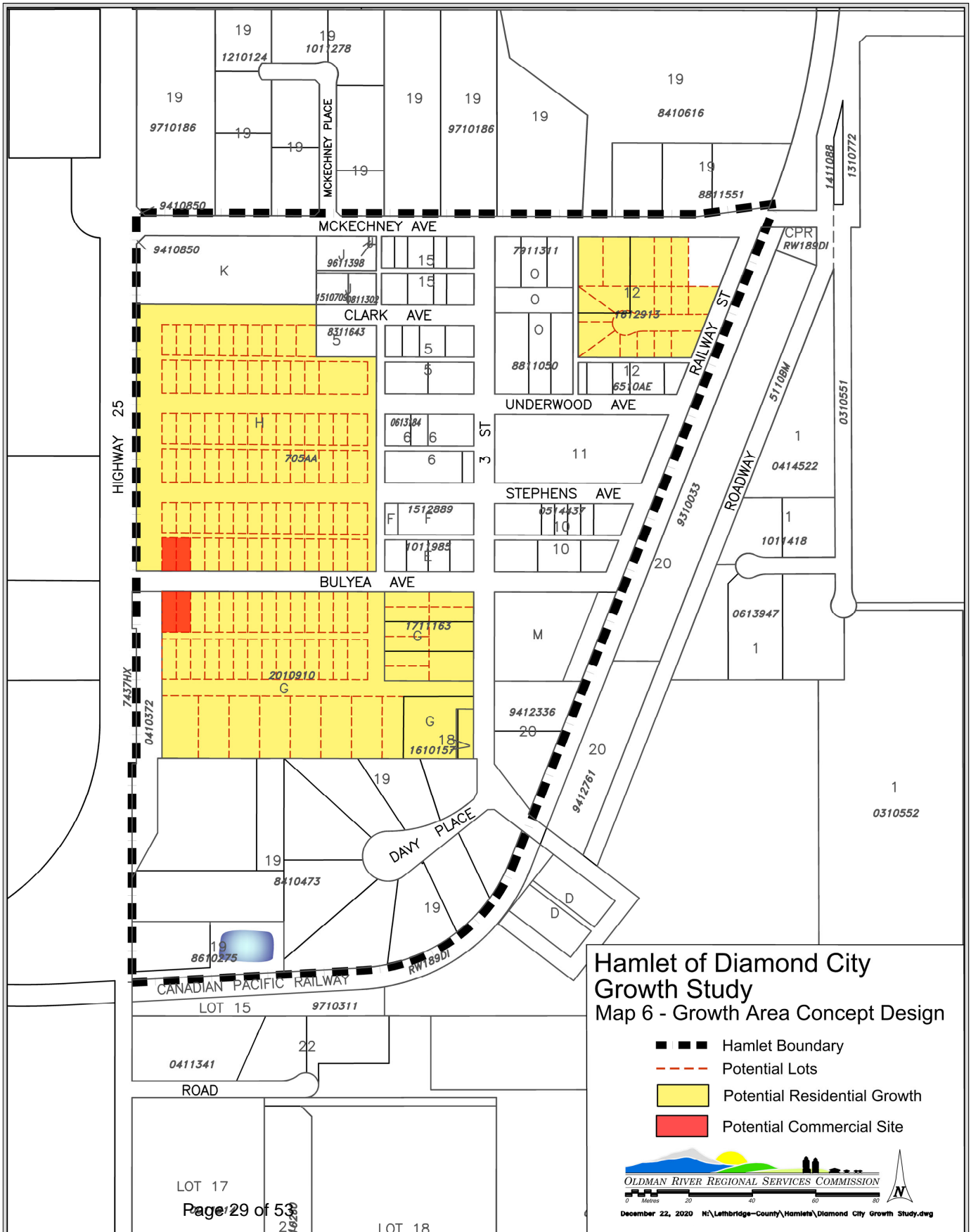
- ■ ■ Hamlet Boundary
- Vacant Title (Existing)
- Infill (Subdivision Potential)



December 22, 2020 N:\Lethbridge-County\Hamlets\Diamond City Growth Study.dwg



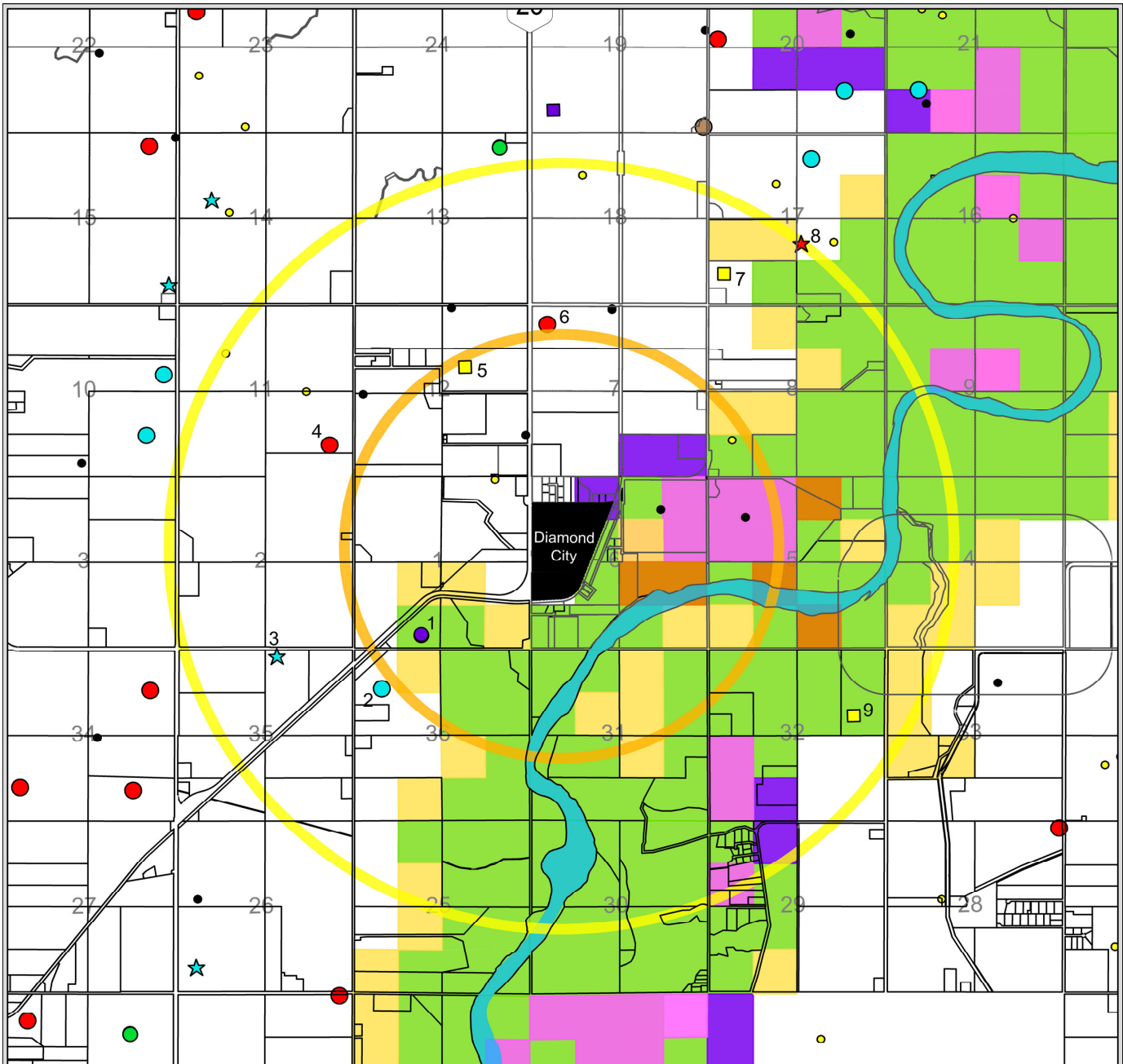






**Hamlet of Diamond City  
Growth Study  
Map 6 - Growth Area Concept Design**









- ■ ■ Hamlet Boundary
- - - Potential Lots
- Potential Residential Growth
- Potential Commercial Site





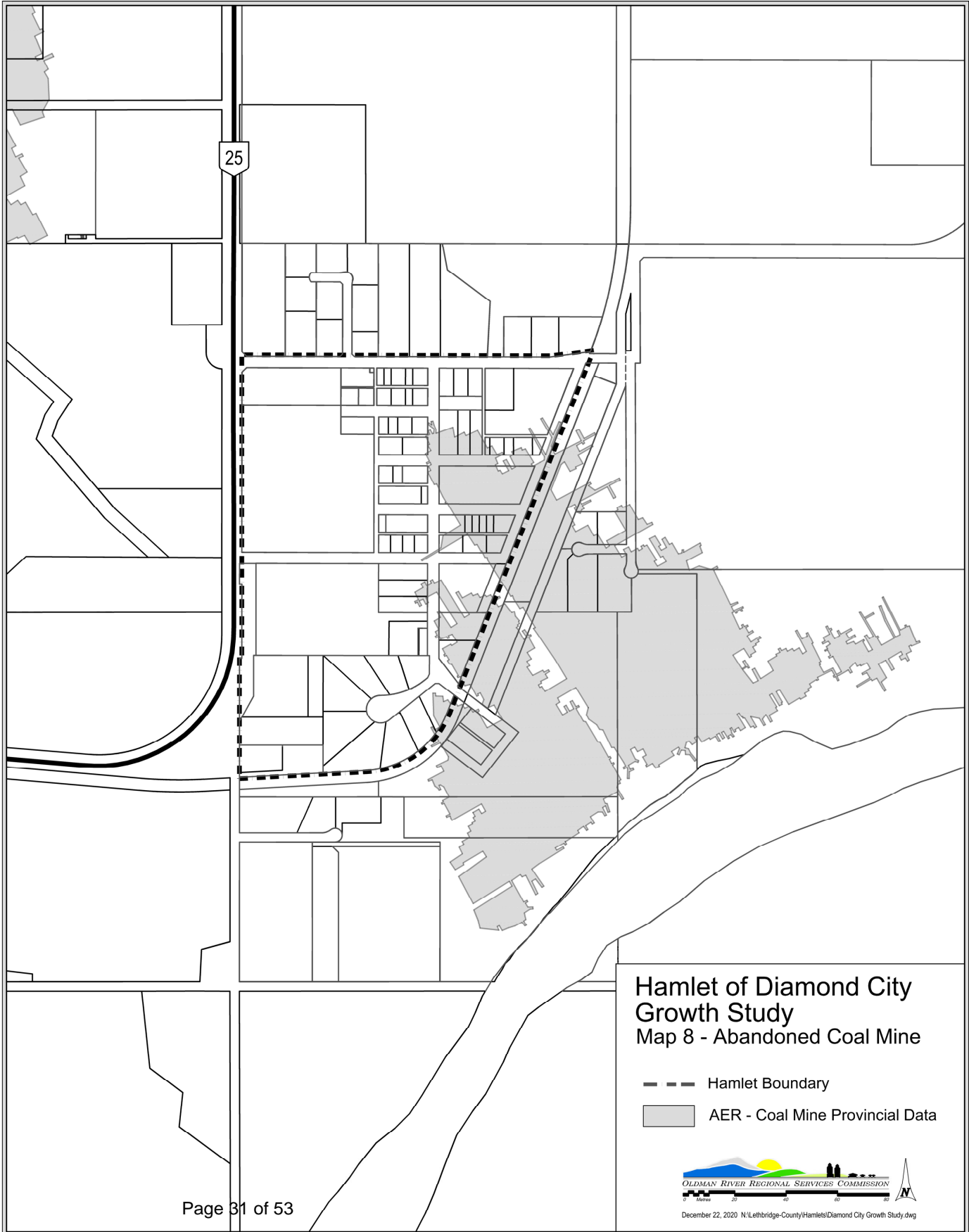
**Hamlet of Diamond City  
Growth Study  
Map 7 - Land Use Analysis**

-  CFO Buffer - 2 mile\*
-  CFO Buffer - 1 mile

-  HRV Category 4 Archaeological
-  HRV Category 4 Palaeontological
-  HRV Category 5 Archaeological
-  HRV Category 5 Archaeological
-  HRV Category 5 Palaeontological, Archaeological
-  CFO - Farrow/wean
-  CFO - Mixed
-  CFO - Feeder Hog

-  CFO\* - Beef
-  CFO - Cow/Calf
-  CFO - Dairy
-  CFO - Broiler/chicken
-  CFO - Farrow/finish
-  CFO - Turkey
-  CFO - Unknown Type
-  Active Wells
-  Abandoned Wells

\*CFO locations outside of 2 mile buffer are considered potential CFO locations (not confirmed with NRCS)



**Hamlet of Diamond City  
Growth Study  
Map 8 - Abandoned Coal Mine**

- Hamlet Boundary
- AER - Coal Mine Provincial Data



## Part 6

### GROWTH VISION / STRATEGY

In respect of the hamlet planning analysis completed, land use constraints, and the feedback provided by the citizens of Diamond City, a growth vision for the hamlet has been formulated based on the following main general planning strategies:

- The Hamlet of Diamond City should be actively planned and supported as a community to direct County residential growth as it is an ideal location in close commuting proximity to the City of Lethbridge and is an attractive, well-kept community that may readily attract new residents. Diamond City is seen as one of the County hamlets with perhaps the most residential growth potential.
- The primary strategy of pursuing infill development is the first and highest priority as there is a large amount of undeveloped land available within the hamlet boundary. This should occur on existing larger parcels of vacant land prior to considering expanding outside of the current hamlet boundaries.
- The County may have to play a more active role moving forward to consult and support Diamond City landowners who own the larger sized undeveloped parcels identified for internal growth to help ensure Diamond City is able to grow, and may do so in a desired, efficient and timely manner.
- New hamlet growth would be envisioned to primarily accommodate residential use. Planning for and encouraging some minor local neighborhood commercial activity that serves the residents may be beneficial if the population were to increase in the future; however, it is not foreseen that there is any significant opportunity to dedicate or develop industrial land within the hamlet.
- A main consideration and strategy for supporting growth for Diamond City is that this would entail a need for the municipal water and sewer system infrastructure to be expanded, as growth cannot occur without this element.
- To maintain the character of the existing community that has historically been developed with larger sized residential lots, new lots may continue to be subdivided in such a manner (9,000 to 15,000 sq. ft. in size).<sup>7</sup> However, future planning may also consider providing a combination of lot sizes and include regular lots (5,000 sq. ft. in size) as permitted under the bylaw.

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<sup>7</sup> In consideration of the SSRP land use principles, the larger lots may be considered as part of the County's efficient use of land strategy, as promoting and directing residential growth in the hamlet has the goal of envisioning less of a need or demand to subdivide county residential parcels 2 acres or greater in size in rural agricultural areas outside of the hamlet.

# Part 7

## GROWTH EXPECTATIONS SUMMARY AND RECOMMENDATIONS

This final section provides an overall summary of the existing and future growth expectations for the hamlet. Recommendations are also offered on planning matters that need to be addressed to enable growth, and/or the constraints that may be present for providing various municipal or community services.

### LAND USE – GROWTH

1. A first priority for Diamond City to accommodate growth should be to encourage and allow infill development and subdivision, such as the subdivision of existing larger parcels once they are able to connect to water and sewer stub-ins that may be made available with municipal infrastructure expansion.
2. There appears to be no imminent need to expand the hamlet boundaries for growth (if servicing were available), as there seems to be a significant amount of internal land available over the next 25 year or more growth period. Based on current growth rates and the undeveloped land calculations, it is not anticipated that there would be a need for an estimated 75 to 100 years.
3. The most crucial aspect of accommodating hamlet growth is the need for undertaking an engineering study to determine future servicing needs as the current system is at or near its capacity. Without an existing hamlet sewer stub-in in place, further subdivision and development of land may not occur until sewer and water capacity and infrastructure matters are addressed.
4. This hamlet study and the estimated number of potential lots that could be created internally based on growth projections should be used as the basis for future engineering studies and the planning of infrastructure expansion and upgrades that will be needed, particularly as it pertains to sewer service.
5. The County adopted a Local Improvement Bylaw for the Hamlet of Diamond City to recoup the costs of the municipal water and sewer infrastructure improvements that were installed by the County in 2005-2006. Likewise, any future municipal infrastructure expansion and upgrades to the water and sewer services will need to impose a similar local improvement levy to raise revenue to pay for the local improvements needed to facilitate growth.
6. Land directly to the east of the present Diamond City hamlet boundary is recognized as a possible logical long-term growth direction area largely due to constraints present with the other directions (as Diamond City is basically boxed-in on the other three sides). However, this should not be considered until after substantial infill has occurred within the hamlet and this may be examined in the future as the hamlet growth situation is reviewed over time.
7. The westerly parcels of Block H, Plan 705AA, Block G, Plan 2010910, and Lots 14 & 15, Block 12, Plan 1612913 are identified as having the largest growth and subdivision potential which should logically provide the hamlet with at least a 100-year land supply (refer to Maps 4 to 6). This gives the County adequate time to develop and evaluate the on-going planning and servicing needs of the hamlet long-term.
8. It is recognized that most of the land identified for residential infill potential is privately owned and there are no guarantees that landowners may further subdivide it for new development. As such, the County may have to play a more proactive role in encouraging, supporting and consulting with the

various Diamond City large land/title owners about the potential and guide them through the various processes of land development to enable hamlet growth to occur.

9. Many Diamond City residents prefer their larger lot and yard sizes and may be hesitant to want to subdivide. The residents also indicated in the survey responses they would prefer if the hamlet were continue to develop in this manner. This may result in a lower land use density and less land available to accommodate growth and development.
10. The future internal growth areas as identified on Map 6 will require an Area Structure Plan (ASP) or Conceptual Design Scheme to more fully address future lot layouts, servicing, road networks and utility right-of-ways that will be needed. Any ASP created to guide growth within the west portion of the current hamlet boundary should respect the traditional grid layout block pattern design.
11. The future road network in internal growth areas should connect to existing hamlet roads and should be designed as a traditional grid pattern with adequate street lighting also planned and provided for. (In the survey questionnaire responses many residents commented that there was not sufficient street lighting within the hamlet.)
12. There may be separate ASPs designed and prepared for the three main identified larger parcel internal growth areas. Some of the smaller infill parcels or areas identified may provide a Conceptual Design Scheme with associated servicing details. To enable land to remain as pasture for as long as possible, an ASP may illustrate logical phases of subdivision for a defined area to be developed overtime provided it addresses the sequence of servicing.
13. Careful consideration should be given to retaining the existing parcel on the corner of Bulyea Ave and 3 St. designated as 'Hamlet Commercial – HC' for such use (easterly portion of Lot 1, Block E, Plan 1011985), as the hamlet has no other lots available for commercial activity. The potential siting of future commercial land at the entrance to the community and along Highway 25 is also an important consideration based on locational factors. It is recognized the commercial need may not arise until additional residential population growth occurs.
14. Any commercial developments planned for the designated parcels adjacent to Highway 25 will require consultation with Alberta Transportation and provincial roadside permit approval.
15. It is recommended that the County proactively consult with the private title owner of Lots 9 to 14 of Block 6, Plan 705AA to redesignate these lots from 'Hamlet Public Institutional - HPI' to 'Hamlet Residential - HR'. The land has historically had this designation for over 50 years but is not used for these purposes and there is not foreseen a need for it. This may enable some additional infill residential lots to be considered on this parcel if services were made available.
16. Additional development/subdivision of large land parcels in the very southwest area of the hamlet (adjacent to eastside of Rge Rd 22-0) identified as a 'Special Planning Consideration Area' is not recommended until matters relating to access, servicing, siting of improvements, and feasibility are investigated through further detailed planning analysis (see Map 4).<sup>8</sup>

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<sup>8</sup> Note: This is needed to address the unique existing circumstances as some lots are still on individual private septic systems, one is isolated and does not have physical road access, and subdivision potential is presently limited due the location of existing improvements on the land.

## COMMUNITY – GENERAL

1. The existing community park space owned by Lethbridge County (Block 11, Plan 6510AE) containing the open space and multiple pieces of playground equipment, should be protected and remain as public space. Upgrading does not appear to be required for the playground equipment at this time, but specific attention should be focused on keeping it maintained.
2. The condition and future use of the Community Hall and how to plan for the future community gathering needs is an important issue that will need to be addressed. The County should continue to consult with Diamond City residents and the Community Association to determine a feasible course of action.
3. Dependent on the future plans related to the Community Hall and development on the County's community park space parcel, consultation may be needed with Canada Post if the present location of the community postal boxes becomes problematic or if there may be an improved layout or structure established to better facilitate postal delivery service.
4. The County should continue as best it can to regularly assess the conditions of roads, rear lanes, and municipal properties. The roadways within the hamlet appear to be in very good condition. Special attention should be given to keeping these well maintained to prevent expensive upgrades in the future. (Some residents did comment in the survey questionnaire on the desire for more snow removal/maintenance in the winter, which the County does as budgetary allocations allow. Also, suggestions that the west service road, Rge Rd 22-0, should be paved or have dust suppression applied more regularly.)
5. Diamond City may benefit from the design and installation of an attractive, unique community gateway/entrance sign(s) off Highway 25 (e.g. "Welcome to the Hamlet of Diamond City") to create sense of place and identify the community. This process may involve collaboration between Lethbridge County, the Community Association, residents and local area business people to coordinate and help create, construct and raise funds to implement this type of community enhancement project.
6. Although the development and provision of commercial retail services, such as convenience stores, is left to the private business sector and the municipality is not involved, the County may assist the situation through some proactive measures such as ensuring suitable land is designated or could be designated for such use, providing information and assistance to potential business prospects, and promoting and encouraging the use wherever possible. It is recognized that from an economic viability perspective, a population threshold of 1.5 to 2-times or more the present hamlet population would likely be needed to support some retail services like a small commercial store.
7. Consideration may need to be given to expanding the CFO exclusion area around the hamlet, at least in some areas. This could assist in successfully promoting residential growth and attract new residents. This may be a future Municipal Development Plan update discussion for County Council.
8. The County should continue to regularly engage and communicate to the citizens of Diamond City about possible future plans and as the onward planning of the hamlet unfolds over time.
9. This Hamlet of Diamond City growth study and long-range strategy should be reviewed by Lethbridge County periodically over time to confirm its relevancy and to consider any necessary updates that may be warranted, especially if any infrastructure or servicing conditions change.



# Appendix A

## LAND USE PROJECTIONS

# Appendix A

## LAND USE PROJECTIONS

**CHART 1 & 2**  
**Land Use Projections**

Year	Population		Assumed Persons per D.U.	Total Required D.U.		Existing Number of D.U.	New D.U. Needed		2016 Dwelling Units per Acre*	Land Acreage Requirement	
	High	Low		High	Low		High	Low		High	Low
2021	193	189	3.10	62	61	64	-2	-3	2.10	-0.83	-1.44
			2.90	67	65	64	3	1	2.10	1.22	0.56
			2.70	71	70	64	7	6	2.10	3.56	2.86
2026	203	193	3.10	65	62	64	1	-2	2.10	0.71	-0.83
			2.90	70	67	64	6	3	2.10	2.86	1.22
			2.70	75	71	64	11	7	2.10	5.33	3.56
2031	213	198	3.10	69	64	64	5	0	2.10	2.24	-0.06
			2.90	73	68	64	9	4	2.10	4.50	2.04
			2.70	79	73	64	15	9	2.10	7.09	4.44
2036	224	203	3.10	72	65	64	8	1	2.10	3.93	0.71
			2.90	77	70	64	13	6	2.10	6.31	2.86
			2.70	83	75	64	19	11	2.10	9.03	5.33
2041	235	208	3.10	76	67	64	12	3	2.10	5.62	1.47
			2.90	81	72	64	17	8	2.10	8.11	3.68
			2.70	87	77	64	23	13	2.10	10.97	6.21

Note: \* Units per acre with area for roads, reserve land, utility right-of-ways removed

Year	Population		Assumed Persons per D.U.	Total Required D.U.		Existing Number of D.U.	New D.U. Needed		Dwelling Units per Acre* 2	Land Acreage	
	High	Low		High	Low		High	Low		High	Low
2021	193	189	3.10	62	61	64	-2	-3	3.30	-0.53	-0.92
			2.90	67	65	64	3	1	3.30	0.77	0.36
			2.70	71	70	64	7	6	3.30	2.27	1.82
2026	203	193	3.10	65	62	64	1	-2	3.30	0.45	-0.53
			2.90	70	67	64	6	3	3.30	1.82	0.77
			2.70	75	71	64	11	7	3.30	3.39	2.27
2031	213	198	3.10	69	64	64	5	0	3.30	1.43	-0.04
			2.90	73	68	64	9	4	3.30	2.86	1.30
			2.70	79	73	64	15	9	3.30	4.51	2.83
2036	224	203	3.10	72	65	64	8	1	3.30	2.50	0.45
			2.90	77	70	64	13	6	3.30	4.01	1.82
			2.70	83	75	64	19	11	3.30	5.75	3.39
2041	235	208	3.10	76	67	64	12	3	3.30	3.58	0.94
			2.90	81	72	64	17	8	3.30	5.16	2.34
			2.70	87	77	64	23	13	3.30	6.98	3.95

Note 1: the 2.1 dwelling units per acre is the 2016 hamlet density for Diamond City (average 13,500 sq. ft. sized lots).

Note 2: the proposed 3.3 dwelling units per acre is based on a slightly higher hamlet density (smaller lots at 8,400 sq. ft. on average).

Note 3: 2016 Census, the average number of persons per dwelling unit (D.U) was 2.9 for Diamond City

Note 4: 'Low' population growth is based on 2.5% and 'High' population is based on 5.0%, for 5-year intervals

## Appendix B

### HAMLET RESIDENTS SURVEY AND RESPONSES

# Hamlet of Diamond City

## Resident Engagement Survey

Connecting the Community

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*Please check a single box to answer the question, unless otherwise indicated. If a question has a space to add a comment or to elaborate, please feel free to write in a response. You do not need to sign the survey and answers can remain anonymous. If you have filled-out the paper version of the survey, please return it to Lethbridge County as indicated on the cover page notice. Thank you for your time!*

**1. Please describe your type of property/resident status within the hamlet.**

- Property Owner - non-resident (i.e. do not live in the hamlet)
- Property Owner - resident (i.e. live in the hamlet)
- Renter - resident

**2. If a resident, how long have you lived in the Hamlet of Diamond City?**

- Less than 3 years
- 4 to 6 years
- 7 to 10 years
- More than 10 years, but less than 20
- 20 or more years

**3. Overall, how satisfied are you with residing in the hamlet and your quality of life?**

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

If dissatisfied, can you explain why?

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**4. What do you like best about living in the Hamlet of Diamond City? (*please describe*)**

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5. What do you like least about living in the Hamlet of Diamond City? *(please describe)*

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6. Are any of the following items things you feel could be improved in the hamlet community? *(may choose more than one answer)*

- Better provision of municipal services (please explain what) \_\_\_\_\_
- Quality of housing available
- Increase homeowner's pride in yard/home ownership (i.e. less unsightly properties)
- Condition of roads
- More retail / commercial businesses
- More recreational opportunities
- More frequent policing or bylaw enforcement
- Nothing, I like things just the way they are
- Other (explain)

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Comment?

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7. A recent condition assessment of the Diamond City Community Hall revealed that without several hundred thousand dollars of maintenance in the next few years, the hall is coming to the end of its useful life. With this in mind, your opinion is needed to help guide planning for the future.

A. How important is it to you to have a Community Hall in Diamond City?

- Extremely Important
- Very Important
- Somewhat Important
- Not very important
- Not important at all

**B. Would you be willing to commit time and energy to help fundraise for a new community hall or picnic shelter over the next few years?**

- Yes
- No
- Maybe

**C. How much annual tax increase would you be willing to support for a 20-year period to help assist with the costs if a new community hall or alternative structure (picnic shelter with BBQ, picnic tables, etc.) were to be built?**

- \$300
- \$200
- \$100
- \$0
- Other \$ \_\_\_\_\_

**8. The hamlet generally contains larger sized residential lots (65 to 100 ft. x 125 ft.) than what you typically find in a town or city (50 ft. x 100 ft. standard). Do you feel the hamlet should continue to develop this way in the future?**

- Yes, I like having the larger sized lots and want them to remain
- I like the larger lots, but I do not mind if my neighbor develops a smaller lot (not less than 50 ft. wide as per current bylaw minimum width)
- Lot sizes do not matter to me
- I support efficient land use, subdividing and creating standard urban sized lots (50 x 100 ft.) wherever possible

**9. The County has identified some potential general areas within and adjacent to the hamlet to accommodate future development and growth, primarily residential, but also some potential commercial (please refer to attached map). Do you have any concerns or would you be supportive of the County planning to potentially allow for some future growth opportunity in these areas?**

- Yes, I am supportive and have no concerns with such proposals
- Yes, provided the residents of the area are consulted in the planning process
- Neutral opinion - it does not matter to me
- No, I am not supportive

If you answered No and checked the last box, can you explain why?

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**10. Lethbridge County prohibits new confined feeding operations (intensive livestock) being established within a specific distance of the hamlet boundary, approximately ½-mile in each direction. Do you generally feel this is suitable?**

- Yes, this appears reasonable
- No, it should be a consistent 1-mile radius
- No, it should be a consistent 2-mile radius
- No, it should be increased to \_\_\_\_\_
- No, it should be decreased to \_\_\_\_\_
- Neutral, no opinion on the matter

Comment?

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**11. What do you feel are the top two (2) needs, services or issues that need to be addressed or provided in the Hamlet of Diamond City? (*feel free to comment*)**

1. \_\_\_\_\_
2. \_\_\_\_\_

**12. Any additional hamlet matters you would like to provide comment on?**

- No
- Yes, Comment:

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***Thank you for your time and feedback!  
Please return by November 17, 2020***



**GENERAL SUMMARY**  
**HAMLET RESIDENT RESPONSES**

# SURVEY RESULTS

## Resident Engagement Opinion Survey

### Hamlet of Diamond City Growth Study

**Abstract**

Responses and results of a public engagement questionnaire survey that was sent to every household in the Hamlet of Diamond City in October, 2020

Compiled December 2, 2020  
By: Oldman River Regional Services Commission



# Hamlet of Diamond City Growth Study

## RESULTS - Resident Engagement Opinion Survey

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### SURVEY OVERVIEW

The following are the results of a questionnaire survey that was sent to every household in the Hamlet of Diamond City as part of public engagement for preparing the Lethbridge County hamlet growth study. The survey consisted of 12 questions with some opportunity for written comment. The purpose is to obtain ratepayer feedback and help Lethbridge County better understand existing conditions and issues to more comprehensively and efficiently plan for municipal services and potential future growth.

A synopsis of the general findings of the completed survey is summarized below. The actual compiled resident responses to the individual questions and a general summary of the main written comments they provided is attached (starting on page 2, after the summary). (The questionnaire was an anonymous exercise and individuals did not need to provide their name or contact information.)

### GENERAL SUMMARY

A total of 72 questionnaires were sent out on October 21, 2020 with a requested reply-by date of November 17, 2020. There were **51 surveys filled-out**, 23 responses provided on-line through the website portal and 28 hand written submissions, resulting in a **71% overall survey response** rate. For a community engagement survey this is considered as an excellent and higher than normal response, as typically 20% or less is the usual experience in this type of exercise.

Overall, residents seem to be generally satisfied with the quality of life in Diamond City, with 76% of respondents stating they were very satisfied. Fifty-eight percent of the survey respondents have lived in Diamond City for 10-years or more, with 40% residing there over 20-years. Residents stated they like the good people and the friendly, quiet, peaceful nature of the hamlet. Over a third of the respondents indicated they don't see anything major that needs to be improved and they like Diamond City just the way it is. The majority (over 84%) like the large lots and want them to remain in the hamlet and do not want smaller city sized lots to be allowed. There was an indication that they live in Diamond City to have big yards, less close neighbors, more space, and many would like to see it continue this way.

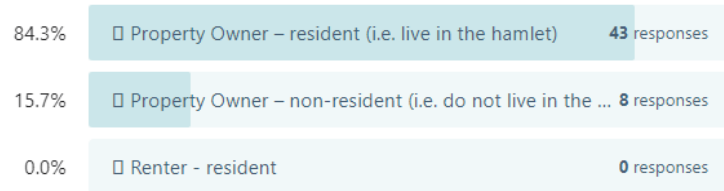
Generally, most respondents (57%) are supportive of planning for internal growth opportunities if the residents are consulted during the process. However, close to a third are not supportive as they do not want additional subdivision and more population, smaller lots, or have some concerns with servicing capabilities, especially sewage. There are mixed opinions on planning for the future of the community hall, but 53% indicate it is an important issue (with 31% stating extremely important). A majority of survey respondents (60%) would like to see an increase in the CFO exclusion distances to the hamlet. Regarding concerns: the lack of amenities, stray dogs running loose, and traffic safety (e.g. speeding), and the lack of current sewer capacity to enable subdivision were a few of the common repeated issues.

For the complete results and comments as supplied by the residents who filled-out the survey, please refer to the attached results compilation.

### Question 1:

✓ 1 Please describe your type of property/resident status within the hamlet.

51 out of 51 people answered this question



### Question 2:

✓ 2 How long have you been a resident of the Hamlet of Diamond City?

50 out of 51 people answered this question



### Comments Summary:

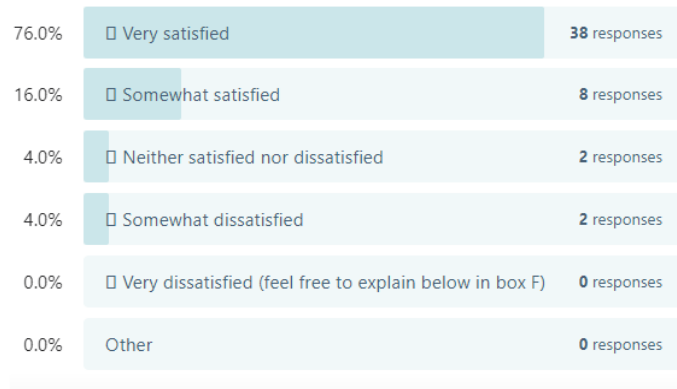
- Approximately 84% of the Diamond City property owners who responded to the survey are also residents of the hamlet. This survey statistic is useful to provide an indication of what the thoughts and opinions of the people are who actually live and interact day-to-day in the hamlet. It was also helpful to gain long-term residents insights, as 58% of the survey respondents have lived in the hamlet for 10-years or more.

*(Summary report note: the provided comments are presented as written.)*

### Question 3:

✓ 3 Overall, how satisfied are you with residing in the hamlet and your quality of life? (You may also type a response or comment in the last box F "Other")

50 out of 51 people answered this question (with multiple choice)



#### Comments Summary:

- The majority of residents of the hamlet indicate they are overall pretty satisfied with residing in Diamond City and their quality of life, as the most popular response was 'very satisfied' by 76% of the respondents.

### Question 4: What do you like best about living in the Hamlet of Diamond City ?

#### Comments Summary:

- The most popular response provided about what residents liked best about living in Diamond City was the quiet, peaceful, country atmosphere with it not being overly developed or dense population wise.
- It was frequently mentioned that the residents like having the nice large, spacious lots in the hamlet and much more space than in a town or the City of Lethbridge.
- Many respondents also stated that Diamond City was a safe, friendly, family environment community with great people living there and they know their neighbours.
- There were also many responses that expressed they appreciated the County's maintained roads, city water, sewer service, and the generally up-kept properties.

### Question 5: What do you like least about living in the Hamlet of Diamond City ?

#### Comments Summary:

- For the hamlet of Diamond City residents, there was not one main complaint or issue that stood out as what they liked least about living in the hamlet, but there were a few issues that were repeatedly mentioned. One issue many residents mentioned is that the hamlet has a problem with irresponsible pet owners and wandering animals running all over the community, especially in regards to dogs.
- A very common reoccurring comment related to the issue of police presence and it was suggested there should be more to help with enforcement, especially regarding people not obeying speed limits. It was often stated that there are speeding problems, especially regarding the speed and volume of traffic on McKechney Ave., and it is thought to be unsafe with many young children in the hamlet. It was suggested by some that they would like to see a speed limit for 30 km/hr. in all of Diamond City.
- Another very frequently mentioned issue with living in Diamond City was the close proximity to so many feedlots (i.e. Confined Feeding Operations) due to the foul odour and concerns with health and air quality issues, especially when the wind comes from the north.
- There was a mixed range of responses regarding the possible future growth of the hamlet. Some residents are not supportive of the potential to increase the hamlet population or the ability to have smaller sized lots as they did not like that Diamond City may get busier and bigger. However, other residents complained about the current inability to subdivide and that there was no room for hamlet expansion or additional sewer service available to enable the hamlet to grow.

**Question 6:** Are any of the following items things you feel could be improved in the hamlet community? (you may choose more than one answer)

48 out of 51 people answered this question (with multiple choice)



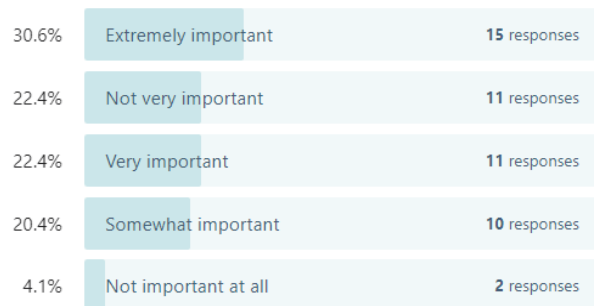
**Comments Summary (things that could be improved):**

- Overall, the top response by residents (35%) on providing input on things that they felt could be improved was, “nothing, they liked things just the way they are.”
- The next most frequent responses were to increase homeowner’s pride in yard/home ownership, and more frequent policing or bylaw enforcement with the majority indicating it related to animal control and speeding issues in the hamlet.
- Regarding comments made by survey respondents concerning wanting better provision of municipal services, the most frequently made suggestion was in regards to wanting an increase in street lighting (as some streets or areas were seen to be very dark), and better snow removal off of roads.

**Question 7:** A recent condition assessment of the Diamond City Community Hall revealed that without several hundred thousand dollars of maintenance in the next few years, the hall is coming to the end of its useful life. With this in mind, your opinion is needed to help guide planning for the future.

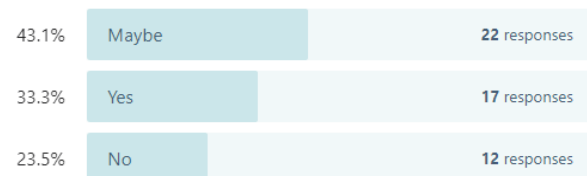
✓ **7a** How important is it to you to have a Community Hall in Diamond City?

49 out of 51 people answered this question



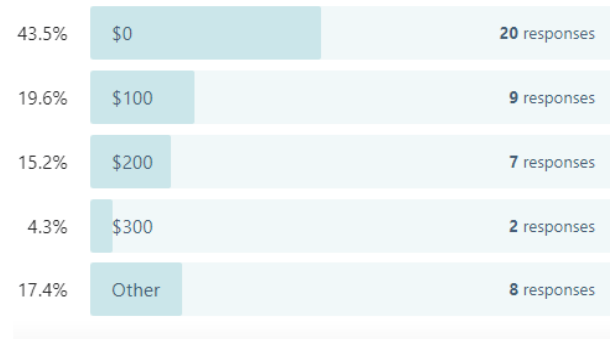
✓ **7b** Would you be willing to commit time and energy to help fundraise for a new community hall or picnic shelter over the next few years?

51 out of 51 people answered this question



✓ 7c How much annual tax increase would you be willing to support for a 20-year period to help assist with the costs if a new community hall or alternative structure (picnic shelter with BBQ, picnic tables, etc.) were to be built?

46 out of 51 people answered this question

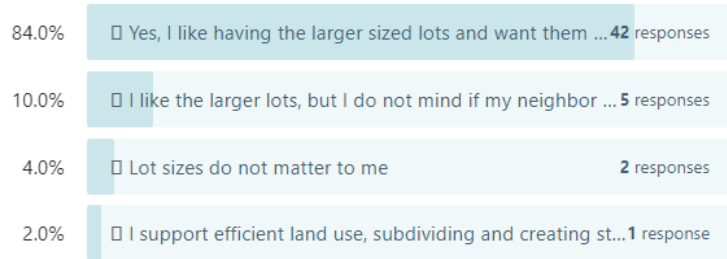


**Comments Summary:**

- The questions regarding planning for the future of the Diamond City community hall and community gathering needs experienced a range of responses and support from residents. This is obviously an important issue that will need the County to continue to consult with Diamond City residents and the Community Association to determine a feasible course of action.
- Over half of the survey respondents stated that the community hall is important, with 31% stating it is extremely important. About a quarter of the survey respondents did not think it was very important of an issue. The survey illustrated that those residents who have resided longer in the community, for 10-years or more and especially more than 20 years, were more in favor of having and contributing towards a new community hall.
- Overall, there was also a wide range of support or lack of in wanting to help with fundraising or financially help contribute towards a new hall or alterative structure being constructed. Some respondents stated they would be willing to provide absolutely nothing, or they felt taxes were high enough already, or if extra money was needed there should be a community fundraiser held; or alternatively, other residents were in agreement to pay additional yearly taxes over a 20-year period to help pay for a new facility. The amount of how much taxes they were willing to pay also varied amongst the replies.

**Question 8:** The hamlet generally contains larger sized residential lots (65 to 100 ft. x 125 ft.) than what you typically find in a town or city (50 ft. x 100 ft. standard). Do you feel the hamlet should continue to develop this way in the future?

50 out of 51 people answered this question

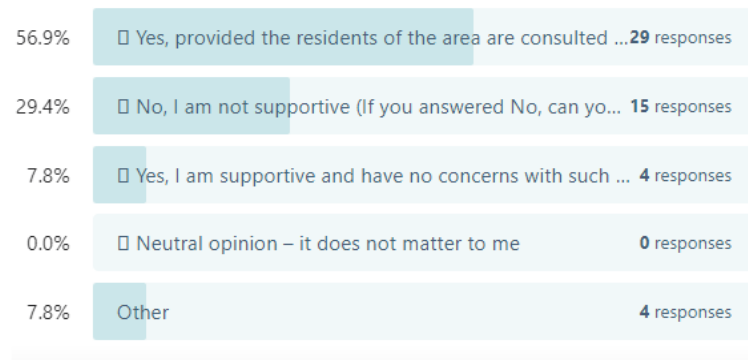


**Comments Summary:**

- Overall, the overwhelming majority of hamlet residents clearly stated they like the larger sized lots that are in Diamond City and would like the hamlet to continue to develop in this manner.

**Question 9:** The County has identified some potential general areas within and adjacent to the hamlet to accommodate future development and growth, primarily residential, but also some potential commercial (please refer to attached map). Do you have any concerns or would you be supportive of the County planning to potentially allow for some future growth opportunity in these areas?

51 out of 51 people answered this question (with multiple choice)

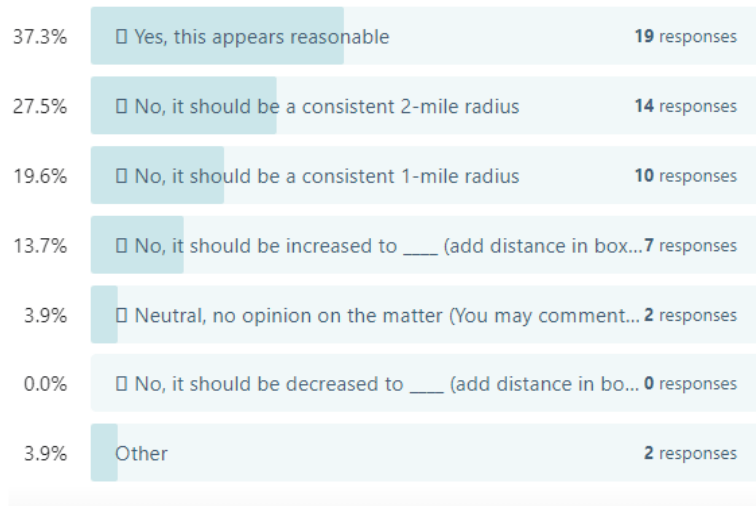


**Comments Summary:**

- Overall, the majority of survey respondents were supportive of the County planning for future growth areas if the County were to consult with residents in the future on any plans going forward (the most popular response by 57% of the respondents).
- There were a number of respondents who indicated they were not supportive of growth or future development as some stated they moved to Diamond City for the country living lifestyle and to avoid the high density and small lot sizes of the city. Many who were not supportive also indicated that they liked the large lots and some stated that wanted to see only 1 acre or larger lot sizes in the hamlet.
- There were also a few respondents who questioned how the hamlet could grow as they were of the understanding the municipal sewage lagoon could not support any further development or expansion, or some wanted to know how water and sewer services would be addressed to any new lots.

**Question 10:** Lethbridge County prohibits new confined feeding operations (intensive livestock) being established within a specific distance of the hamlet boundary, approximately 1/2-mile south, west and north. Do you generally feel this is suitable?

51 out of 51 people answered this question (with multiple choice)



**Comments Summary:**

- There was a range of responses as to what resident’s felt may be the appropriate Confined Feeding Operation (CFO) exclusion distance to apply for the hamlet, with approximately 41% of residents of the opinion the current exclusion zone was either reasonable or they had no opinion. However, overall the majority want some type of an increased buffer distance from the present circumstances.



- The most popular response by approximately 28% of respondents, was that a consistent 2 mile exclusion zone should be applied. It was mentioned that 2 miles is reasonable with respect to any additional/new feeding operations (intensive livestock) given the existing locations and air quality.
- There were a few respondents who referred to the existing poor air quality often experienced by Diamond City residents, and it was mentioned the CFO exclusion distance should be increased so there are no increases in air pollution to the hamlet.

**Question 11:** What do you feel are the top two (2) needs, services or issues that need to be addressed or provided in the Hamlet of Diamond City ?

42 out of 51 people answered this question

**Comments Summary:**

Residents provided a number of ranging items/topics as their top two issues, with some providing multiple responses. However, the top two repeated submissions were items frequently mentioned in earlier parts of the survey responses. The main issues or themes commented upon are as summarized below:

- In regards to items or issues that would fall under the category of municipal services provided to Diamond City residents by Lethbridge County, the most popular provided response related to the need for a greater bylaw officer enforcement in the hamlet especially regarding dealing with animal control (as it was mentioned dogs are roaming everywhere). Some residents also mentioned that more frequent policing was needed to enforce speeding problems in the hamlet especially in regards to speeding on McKechney Ave.
- Other highlighted issues associated with municipal services mentioned the need for more street lighting and better snow removal or winter maintenance on hamlet roads. A couple stated they would like to see a permanent recycling depot or facility in Diamond City.
- There were a number of survey respondents who stated that allowing the opportunity to subdivide and develop properties within the hamlet was important and that the County should put plans in place to provide more water and sewage capacity to help Diamond City grow. It was also mentioned that the lands inside the hamlet should be developed before lands outside of the boundary are developed for residential use.
- A number of the residents reiterated the importance of maintaining/developing a community hall for the hamlet and also that preserving the history of Diamond City was important.
- Others listed that enabling and attracting business opportunities and possible services like a general store/liquor store or a gas station was important. A few also indicated the need for better post office services and a parcel pick up service.
- Although in the minority of responses, a few residents stated they felt there was a need for more recreational facilities, such as a skating rink at the basketball courts or a new indoor/outdoor picnic shelter.
- There were also a number of the survey respondents who stated they felt that nothing needs to be changed in Diamond City, they were overall satisfied with the services provided in the hamlet.

**Question 12:** Any additional hamlet matters you would like to provide comment on?

46 out of 51 people answered this question

**Comments Summary:**

- Overall, many respondents final comments reinforced what they had stated earlier in the survey. Most frequently, it was expressed they would like to see additional or better policing and more bylaw enforcement, especially in regards to animal control. A few reiterated that they wanted the County to provide more street lights for improved safety / security.
- There were additional final general comments made relating to future growth planning and that residents should be involved by the County. The residents also wanted the County to ensure the infrastructure was properly addressed and that there was water and sewer capacity made available. Some residents stated they did not want to see Diamond City repeat and experience problems like it had in the past in regards to private septic system failures and water table problems.
- In association with planning for future growth, a number of survey respondents also reiterated their opinion that they do not want to see higher density development and small lots in the hamlet. They wanted Diamond City to retain its low density, rural county residential style of development and they were only supportive of larger yards and lot development in Diamond City.
- Some respondents made final comments again on the issue of the current community hall situation – some felt that adding a new community hall was needed and was probably the best addition that will benefit all citizens of the hamlet; while others were of the opinion that although perhaps a new hall would be nice, the idea of making residents to foot the bill through higher taxes, especially during these tough times, was not desirable.
- In summary, it was indicated through the commentary provided, that the majority of residents generally enjoy living in the Hamlet of Diamond City and feel the hamlet has provided an excellent quality of life. Many residents stated they live in Diamond City to appreciate the beauty of rural/country living and to enjoy the peace and quietness. Overall, they feel that Diamond City is fine just the way it is.

# AGENDA ITEM REPORT



**Title:** Hamlet of Shaughnessy Growth Study  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Community Services  
**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 26 Jan 2021  
Approved - 27 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The Hamlet of Shaughnessy Growth Study illustrates the logical areas for growth and development within the hamlet.

## RECOMMENDATION:

That County Council accept the Hamlet of Shaughnessy as a guiding document for future growth and development within and adjacent to the Hamlet of Shaughnessy.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Hamlet Studies were approved in the Lethbridge County Budget.

## BACKGROUND INFORMATION:

County Council has approved, through the municipal budget, the development of Growth Studies for all the County's Hamlets. The purpose of the Growth Studies is to show the logical areas for growth within and adjacent to County hamlets.

The Shaughnessy Growth Study commenced in the spring of 2020 with the assistance of Steve Harty from the Oldman River Regional Service Commission (ORRSC). The background information and historic data were compiled as well as an assessment of the current condition of the hamlets dwellings, lot sizing and available infrastructure was completed (i.e. water and sewer)

The final Shaughnessy Growth Study addresses the existing state of the hamlet with a focus on the future growth.

County Administration sent out a survey to the hamlet landowners in October with comments due back by November 17, 2020. There were 147 surveys sent out and 50 responded, resulting in a 34% overall response rate. The comments were reviewed and some adjustments made to the the Growth Study. Some highlights from the survey were that residents enjoyed the sense of community and quiet living of the hamlet. Some concerns were expressed regarding the condition of the road, unsightly premises, and animals at large within the hamlet.

The draft growth study was posted to the County's website at the end of December 2020 and a follow-up letter sent to the hamlet landowners providing them with an opportunity review the draft Growth Study and submit any additional comments by January 22, 2021. No comments were received regarding the draft Growth Study.

The final Shaughnessy Growth Study addresses the existing state of the hamlet with a focus on the future growth. There are not many opportunities within the Hamlet for infill development as noted on map 4 (i.e. development of vacant parcels and subdivision of larger titles). Most of the future development would have to growth outside of the current hamlet boundary. Future outward growth has been identified to the south and east of the existing hamlet (map 5 and 6), The lands identified for future growth could accommodate approximately 100 years of growth for the hamlet.

The municipal services (potable water and waste water) would need to be assessed prior to any significant growth as the existing waste water lagoon was constructed in 1977 and may need upgrades.

**ALTERNATIVES / PROS / CONS:**

Not Applicable

**FINANCIAL IMPACT:**

There are no financial implications resulting from the proposed growth study. Future development in and around the Hamlet of Shaughnessy would be taxed at the applicable tax rate.

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

The Shaughnessy Growth Study will be used as a guiding document for future development and growth in the Hamlet of Shaughnessy.

**ATTACHMENTS:**

[LETHBRIDGE COUNTY Hamlet of Shaughnessy Growth Study w Maps - Council Agenda Report Copy](#)



**LETHBRIDGE COUNTY**

**Hamlet of Shaughnessy**

**GROWTH STUDY**

**DRAFT – December 2020**



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

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Prepared for Lethbridge County**

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# LETHBRIDGE COUNTY HAMLET OF SHAUGHNESSY GROWTH STUDY

## Part 1

### STUDY OVERVIEW

This hamlet study is part of a sequence of hamlet growth studies that was commenced by Lethbridge County in 2017 for each hamlet within the municipality. The purpose of these studies is to assess the current conditions of each of the hamlets and determine the feasibility of growth within each. The studies will determine logical land use and expansion areas for each hamlet and analyze current and future servicing requirements to support growth within the hamlets. The municipality has authorized the Oldman River Regional Services Commission, as municipal planners for the municipality, to review and prepare the studies/reports on behalf of the County.

The Lethbridge County Municipal Development Plan (MDP) identified that planning for future hamlet growth areas is desirable within its land use management strategy. The MDP is a long-range statutory document providing a framework of policies for decision makers regarding future growth and development opportunities. As part of the growth policies in the MDP, one of the County's objectives is to sustain the hamlets within the County and continue to protect agricultural land uses by encouraging residential development in and around the hamlets. In particular, the MDP outlines the following policies:

- The County shall support hamlet growth provided appropriate servicing provisions exist to facilitate expansions.
- The County shall, where required, undertake servicing master plans and the development of infrastructure required to facilitate growth.

The hamlet growth studies are to guide and facilitate the comprehensive planning and development of servicing that will be needed to support healthy, probable growth projections.

#### 1.1 Intent

This report presents a summary of existing conditions and future considerations to support the growth and long-term viable expansion of the Hamlet of Shaughnessy.

#### 1.2 Objectives

- To put together a plan to direct and encourage the hamlet to sustainably grow and prosper into the future in a logical/rational manner.
- To identify lands available within the present hamlet boundary to accommodate growth in a contiguous manner by developing available vacant or larger parcels of land in Shaughnessy.
- To ensure there is sufficient land for the hamlet to accommodate a 25-plus year projected growth land requirement, and identify suitable land outside the present boundaries.



- To provide an overview of the general hamlet conditions and assess the overall vitality (well-being) of the community.
- To identify logical growth lands for the hamlet and protect them from fragmentation in order to assist in making future development more efficient, cohesive, and cost effective.
- To provide a planning framework to facilitate future development that could be readily serviced by municipal infrastructure. The reports' findings may be used to address and facilitate long-term infrastructure planning and management for the County.
- To provide an assessment/opportunity summary with recommendations to Lethbridge County decision makers to help guide future planning, servicing, and management.

## Part 2

### LEGISLATIVE BACKGROUND

Hamlets are small, unincorporated communities within a larger rural municipality in Alberta. They are governed, taxed, and managed by the rural municipality within the boundaries of which they are located.

The Municipal Government Act (MGA), section 59(1) states: *“The council of a municipal district or specialized municipality may designate an unincorporated community described in subsection (2) that is within its boundaries to be a hamlet.”* Subsection (2) states, *“an unincorporated community may be designated a hamlet if the community:*

*(a) consists of 5 or more buildings used as dwellings, a majority of which are on parcels of land smaller than 1850 square metres,*

*(b) has a generally accepted boundary and name, and*

*(c) contains parcels of land that are used for non-residential purposes.*

*(3) The designation of a hamlet must specify the hamlet’s name and boundaries.”*

The Hamlet of Shaughnessy conforms to the stipulated MGA criteria.

This Growth Study is not a statutory plan as defined by the MGA, but is a tool to help guide and shape direction and policy for Lethbridge County regarding planning for the hamlet. The vision and recommendations of this study may serve as the foundation for the framework to manage future development and growth through incorporating them into the County’s Municipal Development Plan as formal policy.

# Part 3

## HAMLET OVERVIEW

The Hamlet of Shaughnessy is located approximately 17 km (10 mi) north of the City of Lethbridge along Highway 25 and approximately 7 km (4 mi) southwest from the Town of Picture Butte, primarily within the W½-30-10-21-W4M. The hamlet has a land area consisting of 80.1 acres (32 ha) within its boundary.

### 3.1 Population

Shaughnessy had a population of 415 residents living in the community recorded by Statistics Canada 2016 data (see Table 1). There were a total of 160 occupied private dwellings of 167 private dwellings recorded in 2016 census data.<sup>1</sup> The 2016 population increased by 8.1% from its population of 384 in 2011. The previous census period (2006 to 2011) the population decreased by 4.2% from 401 to a population of 384. The hamlet has experienced fluctuating changes in its population, largely around 300 residents on average between 1971 and 1991, but since 1991 it has generally increased in size overall as displayed in Table 1. The Hamlet of Shaughnessy is the largest hamlet (population wise) in Lethbridge County. The closest hamlet in population is the Hamlet of Monarch.

**Table 1**  
**Census Population and Growth**

	1991	1996	2001	2006	2011	2016
<b>POPULATION</b>	321	360	390	401	384	415
<b>5 YEAR TOTAL GROWTH (OR DECLINE) %</b>	--	12.1%	8.3%	2.8%	-4.2%	8.1%
<b>No. of private dwellings</b>	--	--	--	--	161	167

*\*Please note: Census data information for private dwellings prior to 2011 was not available*

### 3.2 Hamlet History

Shaughnessy first developed as coal mining settlement during the early 1900s with the first official mine being established in 1927. The original community plan was registered as the 'Town of Wallace' in 1929 and comprised 25.24 acres of land (see Diagram 1). A later surveyed plan for an addition to the 'Townsite of Wallace' was registered the following year in 1930. This addition added the school site adjacent to Highway 25 and the lands to the north of the school, comprising the blocks along Fourth and Fifth Street. By the late 1920s with the Cadillac Mine in operation the community began to grow. In 1935 it received its official Shaughnessy name after Lord (Baron) Shaughnessy, the chairman of the first mining company

<sup>1</sup> Population and dwelling counts, for Canada, provinces and territories, and designated places, 2016 and 2011, 2011 and 2006 censuses (Alberta). Statistics Canada.

that commenced operations.<sup>2</sup> As is the case with most resource dependent towns and industries, Shaughnessy experienced significant highs and lows in its population due to the boom and bust cycle of coal. The community experienced dramatic population fluctuations during its early history between the years of economic prosperity and the decline of coal production during the 1930s. At its mining peak during World War II, there were approximately 400 men employed in the local mining industry at one time.<sup>3</sup> Growth in the rural hamlet was either slow or declining during the 50's and 60's, due to the waning of the coal industry and also since the community was not able to compete with the educational, occupational and social opportunities of the nearby City of Lethbridge. Coal mining officially came to an end in Shaughnessy in 1965, after miners at the Standard Mine (officially Mine No. 1263) went on strike for higher wages and the company, Lethbridge Collieries Ltd., responded by closing the mine on February 4<sup>th</sup>, 1965.<sup>4</sup>

The hamlet at one time had a church, school, and a number of commercial services including a general store, post office, pool hall, meat market, lumber yard, auto garage and a hotel and tavern. With the introduction and expansion of irrigated farming to the area, Shaughnessy began to find its footing as an agricultural service and residential settlement. On January 8<sup>th</sup>, 2007 fire destroyed the landmark Shaughnessy Hotel which had been a 70-year-old establishment in the hamlet. It was a local historic landmark that and served generations of miners and farmers and was an important part of the community.

Though growth has been slow but steady in Shaughnessy over the last few decades, the hamlet now remains as a viable urban option to those wishing to reside in a smaller, rural community. Many residents are also employed in the agricultural industry and work in the surrounding rural area. Shaughnessy does provide the benefit of having access to municipal sewer, water, easy highway access (Hwy 25), larger and more affordable lots for developing, short commute to Lethbridge or Picture Butte, and cheaper living costs than what is available within the City of Lethbridge.



Cadillac Mine, Shaughnessy, Alberta  
Shaughnessy after 1927  
Courtesy Provincial Archives of Alberta: A3465



Shaughnessy Hotel, Shaughnessy  
Shaughnessy ca. 1940  
Courtesy Provincial Archives of Alberta: A13829

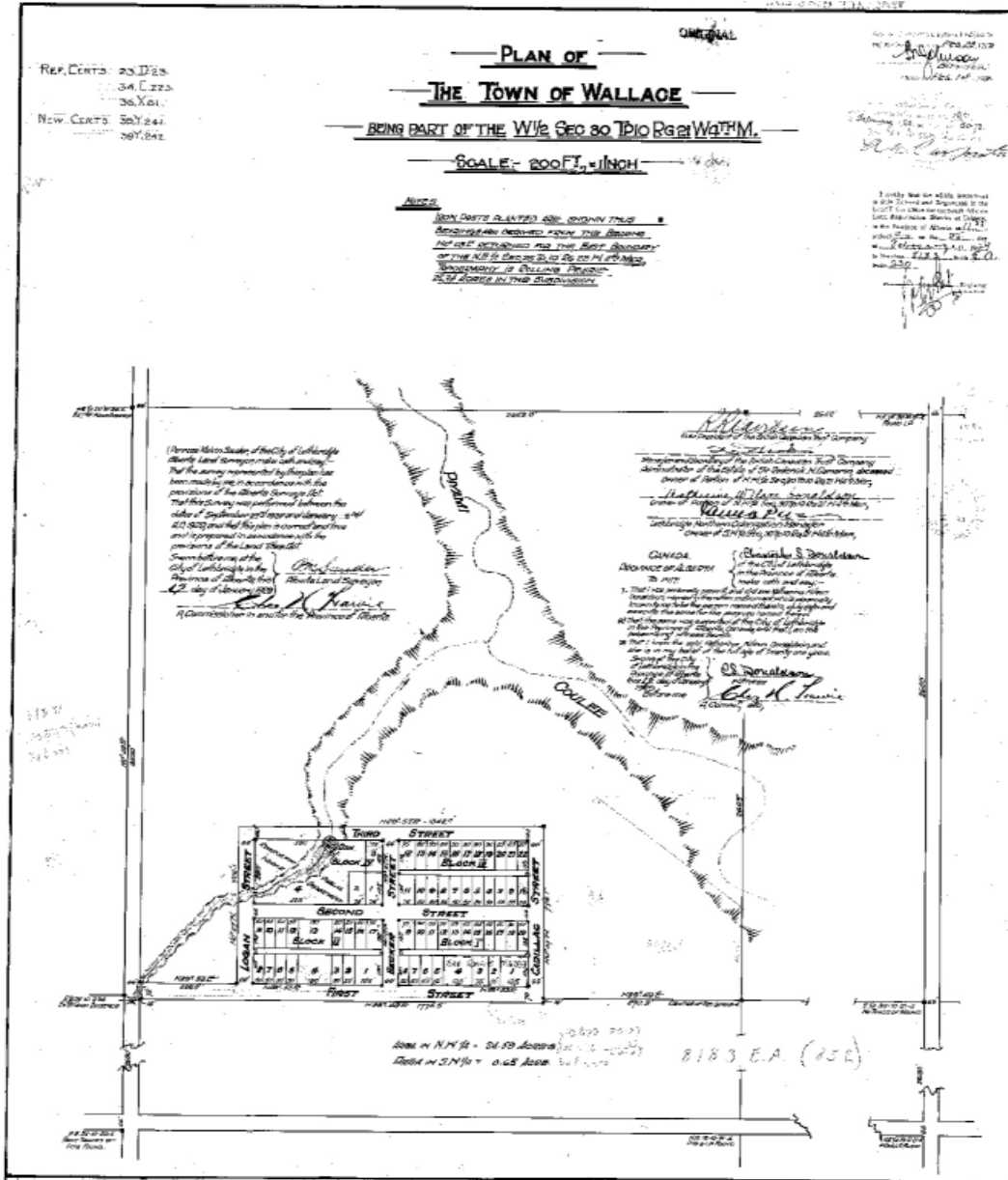
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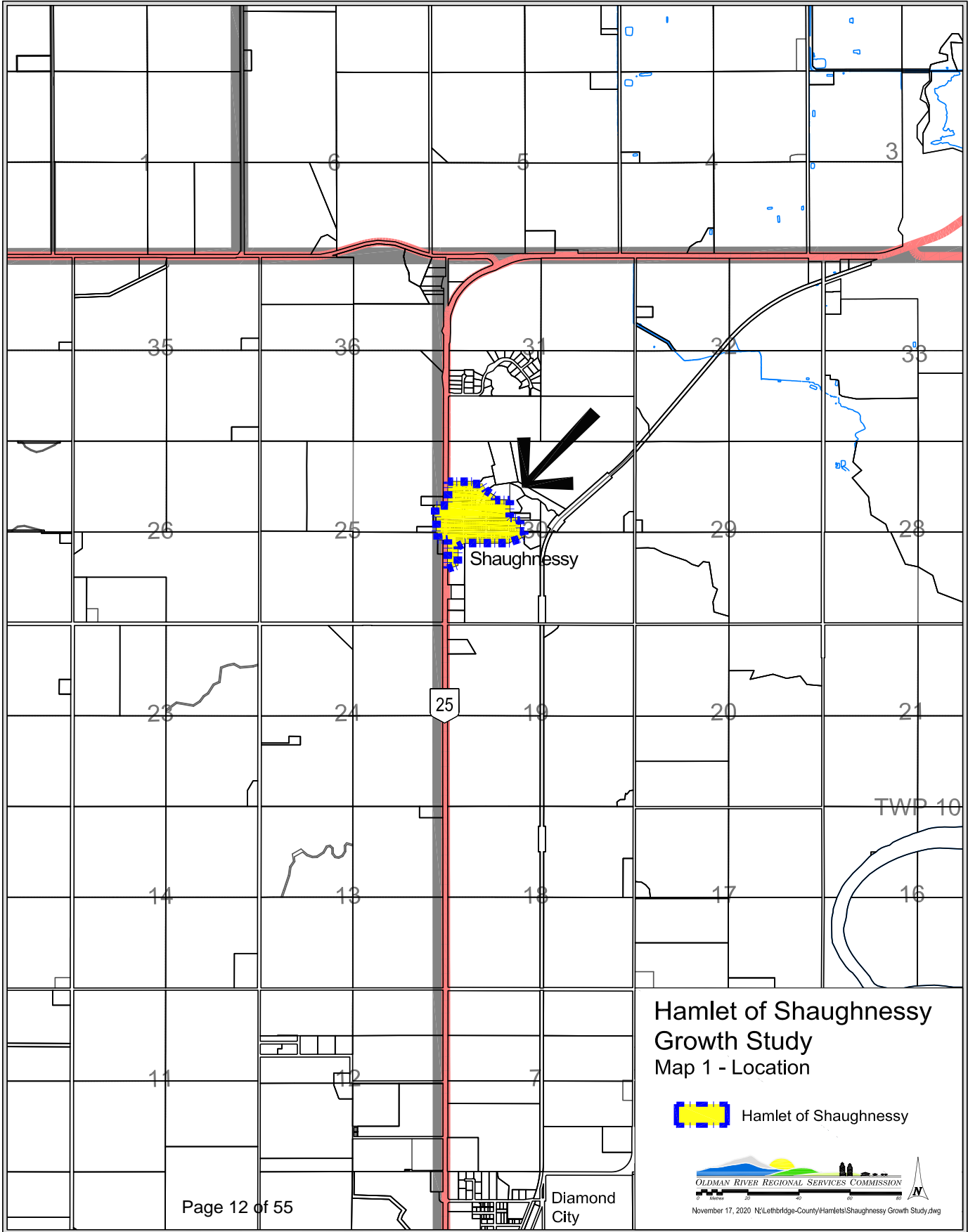
<sup>2</sup> Coyote Flats Historical Society (1967). *Coyote Flats: historical review, 1905-1965. Volume 1. Lethbridge: Southern Printing*

<sup>3</sup> Fording Coal Ltd. Shaughnessy Mining Commemorative

<sup>4</sup> Lethbridge Historical Society, Community Organisation, 2015


**Diagram 1**  
**ORIGINAL TOWN OF WALLACE (SHAUGHNESSY) TOWNSITE PLAN**





Diamond City

**Hamlet of Shaughnessy  
Growth Study  
Map 1 - Location**

 Hamlet of Shaughnessy



November 17, 2020 N:\Lethbridge-County\Hamlets\Shaughnessy Growth Study.dwg

## Part 4

### EXISTING CONDITIONS AND OVERALL ASSESSMENT

Existing conditions within the hamlet were reviewed and assessed to determine the overall characteristics and quality of life found within the community. The following topics were assessed:

- Analysis of Population & Growth
- Determination of Land Use patterns
- Community services - churches, schools, community halls, commercial (e.g. groceries)
- Parks and Recreation (i.e. playgrounds, ball diamonds, green space, etc.)
- General State Synopsis - personal property conditions, weeds, unsightly premises
- Confined Feeding Operations (CFOs) - proximity / effects
- Identification of Vacant land parcels
- Servicing - municipal and private utilities

Based on a review of the existing conditions, a general assessment statement is provided on the current state of the community (i.e. hamlet). Some conclusions are provided on the identified constraints present or potential need for the provision of various municipal or community services.

As part of the hamlet study, a resident survey questionnaire was sent to every household in the Hamlet of Shaughnessy. The survey consisted of 12 questions with some opportunity for written comment. The purpose was to obtain hamlet citizen feedback and help Lethbridge County better understand existing conditions and issues to more comprehensively plan for future growth. A total of 147 survey questionnaires were sent out in mid-October 2020, with a November 17, 2020 stipulated reply date. There were 50 surveys filled-out and returned resulting in a 34% overall survey response rate. Overall, residents seem to be satisfied with the quality of life in Shaughnessy. Seventy-nine percent of the respondents have lived in Shaughnessy for 10-years or more, with 65% percent residing there over 20-years. Respondents stated they appreciate the quiet, small town living aspect and the sense of community. Many stated the hamlet feels safe, the residents are friendly and they have good neighbors. The majority of residents did not have concerns with Lethbridge County planning for future growth opportunities for the hamlet.

Overall, the main concerns were with roads and the need for better bylaw enforcement, especially regarding unsightly properties and pets. The most common complaint expressed was with the overall poor condition of the roads in the hamlet. The second most frequently mentioned item that residents would like to see improved in Shaughnessy is for homeowners to take more pride in yard and home ownership. There were many concerns expressed regarding unsightly premises, especially with old automobiles and junk in yards. Many residents also stated they would like to see more frequent policing and bylaw enforcement in the hamlet. The responses provided from the hamlet residents were used to help formulate the growth plan strategy and municipal recommendations.

For the complete results and comments as supplied by the residents who filled-out the survey, please refer to Appendix B.

#### 4.1 Population Projections and Growth

Population projections are displayed in Table 2 and Diagram 2 below. The arithmetic, logarithmic projections as well as three straight line projections including slow (2.5%), medium (3.0%) and strong (5.0%) are illustrated in five year intervals in the table.

The projected 2041 population for the Hamlet of Shaughnessy, as is displayed below, indicates that it could reach between 463 to 530 people. Based on the hamlet’s historic population statistics, Shaughnessy would most likely experience a slow to medium growth rate, which would result in approximately 470 to 481 people, respectively, in 2041. The arithmetic and logarithmic projections are often the most accurate for smaller communities, and are a probable growth rate for Shaughnessy, which estimate a population increase to approximately 463 to 470 people in 2041. It is observed the logarithmic projection is very similar to the fixed growth rate of 2.5%. A growth rate occurring at 5% per census period over the next twenty years is unlikely.

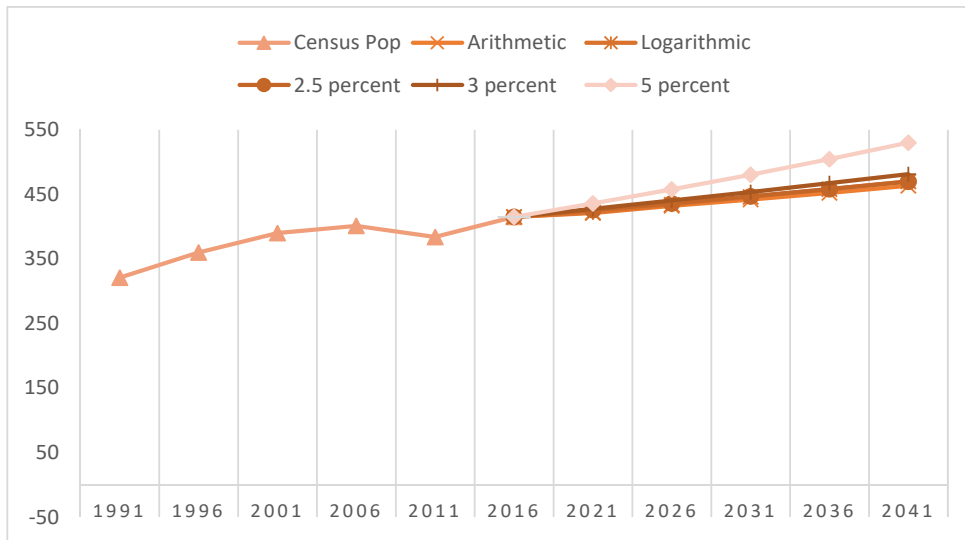
The Arithmetic and Logarithmic straight-line projections in Diagram 1 depict a steady increasing growth trend. Historically, over the last several decades, the hamlet population has remained relatively stable around the 400 mark with a population low of 360 people in 1996. Shaughnessy did experience a brief decline from 2006 to 2011, dipping once again below the 400 mark in 2011. It most recently reached a population high of 415 in the 2016 census. (The computed growth projections are used to calculate future land consumption needs in the “Growth and Land Use Projections” in section 5.2 of the report.)

**Table 2**  
**Projected Population Growth (2016-2041) Per Census Period**

Year	Arithmetic	Logarithmic	2.5% Growth	3.0% Growth	5% Growth
2016	415	415	415	415	415
2021	421	422	425	427	436
2026	432	434	436	440	458
2031	442	446	447	453	480
2036	452	458	458	467	504
2041	463	470	470	481	530



**Diagram 2  
Population Projections Line Graph**



#### 4.2 Residential Assessment – Existing Conditions

Most of the residential housing in Shaughnessy is older, approximately 40 years or older. According to Statistics Canada 2016 data, 73% of occupied dwellings were built by 1980 or before and only 15% have been built between 2001 and 2016.

- Overall, the housing within the hamlet is in moderate condition with a combination of older and newer housing. There is a significant portion of older, smaller housing stock which are mostly dwellings associated with housing residents employed in the past mining operations.
- There is also a number of multi-unit dwellings, consisting of semi-detached (duplex) or fourplex style dwellings.
- In comparison to the other hamlets in Lethbridge County, there are a number of properties that are not as well-kept and some store various items in the front yard, mainly automotive related. It is noted this situation has slowly been improving over the last several years.



#### 4.3 Business Commercial/Industrial Assessment – Existing Conditions

Shaughnessy has more lots zoned commercial when compared to other hamlets within Lethbridge County. For several decades (approximately 1940-2007), the Shaughnessy Hotel was a large part of the community, though it burned down in 2007 and has never been reconstructed. The historic landmark building contained a hotel (later used as residential suites), tavern/bar and restaurant. The majority of

commercial businesses are more service orientated than retail, and all of them are located adjacent to Highway 25. There are also industrial businesses which are located adjacent to west side of the highway.

There are 7 commercially zoned lots within the hamlet designated as Hamlet Commercial – HC, with 6 of them being situated on the east side of the highway.

- Approximately 5.558 acres (2.25 ha) of land are designated as Hamlet Commercial – HC, but currently 1.821 acres (0.74 ha) are vacant.
- 4 of the 7 lots contain commercial businesses with the other 3 commercial lots being vacant, one of which is owned by the County (see Map 3).
- The only active retail type commercial activity is a local corner neighborhood convenience store and associated liquor store on the premises. At around 400 residents, the hamlet is just at the economic population threshold to support a commercial grocery/convenience store type business, as well as benefitting from being located adjacent to a main transportation corridor.
- The other occupied commercial lots include a metal fencing business, a construction business, and a gas station/ bulk fuel station. These business may also be considered almost similar to business-light industrial types of land uses.

There are 6 industrially zoned lots within the hamlet designated as Hamlet Industrial – HI.

- Approximately 2.819 acres (1.14 ha) of land are designated as Hamlet Industrial – HI, with 1.189 acres (0.481 ha) currently being vacant.
- 3 of the 6 lots are occupied by industrial or light industrial businesses.
- The lots are currently occupied by 2 concrete companies, a storage business and an auto repair shop.
- There are 3 vacant Hamlet Industrial – HI lots available (see Map 3). Note: 1 lot may be considered vacant as it has no improvements on it (Lot 1, Block 1, Plan 8910682) but it is owned and used for outdoor storage by the concrete company.



There is one title situated at the north-end of the hamlet on 5<sup>th</sup> Street that is designated as Hamlet Direct Control - HDC.

- The parcel is approximately 0.428 acres (0.17 ha) in size and contains a former commercial business, the Shaughnessy Greenhouse (Lots 18-20, Block 8, Plan 8321EE).

#### 4.4 Community Services Assessment – Existing Conditions

Within Shaughnessy there is a sizeable amount of dedicated community and public institutional space (land acreage) but no formal services.

- One parcel is designated as Hamlet Public/Institutional – HPI and contains the former Shaughnessy School now turned community center which is owned by the Shaughnessy Community Association. The community center building was constructed around 1950 and was previously used as the hamlet’s one and only elementary school. The parcel is approximately 4.6

acres (1.9 ha) in size and contains a large open green space as well as a playground and the postal community mail boxes.

- No formal government, health or personal care services (e.g. medical, seniors care, etc.) are available. With the Town of Picture Butte being located approximately 7 km away, such facilities or services are accessible within a reasonable distance. Additional services and facilities, including a regional hospital, are located less than 20 km away in the City of Lethbridge as well.

#### 4.5 Parks and Recreation Assessment – Existing Conditions

Beyond the public greenspace area and playground equipment located at the Shaughnessy Community Center, there is also another large Hamlet Public/Institutional – HPI parcel that is owned by Lethbridge County, referred to as Central Park (Map 3). This parcel is approximately 3.1 acres (1.2 ha) in size and contains a large open greenspace with horseshoe pits, basketball court, and other playground equipment.

- Overall, the Hamlet of Shaughnessy benefits from having a large amount of recreational green space as compared to other hamlets in the County.
- The Central Park facilities are maintained, and the playground equipment appears to be newer and in relatively good condition.
- The Shaughnessy Community Center also contains a strip of playground equipment situated along Logan St. - this equipment is older but appears to still be in useable condition.
- The assessment and scheduling of repair/replacement and maintenance for recreational facilities or structures is managed through the County’s maintenance schedule for all municipal owned parks.
- Although not part of the hamlet, the Picture Butte Golf Course runs adjacent to the east boundary of the hamlet and is designated as Rural Recreational – RR. This cannot be accessed directly through the hamlet but it is convenient recreational facility that is in close proximity.



#### 4.6 Confined Feeding Operations (CFOs) – Proximity / Effects

Shaughnessy is located in proximity to many confined feeding operations (CFOs) in this portion of Lethbridge County. Of all the hamlets in the County, Shaughnessy experiences the highest concentration of CFOs within a 2-mile radius. These operations contribute significantly to the area’s economy, however, CFOs often are accompanied by negative aspects such as odour, dust, noise and increased truck traffic. In addition, a contentious issue has historically been with respect to the practice of spreading of manure (a practice not limited to CFOs specifically) and the odour that this practice generates. These conflicts between land uses are further complicated by the relative lack of control the municipality has on the management of these operations, as they fall under the oversight and regulation of the Natural Resources Conservation Board (NRCB).

Map 7 outlines the location, type, and size of CFOs within the hamlet area at the time of this study. The CFOs and associated numbers below correspond to the numbers identified on the map within a 2-mile radius:

1. NE 24-10-22-W4M – 800 beef finishers
2. SE 26-10-22-W4M – 3600 beef finishers
3. NW 23-10-22-W4M – 200 beef finishers
4. NW 25-10-22-W4M – 200 swine farrow to wean
5. NE 26-10-22-W4M – 2300 beef finishers
6. SW 35-10-22-W4M – 2000 beef finishers
7. NW 36-10-22-W4M – 200 milking cows (plus associated dries and replacements)
8. SE 1-11-22-W4M – Swine CFO (no permit information on animal numbers)
9. NE 6-11-21-W4M – 379 dairy
10. SE 6-11-21-W4M – 500 head dairy
11. SW 5-11-21-W4M – 160 milking cows (plus associated dries and replacements)
12. SE 5-11-21-W4M – 350 milking cows (plus associated dries and replacements)
13. SE 32-10-21-W4M – 100 swine farrow to finish
14. NW 21-10-21-W4M – 9500 beef finishers
15. NW 20-10-21-W4M – 300 milking cows (plus associated dries and replacements)
16. SE 20-10-21-W4M – 300 milking cows (plus associated dries and replacements)
17. SW 19-10-21-W4M – 29000 chicken pullets/broilers, 500 beef finishers

There is a CFO exclusion zone located around the hamlet boundary that corresponds to the land dedicated as Rural Urban Fringe - RUF. In addition to this, the CFO exclusion area around Shaughnessy also includes an area to the east of the hamlet designated as Rural Recreational - RR for the golf course and an area to the north designated as Grouped Country Residential – GCR (known as Deer Run Estates).

# Part 5

## GROWTH AND LAND USE STUDY

In order to determine future growth potential of the hamlet, a review of existing and projected land use is required. This analysis will assist with determining infill potential and likely expansion areas adjacent to the existing hamlet boundary. The following list has been assessed and described within this section:

(a) Infill Opportunity (inward growth)

- Inventory of vacant lots and potential to further develop
- Identifying the potential to further subdivide large parcels
- Potential to service and provide access to parcels

(b) Future Hamlet Boundary Expansion (outward growth)

- Identifying constraints (highways, railways, coulees, sewer lagoons, abandoned gas wells, etc.)
- Examining adjacent land uses / conflicting uses
- Studying physical features – elevations, topography, wetlands, known flood areas, etc.
- Identifying future land growth and expansion directions

(c) Municipal Services

- Water and sewer
- Storm water management
- Roads/lanes

(d) Area Structure Plan (ASP) Needs / Considerations

### 5.1 Infill Opportunity (inward growth)

The analysis of existing conditions within the hamlet included identifying existing vacant lots that could accommodate new development. In addition, larger lots that had the potential to be subdivided were also examined. Through identifying lots with infill development potential and available service connection, the municipality is able to promote growth within hamlets while minimizing the installation of new infrastructure.

Infill potential and existing vacant<sup>5</sup> lots were assessed by reviewing aerial photos of the hamlet and later confirmed through a site visit of the community. This hamlet review confirmed that the community has limited potential for densification within the community for residential, commercial and industrial uses (refer to Map 4). With the availability of water and sanitary, regular minimum residential lot sizes of 5,000 sq. ft. are permitted. The minimum size for hamlet industrial lots is 10,000 sq. ft.



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<sup>5</sup> Vacant refers to land that has no current buildings or improvements on it.

The following is a breakdown of potential land available for development (identified Spring 2020):

**RESIDENTIAL:**

**Existing Vacant Residential Titles:**

- There are currently **6 vacant lots** available in the hamlet that do not contain any residential development and meet the minimum lot value of 5,000 sq. ft. as outlined in LUB No. 1404 (in yellow on Map 4). The average hamlet lot size is 50 x 135 feet, with some being 75 x 135 feet in size.

**Infill Potential of Existing Residential Titles:** (identified in green on Map 4)

- There is currently **1 infill lot** (very east-end of 2 St.) that could be resplit into 2, to create **1 additional** residential infill lot (Lot 10, Block 15, Plan 0110667).

**RESIDENTIAL TOTAL:**

**6 lots** (with no subdivision); or

**7 Lots** – Existing and Infill Potential Residential Lots for Internal Hamlet Growth (with subdivision occurring)

**COMMERCIAL:**

**Existing Vacant Commercial Titles:**

- There are currently **3 vacant** commercial parcels within the hamlet, east of Highway 25 and south of Shields Street (identified in yellow on Map 4).

**Infill-potential of Existing Commercial Titles:**

- There is currently potential for **1 infill lot** subdivision within the hamlet, as the County owned 0.911 acre (0.369 ha) lot on the southeast corner of Shields Street and Highway 25 (Lot 4, Block 14, Plan 3128EL) could be resplit into 2 lots.

**COMMERCIAL TOTAL:**

**3 lots** (with no subdivision); or

**4 Lots** – Existing and Infill Potential Commercial Lots for Internal Hamlet Growth (with subdivision occurring)

**INDUSTRIAL:**

**Existing Vacant Industrial Titles:**

- There are currently **3 vacant industrial parcels** within the hamlet, all situated west of Highway 25 (see Map 4). The 2 new lots created by the County in 2016 (Lots 4 &5, Block 1, Plan 1611349) and 1 being used for storage by the adjacent precast concrete business (Lot 1, Block 1, Plan 8910682), comprising 1.49 acres of land in total (0.6 ha).

**Infill – potential of Existing Industrial Titles:**

- There is currently **no potential** for the existing industrial lots to be subdivided further to create additional industrial lots (based on a 10,000 sq. ft. minimum lot area).

**INDUSTRIAL TOTAL:**

**3 lots** - Existing (with no infill subdivision potential)

- It is observed there are 2 large undeveloped parcels at the north-end of Shaughnessy adjacent to the sewer lagoon site and Piyami coulee, comprising 13.82 acres (5.59 ha) of combined land. These are unsuitable to accommodate hamlet residential growth due to them being located within 300 meters of the sewage lagoon. However, they may be considered for selected non-residential (i.e. commercial, light-industrial) use in some limited capacity, for development that may be considered within the 300 m proximity to sewage lagoons in accordance with the MGA. It is also noted that half the titled land area of the 2 parcels are located outside the official hamlet boundary.

## 5.2 Future Hamlet Boundary Expansion (outward growth)

### GROWTH AND LAND USE PROJECTIONS

The hamlet presently is comprised of approximately 80.1 acres (32 ha) of land within its designated boundary. For both long-range planning and to identify potential suitable land for future growth, an analysis of lands outside the current hamlet boundary were examined.

Chart 1 in Appendix A illustrates potential land requirement projections over a span of approximately 20 years to determine how much land is required to accommodate hamlet growth. The land requirements are calculated based on two growth rates and the average of number of people per dwelling units. The growth rates used in the land consumption calculations were 2.5% and 5.0%. The most realistic growth rates the hamlet would likely experience, if land was available, is 2.5%. The average number of persons per dwelling unit was 2.5 according to Statistics Canada 2016 census data, and the average number of dwelling units per acre was 3.1. This density is higher than most of the other County hamlets, and is just a slightly lower land use density than larger sized urban communities.

Based on these calculations, it is possible to predict the amount of land that may be needed in order to accommodate additional dwelling units that will be required with the forecasted growth over the next 25 years (if no infilling were to occur). The growth calculations were completed for three different household sizes (2.3, 2.5, and 2.7 persons per dwelling unit) using two different annual growth rates (2.5% for low and 5.0% for high). Two land use projection growth rate charts are provided, one at the current hamlet low density (3.6 units per acre) land use with the average existing lot sizes (7,800 to 8,500 sq. ft.), and a second at a slightly higher density (3.9 units per acre) with lots averaging 7,000 sq. ft. in size. (Refer to Appendix A, Chart 1 - Land Use Projections.)

The calculations indicate that if growth continues at the current rate and development continues at the same density, approximately 6-acres of additional land may be required to accommodate the 2041 population (14-acres if growth were to occur at the 5.0% rate for each census period). If household sizes became smaller overtime (2.3 persons per dwelling unit), potentially up to 19-acres of land could be required.

## GROWTH STRATEGY AND LAND USE PLANNING

The required land projections in Chart 1 to accommodate growth assume that no land is available within the hamlet. In the case of Shaughnessy, there are no large unsubdivided tracts of land available within the hamlet boundary.

There are 3 larger parcels on the very east perimeter of the hamlet, at the east end of 11 St. and 2 St., which could be subdivided to create a few additional lots. The hamlet boundary could potentially be expanded on the eastside to encompass these parcels into the hamlet (refer to Maps 5 & 6).

For the primary hamlet growth area, there is a sufficient amount of land available if planning and subdivision were to occur on the larger 113.5-acre (45.39 ha) agricultural parcel to the immediate south of the hamlet boundary. There are no known environmentally significant areas or provincially identified historical resources on the 113.5-acre agricultural parcel. As illustrated on Maps 5 & 6, growth could be phased south in logical phases. The highlighted Phase 1 on Map 6 illustrates that an approximately a 28-acre northern portion of the parcel would be able to accommodate 80-90 residential lots for future hamlet growth. This would well accommodate the growth needs over the next 25 plus year period. Additionally, the adjacent 8.5 acre parcel (Block G, Plan 2288JK) to the west of the agricultural parcel would be able to accommodate future hamlet commercial development. No additional industrial lands are specifically identified.

A potential preferred road network and block design for the area south of the hamlet is displayed on Maps 5 and 6. The subdivision concept layout in the diagram is for planning analysis, and may not have to be developed exactly in this manner; however, the grid pattern block design and grid road connections in which Shaughnessy traditionally developed with should be adhered to. The future hamlet growth area may be subdivided and developed in logical phases in a contiguous manner which may be determined at a later time when additional land is required. Map 6 illustrates a grid block layout in potential logical phased sections and road networks. Future subdivision and growth phases may also be considered in relation to a more detailed Area Structure Plan that may be approved for the lands.

## MUNICIPAL SEWAGE LAGOON SETBACK CONSIDERATIONS

Situated to the north of Shaughnessy and to the west of the Picture Butte Golf Course, just outside the designated hamlet boundary, is the hamlet's municipal waste water (sewage) lagoon (Lot 10, RW, Plan 7710813). The municipal lagoon was installed and went into service in 1977. The lagoon was approved by Alberta Environment at this location but is within 300 metres of some existing lots registered on the original town subdivision plan. This has some significance for development within the hamlet, as the provincial *Subdivision and Development Regulation* states that a 'subdivision may not be approved' and 'development permits may not be issued for a school, hospital, food establishment or residential use' within this specified distance. (Note: the 300m sewage lagoon buffer distance from the working area of the facility is depicted on Maps 2, 4 & 5).

In planning for future growth, the location of the lagoon and the required 300 metre setback restricts the potential for hamlet expansion to the north. Additionally, no new subdivisions would be permitted within this prescribed distance. In regards to existing hamlet lots situated within this distance, the County consulted with Alberta Environment and the department confirmed that:

- a waiver of the lagoon setback is not required for the replacement of any housing stock within the current buffer for a subdivision plan registered prior to 1977, as the subdivision was already in place prior to the lagoon being built; and,



- in the future if new developments are planned that are closer to the lagoon than what is currently in place, a variance will be required at that time from Alberta Environment to ensure that if a subdivision/ residential building is going to be placed within 300m of a lagoon, that there would be minimal risk, and this would be done prior to the subdivision or buildings being built.

#### COAL MINING ACTIVITY CONSIDERATIONS

Shaughnessy is situated on top of a sizable coal seam (over 100 million tons) with past mining operations that extend for approximately ½-mile to the west and over 1-mile to the southeast of the hamlet as identified in the Alberta Energy Regulator (AER) provincial coal mine data (refer to Map 8). The coal seam lies approximately 300 feet below the ground. The coal The AER coal activity data reports the following two main details about past coal mining for Shaughnessy:

- The Standard Mine (Mine No. 1263) is categorized as an abandoned underground mine operation that used a room and pillar mining method.
- The extent of workings in the NW quarter of Section 30 (which the hamlet is located within) is uncertain, but some longwall mining took place.

Although there have not been major problems in the past, future planning should take this into consideration and ensure that no coal mining related hazards are present. As part of the engineering analysis of an Area Structure Plan (ASP) some geotechnical investigation should be included to ensure ground, subsidence and environmental conditions are suitable especially when considering residential development.

### 5.3 Municipal Services and Infrastructure

#### EXISTING

**WATER:** The community is serviced with domestic potable water under the County’s license and provided from the City of Lethbridge through the Lethbridge County regional water pipeline. An agreement is in place between the County and City which details that the City treatment plant is utilized to treat the water. Some recent upgrades to the water infrastructure were completed in the spring of 2020 with a few valves and hydrants being installed.

**SEWER (WASTE WATER):** The hamlet has a municipal serviced waste water system that involves a gravity fed sewer lagoon (completed construction in 1977) which is located north of the hamlet. The location of the lagoon site creates a development issue as mentioned elsewhere in this study as some parcels in the northeast of Shaughnessy are located within the 300 meter buffer area of the lagoon. Some upgrades to the sanitary sewer line infrastructure were completed in the spring of 2020.

**DRAINAGE:** Storm water drainage is managed via overland and through a water drainage infrastructure system consisting of ditches, culverts and swales. The elevations of Shaughnessy generally drop to the northeast towards Piyami coulee that borders the eastern boundary of the hamlet. The hamlet has experienced some drainage issues over time as many ditches or swales adjacent to roads have been filled. Typically, problems periodically arise during significant rain events with some local ponding occurrences. To assist in managing some drainage issues the County is in the process of establishing a small storm water management pond facility on a vacant lot on 1 St.

**ROADS:** Most of the roads in the hamlet are paved with a few side streets being gravel. All back lanes in the hamlet are gravel based. Some of the shorter side-streets adjacent to the hamlet boundary are also gravel. In comparison to some other County hamlets, many of the streets may be considered in generally more overall poor condition. In particular, 3 Street is rough and broken in many spots although some patching has occurred. The most northerly hamlet street (5 St.) is also not developed to a full County hamlet road standard. Additionally, the corner of Cochran St. and 5 St. has old agricultural buildings physically encroaching into the road right-of-way. Some paved roads within the hamlet have been repaved in recent years (e.g. 2 St.) and at the time of the hamlet study field work (Spring 2020). The hamlet does have a designated truck haul route along Cadillac Street and Shields Street with a 75% road ban in place.

### **GROWTH SERVICING CONSIDERATIONS**

In planning for future growth, the capacities for sewer and water infrastructure must be examined and addressed as part of the growth strategy.

**WATER:** Any future development within Shaughnessy will be required to connect with Lethbridge County hamlet potable water as provided through the regional fed pipeline. As part of infrastructure upgrades, a portion of the water system was upgraded in the spring of 2020. The only limitations to the future water supply to the hamlet foreseen at this time may be in relation to availability through the allocation of the County's water license or its agreement with the City of Lethbridge to treat the water.

**SEWER (WASTE WATER):** Shaughnessy has had a sewer system in place since the late 70s. Future growth and development will need to occur outside of the 300 meter sewage lagoon buffer. There is a finite capacity to the lagoons and waste water infrastructure. When the lagoons were installed in the late 70s it was calculated by Stanely Associates Engineering that they had a capacity for 460 residents. With water efficiency savings gained in plumbing products over the years this population number is likely somewhat higher today. However, an engineering study may be required prior to further growth planning and multi-lot subdivisions to determine if the system is at or near capacity.

**STORMWATER MANAGEMENT:** Future storm water management must be taken into consideration. Proposed subdivisions within future growth areas will require a storm water management plan which must be prepared by a licensed, qualified engineer. An overland/ditch type of system with possible retention/detention storage areas, could be planned and utilized in a similar manner to the existing hamlet system. Map 6 illustrates a low corner area in the northeast of the proposed south future growth area (Phase 1) that could potentially be utilized for a small a storm water management pond facility location.

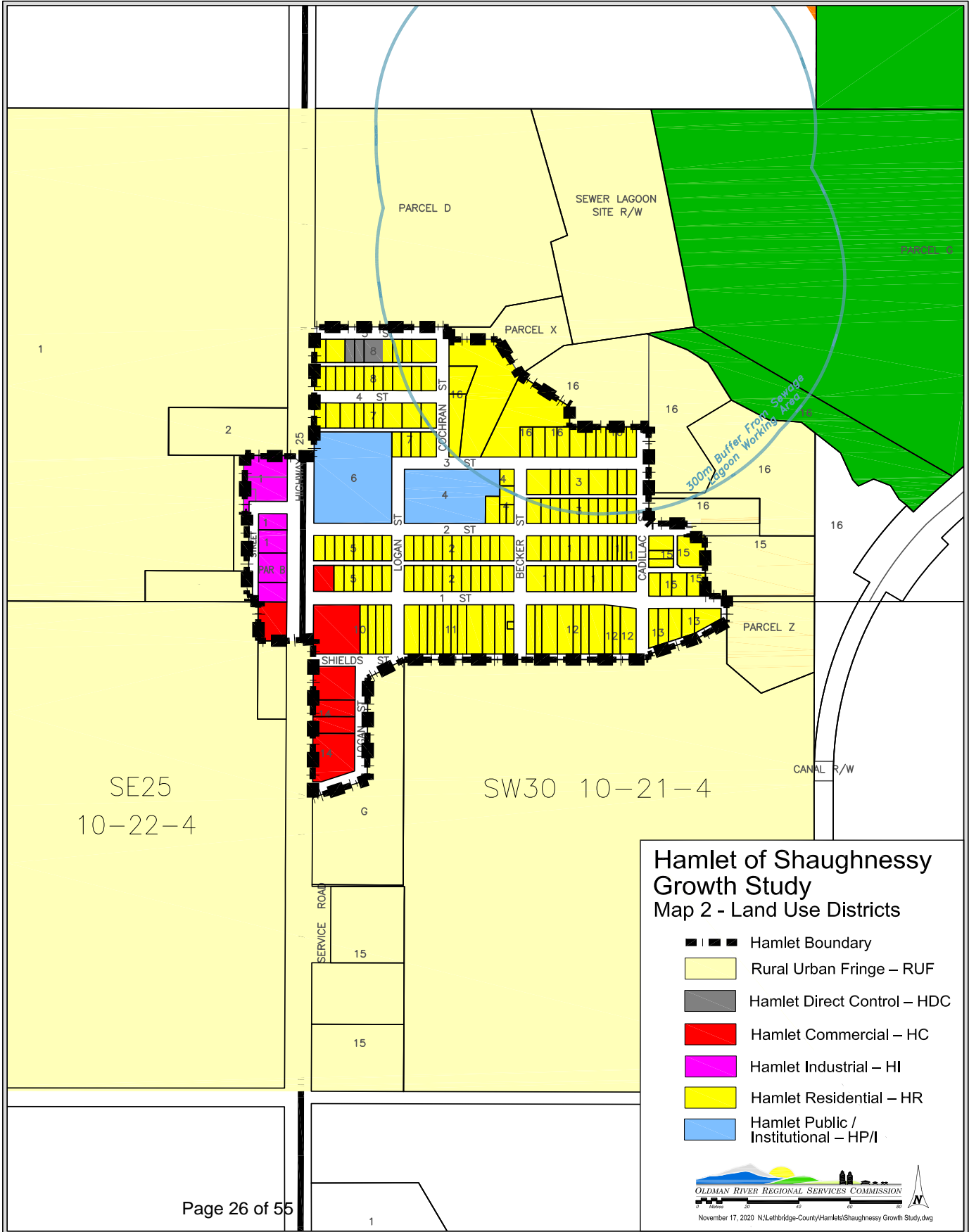
**ROADS:** As part of infrastructure upgrades in the spring of 2020, construction occurred on 2<sup>nd</sup> Street between Logan Street and Becker Street, and on 3<sup>rd</sup> Street from Logan Street to Cochran Street. Any future expansion of the hamlet will require roads developed to County standards and an Area Structure Plan should include a properly laid out road network. Any future road development will preferably be developed with the grid system in place as this aligns with the traditional system in place in the hamlet.

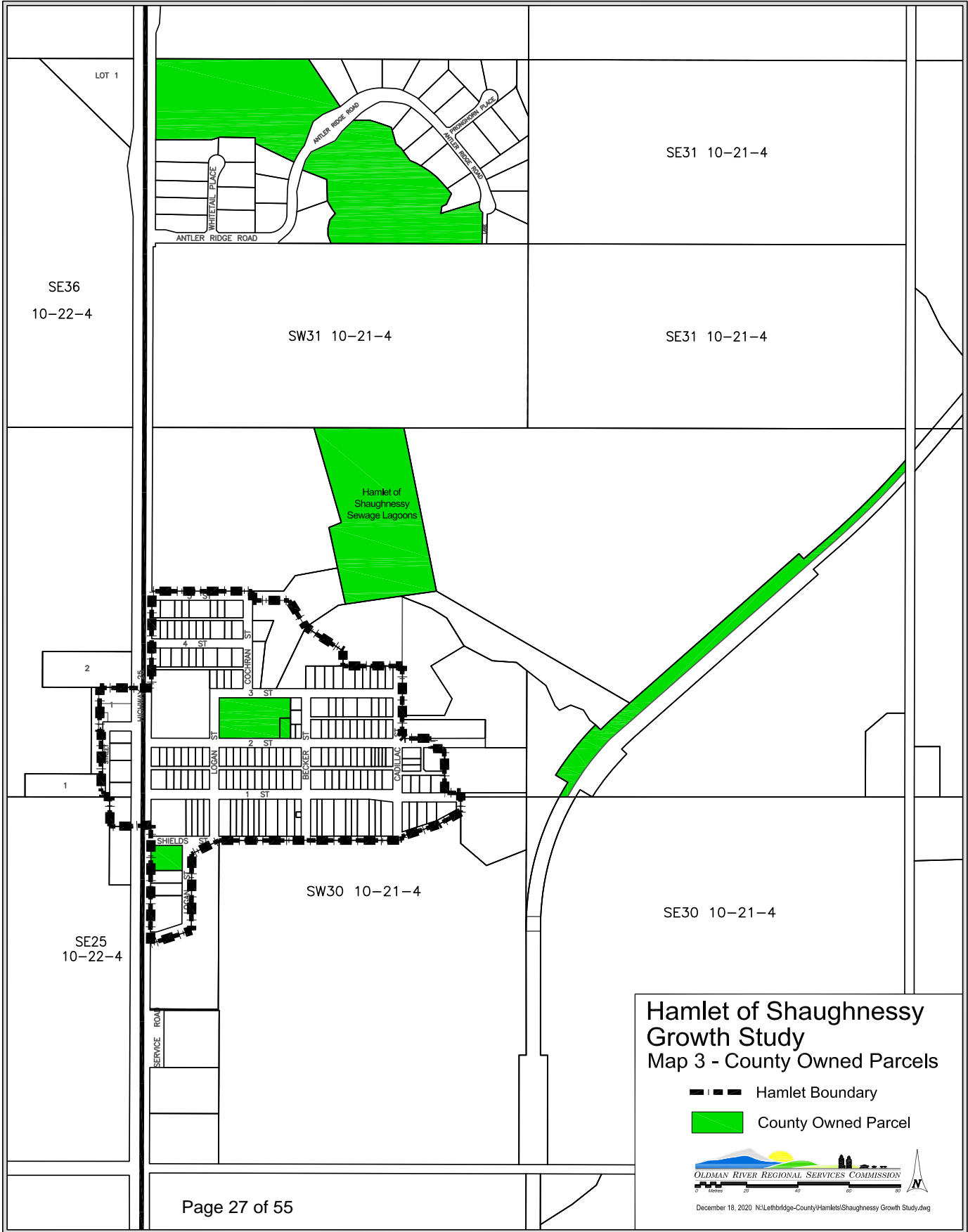
The potential future road network layout on Maps 5 and 6 is conceptual in nature to illustrate the general growth direction and connection points. The general layout would be required to be more detailed at the Area Structure Plan stage. All new roads should be paved and are to be constructed by developers in accordance with Lethbridge County's *Engineering Guidelines and Minimum Servicing Standards*.

## 5.5 Area Structure Plan (ASP) Considerations



Future hamlet growth will require an Area Structure Plan (ASP) or conceptual design scheme for any multi-lot subdivision. In particular, the identified growth areas and outlined potential phases for future subdivision and development, especially for vacant land to the south, will need an ASP to address servicing and guide development. An ASP must be prepared by a professional at the expense of the developer and must be in compliance with relevant County policies.

Information that may be requested for an Area Structure Plan in the County shall be in accordance with the requirements of Lethbridge County's Municipal Development Plan, Land Use Bylaw and this study, and may include: site plans, lot density and layout, sewer and water systems, roadways, utilities and services, surface drainage and storm water management, geotechnical investigations, municipal reserve, development concept, staging of development, development specifications, and any other matters deemed necessary by the County.

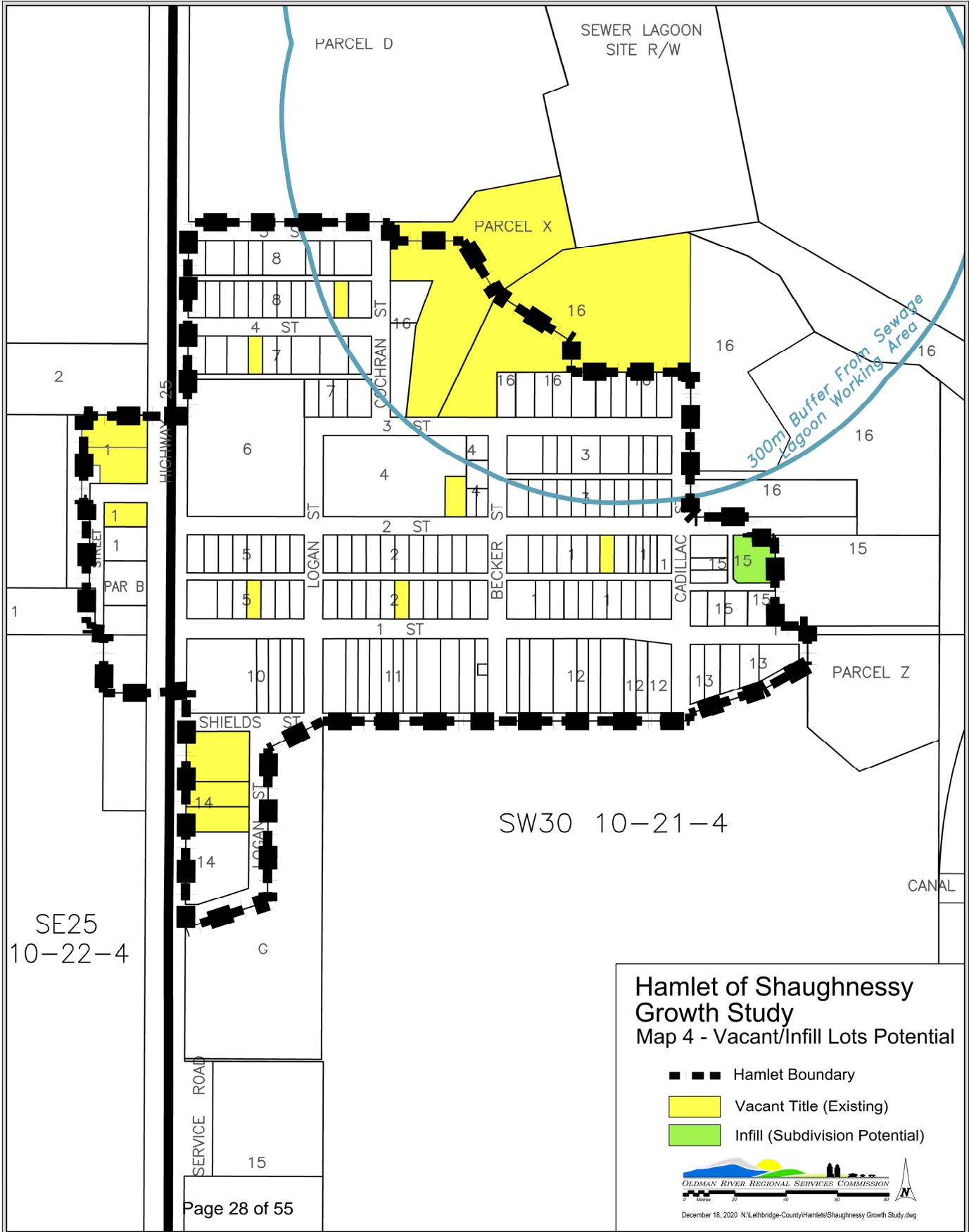


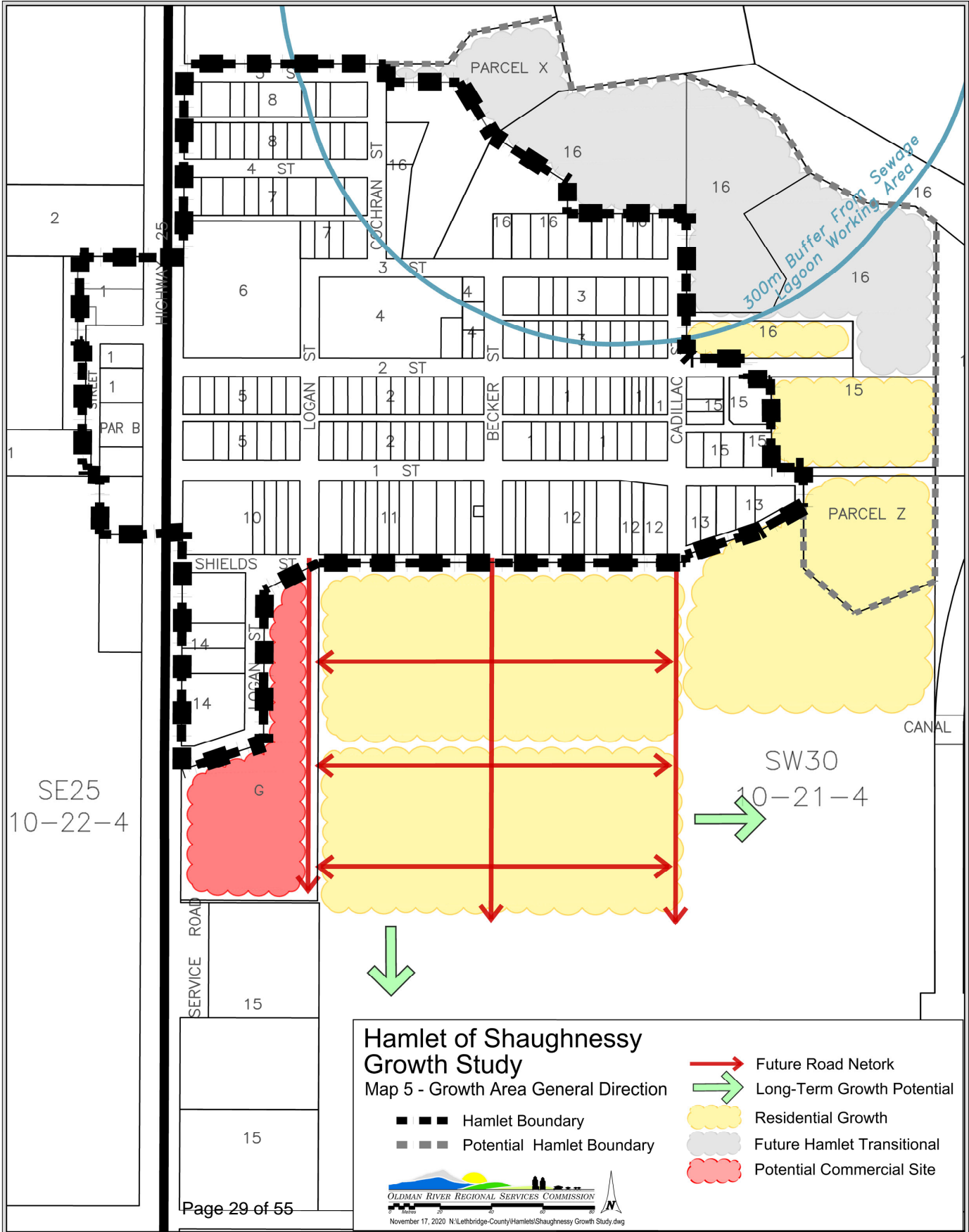


**Hamlet of Shaughnessy  
Growth Study  
Map 3 - County Owned Parcels**

-  Hamlet Boundary
-  County Owned Parcel







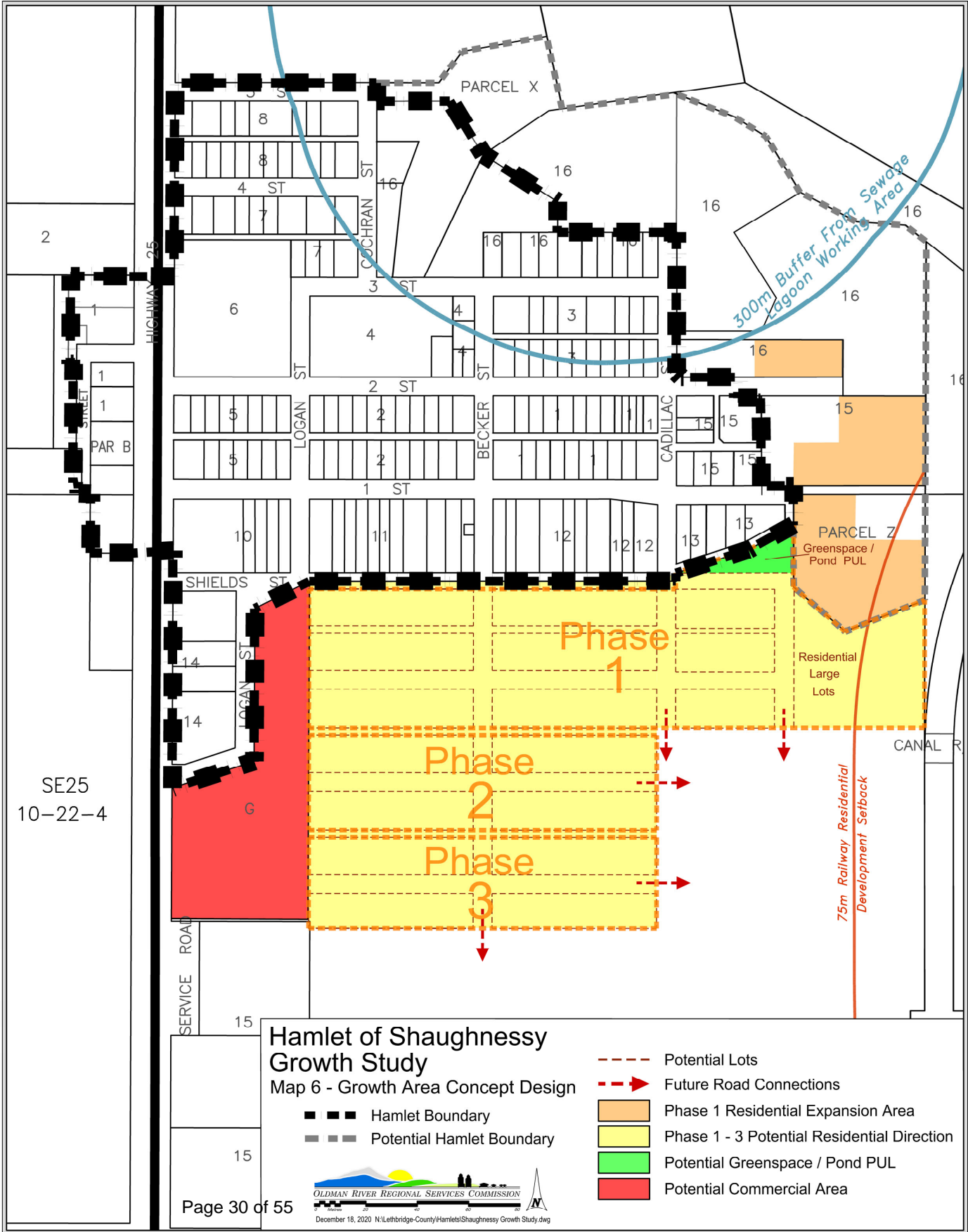
**Hamlet of Shaughnessy  
Growth Study**

Map 5 - Growth Area General Direction

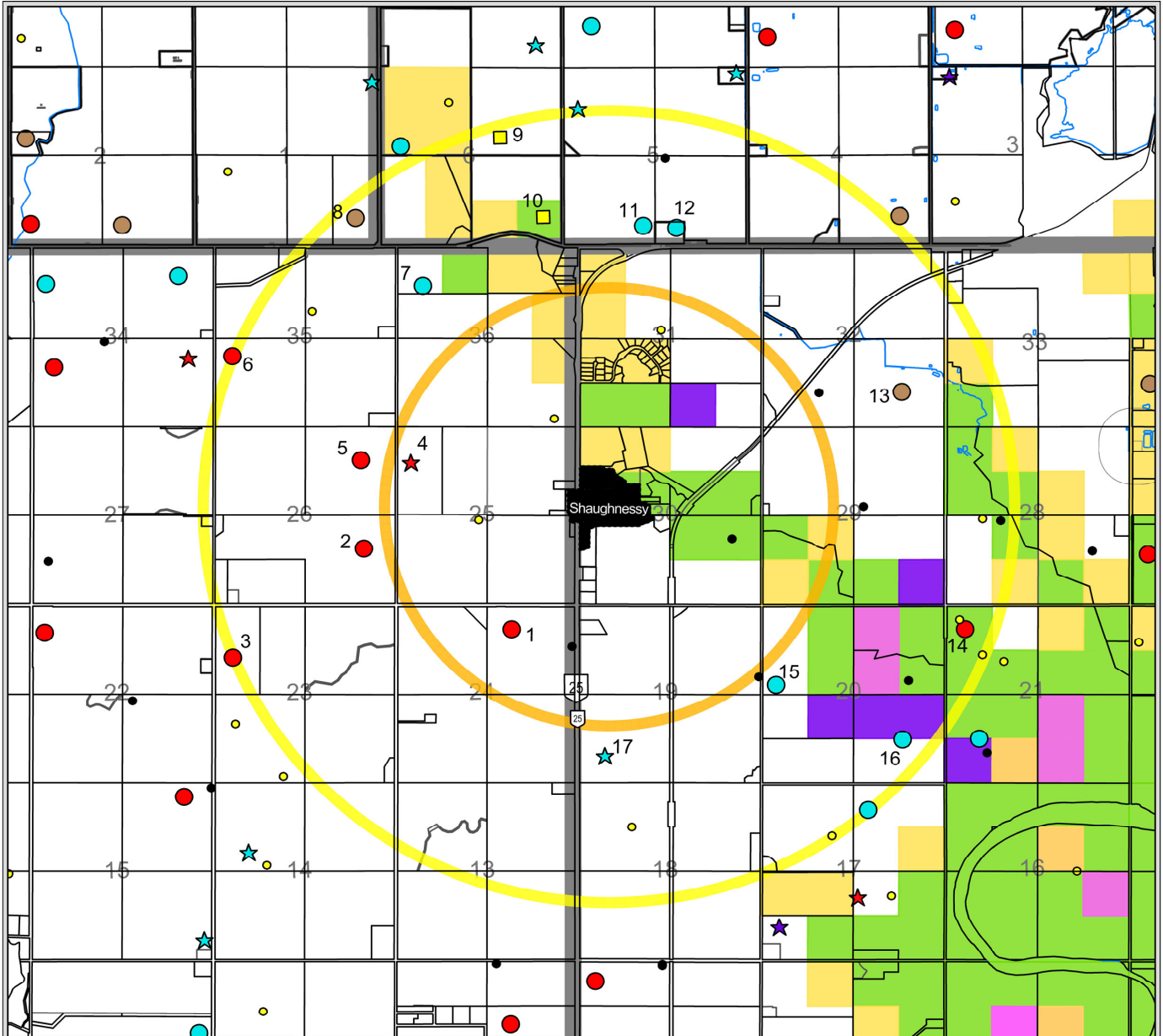
- ■ ■ Hamlet Boundary
- ■ ■ Potential Hamlet Boundary

- Future Road Network
- Long-Term Growth Potential
- Residential Growth
- Future Hamlet Transitional
- Potential Commercial Site









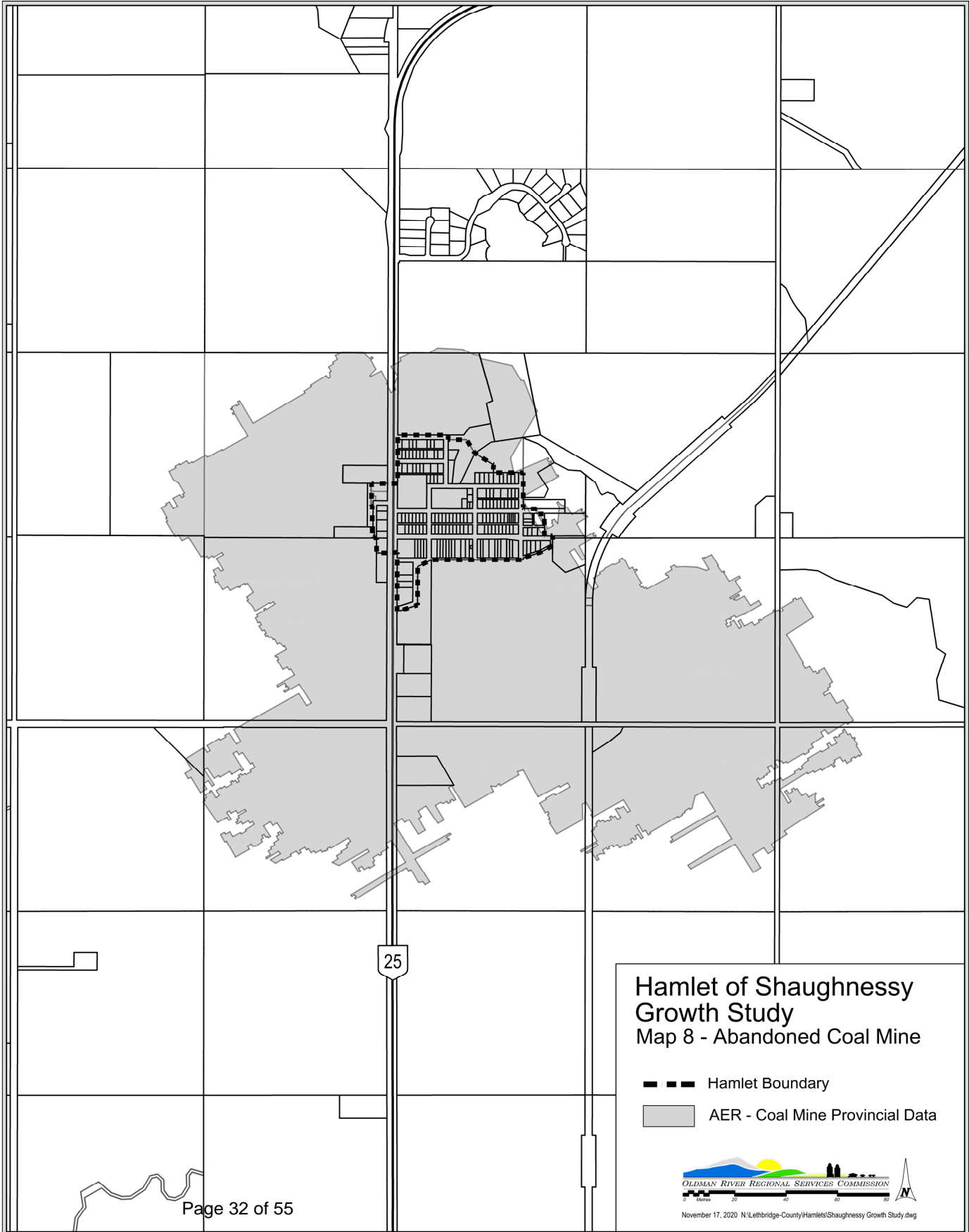
**Hamlet of Shaughnessy  
Growth Study  
Map 7 - Land Use Analysis**

- HRV Category 4 Archaeological
- HRV Category 5 Archaeological
- HRV Category 5 Archaeological
- HRV Category 5 Palaeontological, Archaeological

- CFO Buffer - 2 mile\*
- CFO Buffer - 1 mile
- ★ CFO - No Livestock
- ★ CFO - Farrow/wean
- ★ CFO - Feeder Hog
- ★ CFO - Mixed

- CFO\* - Beef
- CFO - Cow/Calf
- CFO - Dairy
- CFO - Broiler/chicken
- CFO - Farrow/finish
- CFO - Turkey
- CFO - Unknown
- Active Wells
- Abandoned Wells

\*CFO locations outside of 2 mile buffer are considered potential CFO locations (not confirmed with NRCB)



## Part 6

### GROWTH VISION / STRATEGY

In respect of the hamlet planning analysis completed, land use constraints, and the feedback provided by the citizens of Shaughnessy, a growth vision for the hamlet has been formulated based on the following main general planning strategies:

- Shaughnessy is the largest hamlet in Lethbridge County population wise, and due to its municipal services and strategic location which is an easy commutable driving distance to both the City of Lethbridge and to the Town of Picture Butte, is an urban centre that should be supported and encouraged for growth.
- There are few existing lots to be developed for hamlet infill use as Shaughnessy has a limited, small inventory of vacant land. Therefore, the hamlet growth strategy is contingent upon planning for outward growth.
- Land to the south of the hamlet in the SW¼-30-10-21-W4M is the most logical and probable direction for growth as land to the north would not be ideal as a result of the sewage lagoon buffer. West of the current hamlet boundary raises concerns for safety and splitting the community due to Highway 25, as it would separate the new land use from the existing main hamlet built-up area. Growth to the east is not possible due to the coulees and existing railway track line still under the control of the CPR.
- New hamlet growth would largely be to accommodate residential and possibly limited recreational/institutional type land use, as there are limited areas available to suitably locate additional industrial land without conflicting with residential land use.
- Commercial land dedication may be ideal on Block G, Plan 2288JK to the east of Highway 25 (and south of the hamlet) and adjacent to existing hamlet commercial development. However, the land would need to be reclaimed due to the nature of previous land use activities on the parcel (i.e. contaminated soil reclamation) and the landowners would need to be willing to subdivide or develop the parcel for such use.

# Part 7

## GROWTH EXPECTATIONS SUMMARY AND RECOMMENDATIONS

This final section provides an overall summary of the existing and future growth expectations for the hamlet. Recommendations are also offered on planning matters that need to be addressed to enable growth, and/or the constraints that may be present for providing various municipal or community services.

### LAND USE – GROWTH

1. It is recognized that there is limited vacant lots available within the hamlet to either infill subdivide or develop upon. As it may take years to properly plan and service identified preferable future growth land, the current vacant lot title owners should be supported and encouraged to develop their hamlet lots where possible.
2. Land to the south of the hamlet (portion of SW¼-30-10-21-W4M) is the most logical direction for growth, as land to the north is impacted by the sewage lagoon buffer and is also not as easily serviced. This land should not be prematurely fragmented until additional planning is completed. The SW¼-30-10-21-W4M should be able to accommodate for well over 100 years of growth.
3. An approximately 28-acre (11.33 ha) portion (identified as Phase 1 on Map 6) of the 113.5-acre (45.39 ha) parcel and the 8.5-acre (3.4 ha) parcel to the south of the hamlet (within SW¼-30-10-21-W4M) should be the first parcels to be considered for growth expansion. The County should consult with the landowners about the potential opportunity for their lands as a landowner must be actively willing to subdivide and develop. Without landowner buy-in, the hamlet has limited ability to expand and grow in the future.
4. The 8.5-acre (3.4 ha) parcel (Block G, Plan 2288JK) is considered ideal for future hamlet commercial development; however, the site will need to be environmentally reclaimed prior to development as it was previously used as site to undertake contaminated soil farming reclamation.
5. The County should limit Shaughnessy from expanding across Highway 25 to the west of the current hamlet boundary unless absolutely necessary for additional light industrial or commercial growth, as there are concerns for safety and splitting the community due to the highway. As this study did not expressly identify lands for such use, any such proposal should require an additional study to determine suitability.
6. The vision for the area surrounding Shaughnessy is to continue to use these lands for primarily agricultural purposes (to the south of the hamlet) until such time additional hamlet urban residential expansion occurs. The identified growth land should be planned and developed in logical phases (as illustrated on Map 6) to keep as much land in agricultural production for as long as possible.
7. The hamlet boundary could potentially be expanded on the eastside to encompass the identified 3 larger parcels as shown on Maps 5 & 6 into the hamlet. These parcels are on the very east perimeter of the hamlet (west of Cadillac St. at the east end of 11 St. and 2 St.) and they could be potentially subdivided to create a few additional lots. For all intent, they are part of the hamlet community.

8. Over time, the County should review the condition and usage of the 3 lots on the northside of the hamlet (adjacent to 5 St.) designated as 'Hamlet Direct Control – HDC' that contain the former greenhouse buildings, as these lots may be used or designated for some other appropriate land use in the future.
9. Land in the northeast identified in proximity to the sewage lagoons could be considered for being redesignated to 'Hamlet Transitional – HT' from 'Rural Urban Fringe – RUF' and the hamlet boundary also expanded to include this area (see Map 5). It is noted that half the titled land areas of the 2 parcels (Parcel X, 1HU and Block 16, Plan 15111874) are presently located outside the official hamlet boundary and have a split zoning on them.
10. At the time future expansion outside the present hamlet boundaries is commenced, an adjustment to the official hamlet boundary in the Land Use Bylaw will be needed, and although not required, this should be filed with Municipal Affairs at that time.
11. Any future growth areas as identified on Maps 5 & 6 will require an Area Structure Plan (ASP) to more fully address future lot layouts, servicing, drainage, and utility right-of-ways that will be needed.
12. Any ASP's created to guide growth to the south outside the current hamlet boundary should respect the hamlet's traditional grid layout block pattern design. Although the hamlet residential land use district allows for 50 by 100 foot lot sizes, the creation of slightly larger lots (50 x 135 ft. or 75 x 135 ft.) should be acceptable in respect of keeping in conformity with the existing residential character of the hamlet. Many Shaughnessy residents also like their standard to slightly larger lot/yard sizes and do not want the hamlet to be developed with smaller lot sizes than what currently exist to maintain the character of the existing community.
13. The internal road network in future growth areas should connect to existing hamlet roads. The internal local road network shall be designed as a traditional grid pattern and adequate street lighting should be planned for.
14. Applications for development permits in the 'Rural Urban Fringe – RUF' district should be scrutinized in respect of the future road networks and road connectivity to existing adjacent roads in the hamlet. Permanent buildings or structures should not be allowed to be sited in future road dedications and alignments as identified. This should also be applicable to the siting of utility structures.
15. Careful consideration should be given to retaining current parcels designated as 'Hamlet Commercial – HC' and 'Hamlet Industrial – HI' for such use. The hamlet has few other lots available for commercial activity. The siting of commercial and industrial land at the entrance to the community and along Highway 25 is also an important location factor.
16. The Hamlet of Shaughnessy has a large enough population threshold to support some basic retail commercial services, such as the gas station and convenience store. If the hamlet were to continue to grow this will enable some potential additional future commercial business growth, thereby necessitating the need for some additional commercial land to be available.
17. Any commercial or industrial developments planned for the designated parcels adjacent to Highway 25 will require consultation with Alberta Transportation and provincial roadside permit approval. Regard for the continuation of service road dedication parallel to the highway frontage will need to be considered into new subdivision proposals as required by Alberta Transportation.

18. If future hamlet expansion were to occur to the south, then the existing truck route designated on the southerly Shields Street may have to be reconsidered and possibly rerouted in the future to a more suitable new roadway.
19. Future subdivision and planning should give consideration for the dedication of Municipal Reserve land for community park space and recreational use in the new growth areas.
20. The County can consider establishing a redevelopment levy or off-site levy bylaw in the future to apply to new municipal infrastructure or upgrades that may be needed in the hamlet. An engineering study may be required prior to further growth planning and multi-lot subdivisions to determine if the hamlet sewer system is at or near capacity.
21. The County will need to ensure it considers the existing location and potential future expansion needs of the hamlet waste water (sewer) lagoon and the application of the required 300 m setback buffer in relation to the circumstances of new developments or subdivision in respect of how Alberta Environment will manage the applicability or need for variance requests.

#### **COMMUNITY – GENERAL**

22. The County should continue to encourage property owners to maintain and upkeep property conditions which has been improving over the years. The County has bylaws with regard to unsightly premises, animal control, burning, etc., that apply to properties and citizens in Shaughnessy, and similarly within all of the County's jurisdiction, and these may be reviewed by the County from time-to-time to address or update their applicability on such matters.
23. The existing community Central Park owned by Lethbridge County (Lot 4, Block 4, Plan 8183EA) containing the open space and multiple pieces of playground equipment should be protected and remain as public space. Upgrading does not appear to be required for the playground equipment at this time, but specific attention should be focused on keeping it maintained.
24. The County should continue as best it can to regularly assess the conditions of roads, rear lanes, and municipal properties. Special attention should be given to planning in future years for some additional road improvements as budgeting considerations may allow.
25. To successfully promote hamlet residential growth and attract new residents, consideration may need to be given to expanding the CFO exclusion area around the hamlet, at least in some areas. This may be a future Municipal Development Plan update discussion for County Council.
26. The County should continue to regularly engage and communicate the citizens of Shaughnessy and the Shaughnessy Community Association about possible future plans and as the onward planning of the hamlet unfolds over time.
27. Future planning, branding and advertising of the Hamlet of Shaughnessy should highlight the rich mining heritage of the community and the historical significance to southern Alberta.
28. This Hamlet of Shaughnessy growth study and long-range strategy should be reviewed by Lethbridge County periodically over time to confirm its relevancy and to consider any necessary updates that may be warranted, especially if any infrastructure or servicing conditions change.

# Appendix A

## LAND USE PROJECTIONS

# Appendix A

## LAND USE PROJECTIONS

**CHART 1 & 2**  
**Land Use Projections**

Year	Population		Assumed Persons per D.U.	Total Required D.U.		Existing Number of D.U.	New D.U. Needed		2016 Dwelling Units per Acre*	Land Acreage Requirement	
	High	Low		High	Low		High	Low		High	Low
2021	436	425	2.70	161	157	167	-6	-10	3.30	-1.67	-2.91
			2.50	174	170	167	7	3	3.30	2.24	0.91
			2.30	190	185	167	23	18	3.30	6.84	5.39
2026	458	436	2.70	170	161	167	3	-6	3.30	0.80	-1.67
			2.50	183	174	167	16	7	3.30	4.91	2.24
			2.30	199	190	167	32	23	3.30	9.74	6.84
2031	481	447	2.70	178	166	167	11	-1	3.30	3.38	-0.44
			2.50	192	179	167	25	12	3.30	7.70	3.58
			2.30	209	194	167	42	27	3.30	12.77	8.29
2036	505	458	2.70	187	170	167	20	3	3.30	6.07	0.80
			2.50	202	183	167	35	16	3.30	10.61	4.91
			2.30	220	199	167	53	32	3.30	15.93	9.74
2041	530	469	2.70	196	174	167	29	7	3.30	8.88	2.03
			2.50	212	188	167	45	21	3.30	13.64	6.24
			2.30	230	204	167	63	37	3.30	19.22	11.19

Note: \* Units per acre with area for roads, reserve land, utility right-of-ways removed

Year	Population		Assumed Persons per D.U.	Total Required D.U.		Existing Number of D.U.	New D.U. Needed		Dwelling Units per Acre* 2	Land Acreage	
	High	Low		High	Low		High	Low		High	Low
2021	436	425	2.70	161	157	167	-6	-10	3.90	-1.42	-2.46
			2.50	174	170	167	7	3	3.90	1.90	0.77
			2.30	190	185	167	23	18	3.90	5.79	4.56
2026	458	436	2.70	170	161	167	3	-6	3.90	0.67	-1.42
			2.50	183	174	167	16	7	3.90	4.15	1.90
			2.30	199	190	167	32	23	3.90	8.24	5.79
2031	481	447	2.70	178	166	167	11	-1	3.90	2.86	-0.37
			2.50	192	179	167	25	12	3.90	6.51	3.03
			2.30	209	194	167	42	27	9.90	4.26	2.76
2036	505	458	2.70	187	170	167	20	3	3.90	5.14	0.67
			2.50	202	183	167	35	16	3.90	8.97	4.15
			2.30	220	199	167	53	32	3.90	13.48	8.24
2041	530	469	2.70	196	174	167	29	7	3.90	7.51	1.72
			2.50	212	188	167	45	21	3.90	11.54	5.28
			2.30	230	204	167	63	37	3.90	16.27	9.46

Note 1: the 3.6 dwelling units per acre is the 2016 hamlet density for Shaughnessy (average 7,800 to 8,500 sq. ft. sized lots).

Note 2: the proposed 3.9 dwelling units per acre is based on a slightly higher hamlet density (smaller lots at 7,000 sq. ft. on average).

Note 3: 2016 Census, the average number of persons per dwelling unit (D.U) was 2.5 for Shaughnessy

Note 4: 'Low' population growth is based on 2.5% and 'High' population is based on 5.0%, for 5-year intervals



## **Appendix B**

### **HAMLET RESIDENTS SURVEY AND RESPONSES**

# Hamlet of Shaughnessy

## Resident Engagement Survey

Connecting the Community

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*Please check a single box to answer the question, unless otherwise indicated. If a question has a space to add a comment or to elaborate, please feel free to write in a response. You do not need to sign the survey and answers can remain anonymous. If you have filled-out the paper version of the survey, please return it to Lethbridge County as indicated on the cover page notice. Thank you for your time!*

**1. Please describe your type of property/resident status within the hamlet.**

- Property Owner - non-resident (i.e. do not live in the hamlet)
- Property Owner - resident (i.e. live in the hamlet)
- Renter - resident

**2. If a resident, how long have you lived in the Hamlet of Shaughnessy?**

- Less than 3 years
- 4 to 6 years
- 7 to 10 years
- More than 10 years, but less than 20
- 20 or more years

**3. Overall, how satisfied are you with residing in the hamlet and your quality of life?**

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

If dissatisfied, can you explain why?

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**4. What do you like best about living in the Hamlet of Shaughnessy? (please describe)**

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5. What do you like least about living in the Hamlet of Shaughnessy? *(please describe)*

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6. Are any of the following items things you feel could be improved in the hamlet community? *(may choose more than one answer)*

- Better provision of municipal services (please explain what) \_\_\_\_\_
- Quality of housing available
- Increase homeowner's pride in yard/home ownership (i.e. less unsightly properties)
- Condition of roads
- More retail / commercial businesses
- More recreational opportunities
- More frequent policing or bylaw enforcement
- Nothing, I like things just the way they are
- Other (explain) \_\_\_\_\_

Comment?

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7. Do you feel that the hamlet needs more up-to-date playgrounds and/or equipment for children?

- Yes
- Yes, but only if community groups help out to fund such endeavors
- No opinion
- No, I do not see the need

8. The hamlet has a mix of residential housing types but primarily consists of single unit detached housing and some multi-unit density (duplex/semi-detached, 4-plex) type housing. Do you feel the current housing mix is suitable and should the hamlet continue to develop this way in the future?

- Yes, I feel the present mix and ratio of housing types is suitable
- No, I feel there is too much multi-unit density (duplex/semi-detached) type housing
- No, I feel there should be planning to allow for more multi-unit density type housing
- No opinion, housing types or density do not matter to me

9. The County has identified some potential general areas within and adjacent to the hamlet to accommodate future long-term growth and development, including residential and some commercial or light hamlet industrial (please refer to attached growth direction map). Do you have any concerns or would you be supportive of the County planning to potentially allow for some future growth opportunity in these areas?

- Yes, I am supportive and have no concerns with such proposals
- Yes, provided the residents of the area are consulted in the planning process
- Neutral opinion - it does not matter to me
- No, I am not supportive

If you answered No and checked the last box, can you explain why?

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10. Lethbridge County prohibits new confined feeding operations (intensive livestock) being established within a specific distance of the hamlet boundary, approximately ½-mile south, west and north. Do you generally feel this is suitable?

- Yes, this appears reasonable
- No, it should be a consistent 1-mile radius
- No, it should be a consistent 2-mile radius
- No, it should be increased to \_\_\_\_\_
- No, it should be decreased to \_\_\_\_\_
- Neutral, no opinion on the matter

Comment?

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11. What do you feel are the top two (2) needs, services or issues that need to be addressed or provided in the Hamlet of Shaughnessy? (*feel free to comment*)

1. \_\_\_\_\_
2. \_\_\_\_\_

12. Any additional hamlet matters you would like to provide comment on?

- No

Yes, Comment:

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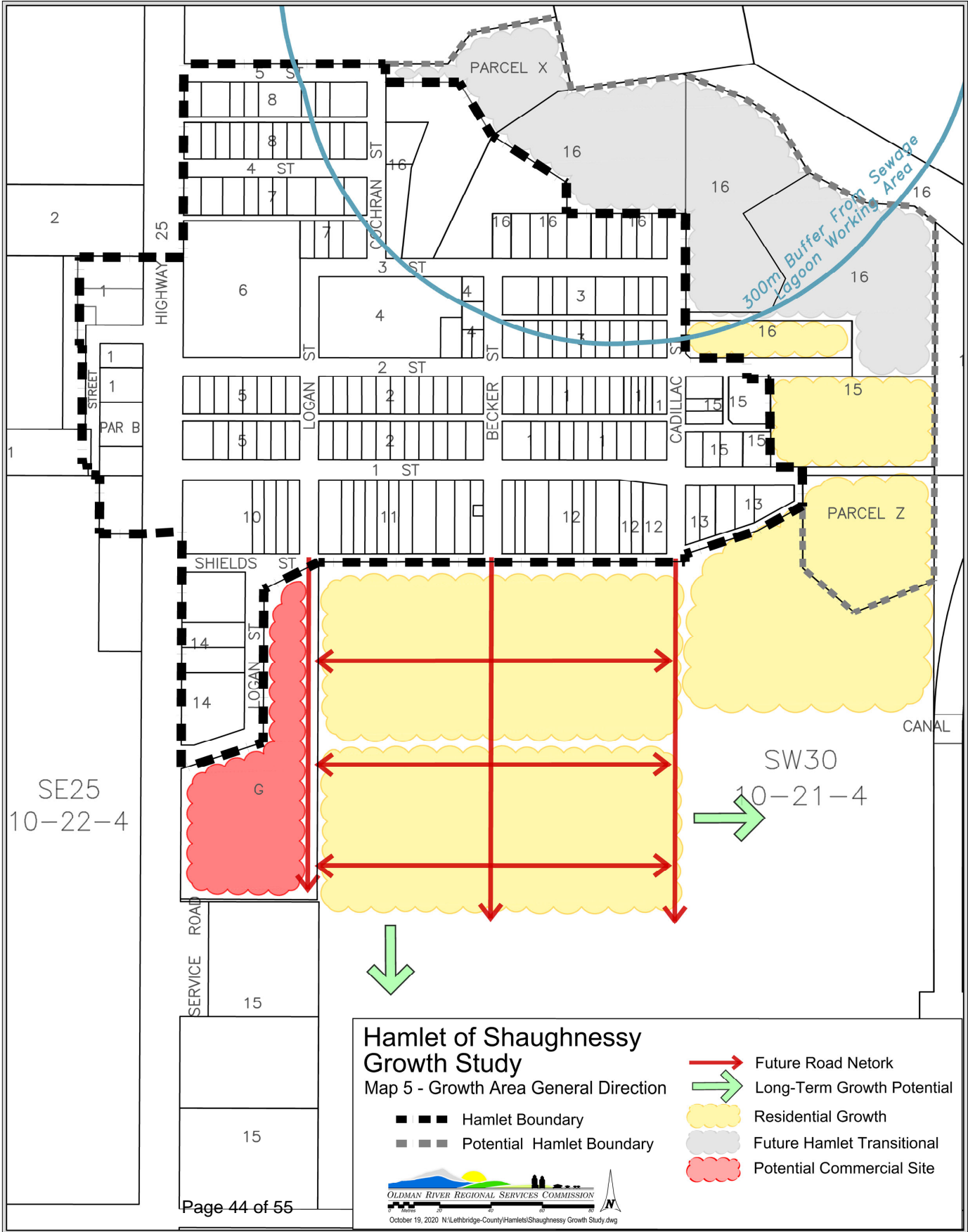
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***Thank you for your time and feedback!***  
***Please return by November 17, 2020***



**Hamlet of Shaughnessy  
Growth Study**

Map 5 - Growth Area General Direction

- ■ ■ Hamlet Boundary
- ■ ■ Potential Hamlet Boundary

- Future Road Network
- Long-Term Growth Potential
- Residential Growth
- Future Hamlet Transitional
- Potential Commercial Site





**GENERAL SUMMARY**  
**HAMLET RESIDENT RESPONSES**

**SURVEY RESULTS**  
**Resident Engagement Opinion Survey**  
**Hamlet of Shaughnessy Growth Study**

**Abstract**  
Responses and results of a public engagement questionnaire survey that was sent to every household in the Hamlet of Shaughnessy in October, 2020

Compiled November 30, 2020  
By: Oldman River Regional Services Commission

# Hamlet of Shaughnessy Growth Study

## RESULTS - Resident Engagement Opinion Survey

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### SURVEY OVERVIEW

The following are the results of a questionnaire survey that was sent to every household in the Hamlet of Shaughnessy as part of public engagement for preparing the Lethbridge County hamlet growth study. The survey consisted of 12 questions with some opportunity for written comment. The purpose is to obtain ratepayer feedback and help Lethbridge County better understand existing conditions and issues to more comprehensively and efficiently plan for municipal services and potential future growth.

A synopsis of the general findings of the completed survey is summarized below. The actual compiled resident responses to the individual questions and a general summary of the main written comments they provided is attached (starting on page 2, after the summary). (The questionnaire was an anonymous exercise and individuals did not need to provide their name or contact information.)

### GENERAL SUMMARY

A total of 147 questionnaires were sent out on October 21, 2020 with a requested reply-by date of November 17, 2020. There were **50 surveys filled-out**, 6 responses provided on-line through the website portal and 44 hand written submissions, resulting in a **34% overall survey response** rate. This is considered as a fairly good response for a community engagement survey, as typically 20% or less is the usual experience in this type of exercise.

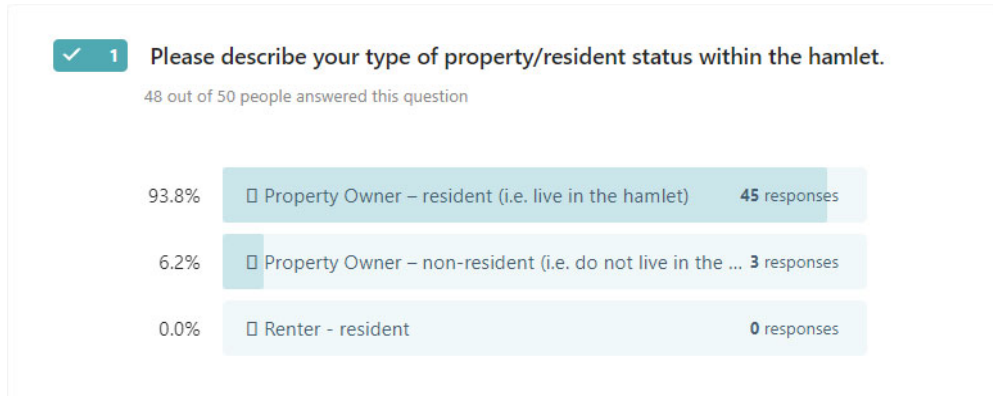
Seventy-nine percent of the respondents have lived in Shaughnessy for 10-years or more, with 65% residing there over 20-years. Residents seem to be generally satisfied with the quality of life in Shaughnessy, with 35% stating they were very satisfied. Respondents stated they appreciate the quiet, small town living aspect and the sense of community. Many stated the hamlet feels safe, the residents are friendly and they have good neighbors. There was an indication that they live in Shaughnessy to have that small town feel but are close to Lethbridge and Picture Butte for amenities. The majority of residents did not have concerns with the county planning for future growth opportunities for the hamlet.

Overall, the main concerns were with roads and the need for better bylaw enforcement, especially regarding unsightly properties and pets. The most common complaint expressed (over 70%) was with the overall poor condition of the roads in the hamlet. The second most frequently mentioned item (64%) that residents would like to see improved in Shaughnessy is for homeowners to take more pride in yard and home ownership. There were many concerns expressed regarding unsightly premises, especially with old automobiles and junk in yards. Many residents also stated they would like to see more frequent policing and bylaw enforcement especially in regards to unsightly premises, pets, potential illicit activities and some speeding through the hamlet. Over 60% of survey respondents would like to see an increase in the Confined Feeding Operations exclusion distance applied to the hamlet.

For the complete results and comments as supplied by the residents who filled-out the survey, please refer to the attached results compilation.



### Question 1:



### Question 2:



### Comments Summary:

- Almost 94% of the Shaughnessy property owners who responded to the survey are also residents of the hamlet. This high percentage of survey returns from those who live in Shaughnessy helps give a good indication of what the thoughts and opinions of the people who actually interact and reside day-to-day in the hamlet are. It was also helpful to gain long-term residents insights, as 65% of the survey respondents have lived in the hamlet for over 20-years.

### Question 3:



#### Comments Summary:

- Residents of the hamlet indicate they are generally satisfied with the quality of life and residing in Shaughnessy, with over a third stating they are very satisfied. The most popular response was 'somewhat satisfied' by 46% of the respondents.
- Of those that indicated they were dissatisfied the main themes mentioned were they had issues with stray animals, disliked the number of unsightly properties, and had issues with the poor condition of many roads.

#### Question 4: What do you like best about living in the Hamlet of Shaughnessy?

- The most popular response provided about what residents liked best about living in Shaughnessy was the quiet, peacefulness, and having more privacy with not too many people around.
- It was frequently mentioned that the hamlet feels safe and secure, and residents know and like their neighbors.
- Others mentioned they are appreciative of the small town atmosphere and enjoy country style living, while also being close to Picture Butte and the City of Lethbridge for amenities and services.
- Having good, caring neighbors and an active community hall were also mentioned as positive attributes of Shaughnessy.

#### Question 5: What do you like least about living in the Hamlet of Shaughnessy?

- The main complaint people mentioned of what they liked least about living in Shaughnessy was about the poor conditions of the roads and that there was a need for improvements and better maintenance.

- Another very common reoccurring comment related to the issue of unsightly premises problems. It was commented that some of the properties in Shaughnessy have become messy and unkempt, yards are not taken care of and many lots have abandoned vehicles or junk stored which is seen as unsightly. It was indicated that residents feel there is a lack of bylaw enforcement/activity and the County should encourage property owners more to clean up their properties.
- Also in regards to bylaw enforcement, it was repeatedly mentioned the hamlet has a problem with stray dogs and cats running all over the community, and that feral cats was especially a problem.
- It was also suggested that police should show a more frequent presence to help with enforcement, especially regarding people not obeying speed limits, and it was further mentioned vehicle stunting, speeding and driving around through green spaces and playgrounds is a regular problem.
- A few residents also made the comment that they dislike the way other communities and look down on them and even feel the county treats them different than other communities, not viewed as high as priority.
- Many hamlet survey respondents mentioned they disliked the lack of commercial services available and the need to drive for almost everything.
- The close proximity of many Confined Feeding Operations (CFOs) and the associated feedlot smells was also a commonly mentioned negative aspect of living in Shaughnessy.

**Question 6:**

✓ 6 Are any of the following items things you feel could be improved in the hamlet community? (you may choose more than one answer - use "Other" box to comment)

50 out of 50 people answered this question (with multiple choice)



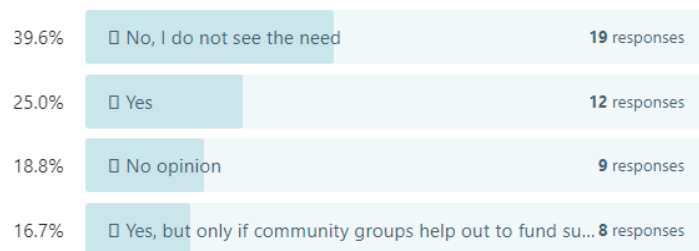
### Comments Summary (things that could be improved):

- Overall, the top three responses by residents on things that they felt could be improved were the condition of roads, to increase homeowner’s pride in yard/home ownership, and if there could be more frequent policing or bylaw enforcement. The need to improve the condition of roads in the hamlet was picked as the number one item requiring improvement in the community by 70% of the survey respondents.
- A few survey respondents provided comment to mention that they felt like Shaughnessy gets forgotten about and doesn’t receive the amount of attention it should in the county.
- A smaller number of the respondents also mentioned that they would like to see more recreational opportunities, especially more activities for children and youth in the hamlet.
- Although it was a small percentage (16%) of the overall replies, the fifth most frequent response to ‘things that could be improved’ was the need for more retail/commercial businesses in the hamlet.

### Question 7:

7 Do you feel that the hamlet needs more up-to-date playgrounds and/or equipment for children?

48 out of 50 people answered this question



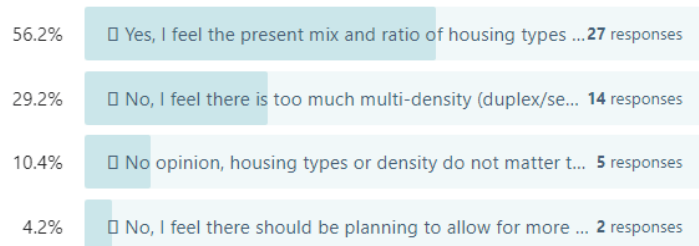
### Comments Summary:

- The hamlet residents were fairly evenly split on providing feedback on whether the hamlet needs more up-to-date playgrounds or equipment for children. Almost 40% stated “no, they don’t see the need”, while almost 42% indicated yes; however, 17% of the yes respondents also replied with the qualifier “but only if community groups help out to fund such endeavors”.
- Of those who stated they don’t see the need, it was often indicated the reasons why were: that the hamlet has two and that was felt sufficient, or the existing ones don’t appear to be used enough, or the respondent indicated they don’t have children so it wasn’t important to them.
- In providing written comments on this question, a couple hamlet residents also made the point that new playgrounds may be needed in Shaughnessy if there’s a new growth area developed eventually in the future.

### Question 8:

✓ 8 The hamlet has a mix of residential housing but primarily consists of single unit detached housing and some multi-density (duplex/semi-detached, 4-plex) type housing. Do you feel the hamlet should continue to develop this way in the future? ?

48 out of 50 people answered this question



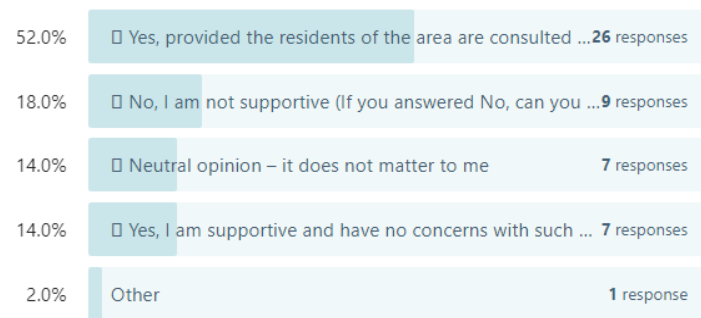
### Comments Summary:

- The majority of the survey respondents (just over half at 56%) stated that they were of the opinion the current ratio of the mix of housing types in the hamlet was suitable and Shaughnessy should continue to develop in this manner in the future.
- A little less than a third of the residents who responded felt the hamlet has too much multi-density housing, such as duplex or four-plexes, or those dwellings that have installed basement suites. One of the frequent issues expressed with the multi-density unit dwellings was complaints about the parking situation and them not having adequate parking. Some residents also took issue with what they felt were poor, inconsiderate renters in the adjacent or nearby property to them.
- Only a very small percentage of the respondents indicated that they were supportive or felt there should be planning to allow for more multi-density housing types in Shaughnessy beyond the current ratio of housing types the hamlet has.

### Question 9:

✓ 9 The County has identified some potential general areas within and adjacent to the hamlet to accommodate future long-term growth and development, including residential and some commercial or light hamlet industrial (please refer to attached map). Do you have any concerns or would you be supportive of the County planning to potentially allow for some future growth opportunity in these areas? (You may provide comments in box F "Other".)

50 out of 50 people answered this question (with multiple choice)

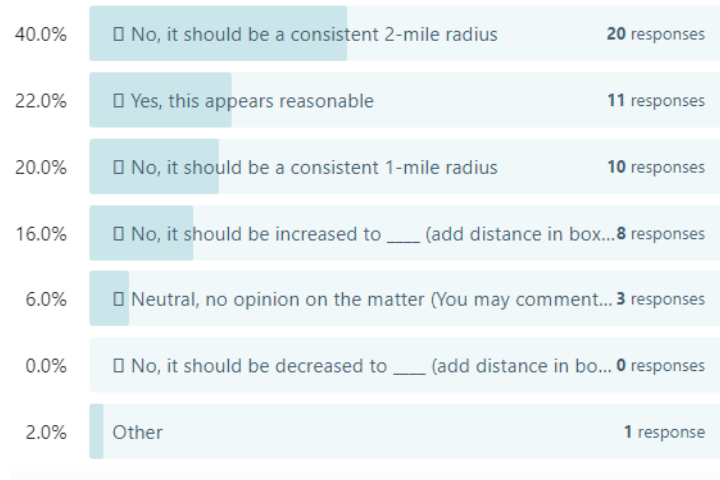


### Comments Summary:

- Overall, the majority of survey respondents were either supportive of the County planning for future growth areas and had no concerns, or were supportive if the County were to consult with residents in the future on any plans going forward (the most popular response by 52% of the respondents).
- There were a couple respondents who questioned how the hamlet could grow as they were of the understanding the municipal sewage lagoon could not support any further development or expansion.
- Some residents also indicated they were not supportive of growth (just slightly less than one-fifth of the survey respondents). Generally they wanted Shaughnessy left the present size as they stated they moved to the hamlet for how small and quiet it is. A couple of people also expressed some concern with converting and losing agricultural land to accommodate future development. One respondent mentioned that resident's concerns need to be considered in planning for future commercial development as they were of the opinion this was not done in regards to previous commercial development that was allowed to occur on the east side of Highway 25.

**Question 10:** Lethbridge County prohibits new confined feeding operations (intensive livestock) being established within a specific distance of the hamlet boundary, approximately 1/2-mile south, west and north. Do you generally feel this is suitable?

50 out of 50 people answered this question (with multiple choice)



**Comments Summary:**

- There was a range of responses as to what resident’s felt may be the appropriate Confined Feeding Operation (CFO) exclusion distance to apply for the hamlet, as only one-fifth of residents felt the current exclusion zone was adequate. Overall, the majority want some type of an increased buffer distance from the present circumstances. It was also mentioned that with the current concentration of intensive livestock operations in close proximity to Shaughnessy it may be too late to address this problem.
- Approximately 40% of respondents stated that a consistent 2 mile exclusion zone should be applied. It was mentioned that 2 miles is an acceptable amount of space given the existing locations within that limit.
- Other than the suggested 2 miles, the other most frequent answers as to what may be the appropriate exclusion distance of CFOs to the hamlet included 3 miles and 5 miles, one person stated it should be increased 10 miles in all directions due to health concerns.
- Others expressed concerns relating to issues created by Confined Feeding Operations, including manure spreading and disposal, composting, smells/odours and flies, with the complaint of strong odours from manure being frequently mentioned as the main issue or nuisance.

**Question 11:** What do you feel are the top two (2) needs, services or issues that need to be addressed or provided in the Hamlet of Shaughnessy?

41 out of 50 people answered this question

**Comments Summary:**

Residents provided a number of ranging items/topics as their top two issues, with some providing multiple responses. However, the top two repeated submissions were items frequently mentioned in earlier parts of the survey responses. The main issues or themes commented upon are as summarized below:

- In regards to items or issues that would fall under the category of municipal services provided to Shaughnessy residents by Lethbridge County, the most popular provided response related to complaints on the conditions of roads (e.g. broken-up, pot holes, streets needing repaving) and wanting to see improvements made. There was recognition expressed that the streets that were repaved by Lethbridge County are great and residents hoped the County would continue to do these upgrades on other hamlet streets. Other associated issues as mentioned highlighted the need for better and more street lighting, sidewalks, and better snow removal or winter maintenance on roads, etc.
- Another of the most frequently made comment was reference to concerns with unsightly premises and many wanted the residents of Shaughnessy to have more pride in their yards and homes, and to clean up their cars, garbage and their messy yards and properties. It was mentioned there are properties in the hamlet that the County needs to pay some attention to and have some bylaws enforced.
- A number of respondents indicated that a greater bylaw officer presence and more bylaw enforcement was needed in the hamlet especially regarding the unsightly premises and dealing with animal control (as it was mentioned cats and dogs are roaming everywhere). Some residents also mentioned that more frequent policing was needed to enforce traffic control and speeding problems in the hamlet.

**Question 12:** Any additional hamlet matters you would like to provide comment on?

**Comments Summary:**

Residents provided a number of final general comments or reiterated earlier responses to the survey questions, as summarized below:

- Overall, many respondents final comments reinforced that they would like to see improvements in the condition of many hamlet roads and requested to see potholes and cracks in the roads fixed or repaved.
- Other popular comments related to better policing and more bylaw enforcement in regards to animal control and yards (to deal with abandoned vehicles, poor dwelling conditions, and weeds). It was felt that homeowners need to be encouraged to look after properties better and keeping yards cleaner should be taken more seriously. There were also requests to restrict RV parking on hamlet streets or enforce the removal of trailers and vehicles that have been on the public road for a long period of time.
- There were a few general comments made relating to future growth planning and that residents should be involved by the County and that the lagoons restrictions need to be addressed. A few residents made specific comments regarding issues with the location of the sewage lagoons and how it may impact existing residents and future growth regarding current infrastructure capacity limits.



- Other various miscellaneous individual comments indicated that some residents have concerns with multi-unit housing and issues with lack of adequate parking; others expressed concerns with an increase in steady non-resident traffic within the hamlet that lead them to believe that there may be some illicit activity or drug problems occurring; issues were expressed with intense odours experienced from nearby intensive livestock operations; and, some residents **expressed concerns with the use of motorbikes, ATVs (quads) riding around town by minors**. It was also mentioned that the rich history of Shaughnessy needs to be recognized and that Lethbridge County needs to embrace that history.
- In summary, it was implied and stated through the commentary provided, that the majority of residents generally enjoy living in the hamlet of Shaughnessy and they wanted it to remain a close knit community but would like to see a few improvements made. Many residents stated they live in Shaughnessy to escape the big urban centres and to enjoy the peace and quietness with their neighbors, and they hoped it would remain that way.

# AGENDA ITEM REPORT



**Title:** Development Permit Application 2021-008 - Landfill Gas Extraction Facility  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Community Services  
**Report Author:** Celina Newberry

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 27 Jan 2021
Larry Randle, Director of Community Services,	Approved - 27 Jan 2021
Ann Mitchell, Chief Administrative Officer,	Approved - 27 Jan 2021

## STRATEGIC ALIGNMENT:

 <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input checked="" type="checkbox"/>
Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships

## EXECUTIVE SUMMARY:

Development of Landfill Gas Extraction Technology at the landfill site including an accessory building.

## RECOMMENDATION:

That County Council Approve Development Permit 2021-008 with conditions.

## PREVIOUS COUNCIL DIRECTION / POLICY:

County Council approved Bylaw 1389 being the Direct Control District for the City of Lethbridge Landfill on November 2, 2012.

## BACKGROUND INFORMATION:

On January 14, 2021, Lethbridge County received a Development Permit application for a Landfill Gas Extraction Facility at the City of Lethbridge Landfill Site. The application includes a new building for the machinery needed for the landfill gas extraction facility.

The Landfill Gas Extraction Facility would be an accessory use to the Landfill and is a Permitted Use under the Direct Control District (Bylaw 1389). County Council acts as the Development Authority for any Development Permit Applications under this Direct Control District and as such is required to make a decision on the application as submitted.

The proposed accessory building that will house the mechanical and electrical components for the landfill gas extraction process and will be approximately 100 m<sup>2</sup>. This building is integral to the City of Lethbridge's landfill gas extraction program. The City will be setting up a pipeline infrastructure at the existing Landfill site to capture gases from the landfill. The landfill gases (LFG) are a natural part

of decomposition, which can be captured and processed. This process also, requires a flare which will be located near the accessory building and enclosed. This is part of the City's initiative to encourage sustainable practices by reducing the amount of greenhouse gases that leave the landfill site and making use of the LFG's as an alternative energy source.

The application was circulated to other County Departments, Alberta Transportation, and St. Mary's River Irrigation District. The plans and documentation received with this application are thorough and complete. No concerns were received by those circulated. The proposed use is in line with uses that can be located at the land fill and meets all the required setbacks of the Direct Control District.

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

County Council may choose to deny the permit.

- Pros - The landfill site would remain as is and not be as extensive.
- Con -This will not decrease the amount of greenhouse gasses leaving the landfill.

#### **FINANCIAL IMPACT:**

There would be no financial implications for Lethbridge County with this development.

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

The addition of the Landfill Gas Extraction Facility will improve the quality of life in the County by reducing greenhouse gas emissions.

#### **ATTACHMENTS:**

[5A FORM A Development PERMIT Application - Agenda Report Attachment  
Development Permit 2021-008](#)



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. 1404

OFFICE USE		
Application No: 2021-008	Roll No: 38340000	Use: <input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ \$300	Date Paid: Jan 14, 21	Land Use District: <input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Rural Urban Fringe <input type="checkbox"/> Lethbridge Urban Fringe <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Coaldale Lethbridge Corridor <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Business Light Industrial <input type="checkbox"/> Rural Heavy Industrial <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Rural Recreational <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Hamlet Manufactured Home <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Hamlet Transitional/Agricultural <input checked="" type="checkbox"/> Direct Control <input type="checkbox"/> X
Application Received /Complete: Jan 14, 21		
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
ERCB Abandoned well information provided: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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:** W. R. (Bill) MacMillan  
 Phone/Cell Phone: (403) 393-7836 Email: bill.macmillan@lethbridge.ca Mailing  
 Address: 910 4th Ave S, Lethbridge, AB T1J 0P6 **Registered**  
**Owner's Name:** City of Lethbridge  
 Phone/Cell Phone: (403) 359-6541 Email: bill.macmillan@lethbridge.ca  
 Mailing Address: 910 4th Ave S, Lethbridge, AB T1J 0P6

Applicant's interest in the proposed development if not the registered owner:  
 Agent  Contractor  Tenant  Other: Employee- Waste & Recycling Engineer

Quarter: SW Section: 4 Township: 10 Range: 21 W4M  
 Lot(s) \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Municipal/Street address: 213044 Township 10-0

\* 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: 155.8 Acres \_\_\_\_\_ Hectares Land Use District: 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.)

**Waste & Recycling Center Administration, Waste Transfer Station, Materials Recovery Facility**



**FORM A: DEVELOPMENT PERMIT APPLICATION**

Pursuant to Land Use Bylaw No. 1404

**(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.

The City is developing a Landfill Gas Extraction project that requires the construction of a building to house the blowers, compressors and other related appurtenances required for the project. The building will be located at the NW corner of the developable portion of the quarter section, per the attached sketch

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**

<i>Size/Dimensions</i>	Principal Building or Addition	Accessory Building or Addition	Office Use
Building or Addition Size	100 <input checked="" type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft	
Height of Building (grade to peak)	5 <input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Attached Garage Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft	N/A	
<b><i>Proposed Setbacks from Property Lines</i></b>	Principal Building	Accessory Building	
Front	224 <input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Rear	562 <input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	390 <input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Side	1230 <input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft	
Parcel Type:	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner Lot	
<b><i>Development Details: Access &amp; Cost</i></b>			
Approach or driveway required to the development? <input type="checkbox"/> No <input type="checkbox"/> Yes (specify)			
Estimated cost of development:			



**FORM A: DEVELOPMENT PERMIT APPLICATION**  
Pursuant to Land Use Bylaw No. 1404

**(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): PREFINISHED METAL CLADDING
  - Proposed fencing and height: 8' CHAIN LINK FENCE WITH 3 STRAND BARB WIRE
  - Proposed landscaping: N/A

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

**(4) Services**

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

- Sewer System:*  Private Septic  Municipal  Communal  Cistern  Water well  Dugout  Municipal/Co-op  
(specify): N/A
- Water Supply:*  Other (specify): N/A

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

Natural gas ( ) Electricity (R)

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

Describe the **number** N/A and **size** \_\_\_\_\_ of all existing and proposed **parking spaces** \_\_\_\_\_, 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: FEB 2021 Estimated **Completion** Date: MAY 2021



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. 1404

**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: Jan 12, 2021      **Applicant's Signature:** 

**Registered Owner's Signature:** For the City of Lethbridge  
 (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. 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.
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 subsequent to 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 an applicant's 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 according 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 Lethbridge County at foip@lethcounty.ca or call (403) 328-5525.*



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. 1404

OFFICE USE	
Permit Application No: (to match Form A) <b>2021-008</b>	Roll No: <b>38340000</b>
Landscaping plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required	Storm water management plan submitted: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input 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:** W. R. (Bill) MacMillan Phone: (403) 393-7836

Mailing Address: 910 4th Ave S, Lethbridge, AB T1J 0P6

**(2) Proposed Use**

**This application is to:** (Check all that apply)

- Construct a new building or structure *(if greater than 500 ft<sup>2</sup> 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 ft<sup>2</sup> see abandoned well information section)*
- Addition to an existing building *(if greater than 500 ft<sup>2</sup> see abandoned well information section)*
- Construct an accessory building *(if greater than 500 ft<sup>2</sup> 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.

The proposed landfill gas control plant will house mechanical and electrical components associated with the landfill gas collection and flaring facility. This will include blowers, air compressor, and electrical systems.

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





**FORM A2: COMMERCIAL/INDUSTRIAL APPLICATION**

Supplement to Development Permit Application  
Pursuant to Land Use Bylaw No. 1404

**(5) Parking and Loading Information**

**(a) Details of Vehicle Parking and Access** - Describe the **number** N/A and **size** (dimensions) \_\_\_\_\_ of all existing and proposed off-street parking spaces, and **driveways/approaches** \_\_\_\_\_ on site (or N/A if not applicable).

(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: \_\_\_\_\_

(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).*

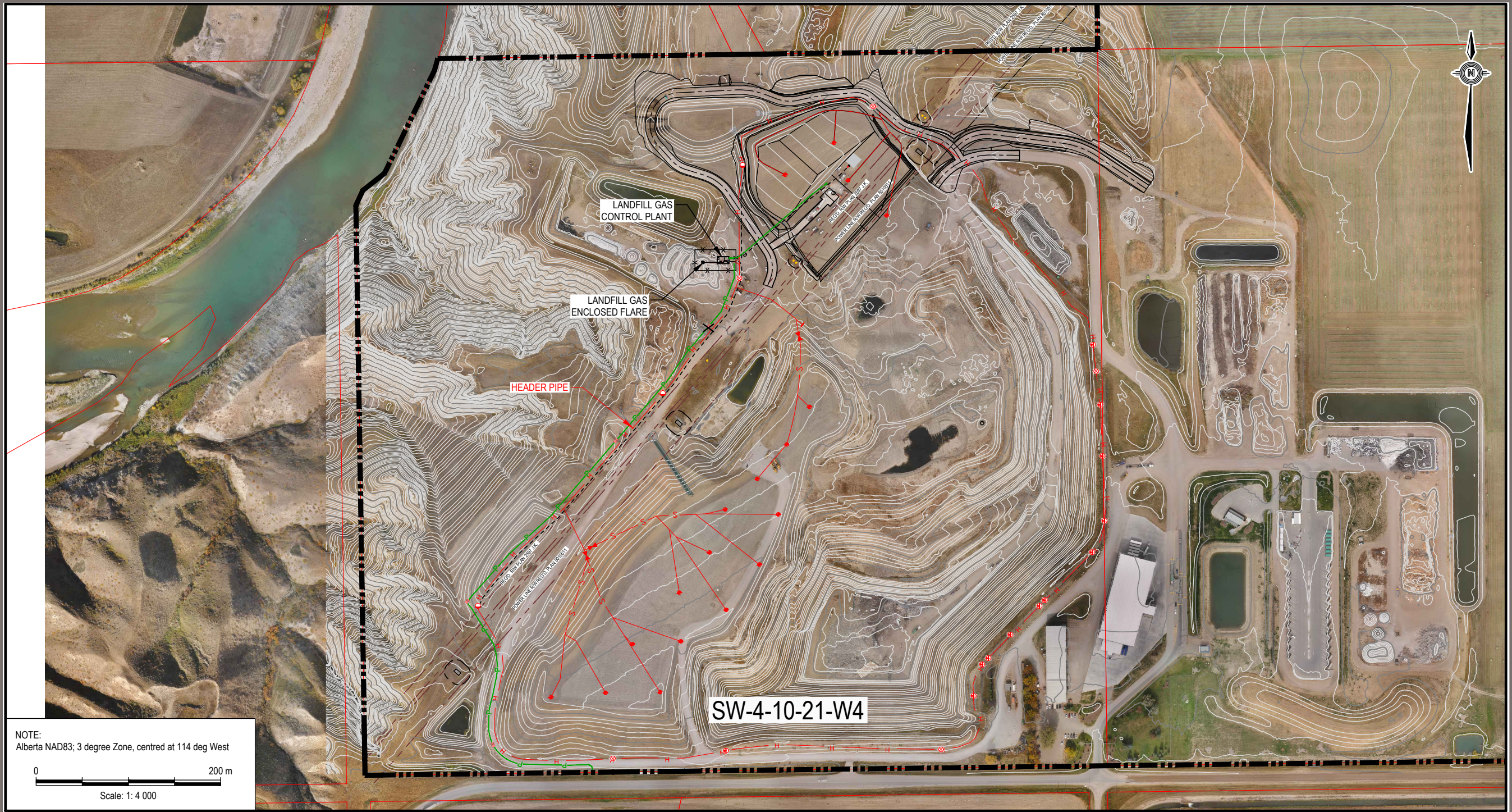
Date: Jan 12, 2021

Applicant's Signature: 

Registered Owner's Signature: For the City of Lethbridge  
(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. 1404, Parts 3 and 4 5 for specific regulations and standards of development.



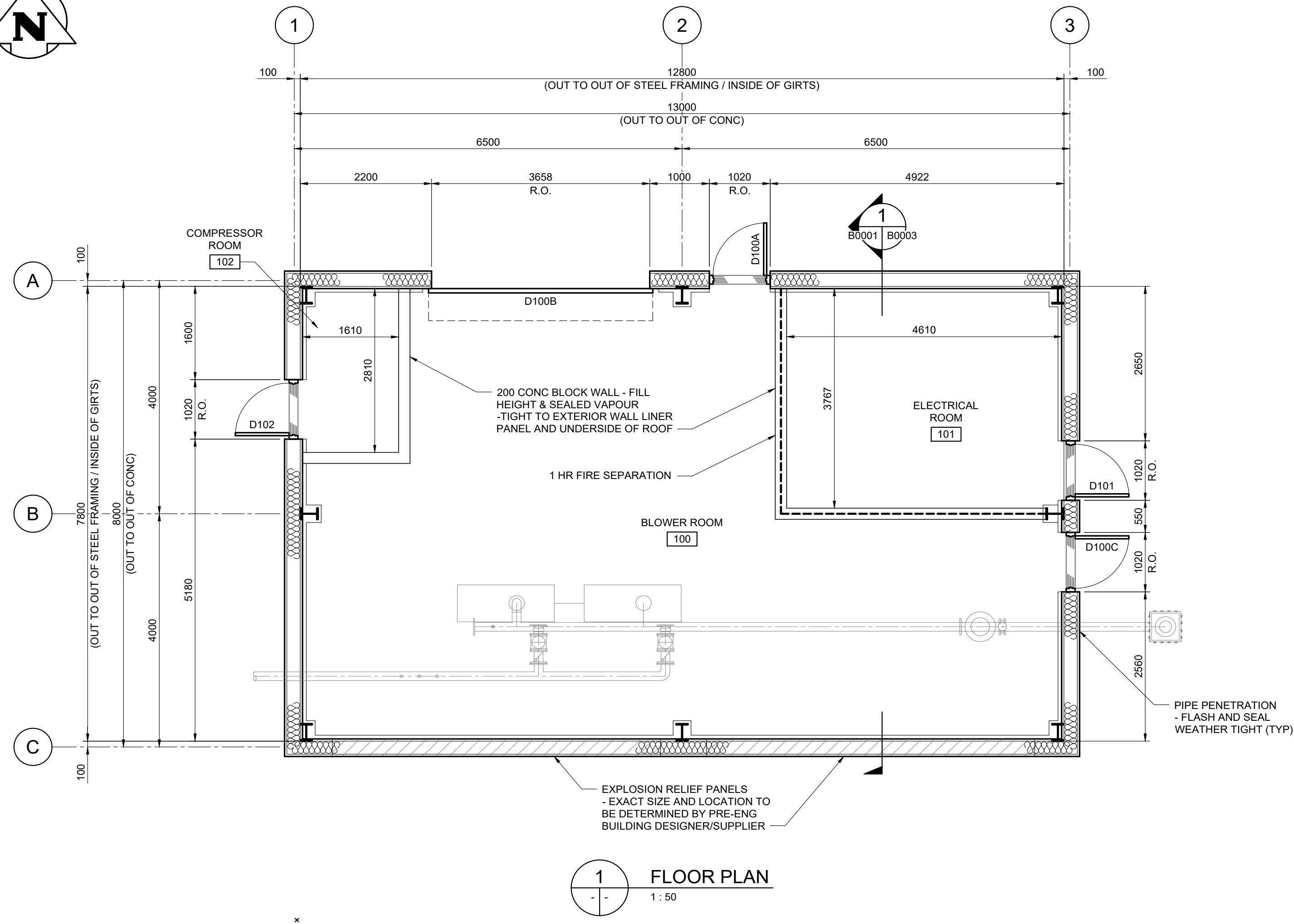
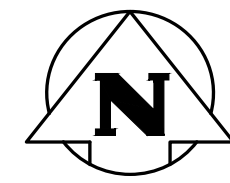
NOTE:  
 Alberta NAD83; 3 degree Zone, centred at 114 deg West

0 200 m  
 Scale: 1: 4 000

- LEGEND:
- SECTION LINES
  - W&RC PROPERTY BOUNDARY
  - ALTALINK ROW

CLIENT  CITY OF <i>Lethbridge</i>	LETHBRIDGE WASTE AND RECYCLING CENTRE LETHBRIDGE, AB			
	PROPOSED LANDFILL GAS CONTROL PLANT			
PROJECT NO. SWM.SWOP003381-20	DWN BN/DBD	CKD JP	REV 0	<b>C100</b>
OFFICE EDM	DATE NOVEMBER 2020			





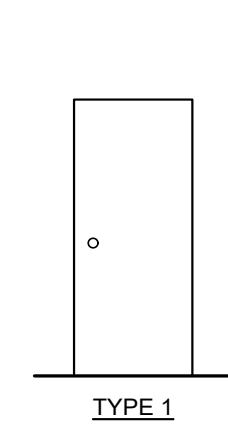
ROOM / AREA FINISHING SCHEDULE

ROOM #	ROOM / AREA NAME	FLOOR			NORTH WALL		EAST WALL		SOUTH WALL		WEST WALL		CEILING		
		MAT	FIN	BASE	MAT	FIN	MAT	FIN	MAT	FIN	MAT	FIN	MAT	FIN	HT
100	BLOWER ROOM	C	EC	EC	MLP/CB	PF/P	MLP/CB	PF/P	MLP	PF	MLP/CB	PF/P	MLP	P	STR
101	ELECTRICAL ROOM	C	EC	EC	MLP	PF	MLP	PF	CB	P	CB	P	MLP	P	STR
102	COMPRESSOR ROOM	C	EC	EC	MLP	PF	CB	P	CB	P	MLP	PF	MLP	P	STR

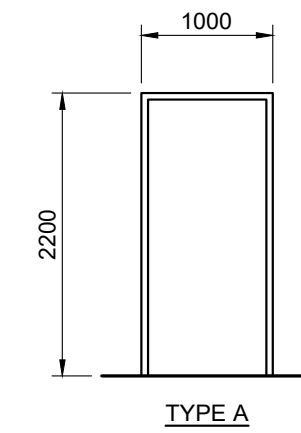
DOOR / WINDOW SCHEDULE

DOOR / WINDOW		FRAME		DOOR / WINDOW SIZE (W x HT x THK)		HARDWARE CODE	F.R. RATING (HOURS)	REMARKS		
NUMBER	TYPE	MAT	FIN	TYPE	MAT	FIN				
MAIN FLOOR										
D100A	1	HM	P	A	PS	P	900 x 2150 x 45	1	-	INSUL DOOR, THERMALLY BROKEN FRAME
D100B	INSULATED ROLL-UP DOOR						3658 x 3048	-	-	HARDWARE BY DOOR SUPPLIER
D100C	1	HM	P	A	PS	P	900 x 2150 x 45	1	-	INSUL DOOR, THERMALLY BROKEN FRAME
D101	1	HM	P	A	PS	P	900 x 2150 x 45	1	-	INSUL DOOR, THERMALLY BROKEN FRAME
D102	1	HM	P	A	PS	P	900 x 2150 x 45	1	-	INSUL DOOR, THERMALLY BROKEN FRAME

DOOR TYPES:



FRAME TYPES:

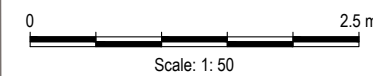


ABBREVIATIONS:

- C - CONCRETE
- EC - EPOXY COATING
- FIN - FINISH
- HM - HOLLOW METAL
- HT - HEIGHT
- INSUL - INSULATED
- MAT - MATERIAL
- MLP - METAL LINER PANEL
- P - PAINT
- PS - PRESSED STEEL
- PF - PREFINISHED
- STR - STRUCTURE
- THK - THICKNESS
- WD - WIDTH

1 HR FIRE-RATING ASSEMBLY  
 BASED ON ULC DESIGN No. W301  
 SEAL ALL PENETRATIONS WITH  
 ULC APPROVED 1 HR FIRESTOP  
 SYSTEM

1 FLOOR PLAN  
1:50



STATUS ISSUED FOR TENDER

NUM	DATE	DWN	CKD	APR	DESCRIPTION
B	12.06.2020			EH	ISSUED FOR 60% REVIEW
A	01.05.2020			EH	ISSUED FOR 30% REVIEW

**PERMIT TO PRACTICE**  
**TETRA TECH CANADA INC.**  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
**PERMIT NUMBER: P13774**  
 The Association of Professional Engineers,  
 Geologists and Geophysicists of Alberta

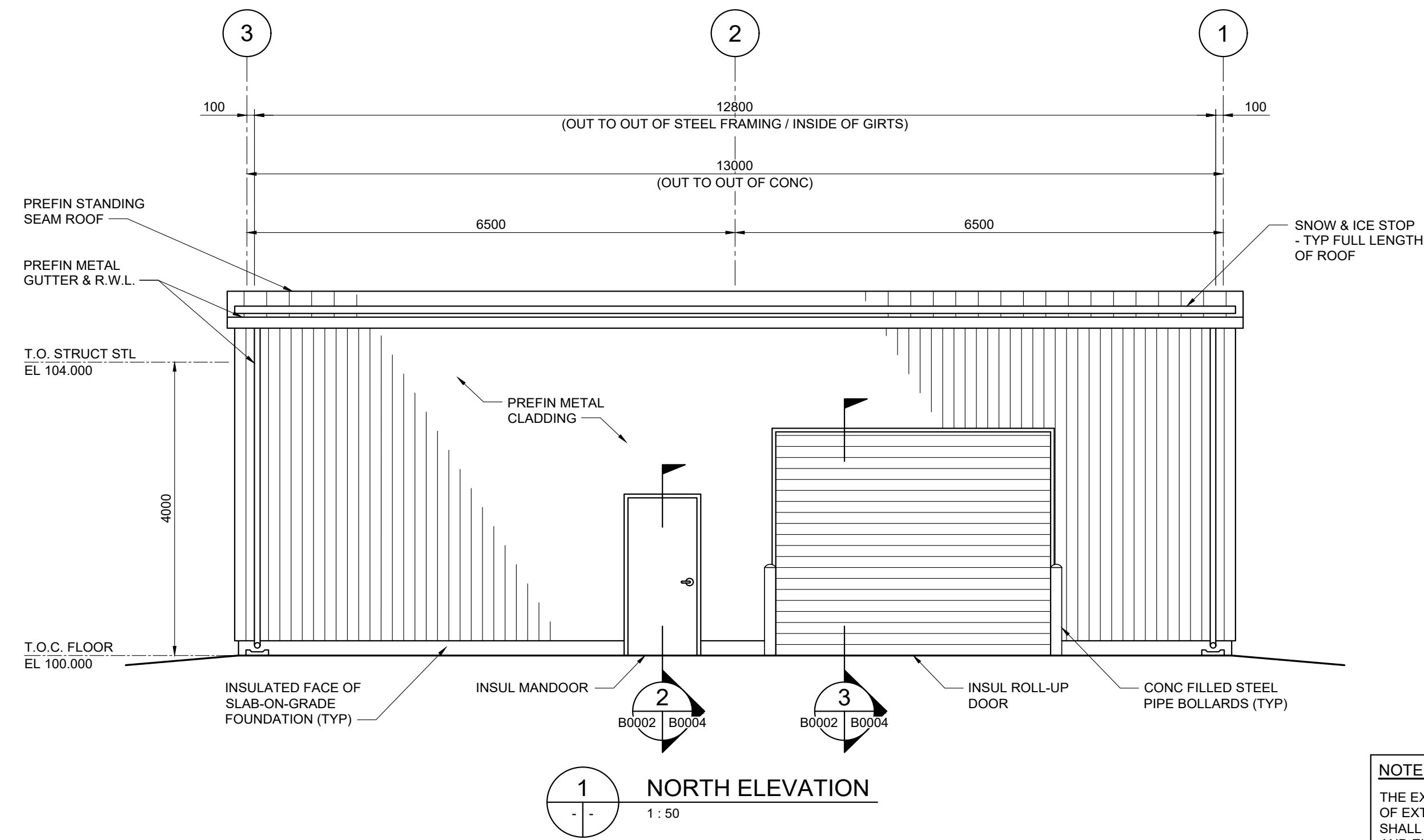
**PRELIMINARY**  
**DRAWING**  
 NOT TO BE  
 USED FOR  
 CONSTRUCTION



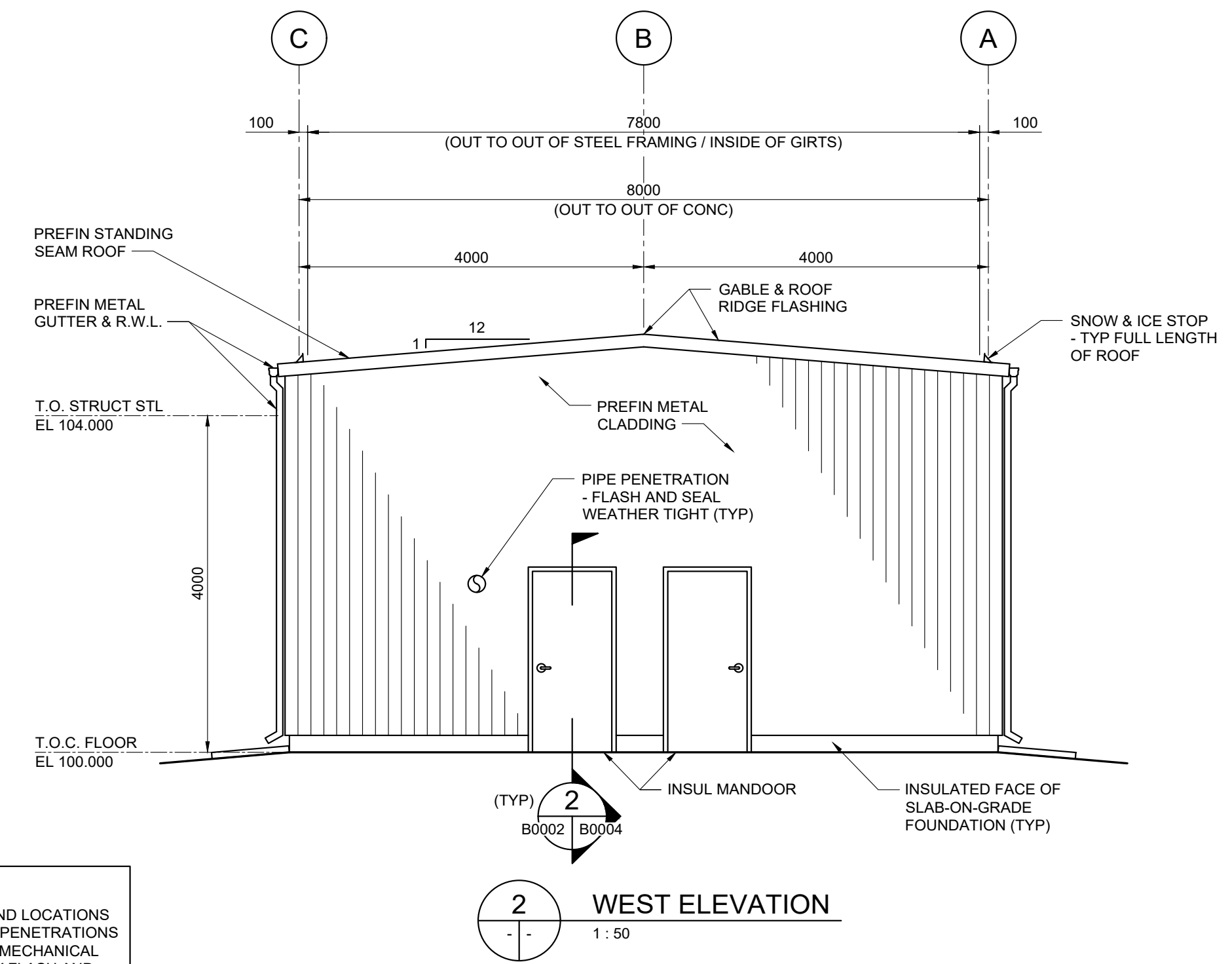
LETHBRIDGE WASTE AND RECYCLING CENTRE  
LFG CONTROL PLANT, LETHBRIDGE, AB

FLOOR PLAN

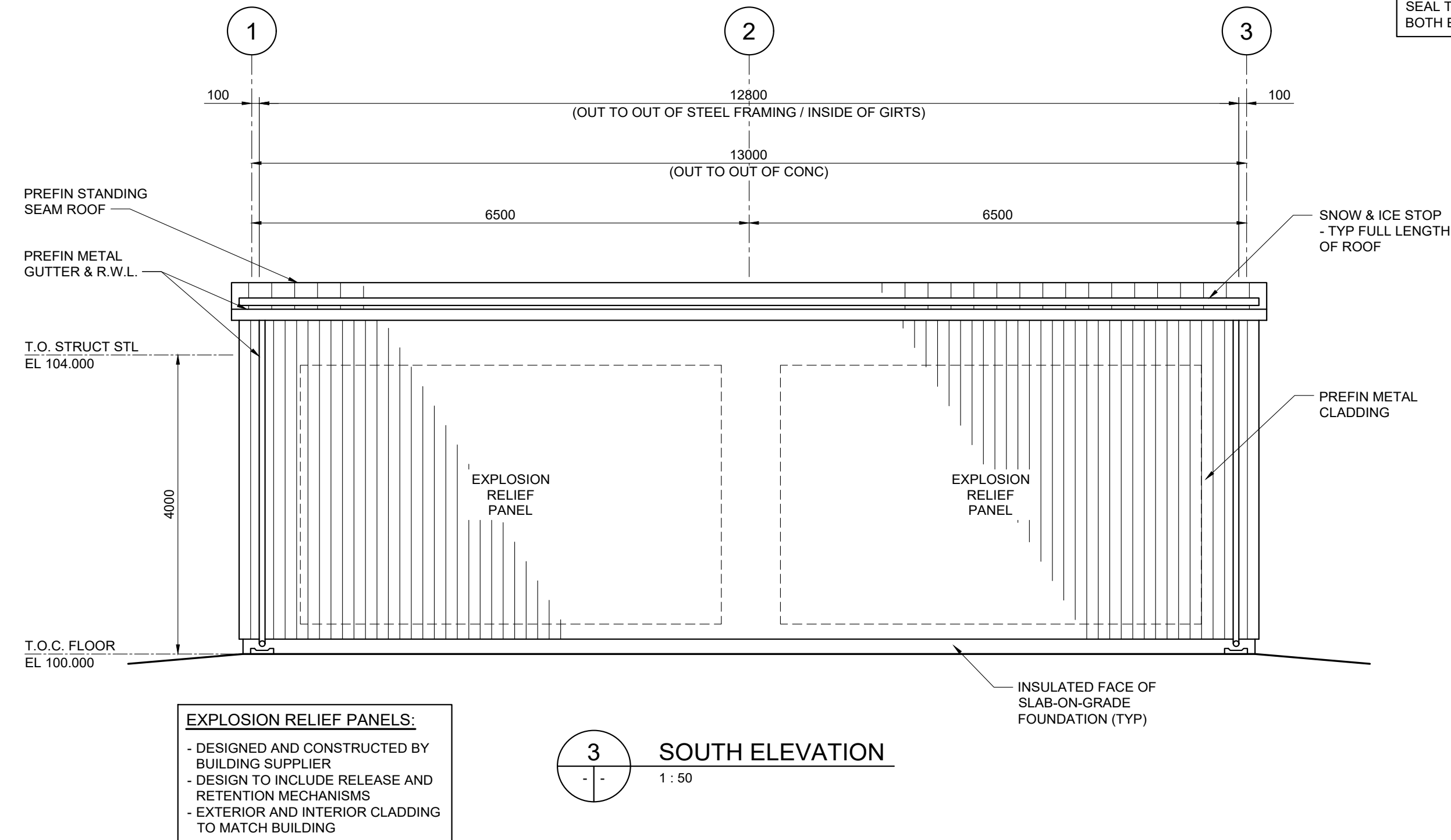
PROJECT No.	OFFICE	DES	CKD	REV	DRAWING
19029109	WSP	DJP	MS	5	
DATE:	SHEET No.	DWN	APP	STATUS	
April 27, 2020	1 of 1	EV	EH	-	<b>B0001</b>



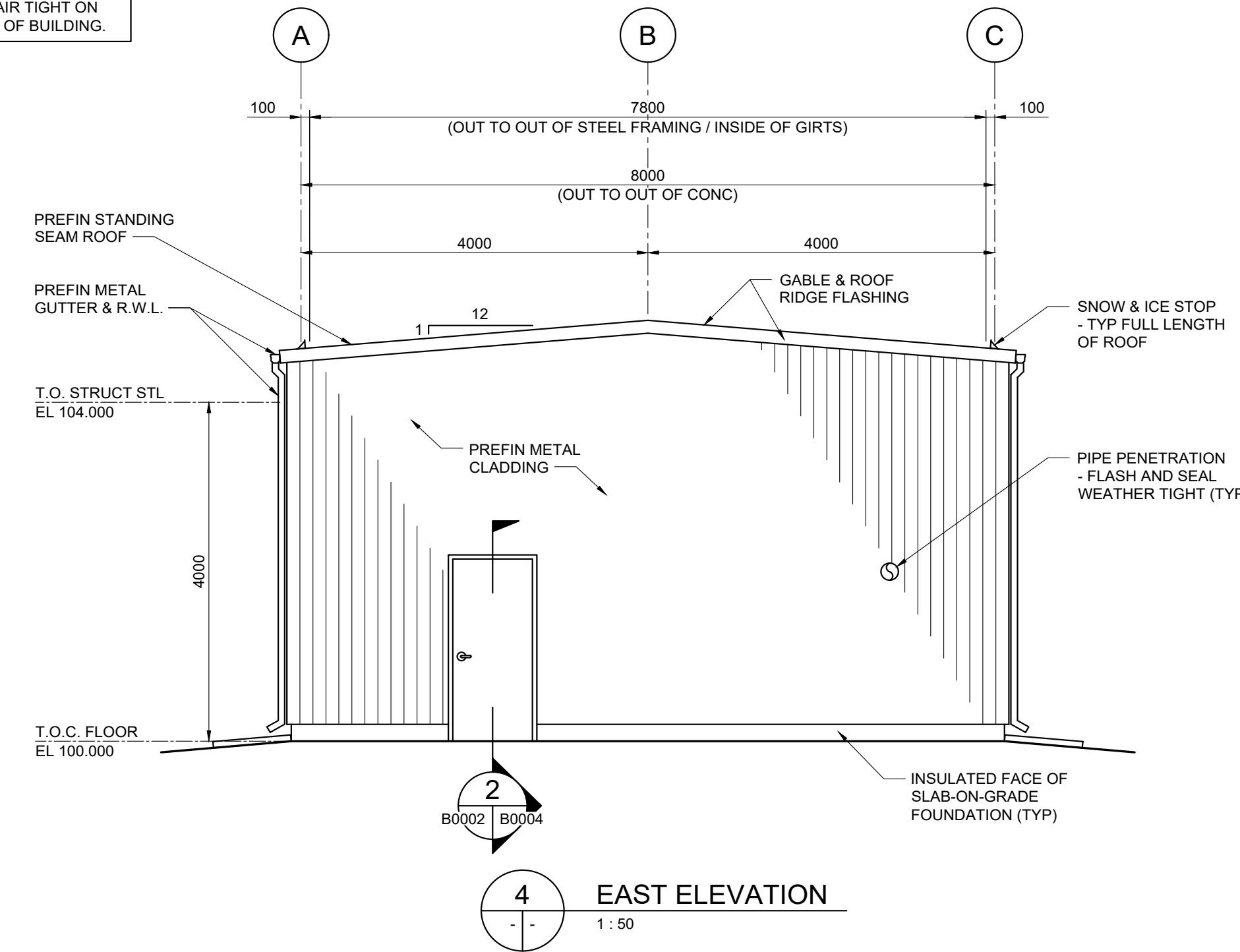
1 NORTH ELEVATION  
1:50



2 WEST ELEVATION  
1:50



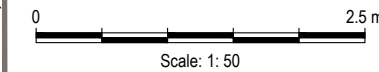
3 SOUTH ELEVATION  
1:50



4 EAST ELEVATION  
1:50

**NOTE:**  
THE EXACT NUMBERS, SIZES AND LOCATIONS OF EXTERIOR WALL AND ROOF PENETRATIONS SHALL BE COORDINATED WITH MECHANICAL AND ELECTRICAL. COMPLETELY FLASH AND SEAL TO MAKE WEATHER AND AIR TIGHT ON BOTH EXTERIOR AND INTERIOR OF BUILDING.

**EXPLOSION RELIEF PANELS:**  
- DESIGNED AND CONSTRUCTED BY BUILDING SUPPLIER  
- DESIGN TO INCLUDE RELEASE AND RETENTION MECHANISMS  
- EXTERIOR AND INTERIOR CLADDING TO MATCH BUILDING



STATUS  
ISSUED FOR TENDER

NUM	DATE	DWN	CKD	APR	DESCRIPTION
B	12.06.2020	EH			ISSUED FOR 60% REVIEW
A	01.05.2020	EH			ISSUED FOR 30% REVIEW

**PERMIT TO PRACTICE**  
**TETRA TECH CANADA INC.**  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
**PERMIT NUMBER: P13774**  
The Association of Professional Engineers, Geologists and Geophysicists of Alberta

**PRELIMINARY DRAWING**  
NOT TO BE USED FOR CONSTRUCTION  
PROFESSIONAL SEAL

CLIENT  
**CITY OF Lethbridge**  
100 OCCASIONS TOWN  
**TETRA TECH**

**LETHBRIDGE WASTE AND RECYCLING CENTRE**  
**LFG CONTROL PLANT, LETHBRIDGE, AB**  
**EXTERIOR ELEVATIONS**  
PROJECT No: 19021100  
DATE: April 27, 2020  
OFFICE: WPG  
SHEET No: 1 of 1  
DES: DLP  
DWN: EV  
CKD: MS  
APP: EH  
REV: 0  
STATUS: -  
DRAWING: **B0002**



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. 1404

Development Permit No: 2021-008

**Applicant:** W.R. (Bill) MacMillan (The City of Lethbridge), 910 4<sup>th</sup> Ave. S., Lethbridge, AB, T1J 0P6

**In respect of works consisting of:** Landfill Gas Extraction and Accessory Building 100 m<sup>2</sup>

**On land located at:** SW 4-10-21-W4M (213044 Township Road 10-0) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 2021-008 and is **subject to the conditions contained herein:**

- The landfill gas waste facility and accessory building are to be located as per the submitted site plan.
- The applicant shall obtain all necessary approvals and authorizations required under the Environmental Protection and Enhancement Act (EPEA). Contact Alberta Environment and Parks - (403) 381-5332.
- Any further expansion of the facility would require additional approval.
- 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 Public Operations (call 403-328-5525).

This permit becomes effective the **11<sup>th</sup> day of February, 2021** as approved by Council (Resolution **XXX/21**). This permit is not subject to an appeal period under section 685 (4) (a) of the Municipal Government Act.

SIGNED: \_\_\_\_\_

Development Officer



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. 1404

### 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 twelve (12) 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 twelve (12) 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:** Development Permit Application 2021-014 - Litter Fence  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Community Services  
**Report Author:** Celina Newberry

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 27 Jan 2021
Larry Randle, Director of Community Services,	Approved - 27 Jan 2021
Ann Mitchell, Chief Administrative Officer,	Approved - 28 Jan 2021

## STRATEGIC ALIGNMENT:

 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input checked="" type="checkbox"/>	 <input type="checkbox"/>	 <input checked="" type="checkbox"/>
Outstanding Quality of Life	Effective Governance and Service Delivery	Prosperous Agricultural Community	Vibrant and Growing Economy	Strong Working Relationships

## EXECUTIVE SUMMARY:

The City of Lethbridge has applied to expand and extend the litter fence at the landfill.

## RECOMMENDATION:

That County Council Approve Development Permit 2021-014 with conditions.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge Council has previously approved litter fencing at the landfill under Bylaw Number 1389.

## BACKGROUND INFORMATION:

An application has been made by the City of Lethbridge to expand the litter fence at the landfill. The landfill has existing litter fencing reduces the amount of refuse that blows off of the site. The extension of the fenced area and replacement of some of the existing fencing with taller fencing will further help reduce the amount of refuse that blows away from the landfill site onto the adjacent lands.

The litter fence is an accessory use to the Landfill and is a Permitted Use under the Direct Control District (Bylaw 1389). County Council acts as the Development Authority for any Development Permit Applications under this Direct Control District and as such is required to make a decision on the application as submitted.

The application was circulated to other County Departments, Alberta Transportation, St. Mary's River Irrigation District and Alberta Environment and Parks. The plans and documentation received with this application are thorough and complete. No concerns were received from those circulated. The

proposed use is in line with uses that can be located at the landfill and meets all the required setbacks of the Direct Control District.

**ALTERNATIVES / PROS / CONS:**

County Council may choose to deny the permit.

- Pros- Litter fencing would remain as is and not be as extensive.
- Con-This will not decrease the amount of refuse leaving the landfill site from our local winds and will reduce the overall quality and enjoyment of the surrounding properties.

**FINANCIAL IMPACT:**

There would be no financial implications for Lethbridge County with this development.

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

The addition of expanded and extended litter fencing will improve the ability of adjacent properties to enjoy their land.

**ATTACHMENTS:**

[2021-014 Fence at Landfill - agenda report attachment](#)  
[Development Permit 2021-014](#)





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. 1404

OFFICE USE		
Application No: <b>2021-014</b>	Roll No: <b>38330000</b>	Use: <input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ <b>\$200</b>	Date Paid: <b>Jan 18, 21</b>	Land Use District: <input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Rural Urban Fringe <input type="checkbox"/> Hamlet Manufactured Home <input type="checkbox"/> Lethbridge Urban Fringe <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Coaldale Lethbridge Corridor <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Business Light Industrial <input type="checkbox"/> Hamlet Transitional/Agricultural <input type="checkbox"/> Rural Heavy Industrial <input checked="" type="checkbox"/> Direct Control <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Rural Recreational
Application Received /Complete: <b>Jan 18, 21</b>		
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
ERCB Abandoned well information provided: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Site Plans or drawings Submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site Visit Conducted: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Date:

**1. APPLICANT & LAND INFORMATION**

**Applicant's Name:** W. R. (Bill) MacMillan  
 Phone/Cell Phone: (403) 393-7836      Email: bill.macmillan@lethbridge.ca  
 Mailing Address: 910 4th Ave S, Lethbridge, AB T1J 0P6  
**Registered Owner's Name:** City of Lethbridge  
 Phone/Cell Phone: (403) 359-6541      Email: bill.macmillan@lethbridge.ca  
 Mailing Address: 910 4th Ave S, Lethbridge, AB T1J 0P6

Applicant's interest in the proposed development if not the registered owner:  
 Agent     Contractor     Tenant     Other: Employee - Waste & Recycling Engineer

Quarter: SW/SE Section: 4 Township: 10 Range: 21 W4M  
 Lot(s) \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Municipal/Street address: 213044 Township Road 10-0

\* 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: 155.8 Acres      \_\_\_\_\_ Hectares      Land Use District: 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.)

**Waste & Recycling Center Administration , Waste Transfer Station, Materials Recovery Facility, Blue Sky Educational Center**





**FORM A: DEVELOPMENT PERMIT APPLICATION**  
Pursuant to Land Use Bylaw No. 1404

**(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): Fences will be constructed using power poles and wind reduction netting  
 Proposed fencing and height: 40 ft  
 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:*  Private Septic  Municipal  Communal *Water Supply:*  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** \_\_\_\_\_ and **size** \_\_\_\_\_ of all existing and proposed **parking spaces** \_\_\_\_\_, 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: April 1, 2021 Estimated **Completion** Date: April 30, 2021



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. 1404

**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: Jan 15, 2021      Applicant's Signature: 

Registered Owner's Signature: For the City of Lethbridge  
(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. 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.
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 subsequent to 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 an applicant's 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 according 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 Lethbridge County at foip@lethcounty.ca or call (403) 328-5525.*



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. 1404

OFFICE USE	
Permit Application No: (to match Form A) 2021-014	Roll No: 38330000
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 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 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:** W. R. (Bill) MacMillan **Phone:** 403.393.7836

**Mailing Address:** 910 4th Ave S, Lethbridge AB T1J0P6

**(2) Proposed Use**

**This application is to:** (Check all that apply)

- Construct a new building or structure *(if greater than 500 ft<sup>2</sup> 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 ft<sup>2</sup> see abandoned well information section)*
- Addition to an existing building *(if greater than 500 ft<sup>2</sup> see abandoned well information section)*
- Construct an accessory building *(if greater than 500 ft<sup>2</sup> 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.**

**Due to changes and additions to the City of Lethbridge Waste & Recycling Center's operation it is necessary to construct new and rearrange existing litter fencing at the site. Litter fences range in height from 12 to 40 ft in height and can be configured as guyed, double guyed or cantilevered (no guy lines) fence structures.**

**We are proposing a mix of these designs depending on the fence location and purpose. None of the planned fences are infringe upon adjacent roads or property lines. A sketch is provided as an attachment to this application to identify the proposed fences and their configuration(s).**

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

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



**FORM A2: COMMERCIAL/INDUSTRIAL APPLICATION**

Supplement to Development Permit Application  
Pursuant to Land Use Bylaw No. 1404

**(5) Parking and Loading Information**

**(a) Details of Vehicle Parking and Access** - Describe the **number** \_\_\_\_\_ and **size** (dimensions) \_\_\_\_\_ of all existing and proposed off-street parking spaces, and **driveways/approaches** \_\_\_\_\_ on site (or N/A if not applicable).

(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: \_\_\_\_\_

(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).*

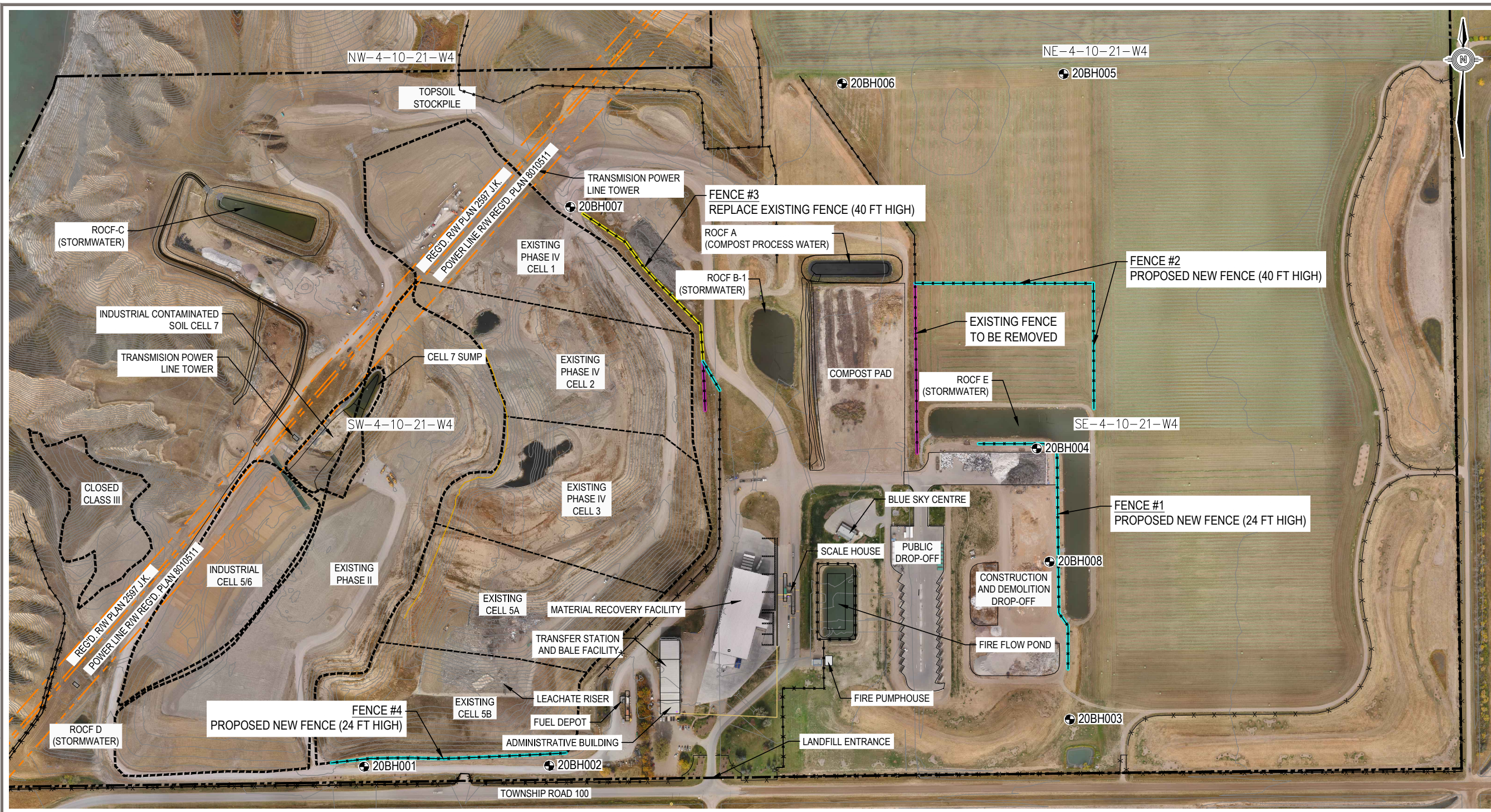
Date: Jan 15, 2021

**Applicant's Signature:** 

**Registered Owner's Signature:** For the City of Lethbridge  
(if different from applicant)

**NOTE:**

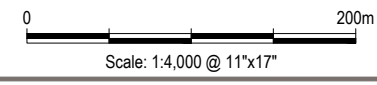
This Form A2 is supplementary and is in conjunction with a completed Form A: Development Permit Application. Refer to Bylaw No. 1404, Parts 3 and 4 5 for specific regulations and standards of development.



C:\Rivendell\Drafting\SWM\_SWOP\SWOP03381-32\CAD\SWOP03381-32\_Figures\Debris Fence Design.dwg [FIGURE 1] January 15, 2021 - 10:27:49 am (BY: HUGHES, LEANNE)

**LEGEND**

	EXISTING PROPERTY LINE		MAJOR CONTOUR (5 m)		EXISTING FENCE TO BE REPLACED
	LANDFILL CELL BOUNDARIES		MINOR CONTOUR (1 m)		EXISTING FENCE TO BE REMOVED
	OHP RIGHT-OF-WAY		EXISTING CULVERT		PROPOSED NEW FENCE
	EXISTING CHAINLINK FENCE		BOREHOLE LOCATION		
	EXISTING WIND SCREEN FENCE				



CLIENT

**CITY OF Lethbridge**

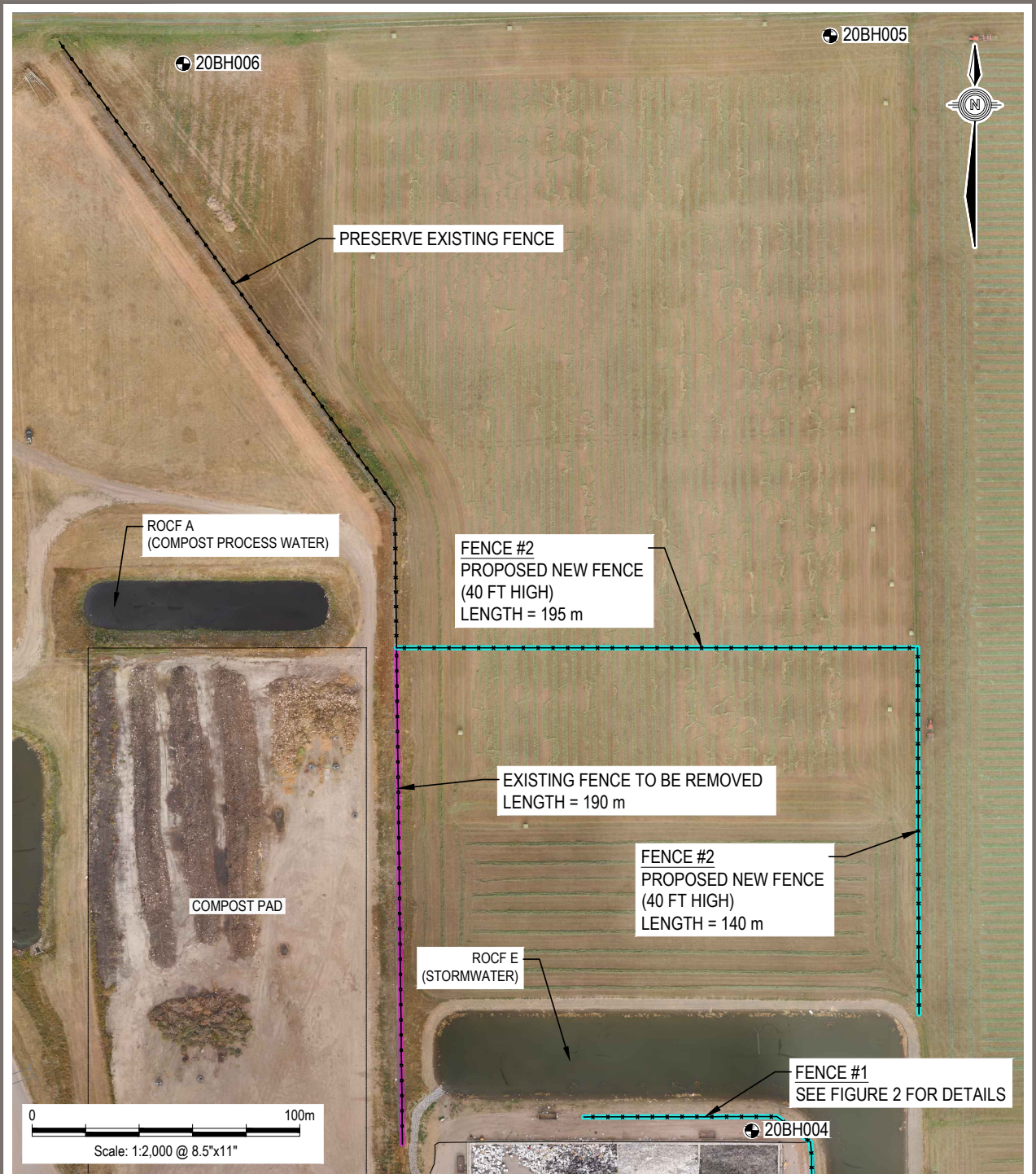
**LETHBRIDGE WASTE AND RECYCLING CENTRE  
DEBRIS FENCE PLAN, LETHBRIDGE, AB**

**SITE PLAN**

PROJECT NO. SWM.SWOP03381-32	DWN LCH	CKD TL	REV 0
OFFICE Tt Leth	DATE January 2021		

Figure 1

**TETRA TECH**



C:\river\Drawings\SWM\SWOP\SWOP03381-32\CAD\SWOP03381-32\Figures\Debris Fence Design.dwg [FIGURE 3] January 14, 2021 - 3:22:12 pm (BY: HUGHES, LEANNE)

LEGEND	
	EXISTING PROPERTY LINE
	LANDFILL CELL BOUNDARIES
	OHP RIGHT-OF-WAY
	EXISTING CHAINLINK FENCE
	EXISTING WIND SCREEN FENCE
	EXISTING FENCE TO BE REPLACED
	EXISTING FENCE TO BE REMOVED
	PROPOSED NEW FENCE
	EXISTING CULVERT
	BOREHOLE LOCATION

CLIENT

**CITY OF**  
*Lethbridge*

**TETRA TECH**

LETHBRIDGE WASTE AND RECYCLING CENTRE DEBRIS FENCE PLAN, LETHBRIDGE, AB				
<b>FENCE #1</b>				
PROJECT NO. SWM.SWOP03381-32	DWN LCH	CKD TL	REV 0	<b>Figure 3</b>
OFFICE Tt Leth	DATE January 2021			





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. 1404

**Development Permit No: 2021-014**

**Applicant:** W.R. (Bill) MacMillan (The City of Lethbridge), 910 4<sup>th</sup> Ave. S., Lethbridge, AB, T1J 0P6

**In respect of works consisting of:** Litter Fencing

**On land located at:** SW 4-10-21-W4M (213044 Township Road 10-0) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 2021-014 and is **subject to the conditions contained herein:**

- The litter fencing is to be located as per the submitted site plan.
- Any further expansion of the fencing would require additional approval.
- 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 Public Operations (call 403-328-5525).

This permit becomes effective the **11<sup>th</sup> day of February, 2021** as approved by Council (Resolution **XXX/21**). This permit is not subject to an appeal period under section 685 (4) (a) of the Municipal Government Act.

**SIGNED:** \_\_\_\_\_

**Development Officer**



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. 1404

### 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 twelve (12) 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 twelve (12) 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:** Development Permit Application 2021-013 - Hydrovac Waste Facility  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Community Services  
**Report Author:** Celina Newberry

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development Approved - 27 Jan 2021  
Larry Randle, Director of Community Services, Approved - 27 Jan 2021  
Ann Mitchell, Chief Administrative Officer, Approved - 28 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

Lethbridge County has received an application for development of a Hydrovac waste facility at the landfill site. This property is zoned Direct Control and as such the application is decided on by County Council.

## RECOMMENDATION:

That County Council Approve Development Permit 2021-013 with conditions.

## PREVIOUS COUNCIL DIRECTION / POLICY:

County Council approved Bylaw 1389 being the Direct Control District for the City of Lethbridge Landfill on November 2, 2012.

## BACKGROUND INFORMATION:

On January 18, 2021, Lethbridge County received a Development Permit application for improvements to the City of Lethbridge Waste and Recycling Centre. The application is for a new Hydrovac Waste Facility.

The Hydrovac Waste Facility would be an accessory use to the Landfill and is a Permitted Use under the Direct Control District (Bylaw 1389). County Council acts as the Development Authority for any Development Permit Applications under this Direct Control District and as such is required to make a decision on the application as submitted.

The proposed Hydrovac Waste Facility will be approximately 3818.75 m<sup>2</sup>. The facility will have two soil drying pads, one for clean soil and one for contaminated soil. The City does not anticipate a large use of the contaminated pad, but is providing it mostly for suspicious loads.

The facility will consist of an access road, an approach pad, tipping pad, sloped soil drying pad and a two stage evaporative pond. There will also be monitoring pipe installed at the contaminated soil pad.

All of the surfaces of the facility will be constructed from concrete, except for the second stage of the evaporative pond. The second stage of the pond will include a .5m thick compacted clay liner.

The majority of the truck traffic that would be generated by this use would use either Range Road 21-4 or Township Road 10-0 for direct access to the Hydrovac Waste Facility. This County has an agreement with the City of Lethbridge regarding truck traffic for these roads. The overall impact to Lethbridge County's Roads would be minimal.

The application was circulated to other County Departments, Alberta Transportation, St. Mary's River Irrigation District and Alberta Environment and Parks. The plans and documentation received with this application are thorough and complete. No concerns were received by those circulated. The proposed use is in line with uses that can be located at the land fill and meets all the required setbacks of the Direct Control District.

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

County Council may choose to deny the permit

- Pros - The landfill site would remain as is and not be as extensive
- Con - Would reduce the number of available Hydrovac Waste facilities in the County

#### **FINANCIAL IMPACT:**

There would be no financial implications for Lethbridge County with this development

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

The addition of additional Hydrovac Waste Facilities in the County will allow for more opportunities for the disposal of such wastes in the region.

#### **ATTACHMENTS:**

[2021-013 DC Hydrovac -Agenda Report Attachment](#)  
[Development Permit 2021-013](#)



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. 1404

OFFICE USE		
Application No: <b>2021-013</b>	Roll No: <b>38330000</b>	Use: <input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ <b>\$300</b>	Date Paid: <b>Jan 18, 21</b>	Land Use District: <input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Rural Urban Fringe <input type="checkbox"/> Hamlet Manufactured Home <input type="checkbox"/> Lethbridge Urban Fringe <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Coaldale Lethbridge Corridor <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Business Light Industrial <input type="checkbox"/> Hamlet Transitional/Agricultural <input type="checkbox"/> Rural Heavy Industrial <input checked="" type="checkbox"/> Direct Control <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Rural Recreational
Application Received /Complete: <b>Jan 18, 21</b>		
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
ERCB Abandoned well information provided: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Site Plans or drawings Submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site Visit Conducted: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Date: <b>Jan 19, 21</b>

**1. APPLICANT & LAND INFORMATION**

**Applicant's Name:** W. R. (Bill) MacMillan  
 Phone/Cell Phone: (403) 393-7836 Email: bill.macmillan@lethbridge.ca  
 Mailing Address: 910 4th Ave S, Lethbridge, AB T1J 0P6  
**Registered Owner's Name:** City of Lethbridge  
 Phone/Cell Phone: (403) 359-6541 Email: bill.macmillan@lethbridge.ca  
 Mailing Address: 910 4th Ave S, Lethbridge, AB T1J 0P6

Applicant's interest in the proposed development if not the registered owner:  
 Agent  Contractor  Tenant  Other: Employee - Waste & Recycling Engineer

Quarter: SW /SE Section: 4 Township: 10 Range: 21 W4M  
 Lot(s) \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Municipal/Street address: \_\_\_\_\_

\* 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: 155.8 Acres \_\_\_\_\_ Hectares Land Use District: 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.)

**Waste & Recycling Center Administration , Waste Transfer Station, Materials Recovery Facility, Blue Sky Educational Center**





**FORM A: DEVELOPMENT PERMIT APPLICATION**  
Pursuant to Land Use Bylaw No. 1404

**(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** \_\_\_\_\_ and **size** \_\_\_\_\_ of all existing and proposed **parking spaces** \_\_\_\_\_, 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: April 1, 2021      Estimated **Completion** Date: April 30, 2021



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. 1404

**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: Jan 15, 2021      Applicant's Signature: 

Registered Owner's Signature: For the City of Lethbridge  
(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. 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.
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 subsequent to 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 an applicant's 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 according 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 Lethbridge County at foip@lethcounty.ca or call (403) 328-5525.*





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. 1404

OFFICE USE	
Permit Application No: 2021-013 (to match Form A)	Roll No: 38330000
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 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 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:** W. R. (Bill) MacMillan **Phone:** 403.393.7836

**Mailing Address:** 910 4th Ave S, Lethbridge AB T1J0P6

**(2) Proposed Use**

**This application is to:** (Check all that apply)

- Construct a new building or structure *(if greater than 500 ft<sup>2</sup> 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 ft<sup>2</sup> see abandoned well information section)*
- Addition to an existing building *(if greater than 500 ft<sup>2</sup> see abandoned well information section)*
- Construct an accessory building *(if greater than 500 ft<sup>2</sup> 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.**

The City of Lethbridge is planning to add a disposal facility for hydro-vac truck waste at the Waste & Recycling Center. The facility will consist of a "clean soil" drying pad and a "contaminated soil" drying pad. The clean soil pad will be fitted with a two stage containment pond and is designed to manage the liquid portion of the hydro-vac material through evaporation. The contaminated pad is much smaller and will contain liquids using a compacted earthen berm system. The city does not anticipate large quantities of the contaminated soils and was added to accommodate suspicious loads of "clean material that needs to be diverted to the contaminated soil waste cells on the W&RC facility. All surfaces of the facility will be constructed of concrete except the second stage of the evaporative pond system, which will include a 0,5 m thick compacted clay liner. A drawing of the planned facility is attached to this application.

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

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



**FORM A2: COMMERCIAL/INDUSTRIAL APPLICATION**

Supplement to Development Permit Application  
Pursuant to Land Use Bylaw No. 1404

**(5) Parking and Loading Information**

**(a) Details of Vehicle Parking and Access** - Describe the **number** \_\_\_\_\_ and **size** (dimensions) \_\_\_\_\_ of all existing and proposed off-street parking spaces, and **driveways/approaches** \_\_\_\_\_ on site (or N/A if not applicable).

(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: Trucks will back onto a tipping pad to deposit the H-V waste onto the drying pad

(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: The proposed access road will serve as a stacking lane should more than 4 H-V trucks arrive at the facility at the same time.

(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: water from the adjacent pond used for pad cleaning
- 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: Jan 15, 2021

**Applicant's Signature:** 

**Registered Owner's Signature:** For the City of Lethbridge  
(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. 1404, Parts 3 and 4 5 for specific regulations and standards of development.

# LETHBRIDGE WASTE AND RECYCLING CENTRE Hydrovac Facility - Issued for Tender



### SHEET LIST INDEX

SHEET NUMBER	SHEET TITLE
C101	EXISTING SITE PLAN
C102	PLAN - GENERAL ARRANGEMENT
C103	PLAN - HYDROVAC AREA
C104	SECTION A and B
C105	SECTION C and D
C106	DETAILS (1 of 2)
C107	DETAILS (2 of 2)

## Lethbridge, Alberta



CITY OF  
*Lethbridge*

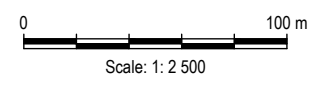


C:\Edmonton\Drafting\00\_MASTER PROJECT BASE PLANS\Lethbridge Landfill MasterPlan\Production\SWM\_SWOP04072-01\_Hydrovac Facility\ISSUED FOR REVIEW\SWM\_SWOP04072-01\_C101.dwg [C101] November 17, 2020 - 11:58:42 am (B.Y. GAMMIE, DGN)



- LEGEND:
- STORM WATER DRAINAGE
  - EXISTING WIND SCREEN FENCE
  - MAJOR CONTOURS (5m)
  - MINOR CONTOURS (1m)

NOTES  
AIRPHOTO BASE AND CONTOURS SHOWN FROM  
MAY 2020 AERIAL LIDAR SURVEY.



NUM	DATE	APR	DESCRIPTION
<b>REVISIONS</b>			
C	NOV 20/20	SS	ISSUED FOR TENDER
B	OCT 1/20	SS	ISSUED FOR REVIEW-CONCEPTUAL DESIGN
A	DEC 20/19	SS	ISSUED FOR 65% REVIEW
NUM	DATE	APR	DESCRIPTION
<b>DRAWING STATUS</b>			

PERMIT

PROFESSIONAL SEAL

CLIENT

**LETHBRIDGE WASTE AND RECYCLING CENTRE  
HYDROVAC FACILITY DESIGN  
LETHBRIDGE, ALBERTA**

**EXISTING SITE PLAN**

PROJECT No. SWM.SWOP04072-01	OFFICE CGY	DES SS	CKD SS	REV 1	DRAWING
DATE: August 2020	SHEET No. 1 of 8	DWN MC	APP SS	STATUS B	<b>C101</b>

C:\E:\m\m\Drawing\00\_MASTER PROJECT BASE PLANS\Lethbridge Landfill MasterPlan\Production\SWM\_SWOP04072-01\_Hydrovac Facility\ISSUED FOR REVIEW\SWM\_SWOP04072-01\_C102\_C107\_OPT2.dwg [C102] November 18, 2020 - 4:49:29 pm (BY: GAMMIE, DOW)



NUM	DATE	APR	DESCRIPTION
<b>REVISIONS</b>			
C	NOV 20/20	SS	ISSUED FOR TENDER
B	OCT 1/20	SS	ISSUED FOR REVIEW-CONCEPTUAL DESIGN
A	DEC 20/19	SS	ISSUED FOR 65% REVIEW
NUM	DATE	APR	DESCRIPTION
<b>DRAWING STATUS</b>			

PERMIT

PROFESSIONAL SEAL

CLIENT



CITY OF  
*Lethbridge*

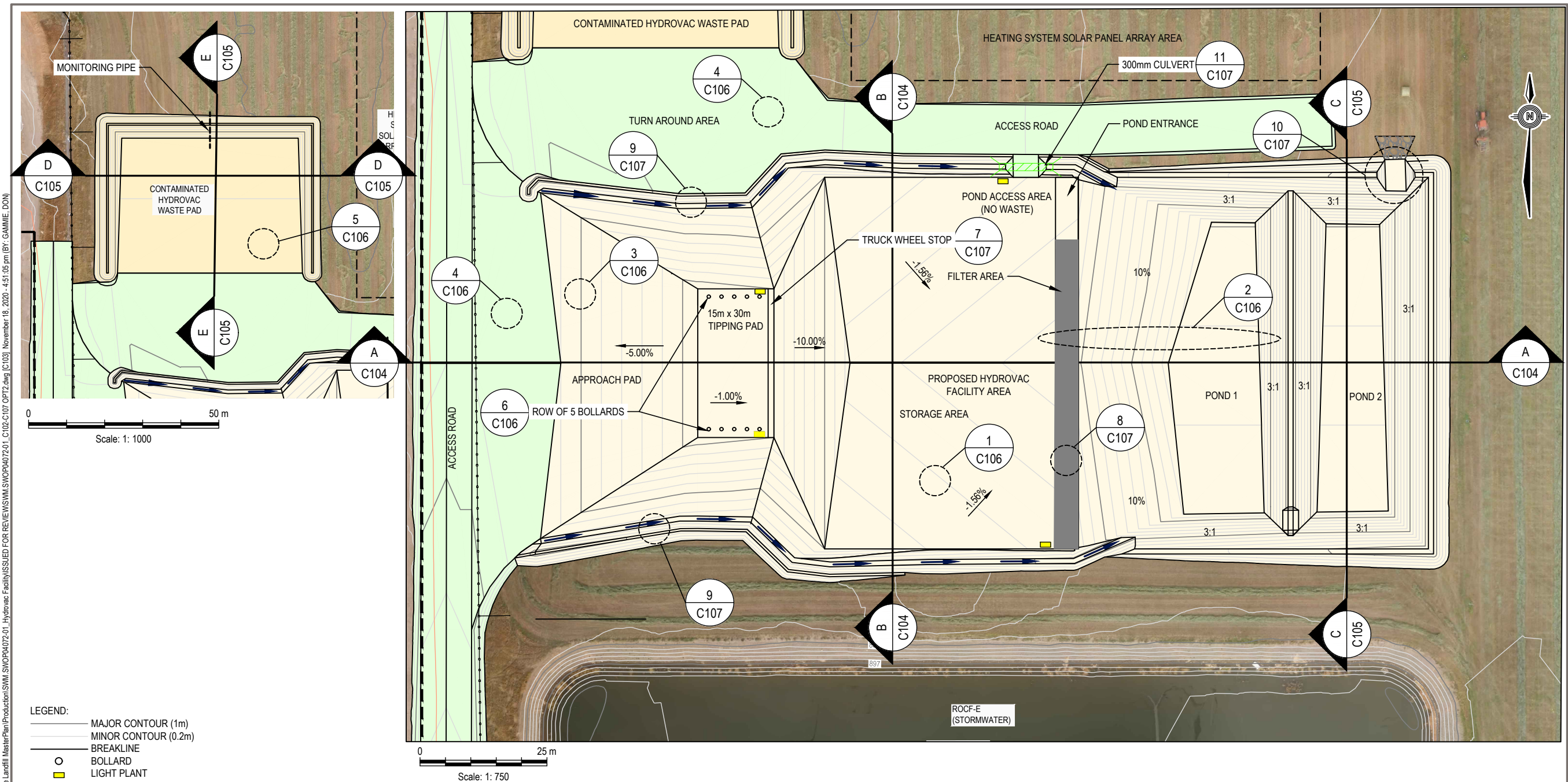


**TETRA TECH**

**LETHBRIDGE WASTE AND RECYCLING CENTRE  
HYDROVAC FACILITY DESIGN  
LETHBRIDGE, ALBERTA**

**PLAN - GENERAL ARRANGEMENT**

PROJECT No. SWM.SWOP04072-01	OFFICE CGY	DES SS	CKD SS	REV 1	DRAWING <b>C102</b>
DATE: August 2020	SHEET No. 2 of 8	DWN MC	APP SS	STATUS B	



LEGEND:

- MAJOR CONTOUR (1m)
- MINOR CONTOUR (0.2m)
- BREAKLINE
- BOLLARD
- LIGHT PLANT

NUM	DATE	APR	DESCRIPTION
<b>REVISIONS</b>			
C	NOV 20/20	SS	ISSUED FOR TENDER
B	OCT 1/20	SS	ISSUED FOR REVIEW-CONCEPTUAL DESIGN
A	DEC 20/19	SS	ISSUED FOR 65% REVIEW
NUM	DATE	APR	DESCRIPTION
<b>DRAWING STATUS</b>			

PERMIT

PROFESSIONAL SEAL

CLIENT



CITY OF  
*Lethbridge*



**TETRA TECH**

**LETHBRIDGE WASTE AND RECYCLING CENTRE  
HYDROVAC FACILITY DESIGN  
LETHBRIDGE, ALBERTA**

**PLAN - HYDROVAC AREA**

PROJECT No. SWM.SWOP04072-01	OFFICE CGY	DES SS	CKD SS	REV 1	DRAWING <b>C103</b>
DATE: August 2020	SHEET No. 4 of 8	DWN MM	APP SS	STATUS B	



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. 1404

**Development Permit No: 2021-013**

**Applicant:** W.R. (Bill) MacMillan (The City of Lethbridge), 910 4<sup>th</sup> Ave. S., Lethbridge, AB, T1J 0P6

**In respect of works consisting of:** Hydrovac Waste Facility

**On land located at:** SW 4-10-21-W4M (213044 Township Road 10-0) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 2021-013 and is **subject to the conditions contained herein:**

- The hydrovac waste facility to be located as per the submitted site plan.
- The applicant shall obtain all necessary approvals and authorizations required under the Environmental Protection and Enhancement Act (EPEA). Contact Alberta Environment and Parks - (403) 381-5332.
- Any further expansion of the facility would require additional approval.
- 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 Public Operations (call 403-328-5525).

This permit becomes effective the **11<sup>th</sup> day of February, 2021** as approved by Council (Resolution **XXX/21**). This permit is not subject to an appeal period under section 685 (4) (a) of the Municipal Government Act.

**SIGNED:** \_\_\_\_\_

**Development Officer**



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. 1404

### 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 twelve (12) 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 twelve (12) 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:** Oldman Watershed Council Funding Request  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 30 Jan 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

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

## RECOMMENDATION:

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

## PREVIOUS COUNCIL DIRECTION / POLICY:

Resolution 482-2019 - MOVED that County Council approve the funding request from the Oldman Watershed Council in the amount of \$4,865.91, based on a rate of \$0.47 cents per resident for 10,353 residents based on 2018 Municipal Affairs Population List, to be funded from the 2019 Council Operating Budget.

## BACKGROUND INFORMATION:

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

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

**ALTERNATIVES / PROS / CONS:**

Council could chose to no longer contribute to the Oldman Watershed Council.

**FINANCIAL IMPACT:**

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

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





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

**ATTACHMENTS:**

[Oldman Watershed Council Letter](#)



## Oldman Watershed Council

PO Box 1892 Lethbridge, Alberta, T1J 4K5   
(403) 331 - 1346   
info@oldmanwatershed.ca   
oldmanwatershed.ca 

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

Dear Mr. Hickey and council,

Thank you for your on-going support of the Oldman Watershed Council and our mission to keep our water and land healthy and safe. You are an essential part of the fabric of our organization and you have our sincerest thanks for your support as a donor. Your contribution provides critical funding which allows us to deliver citizen education, habitat restoration, and be an unbiased forum for all voices in the watershed. While this year has presented many challenges, we hope that you will choose to continue your support of the OWC.

As a non-profit, charitable organization, we work vigilantly every day to efficiently and effectively maximize our resources and improve the quality of life for every person in the watershed. Investments made over the past ten years have yielded enormous results for watershed health. However, as our population and reliance on our natural resources increase, so must our action on the ground.

Donations from community-building people like you have supported nearly seventy restoration projects which directly benefit the health of our land and water. Some of these projects include building forty-nine kilometres of riparian fencing, twenty-five off-stream watering systems (resulting in over seven-thousand head of livestock removed from water bodies and streambanks), as well as hosting twenty-six weed pulls and eleven garbage clean ups. Other projects include eight biocontrol releases, over three-hundred land assessments and surveys, and six bioengineering projects. Additionally, we have provided face-to-face education to thousands of people in the urban, rural, and backcountry areas of Southern Alberta. This work is integral to improving and maintaining the health of our watershed and would not have been possible without **your generous support**.

We live in a challenging area and we experience natural events like floods, fires, and drought, and new demands on our water system from increased population and development. Wildfires have impacted significant areas of land and forest; drought, followed by storms, have ravaged the farming community at times; variable snowpack limits the amount of predictable water entering the water supply. While we may not be able to prevent some of these events, we can work together to be prepared, informed, and more resilient.

Every citizen must step up and do what they can to improve the health of our watershed for the betterment of our shared future. We live in one of the most extreme weather regions in Canada; **with your continued support**, we can prepare for a prosperous, healthy, and sustainable future for every citizen, agricultural producer, industry member, and business in the watershed.

**Your municipality is asked to help with a standardized rate of 47¢ per resident.**

For 10,353 residents based on the 2019 Municipal Affairs Population List, that is a donation of **\$4,866**. Your donation is *critical* for OWC to continue and maintain watershed health work that directly impacts every resident in our watershed.

If you have any questions, or would like a presentation about the important work of the OWC, please contact OWC's Executive Director, Shannon Frank, at (403) 317-1328 or shannon@oldmanwatershed.ca.

Sincerely,

Doug Kaupp, Chair

# AGENDA ITEM REPORT



**Title:** Financial Report - as of December 31, 2020  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 02 Feb 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

This is the financial report for the period ending December 31, 2020 for Lethbridge County for information purposes prior to the completion of the year end financial statements.

## RECOMMENDATION:

No resolution is required.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Financial reports are presented to Council throughout the year.

## BACKGROUND INFORMATION:

Section 268.1 of the Municipal Government Act states:

A municipality must ensure that:

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (c) the revenues of the municipality are collected and controlled and receipts issued in a manner directed by council.

## ALTERNATIVES / PROS / CONS:

N/A

**FINANCIAL IMPACT:**

N/A

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

This report is for County Council information regarding the County's financial position as of December 31, 2020.

**ATTACHMENTS:**

[Financial Summary verbiage -Dec 31-20](#)

[Finance Report as of Dec 2020](#)

[2020 Capital Budget Funding Summary- December 2020](#)

# Lethbridge County Financial Summary To December 31, 2020

## **Financial Summary**

Attached is an estimated projection of the County's financials to the end of 2020, as the year end financial process and entries are still underway which will result in changes to the final balances. The projections are based on the operations to the end of 2020 and include known entries such as grant funding and transfers to and from reserves as budgeted or made by resolution throughout the year.

The below information is meant to provide Council with highlights from each department in 2020 and a snapshot of the operating budget to date.

Based on the information provided below, an overall surplus has been estimated at \$322,044 at this time, which indicates 97.92% of the overall tax support levied will be utilized. The primary reason for the surplus is related to additional revenues earned in both the Planning & Development and Emergency Services departments, as detailed in the department summaries. Other contributing factors to the Salary and Travel/Subsistence savings by Council as they took a 10% reduction in wages due to COVID-19 in 2020 and were not attending various in person conventions or trainings sessions.

In 2020, the County kept track of the supplies required for COVID-19 specific to sanitization, personal protective equipment (PPE) and signage which came to \$32,882. Although minimal due to backup equipment the County had in house, these costs do not include any additional computer equipment/supplies that were required for those working from home during the pandemic.

As always, department supervisors remained diligent in monitoring their budgets. A summary of each departments 2020 highlights and projected surpluses/deficits are included below.

**Council – Budgeted Tax Support - \$649,525 (Projected surplus/deficit - \$91,558)**

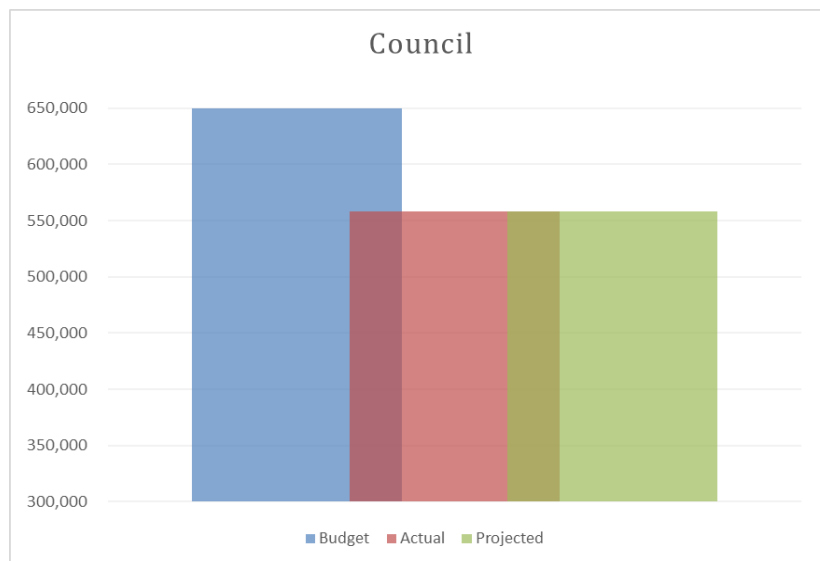
Council continued to hold their regular Council Meetings throughout 2020 All in person conferences and training sessions were cancelled or held virtually. With the 10% reduction to salaries Council took and no travel for conferences, the Council budget will see an estimated surplus of \$91,558 at the end of 2020.

Throughout the year County Council has issued donations &/or sponsorships in the amount of \$87,551 to the following recipients:

- SouthGrow Regional Initiative - \$5,176
- Alberta Conservation Assoc. – Trout Stocking - \$1,000
- Lethbridge & District AG Scholarship Dinner - \$375
- University of Lethbridge Grow the Future Gala - \$500
- Sarah Sansom -In memory of Jacob Sansom - \$500
- 2020 Bursary Winners – Mary Harris & SarahAnn Walker - \$1,000 each
- Canadian Fallen Heroes Foundation - \$500

2020 Community Grant Funding (\$10,000 to each of the following):

- Shaughnessy Community Association
- Monarch Community Association
- Turin Community Club
- Diamond City Citizens Association
- McNally Community Association
- Sundial Community Association
- Readymade Community Association
- Prairie Tractor & Engine Museum



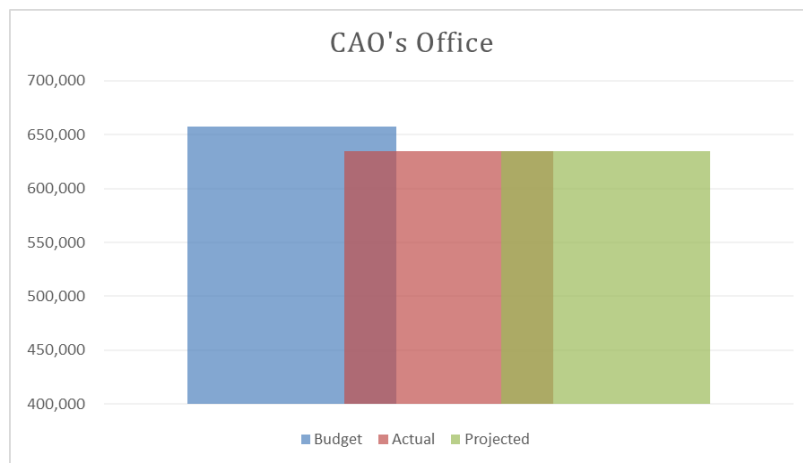
**\* The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.**

**CAO's Office – Budgeted Tax Support - \$657, 840 (Projected surplus/deficit - \$23,280)**

The CAO's office is which now includes the Human Resources Department has been busy with many items related to the COVID-19 pandemic since March 2020. There have been several operational changes and new policies developed to support and ensure the health and safety of staff and Council, as well ensuring that County operations had little disruption throughout this time. As well both a new Executive Administrator and Human Resource Generalist were hired in 2020

The CAO's office has also been busy participating in regular Emergency Operation Centre (EOC) meetings with senior management, work on the fire agreements, and many other projects as they arose throughout the year.

A small surplus is projected in this department, primarily due to salaries and benefits were there were some gaps between the leaving and hiring of the two positions listed above.



*\* The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.*

**MUNICIPAL SERVICES**

**Agricultural Services (ASB) – Budgeted Tax Support Required - \$996,860 (Projected surplus/deficit - \$80,820)**

The ASB Department is looking at deficit for 2020. Although the departments expenses were slightly under budget by approximately \$33,000, the annual operating grant funding historically received in the amount of \$259,360 was reduced significantly in 2020. The actual grant funds received were \$123,907, which is more than 50% less than anticipated or received in the past, therefore contributing to the department's overall deficit. Below is a list of the ASB Departments 2020 highlights.

- Just over 5000 miles of road slopes mowed for visibility and snow control.
- 944 miles of roadsides sprayed to control noxious and prohibited noxious weeds.
- 147 Weed Inspector consultations to provide education and enforcement of the Weed Control Act.
- Collect 100 seed samples and inspect and issue seed cleaning plant licenses to 4 permanent and 1 mobile seed cleaning plants.



- Sunset Acres Community Playground is seeing increased use from playground upgrades that included; Pickleball and Basketball court re-surfacing and court fencing, new play equipment, pathway paving, and new trees.
- 178 miles of Road tops were sprayed for vegetation control on seldom traveled roads.

**Fleet Services – Budgeted Tax Support Required - \$0 (Projected Surplus/Deficit - \$0)**

The fleet department remained busy throughout the year with regular equipment maintenance and repairs, minimizing down time of equipment in all areas. In addition to their regular duties the department also, sold a bale processor for ASB and two hyd angle blades at auction, as well as completed 48 CVIP inspections and completed 575 work orders.

The fleet departments expenses to date (excluding capital and reserve transfers) are \$1,953,456 of the \$2,211,315 in operational expenditures. The majority of the cost savings realized in this department are in fuel costs and electricity rates.

The estimated \$258,000 surplus will be transferred to the fleet reserve, as the fleet department is a self-sufficient department funded internally through equipment rental rates, any projected surplus or deficit will be transferred to/from the Fleet Equipment Reserve, leaving the end balance at zero as budgeted.

All of the 2020 fleet capital purchases were made, as outlined in the attached Capital Summary sheet.

**Public Works - Budgeted Tax Support Required - \$8,049,710 (Projected surplus/deficit - \$34,901)**

As reported in the last financial summary the activities within the Public Works Department have been projected to be on budget. Although there may still be some final year end entries that will affect the end balance, the department has maintained operations and managed the budget well throughout 2020. As Public Works is the largest department within the County to be as close as projected to budget shows good project management and budget estimation.

Below is a list of the departments 2020 highlights.

- Hired a Public Works Construction Coordinator
- 440 kms of roads graveled.
- 12,955 kms of roads graded.
- 41,700 meters of residential dust control at 217 locations
- 14,208 meters of general dust control at 17 locations
- 6800 meters of intersection treatment at 34 locations (new in 2020)
- 94 miles of Haul route maintenance completed
- The culvert crew installed a total of 29 new culverts ( 21 centerline culverts & 8 approach culverts), for a total of 473.5M
- 435 culvert markers were installed
- 758 signs and posts were replaced and or upgraded in the 2020 season
- 79 One call locates were done for signs
- 41 One call locates were done for drainage
- 6 One call locates for snow fencing
- 6 misc. One call locates( spot road repair)
- 19 Locations had electronic traffic counts recorded
- 42 km of asphalt and 4 subdivisions Spray Patched (new in 2020 )
- 2.6 km of road Cement stabilized and Chip sealed ( new in 2020 )

**Utilities - Tax Support Required - \$327,925 (Projected surplus/deficit - \$0)**

The Utility Department is budgeted to have full operational cost recovery, as adopted by Council through the budget process over the last few years. A surplus has been projected in the department of approximately, \$260,000 due mainly to increased water usage/sales. The Utilities Department has become self-sufficient by collecting enough revenues to fund the departments operating expenses including an annual transfer to reserves for future capital. There is an amount of \$327,925 that is collected through taxation to fund a debenture. Similar to both the Fleet and Information Technology Departments, any surplus or deficit realized at the end of the year will be transferred to or from the Utility Reserve, leaving the tax support balance at \$327,925 as budgeted.

Below is a list of the departments 2020 highlights.

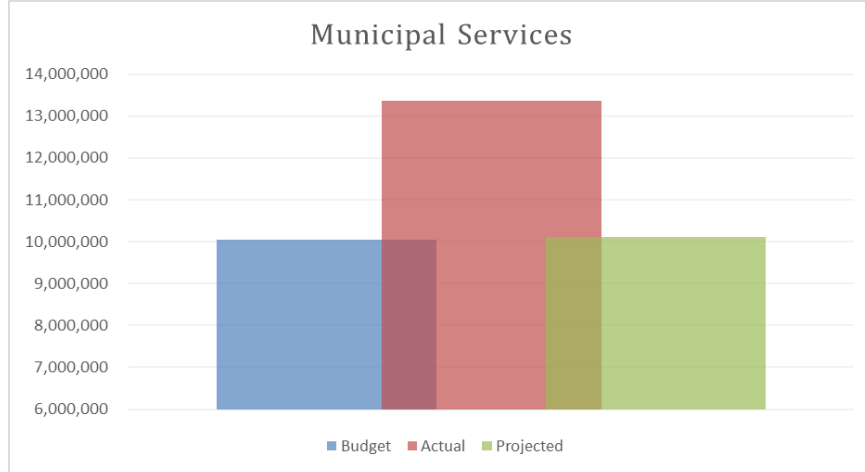
- 376 km of waterlines monitored, tested, and reported for the County of Lethbridge Rural Water Co-op, and 569 km for the North County Potable Water Co-op
- 1589 Alberta One Call locates (approximately 694 for Lethbridge County infrastructures, 779 for the County of Lethbridge Rural Water Users, and 603 for the Lethbridge North County Potable Water Co-op)
- 1158 potable water samples collected and shipped to the Calgary Provincial Lab for bacteriological testing
- 3,450,000 m3 of water purchased from the City of Lethbridge and distributed to the Towns of Coalhurst, Picture Butte, Coaldale, County hamlets, County businesses, and the rural North and South Water Coops.

**Infrastructure Department – Budgeted Tax Support Required - \$681,435  
(Projected surplus/deficit - \$6,665)**

A small deficit is anticipated in this department primarily due to technical and engineering costs incurred throughout the year. The Infrastructure Department managed the capital projects throughout the year. A summary of the capital projects has been included at part of this report. In addition to capital project management, the department is also continuing working with engineering firms and contractors, providing information for grant applications, asset management and assisting with operating projects and all of the Administrative building maintenance.

Below is a list of the departments 2020 highlights.

- Lethbridge County Asset Management Study published by Federation of Canadian Municipalities
- New online interactive mapping system, including maps of capital projects
- New online public engagement platform
- 57 crossing applications reviewed and approved
- 164 Development applications reviewed
- 27 Subdivisions were reviewed
- 10 Approach use consents granted



**\* The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.**

**CORPORATE SERVICES**

**Assessment & Taxation – Budgeted Tax Support Required - \$185,355 (Projected surplus/deficit - \$1,745)**

The 2020 Tax Mill Rate Bylaw was passed by Council at the May 7, 2020 Council Meeting, as well as an amended Tax Penalty Bylaw for 2020. The Property Assessment and Tax Notices will be prepared and mailed by the end of May. Both the Alberta School Foundation Fund (ASFF) & Holy Spirit have both been paid in full as of the end of the year (ASFF - \$5,009,771 & Holy Spirit - \$282,461), these funds are collected through taxes as requisitions.

Below are some department highlights.

- General Tax Collections – 93.9%
- Business Tax Collections – 96.2%
- Tax Penalties applied - \$135,248
- 731 Tax Certificates were issued
- 62 Taxes were placed on tax notification in 2020, 17 are still outstanding

**Finance & Administration– Budgeted Tax Support Required - \$1,01,870 (Projected surplus/deficit - \$20,692)**

The Finance and Administrative Department remains busy with the administration of taxes, utilities, accounts receivable and payables, Grant reporting and applications and Payroll activities. For 2020, we completed approximately 16 grant applications and 10 Statement of Financial Expenditures and Final Projecting Reporting/Claims to the Provincial and/or Federal Governments. The 2021 annual budget was prepared, presented and approved by Council at the December 17, 2020 Council meeting. In conjunction with Communications, a budget information document outlining the budget highlights was prepared and made available to the public. The estimated deficit for the department is due to primarily to additional building maintenance costs that were incurred in 2020.

**Information Technology (IT) - Tax Support Required - \$0 (Projected Surplus/Deficit - \$0)**

The IT Department maintains all of the required annual software renewals and updates, annual scheduled hardware equipment replacements as required and regular maintenance, IT support and project assistance. The IT department remained busy throughout 2020 managing County requirements for working remotely and electronic meetings due to the pandemic. This process involved securely configuring and deploying IT assets and services to Home Users during the pandemic with no warning or planning beforehand, ongoing computer and mobility upgrades and maintenance. As well as working with the EOC Team, assisting with coordinating activities as required.

The IT departments expenses to date (excluding capital) is \$978,190 of the \$916,690 in operational expenditures. The majority of the additional costs is related to computer software and equipment expenses that were incurred due to COVID.

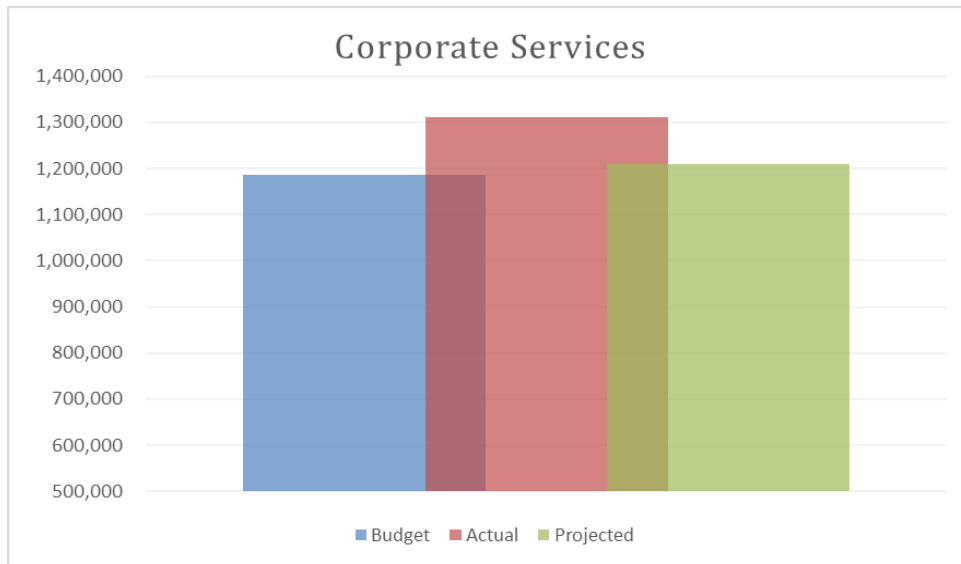
The estimated deficit will be funded through transfers from the IT reserve, as the IT department is a self-sufficient department funded internally through equipment rental rates, any projected surplus or deficit will be transferred to/from the Reserve, leaving the end balance at zero as budgeted.

Below is a list of the departments 2020 highlights.

- Battery Backups for Picture Butte Servers were installed
- The Network Switches were received late in 2020. Configuration is now completed and will be installed in Feb. 2021
- Cyber Security Assessment
  - includes installing Wall Mount equipment in the Blue Shop to secure network components
  - the Report was received at the end of December. Recommendations from the report will carry over to 2021
- Records Management - Consultant was invited to roadmap and develop a Strategic Plan for this project
- Working with Community Services to deliver a beautiful website for the County focusing on ease of use for Citizens
- Financial system was moved from an in-house solution to a hosted cloud service
- Additional security measures were implemented to allow employees to work from home with secured County devices for the pandemic
- Audio/Visual upgrades in Council Chambers
  - equipment was moved from the downstairs furnace room into a secured cabinet in Council Chambers
  - several existing hardware components that reached the end of life were replaced
  - All four existing monitors were upgraded

**Capital**

- A new GIS Plotter was installed



**\* The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.**

## **COMMUNITY SERVICES**

**Community Services Administration – Budgeted Tax Support Required - \$834,705**  
*(Projected surplus/deficit - \$70,526)*

The Community Services Departments surplus is primarily due to the limited training and related travel available at this time and reduced expenses in the area of promotional and economic development costs due to a slow down of some economic activities during COVID. The departments have continued to focus efforts on excellence by offering viable services, resources, and safer communities by building relationships between Lethbridge County and its stakeholders.

The Economic Development Officer continues to work on business development initiatives such as broadband/enhanced rural internet, case studies and promotion of Lethbridge County.

The Communications department conducted or assisted with several public engagement initiatives in 2020, including the proposed Parking Bylaw survey, rural broadband internet survey, and 2021 Budget feedback. Communications was also involved in the creation and rollout of the new website that was introduced in September. The Economic Development department ran a “Shop Local” campaign in June in which Communications assisted with ad creation and delivery. Communications also assisted with the creation of the 2019 Annual Report and Annual Report Highlights documents, which were submitted to Government Finance Officers Association (GFOA) for awards.

- 58 News Releases/PSAs sent
- 137 new followers on Facebook
- 155 new followers on Twitter
- 15 newsletters created and distributed to citizens

**Planning & Development - Tax Support Required - \$311,785 (Projected surplus/deficit - \$108,668)**

The Planning and Development department is projected to have a surplus at the end of 2020, primarily due to higher than anticipated revenues earned and some cost savings in the area of wages due to a contract position for the majority of 2020, professional development cost unutilized due to COVID restrictions and ORRSC costs being lower than budgeted. The development permit revenues were \$18,000 more than anticipated and the Building permit revenues were \$25,270 more than budgeted.

Some 2020 highlights for the department are:

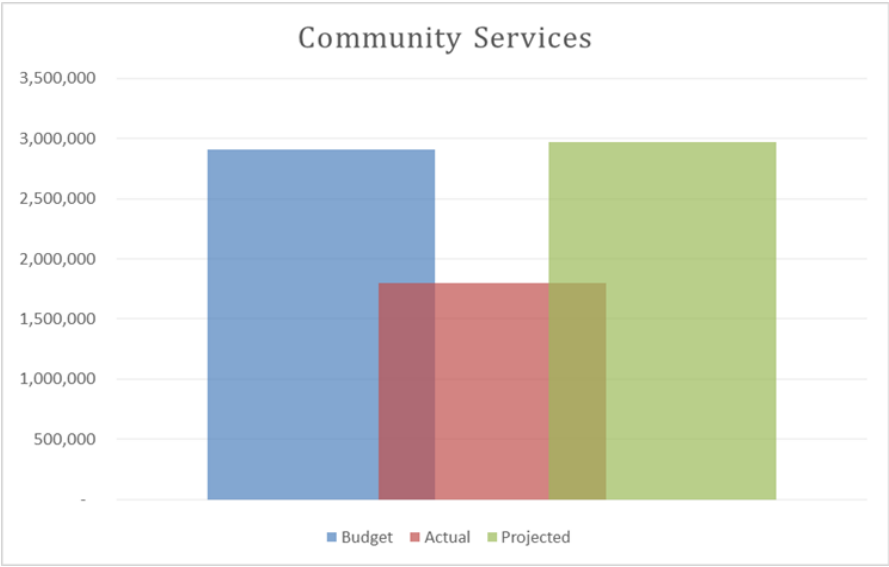
- Hamlet Growth Studies for Chin and Kipp completed
- Completed the Grouped Country Residential Land Use Strategy
- Completed the subdivision and road realignment process of the former CP Station Lands in Turin
- 181 development permit applications were received
- 164 development permits were issued, 3 permits were refused, 5 were withdrawn and 9 were in circulation.
  - Of the permits that were issued, 58 were residential, 33 accessory buildings (i.e., shops, sheds, garages), 31 commercial/industrial, 23 agricultural, 5 signage, 10 home occupation, 1 public/institutional, 2 miscellaneous and 1 demolition
- A total of 761 safety codes permits (building, electrical, plumbing, gas, and private sewage) were received by Park Enterprises on behalf of Lethbridge County
- 27 subdivision applications were processed and approved by county council
- 9 re-designations were processed and approved by County Council
- Village of Barons - the Intermunicipal Development Plan between Barons and Lethbridge County (Bylaw 20-004) was approved
- The Lethbridge County/Town of Coaldale Intermunicipal Development Plan Amendment was approved

**Emergency Services – Budgeted Tax Support Required - \$1,761,345 (Projected surplus/deficit - \$103,033)**

Fine revenues collected to the end of 2020 are \$64,662 of the \$140,000 budgeted revenue and the Emergency Call revenues received are \$415,930 of the \$275,000 budget for a net surplus in revenues of \$65,591. As in the past, the majority of these revenues are responses to Motor Vehicle Incidents although there have been a several fire related calls as well. The majority of the fine revenues are related to traffic violations.

The balance of the surplus is related to some cost savings that were realized throughout the year. During the 2020 budget process, it was anticipated that a seasonal bylaw officer would be hired to assist the CPO over the spring and summer months. This position was not filled, rather the COP extended his hours during those busy times therefore there was some significant savings in the department wages, which was adjusted for in the 2021 budget. Fire inspection fees were down throughout 2020 which also created some cost savings.

Funds for the 2020 Provincial Policing was collected and budgeted for as per the Provincial announcement of rural policing costs. To date the Province has not requested these funds, therefore the \$243,570 collected will be transferred to a reserve to maintain the funds in preparation of payment.



***\* The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.***

## Lethbridge County

### Tax Support by Department

December 31, 2020

Department	Budget	Actual YTD	Projected	Surplus (Deficit)	%
Council	(649,525)	(557,967)	(557,967)	91,558	85.90%
CAO's Office	(657,840)	(634,560)	(634,560)	23,280	96.46%
Agricultural Services	(996,860)	(1,077,680)	(1,077,680)	(80,820)	108.11%
Fleet Services	-	1,141,820	-	-	N/A
Public Works	(8,049,710)	(9,217,859)	(8,014,809)	34,901	99.57%
Infrastructure Department	(681,435)	(688,100)	(688,100)	(6,665)	100.98%
Utilities	(327,925)	(1,234,061)	(327,925)	-	100.00%
Assessment & Taxation	(185,355)	(178,125)	(187,100)	(1,745)	100.94%
Finance & Administration	(1,001,870)	(1,022,562)	(1,022,562)	(20,692)	102.07%
IT	-	109,604	-	-	N/A
Community Services	(834,705)	(764,179)	(764,179)	70,526	91.55%
Planning & Development	(311,785)	(203,117)	(203,117)	108,668	65.15%
Emergency Services	(1,761,345)	(1,699,312)	(1,658,312)	103,033	94.15%
<b>Tax Support</b>	<b>(15,458,355)</b>	<b>(16,026,098)</b>	<b>(15,136,311)</b>	<b>322,044</b>	<b>97.92%</b>

## Consolidated Financial Summary

December 31, 2020

Revenues	Budget	Actual YTD	Projected	Variance	%
Grants (Operating)	4,031,980	191,424	3,879,844	(152,136)	96.23%
Sales & User Charges	4,776,890	4,526,626	5,056,303	279,413	105.85%
Fines	140,000	58,608	58,608	(81,392)	41.86%
Penalties	204,000	139,374	139,374	(64,626)	68.32%
Rentals	185,690	180,891	180,891	(4,799)	97.42%
Return on Investments	325,000	345,788	345,788	20,788	106.40%
Other Revenue	5,046,720	4,404,516	5,060,216	13,496	100.27%
From Reserves	6,459,775	1,365,702	6,551,323	91,548	101.42%
<b>Total Revenue</b>	<b>21,170,055</b>	<b>11,212,929</b>	<b>21,272,347</b>	<b>102,292</b>	<b>100.48%</b>
<b>Expenditures</b>					
Operating / Projects	(33,014,254)	(25,868,212)	(32,281,315)	732,939	97.78%
To Reserves	(3,614,156)	(3,873,663)	(4,127,343)	(513,187)	114.20%
<b>Total Expenditures</b>	<b>(36,628,410)</b>	<b>(29,741,875)</b>	<b>(36,408,658)</b>	<b>219,752</b>	<b>99.40%</b>
<b>Tax Support</b>	<b>(15,458,355)</b>	<b>(18,528,946)</b>	<b>(15,136,311)</b>	<b>322,044</b>	<b>97.92%</b>

**\*PRIOR TO YEAR END FINANCIAL COMPLETION**



**LETHBRIDGE COUNTY**  
**Statement of Operations**  
**as of December 31, 2020**  
*\*PRIOR TO YEAR END FINANCIAL COMPLETION*

	2020 Budget	2020 Actual	Projected	Budget/Projection Variance	Budget/Projection Variance
<b>Revenue:</b>					
Sales and user charges	4,776,890	4,526,626	5,056,303	279,413	▲
Grants	4,031,980	191,424	3,879,844	(152,136)	▼
Fines	140,000	58,608	58,608	(81,392)	▼
Penalties and costs on taxes	204,000	139,374	139,374	(64,626)	▼
Rentals	185,690	180,891	180,891	(4,799)	▼
Return on Investments	325,000	345,788	345,788	20,788	▲
Other revenues	5,046,720	4,404,516	5,060,216	13,496	▲
From Reserves	6,459,775	1,365,702	6,551,323	91,548	▲
<b>Total revenue</b>	<b>21,170,055</b>	<b>11,212,929</b>	<b>21,272,347</b>	<b>102,292</b>	<b>▲</b>
<b>Expenses:</b>					
Council and other legislative	694,525	564,355	564,355	130,170	▼
General administration	4,976,660	5,174,100	5,174,100	(197,440)	▲
Emergency services	2,987,345	2,848,822	2,848,822	138,523	▼
PW & Infrastructure - Roads, streets, walks and lighting	16,804,015	10,532,807	16,782,807	21,208	▼
Fleet services	5,326,630	4,580,700	4,815,809	510,821	▼
(UT) Water, wastewater and waste management	4,325,750	4,561,314	4,742,988	(417,238)	▲
Family and community support	78,765	78,786	78,786	(21)	▲
Agricultural development	1,330,120	1,246,270	1,246,270	83,850	▼
Parks and recreation	104,600	154,721	154,721	(50,121)	▲
<b>Total expenses</b>	<b>36,628,410</b>	<b>29,741,875</b>	<b>36,408,658</b>	<b>219,752</b>	<b>▲</b>
<i>Tax Support (per budget)</i>	<b>\$ 15,458,355</b>	<b>\$ 16,026,098</b>	<b>\$ 15,136,311</b>	<b>\$ 322,044</b>	<b>▲</b>
<b>Excess (deficiency) of revenue over expenses</b>	-	(18,528,946)	-	\$ 322,044	▲

## Lethbridge County INVESTMENTS December 2020

DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	Type
March 13, 2020	March 13, 2021	556,554.04	565,959.80	798.85	9,405.76	1.690%	CWB GIC
April 15, 2020	April 15, 2021	2,709,425.27	2,756,840.20	4,027.02	47,414.93	1.750%	Canaccord
February 27, 2020	February 27, 2021	1,031,150.40	1,058,475.88	2,320.79	27,325.48	2.650%	Canaccord
October 19, 2020	October 19, 2021	2,036,200.00	2,050,046.16	1,175.98	13,846.16	0.680%	Servus Credit
December 11, 2018	June 1, 2022	1,000,190.90	1,092,729.00	2,152.05	92,538.10	2.570%	CIBC WoodGundy
December 11, 2018	September 30, 2020	999,499.88	1,059,110.00	2,709.55	59,610.12	2.980%	CIBC WoodGundy
December 11, 2018	January 20, 2021	999,345.20	1,068,810.00	2,671.72	69,464.80	3.310%	CIBC WoodGundy
December 11, 2018	September 29, 2021	999,694.59	1,099,714.00	2,941.75	100,019.41	3.450%	CIBC WoodGundy
December 11, 2018	March 30, 2022	1,000,855.30	1,086,068.00	2,130.32	85,212.70	2.570%	CIBC WoodGundy
December 11, 2018	January 26, 2021	999,754.57	1,105,749.00	4,076.71	105,994.43	3.420%	CIBC WoodGundy
December 11, 2018	September 14, 2023	999,801.64	1,175,628.00	3,084.67	175,826.36	3.590%	CIBC WoodGundy
December 11, 2018	April 4, 2023	1,000,402.10	1,178,663.00	3,428.09	178,260.90	3.670%	CIBC WoodGundy
December 13, 2018	December 10, 2020	1,000,000.00	1,067,400.00	1,404.17	67,400.00	3.370%	CIBC WoodGundy
December 13, 2018	December 10, 2021	1,000,455.82	1,090,497.00	2,501.14	90,041.18	4.500%	CIBC WoodGundy
		<b>16,333,329.71</b>	<b>17,455,690.04</b>	<b>35,422.81</b>	<b>1,122,360.33</b>		
RBC Investment Account		10,465,005.99	10,684,771.11	6,104.59	219,765.12	2.100%	RBC
<b>TOTALS</b>		<b>26,798,335.70</b>	<b>45,596,151.19</b>	<b>76,950.21</b>	<b>2,464,485.78</b>		
May 7, 2020	May 7, 2021	250,000.00	253,875.00	329.11	3,875.00	1.550%	CWB GIC



## Lethbridge County GRANTS SUMMARY as at December 31, 2020

	Budget- As approved	Approved	Received	Comments
<b>PROTECTIVE SERVICES</b>				
MSI Operating - DEM contract	41,000	Y	41,000	Submission of Spending Plan no longer required.
<b>TECHNICAL SERVICES</b>				
MSI - Operating Grant - Asset Management Phase 3	85,000	Y	85,000	Submission of Spending Plan no longer required.
<b>AGRICULTURAL SERVICES</b>				
New ASB (Combined ASB & AESA)	259,360	Y	123,907	Operational grant, funding has been reduced.
<b>PUBLIC WORKS</b>				
FGTF - Kipp Overlay-Hwy 3 to Hwy 25	730,000	Y	730,000	Approved project.
FGTF - McCains Access Road	255,000	Y	255,000	Approved project.
MSI - Capital Grant - Shaughnessy Ph4-5 Eng & Land Pur.	90,000	Y	135,000	Submitted and approved for \$135,000.
MSI - Capital Grant - Range Road 21-1 Paving	435,000	Y	435,000	Approved project.
MSI - Capital Grant - Sunset Acres Eng & Land Purchase	90,000	Y	135,000	Submitted and approved for \$135,000.
MSI - Capital Grant - McCains Access Road	-	C	-	Submitted total project cost under FGTF.
MSI - Capital Grant - TWP Rd 10-1 (Agropur) Base & Pave	1,500,000	Y	1,500,000	Approved project.
MSI/BMTG - Road Rehabilitation	547,420	Y	547,420	Approved project.
<b>UTILITIES</b>				
<b>TOTAL</b>	<b>\$ 4,032,780</b>		<b>\$ 3,987,327</b>	

	Projects C/F to 2019	Approved	Received	
ACRP - Malloy Phase 2A (C/F includes interest income)	364,372	Y	4,380,000.00	Project completed October 31, 2020.
CGCB - Stewart Siding Solar Farm Project	126,563	Y	191,500.00	Project completed.
FGTF - Capital-Stewart Siding Industrial Park	318,938	Y	401,000.00	C/F to 2020.
MSI - Monarch Water Drainage & Dist. System (Utilities)	18,978	Y	974,000.00	In warranty-to use remaining MSI funds.
MSI - Shaughnessy Infrastructure-Phase 2	259,937	Y	490,000.00	C/F to 2020.
MSI - 8 Mile Lake Basin & Battersea Drain	195,191	Y	235,000.00	C/F to 2020.
MSI - Rave Infrastructure Upgrades - Engineering	122,165	Y	160,000.00	C-F to 2020. Project tied with Hwy 3 Corridor.
MSI - Malloy Phase 2A	124,565	Y	440,572.00	Completion date extended to March 31/20.
MSI - sunset Acres Mill & Inlay (Avail. other Revenue-\$83,000)	4,964	Y	747,000.00	C/F to 2020.
MSI -Stewart Siding Industrial Park	560,000	Y	560,000.00	C/F to 2020.
MSI - Broxburn Business Park Overlay	78,231	Y	454,000.00	C/F to 2020.
MSI - Range Rd 21-4 Mill & Inlay	103,022	Y	250,000.00	C/F to 2020.
MSI - Range Rd 23-5 (Nobleford) Base & Pave	78,399	Y	250,000.00	C/F to 2020.
MSI - Shaughnessy Infrastructure-Phase 3	603,832	Y	623,900.00	C/F to 2020.
<b>Proj. Not in Budget</b>				
LRBP-BF 81684	660,000	Y		Approved project.
LRBP-BF 1692	330,000	Y		Approved project.
MAMP-Asset Management Phase3	50,000	Y		Approved project.

**Y** - Yes, project is approved.  
**N** - No, awaiting for approval.  
**D** - Declined.  
**P** - Pending.  
**C** - Cancelled.

**2020 Capital Projects Update (December 2020)**

PROJECT NAME & FUNDING SOURCE	Budget Request	Actual to Date	PROJECT STATUS UPDATE
<b>AGRICULTURAL SERVICES/PARKS DEPARTMENT</b>			
Sunset Acres Playground Upgrade	95,000	89,054	Completed
Sunset Acres Pathway Upgrade	50,000	45,799	Completed
<b>FIRE DEPARTMENT</b>			
Acquisition- Construction Grader	500,000	500,000	Purchased.
Acquisition- Spray Patching Truck	325,000	75,000	Used truck purchased.
Acquisition- Compaction Equipment	25,000	14,439	Items have been purchased. Further equipment may be required.
Acquisition- Snow Wing for Plow Truck	30,000	22,670	Purchased
Replacement- Grader	600,000	519,931	Purchased
Replacement- Peace Officer Vehicle	103,000	68,520	Truck purchased and CPO equipment installed.
Replacement- 2 15' Schulte XH500 Mowers	85,000	56,995	Purchased.
Replacement- 3/4 Ton Truck	50,000	49,876	Purchased.
Replacement- 1/2 Ton Truck	45,000	41,267	Purchased
Replacement- Riding Mower	35,000	22,017	Purchased.
Replacement- Skid Steer (on trade in)	67,000	6,212	Purchased (trade In of old skid steer).
<b>INFRASTRUCTURE SERVICES DEPARTMENT</b>			
Shaughnessy Phase 4 & 5 Engineering & Land Purchases	90,000	40,135	Design and Land Acquisition ongoing. Anticipate Completion by March.
Kipp Road Overlay- Highway 3 to Highway 25	1,730,000	1,408,868	Construction Completed on October 29. Holdback payment outstanding.
Range Road 21-1 Paving	435,000	266,286	Completed on July 29.
Sunset Acres Engineering & Land Purchase	90,000	20,147	Design & Tender almost completed. Anticipate Completion by mid-February.
McCain's Access Road	255,000	9,440	Project Tendered and Awarded. Delayed until spring 2021 due to inclement weather.
Township Road 10-1 (Agropur Road) Base and Pave	1,500,000	937,375	Construction Completed on November 4. Holdback payment outstanding.
Bridge File Replacement #1692	300,000	231,407	Completed completed on December 8. Holdback payment outstanding.
Bridge File Replacement #81684	650,000	162,959	Completed completion estimated for February 5th.
Monarch Water Tower Demolition	330,000	336,660	Project Completed on December 15th.
<b>PUBLIC WORKS DEPARTMENT</b>			
Rudelich Road (RR21-2A South of HWY 519)	208,500	166,305	Completed.
Iron Springs Road (RR20-4 HWY 519 TO TWR 11-2)	638,800	637,842	Completed.
Transfer to Hard Top Reserve (Future Projects)	495,000	495,000	Year end transfer.
Transfer to Fund Calcium Base Stabilization Debt	705,000	705,220	2020 Debenture Payments made.
<b>INFORMATION TECHNOLOGY DEPARTMENT</b>			
Geographic Information System Plotter Replacement	15,000	11,505	GIS plotter purchased and installed.
Records Management Program	40,000	38,596	Program underway.
Information Technology Security Assessment	12,000	12,000	Completed, waiting for final report.
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>\$ 9,504,300</b>	<b>\$ 6,991,525</b>	

# AGENDA ITEM REPORT



**Title:** Picture Butte - Recreation Funding Agreement and ICF Agreement  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 04 Feb 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

The Town of Picture Butte has returned the County's payment for the 2020 year for recreation funding in the amount of \$103,343.97 as they feel this amount is not sufficient. The Town of Picture Butte is the urban receiving the largest share of the recreation funding and the other 4 urbans have signed both the ICF and Recreation Agreement.

## RECOMMENDATION:

THAT the Council of Lethbridge County advise the Council of the Town Picture Butte that the County will wait until the April 1st deadline for ICF completion and let the Province of Alberta select an arbitrator;

AND FURTHER THAT the Council of Lethbridge County strongly encourage the Council of the Town of Picture Butte to work in a regional and collaborative manner and reconsider signing the recreation agreement in order for us to move forward on more joint projects so that we may make all of our communities more sustainable in a time when we are seeing such shrinking revenues and continued downloading from he Provincial Government.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council has previously directed the CAO to work with the six urbans as well as the surround rurals to enter into and sign Intermunicipal Framework Agreements. The following ICFs have been signed:

**M. D. of Taber**  
**M. D. of Willow Creek**  
**Cardston County**  
**Vulcan County**  
**County of Warner**

With regards to ICF agreements with the urbans inside of the County's borders the following have signed **BOTH** ICFs and Recreation Agreements:

**City of Lethbridge**  
**Village of Barons**  
**Town of Nobleford**  
**Town of Coalhurst**  
**Town of Coaldale**

#### **BACKGROUND INFORMATION:**

The Town of Picture Butte is the only urban that has **NOT** signed the ICF or recreation agreement.

Cost of arbitration vary but an estimation is somewhere between \$30,000 to \$50,000. This amount will be split between the County and the Town of Picture Butte and will directly fall to our taxpayers.

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

##### **Pros**

Waiting until the Province assigns an arbitrator will have the advantage of a third party voice.

##### **Cons**

Opening this up again means that the County will have to renegotiate with the other 4 urbans. Additionally, we have budgeted for yearly amounts for recreation funding. This does not include the cost of an arbitrator or the cost of increasing the funding.

#### **FINANCIAL IMPACT:**

The financial cost to the County is very hard to judge as we are unaware of how much the increase to the recreation funding will be as well as how much the cost of the arbitrator will be.

There is a greater cost that cannot be measured and this is in the form of sustainability. If we as a County work more regionally with the smaller urbans contained in our boundaries there are so many areas we can work on together. Unfortunately, this decision by the Town of Picture Butte makes us move backwards instead of forward.

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

Negotiations with the 5 smaller communities on recreation were entered into with good faith and the CAOs met regularly over a period of a year and a half. This recreation agreement was not one that was thrust on the urbans by the County but rather created by the urbans. The County clearly laid out our financial constrains and made sure that the urbans understood that we had limited funds. Further, it was made clear from the beginning that this yearly amount of funds incorporated both operational and capital recreational funding.

#### **ATTACHMENTS:**

[Letter from Town of Picture Butte - Recreation Funding Agreement & ICF Recreation Funding Distribution per Municipality](#)



# Picture Butte

*Picture Perfect!*

27<sup>th</sup> January, 2020

Attention: Reeve Hickey and Council  
Lethbridge County  
#100, 905 4<sup>th</sup> Avenue South  
Lethbridge, AB; T1J 4E4

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**Re: Recreation Funding Agreement and Intermunicipal Collaboration Framework**

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Dear Reeve Hickey and County Council:

In the Town's letter dated the 28<sup>th</sup> of October, 2020 the Town stated that we were not accepting the recreation funding agreement as currently proposed by Lethbridge County. Within this letter we requested County Council to reconsider Lethbridge County's Intermunicipal Committee member's decision of not further negotiating, with the possible assistance of a mediator, the proposed Recreation Funding Agreement. In response to our request Lethbridge County hand delivered a letter, dated the 26<sup>th</sup> of November, 2020, that included a cheque for \$103,343.97, the same amount that the Town would receive under the County's proposed Recreation Funding Agreement.

At our regular council meeting held on the 25<sup>th</sup> of January, 2021 we considered Lethbridge County's letter and cheque. The following motion was made and defeated:

"To accept Lethbridge County's proposed Recreation Funding Agreement and cheque for 2020."

As the County has refused to further negotiate the Recreation Funding Agreement with the Town and has also refused to use a mediator to assist in any further negotiations, the only option left available to solve this debate is to use the services of an arbitrator. Please have your administration contact the Town's administration in order to arrange the arbitration process.

I would like to reiterate that the Town is willing to further negotiate the proposed recreation agreement with a mediator to assist both parties. We are also willing to begin the arbitration process before the Intermunicipal Collaboration Framework (ICF) deadline of April 2021. If we are not able to organise the arbitration process prior to the ICF deadline we will have to adhere to the mandatory arbitration requirements as set by the Provincial Government.

On behalf of Town Council, yours truly.

  
Cathy Moore, Mayor

cc: Picture Butte Town Council  
Ann Mitchell, Lethbridge County CAO  
Keith Davis, Picture Butte CAO



**LETHBRIDGE COUNTY**

Vendor: 4312 TOWN OF PICTURE BUTTE

Date	Ref/Invoice #	P.O. #	Invoice Description	Amount
2020/11/25	11-25-2020		2020 REC. FUNDING PER ICF	103,343.97

Cheque No.: 40500      Cheque Date: 2020/11/26      Cheque Amount: \$ \*\*\*\*103,343.97

MP THIS DOCUMENT CONTAINS SECURITY FEATURES - LES RIVERIE (1) CE DOCUMENT CONTIENT DES GARANTIES HISTORIQUES DE SECURITE - VOIR A L'ENDOS M1



**Lethbridge County**  
 #100, 805 - 4th Avenue South  
 Lethbridge, AB T1J 4E4  
 Phone: 403.328.5525

**The Royal Bank  
 of Canada**  
 814 - 4 Avenue South,  
 Lethbridge, AB T1J 0N7

**040500**

DATE 2 0 2 0 1 1 2 6  
 Y Y Y Y M M D D

**PAY** One hundred three thousand three hundred forty three  
 and 97/100 Dollars

\$ \*\*\*\*103,343.97

TO  
 THE  
 ORDER  
 OF:

TOWN OF PICTURE BUTTE  
 BOX 670  
 PICTURE BUTTE AB T0K 1V0

*C. Mitchell*  
*Donna Hickey*



<b>Summary of Total Allocations</b>	<b>\$ 250,000.00</b>	<b>\$ 253,750.00</b>	<b>\$ 257,556.25</b>	<b>\$ 261,419.59</b>	<b>\$ 265,340.89</b>
Barons	\$ 7,058.00	\$ 7,163.87	\$ 7,271.32	\$ 7,380.39	\$ 7,491.10
Nobleford	\$ 16,719.91	\$ 16,970.71	\$ 17,225.27	\$ 17,483.65	\$ 17,745.91
Coalhurst	\$ 31,469.75	\$ 31,941.80	\$ 32,420.93	\$ 32,907.24	\$ 33,400.85
Picture Butte	\$ 103,343.97	\$ 104,894.12	\$ 106,467.54	\$ 108,064.55	\$ 109,685.52
Coaldale	\$ 91,408.37	\$ 92,779.50	\$ 94,171.19	\$ 95,583.76	\$ 97,017.51
	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89

# AGENDA ITEM REPORT



**Title:** Lethbridge County Council Attendance Update - January 2021  
**Meeting:** Council Meeting - 11 Feb 2021  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 04 Feb 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

## EXECUTIVE SUMMARY:

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

## RECOMMENDATION:

That Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - January 2021", identifying the activities and events attended by Lethbridge County Council for the month of January 2021 as information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

## BACKGROUND INFORMATION:

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

## ALTERNATIVES / PROS / CONS:

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

## FINANCIAL IMPACT:

None at this time.

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

To remain transparent to the citizens of Lethbridge County.

**ATTACHMENTS:**

[Lethbridge County Council Attendance Update - January 2021](#)

**Lethbridge County Council Attendance  
January 2021**

**Division 1**

**Reeve Lorne Hickey**

January 7	Meeting with CAO
January 8	Mayors and Reeves
January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 20	Alberta Cattle Feeders' Association Members Townhall
January 20	Meeting with CAO
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update

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**Division 2**

**Councillor Tory Campbell**

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 18	Virtual Southern Regional Stormwater Drainage Committee Meeting
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update

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**Division 3**

**Councillor Robert Horvath**

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update

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**Division 4**

**Councillor Ken Benson**

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update

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**Division 5**  
**Councillor Steve Campbell**

January 5	Exhibition Park Board Meeting
January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 20	Alberta Cattle Feeders' Association Members Townhall
January 20	Exhibition Park Committee Meeting
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update
January 26	Exhibition Park Special Board Meeting
January 28	Exhibition Park AGM

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**Division 6**  
**Councillor Klaas VanderVeen**

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 20	Economic Development Lethbridge
January 21	2021 Virtual Provincial ASB Conference
January 29	SAEWA Board Meeting

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**Division 7**  
**Councillor Morris Zeinstra**

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update