



AGENDA

Council Meeting

9:30 AM - Thursday, July 8, 2021
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

4 - 8

1. County Council Meeting Minutes
[Council Meeting - 17 Jun 2021 - Minutes](#)

D. DELEGATIONS

9 - 21

1. 9:30 a.m. - Road Access Agreement - Agriculture Business onto Restricted Road

Mike Shooten

[Road Access Agreement - Agriculture Business onto Restricted Road](#)

E. SUBDIVISION APPLICATIONS

22 - 28

1. Subdivision Application #2021-0-096 – Oudshoorn
- SW1/4 26-10-23-W4M
[Subdivision Application #2021-0-096 – Oudshoorn - SW1/4 26-10-23-W4M](#)

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2. Subdivision Application #2021-0-093 – JF Murray Farms
- NE1/4 17-11-21-W4M
[Subdivision Application #2021-0-093 – JF Murray Farms - NE1/4 17-11-21-W4M](#)

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3. Subdivision Application #2021-0-105 – Reich
- NW1/4- 36-07-22-W4M
[Subdivision Application #2021-0-105 – Reich - NW1/4- 36-07-22-W4M](#)

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4. Subdivision Application #2021-0-107 – Kasado Developments
- Lot 3, Block 26, Plan 0610821 within SE 23-8-21-W4 (Stewart Siding)

[Subdivision Application #2021-0-107 – Kasado Developments - Lot 3, Block 26, Plan 0610821 within SE 23-8-21-W4 \(Stewart Siding\)](#)

F. PUBLIC HEARINGS

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

- 53 - 64 G.1.1. **Rescind Policies Amalgamated into Public Works LOS Policy**
[Rescind Policies Amalgamated into Public Works LOS Policy](#)
- 65 - 110 G.1.2. **2021 Level of Service Policy - Public Works**
[2021 Level of Service Policy - Public Works](#)
- 111 - 114 G.1.3. **Fairview Stormwater Pond - Request for Budget Increase**
[Fairview Stormwater Pond - Request for Budget Increase](#)

G.2. COMMUNITY SERVICES

- 115 - 120 G.2.1. **Community Services Policy Review - Fire Protection Policy #202 and Fire Inspections Policy #203**
[Community Services Policy Review - Fire Protection Policy #202 and Fire Inspections Policy #203](#)

G.3. CORPORATE SERVICES

G.4. ADMINISTRATION

- 121 - 126 G.4.1. **2021 Bursary Award**
[2021 Bursary Award](#)
- 127 - 129 G.4.2. **Alberta Urban Municipalities Association President 2021 Summer Tour - July 20, 2021 - Coalhurst**
[AUMA President 2021 Summer Tour - July 20, 2021- Coalhurst](#)
- 130 - 135 G.4.3. **Policy Review - Policy 146 - Risk Control Policy**
[Policy Review - Policy 146 - Risk Control Policy](#)

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

J. CLOSED SESSION

1. **Fire Provision Services Agreements (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)**
2. **North County Potable Water Coop (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)**

K. ADJOURN



MINUTES

Council Meeting

9:30 AM - Thursday, June 17, 2021
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, June 17, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

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

A. CALL TO ORDER

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

B. ADOPTION OF AGENDA

Council added the following item to the June 17, 2021 agenda:

- Closed Session - Legal Opinion (*FOIP Section 27 - Privileged Information*)

199-2021 Councillor MOVED that Lethbridge County Council approve the June 17, 2021
VanderVeen Council Meeting Agenda as amended.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

200-2021 Councillor MOVED that the June 3, 2021 Regular County Council Meeting
S.Campbell Minutes be accepted as presented.

CARRIED

Reeve Hickey recessed the meeting at 11:45 a.m.

The meeting reconvened at 1:00 p.m. with all members of Council present as previously stated.

D. DELEGATIONS

D.1. 9:30 a.m. - Town of Nobleford - CAO, Mayor & Deputy Mayor

Town of Nobleford CAO Joe Hutter, Mayor Don Holinaty and Deputy Mayor Don McDowell were in attendance to discuss with Council their request for a capital debt repayment for the construction of the Nobleford Fire Hall in 2014.

D.2. 10:00 a.m. - Robin Hepher - Chinook Arch Library Board

Chinook Arch Library Board CEO Robin Hepher was in attendance to provide an update to Council on the Chinook Arch Regional Library System and the amendments to the agreement effective January 1, 2022.

D.3. 10:30 a.m. - Dr. Jim Byrne - Coal Policies

Dr. Jim Byrne was in attendance and provided a presentation to Council on coal open pit and mountain top mining.

201-2021	Deputy Reeve Horvath	MOVED that the presentation by Dr. Jim Bryne be received for information and that administration bring back a report for the request for funding in the amount of \$6,000/year.
		CARRIED

E. MUNICIPAL SERVICES

E.1. Stafford Landing Roadway (Township Road 9-2) Concerns

Devon Thiele, Infrastructure Manager provided an update to Council on the Stafford Landing Roadway (Township Road 9-2).

Barry Leith, resident of Stafford Landing was in attendance to provide his comments and concerns with respect to Township Road 9-2 condition and safety issues.

F. SUBDIVISION APPLICATIONS

G. PUBLIC HEARINGS

H. DEPARTMENT REPORTS

H.1. CORPORATE SERVICES

H.1.1. Chinook Arch Library Board System Agreement

202-2021	Councillor T.Campbell	MOVED that Lethbridge County Council approves the Chinook Arch Regional Library System Agreement as revised to be effective January 1, 2022.
		CARRIED

H.1.2. Policy Review - Policy #121- Banking Services

203-2021	Councillor VanderVeen	MOVED that Council approve the revisions to Policy #121 - Banking Services as presented.
		CARRIED

H.2. MUNICIPAL SERVICES

H.2.1. Public Works Policy Review - Cycle Races

204-2021	Councillor Benson	MOVED that Policy 306 Staging Cycle Races and Time Trials be rescinded and that the document be maintained as an internal guideline for future cycle race requests on local roads if required.
		CARRIED

H.3. COMMUNITY SERVICES

H.3.1. Economic Development - 2021 2nd Quarter Report of Major Projects and Activities

- 205-2021 Councillor S.Campbell MOVED that the Economic Development - 2021 2nd Quarter Report of major projects and activities be received for information.
CARRIED

H.3.2. Ridge Utilities Presentation Follow-up - Opportunities for Energy Services, Partnership and/or Promotion

- 206-2021 Councillor S.Campbell MOVED that administration bring another report to Council with more information on Ridge Utilities request.
CARRIED

H.3.3. Link Pathway Project Update #2

Henry Doeve, Chair of the Link Pathway Committee attended virtually and provided information to Council on the Link Pathway phase 1 project.

- 207-2021 Councillor S.Campbell MOVED that administration sign the Phase 1 Memorandum of Understanding once the outstanding conditions are met by the Link Pathway Committee.
CARRIED

H.4. ADMINISTRATION

H.4.1. Bylaw 20-024 Temporary Mandatory Face Coverings Bylaw

- 208-2021 Councillor T.Campbell MOVED that Bylaw No. 20-024 - Temporary Mandatory Face Coverings Bylaw be repealed once the Province of Alberta's provincial mask requirement has been removed.
CARRIED

I. NEW BUSINESS

Town of Nobleford Fire Agreement

- 209-2021 Councillor VanderVeen MOVED that County Council has signed the 2021 – 2023 Fire Services Agreement on April 1, 2021 and has no intention of changing the agreement.

AND Further that Lethbridge County Council requests that the Town of Nobleford return a fully signed agreement to the County by June 25, 2021 and if an agreement is not received the County will assume Nobleford is no longer interested in providing fire services to the County.

CARRIED

Councillor Zeinstra left the meeting at 2:51 p.m.

J. COUNTY COUNCIL AND COMMITTEE UPDATES

J.1. Lethbridge County Council Attendance Update - May 2021

- 210-2021 Councillor T.Campbell MOVED that Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - May 2021", identifying the activities and events attended by Lethbridge County Council for the month of May 2021 as information.

CARRIED

Division 1
Reeve Lorne Hickey

May 3	Link Pathway Online Session
May 5	Meeting with CAO
May 6	Lethbridge County Council Meeting
May 7	Mayors and Reeves
May 10	Arbitration Conference Call
May 11	Municipal Development Plan Council Workshop
May 12	Telephone Town Hall with Premier Kenney, Min. McIver, Min. Shandro & Dr. Hinshaw
May 19	Meeting with CAO
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop
May 26	Meeting with CAO
May 27	Meeting with Nobleford

Division 2
Councillor Tory Campbell

May 6	Lethbridge County Council Meeting
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop

Division 3
Councillor Robert Horvath

May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop
May 25	SouthGrow Meeting

Division 4
Councillor Ken Benson

May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop

Division 5
Councillor Steve Campbell

May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop
May 25	Community Futures Board Meeting
May 27	Meeting with Nobleford

Division 6
Councillor Klaas VanderVeen

May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop
May 28	SAEWA Board Meeting

Division 7
Councillor Morris Zeinstra

May 3	CPAA Virtual Conference
May 4	CPAA Virtual Conference
May 5	CPAA Virtual Conference
May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop

K. **CLOSED SESSION**

K.1. - Diamond City Community Hall - FOIP Section 25(1) - Disclosure Harmful to Economic and other Interests of a Public Body

K.2. - Legal Opinion - FOIP Section 27 - Privileged Information

211-2021 Councillor MOVED that the Lethbridge County Council Meeting move into
S.Campbell Closed Session, pursuant to Section 197 of the *Municipal Government Act*, the time being 2:54 p.m. for discussion on the following:

K.1. - Diamond City Community Hall (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)

K.2 - Legal Opinion (FOIP Section 27 - Privileged Information)

Present during the Closed Session:
Lethbridge County Council
CAO
Senior Staff
Administrative Staff
CARRIED

212-2021 Councillor MOVED that Lethbridge County Council Meeting move out of the
Benson closed session at 3:21 p.m.

CARRIED

L. **ADJOURN**

213-2021 Councillor MOVED that the Lethbridge County Council Meeting adjourn at 3:22
VanderVeen p.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Road Access Agreement - Agriculture Business onto Restricted Road
Meeting: Council Meeting - 08 Jul 2021
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 Jun 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 and the Town of Coalhurst jointly upgraded a section of road to act as a secondary access into Coalhurst on TWPR 9-2 and RR 22-3 off of Highway 25. Ongoing discussions have been had with the Town of Coalhurst and Lethbridge County to allow the landlocked landowner at NW 15-9-22 W4, Mike Schooten of Committed Ag, an exemption permit of 90% to access banned road section of 200 meters within town limits. The remainder of the exemption would be for RR 22-3 and TWPR 9-2 which is within the County boundary.

Within the attached MOU between Coalhurst and the County:

5. Mutual Authority - Roles and Responsibilities

- b. The Town and County will have mutual authority over the access to the road, approval to amend the speed limit, and approval of any road bans.

Administration has provided the Town of Coalhurst an exemption permit template that is used for County residents that are landlocked by seasonal bans for exemptions for a slight increase in legal weights. Coalhurst council voted against allowing an exemption permit for the road section along RR 22-3 that has now effectively blocked an agriculture operation from what was an expected exemption status.

As this has been deliberated on by Coalhurst council, administration is asking for a council letter of support to Coalhurst to resolve this on behalf of the County landowner.

RECOMMENDATION:

That council send a letter of concern and request support for landowner for access to the banned roadway section RR 22-3 for 200 meters within town limits, with an exemption status of 90% as per previous discussions. This would include mutual consent with Coalhurst as per the MOU for the same exemption for the remainder of RR 22-3 and TWPR 9-2 to Highway 25.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has inter municipal agreements with neighboring municipalities including Coalhurst, and have participated in a road upgrade to TWPR 9-2 and RR 22-3 that benefits both parties.

BACKGROUND INFORMATION:

The road ban exemption concern came to Director of Public Operations attention in the spring of 2021 as an exemption was supposed to be in place prior for Committed Ag. In 2020 this was not brought to our attention as the province had lifted all road restrictions for product delivery during the early stages of the COVID pandemic.

Administration had conversations with the CAO for the Town of Coalhurst to address the exemption concern in the spring of 2021 to no resolution. It was taken to their council and the following was the correspondence sent to Mr.Schooten:

Further to your request for a Land Lock Permit for Range Road 22-3 and Township Road 9-2, please be advised that the Council of the Town of Coalhurst have considered the matter and have not approved your request. As a result the road bans in effect are to be complied with.

Further to this the following was supplied by Mr.Schooten.

Historical timeline from Committed Ag via Mike Schooten General Manager

- *June of 2017- prior to purchase of land, confirmation from Lethbridge County that a Landlock Permit to 90% would be provided*
- *March 2018- multiple Landlock Permits granted @ 90% during spring road-ban season*
- *2019 – no Landlock Permits required*
- *2020 – Landlock Permit request sent to Lethbridge County, then forwarded to Town of Coalhurst. Email back from Coalhurst acknowledging due to the Pandemic, municipal road bans were not in effect.*
- *2021 – emailed TOC April 15th for permit request. Notified the manner would go before council. Received notification April 30th that permit was denied.*

ALTERNATIVES / PROS / CONS:

Lethbridge County is committed to the agriculture community and advocating on their behalf. Moving product to market on restricted roads has been accommodated by the County and this road access would be no different as it is landlocked.

Access could be given to the north on RR 22-3 but this is a year round 50% road ban structure that will not withstand heavier loads, hence the south route is preferred.

FINANCIAL IMPACT:

No financial impact, unless spring road ban exemption of 90% were to cause road damages.

REASON(S) FOR RECOMMENDATION(S):

The potential for road damages is always considered a risk. Based on the existing road structure and prior experience with a seasonal exemption for landlock areas this exemption for a single user presents a low risk of damages.

The MOU between Coalhurst and the County in 2020 stipulates in 5.b. that both parties will act as mutual authority for road bans. This would be a mutual agreement for exemption, the road authority for a portion of road annexed in 2016 though is dependent on Coalhurst.

Council supports agriculture businesses and the transport of goods to markets on over a thousand miles of developed roadway. Partnering with the Town of Coalhurst through a road development presents challenges as to the agreements that represent the best interests of both municipalities. Protection of infrastructure is an ongoing challenge and risk mitigation in this instance would be the primary focus.

ATTACHMENTS:

[2020 MEMORANDUM OF UNDERSTANDING UPDATED May 6, 2020 - FINAL](#)
[MGB Annexation Town of Coalhurst](#)
[Committed Ag Access onto RR 22-3 from NW15-9-22 W4](#)

MEMORANDUM OF UNDERSTANDING

(MOU)

BETWEEN

Lethbridge County (hereinafter referred to as the County)

AND

Town of Coalhurst (hereinafter referred to as the Town)

1. Background

- a. The Town has built a road to relieve pressure off of the Highway No. 3 / Town access, due to numerous accidents at the Highway No. 3 intersection.
- b. This agreement is for the portion of Range Road 22-3 that is within the County's jurisdiction and Township Road 9-2 from Range Road 22-3 to Highway 25.

2. Purpose of MOU

- a. This MOU is an agreement in principle for both parties to support the alternate access road in and out of the Town.
- b. This MOU is to establish a general structure for collaboration between both municipalities.

3. Access Road Location

- a. The route is defined by the Town as north/south on Range Road 22-3 from 45th Avenue South and then east/west on Township Road 9-2 east to Highway No. 25.
- b. The route identified in clause 3a included the extending of 45th Avenue East from the Sundance Ridge subdivision to Range Road 22-3.

4. Standards and Operations

- a. All appropriate standards will be adhered to with respect to road design, construction and future operation and maintenance.
- b. The Town will provide maintenance on both roads. An operation and maintenance agreement will be entered into with the County for Township Road 9-2, and a portion of Range Road 22-3, if necessary.
- c. The Town has a current agreement with Alberta Transportation.

- d. A Transportation Access Directive (Schedule A) will monitor any new access granted to either Range Road 22-3 or Township Road 9-2 by either municipality.
- e. Both municipalities agree to joint communications with respect to this MOU.

5. Mutual Authority - Roles and Responsibilities

- a. The Town will have authority over the maintenance and level of service as outlined in Schedule A.
- b. The Town and County will have mutual authority over the access to the road, approval to amend the speed limit, and approval of any road bans.
- c. The Town and County will work together on any infractions with regards to the road. The Town is responsible for contacting the County on any such infractions.
- d. The County is responsible for mowing of the ditches as per the County's road-side mowing schedule and posting of any road bans.

Schedule A : Maintenance (2020)			
ITEM	LOS	COST % - Coalhurst	COST % - Leth County
Asphalt repairs	TBD*	70	30
Line Painting	TBD* (Every 2 years)	70	30
Spray patching	As required	70	30
Crack sealing	As required	70	30
Snow Maintenance	As required	70	30
Roadside Mowing	Twice per year	0	100
Sweeping	As required	100	0

*Market costs determine pricing

6. Coming into Force/Duration/Amendment

- a. This MOU comes into force on the day of signature by all parties. This MOU may be modified at any time upon mutual written consent of the parties.
- b. Either municipality may terminate its participation in this MOU at any time by providing written notice to the other municipality with one years notice in advance of the desired termination date.
- c. This MOU will be reviewed on an as required basis to ensure its relevancy.

7. Non-binding at Law

This MOU does not create a legally binding obligation between the municipalities.

Signed on _____, 2020

Administration Representative
Lethbridge County

Administration Representative
Town of Coalhurst



Government of Alberta ■

15th floor, Commerce Place
10155 - 102 Street
Edmonton Alberta Canada T5J 4L4

Tel 780.427.4864 Fax 780.427.0986
Email mgbmail@gov.ab.ca

Our File: AN11/COAL/T-01

March 31, 2016

*copies: Sr. Staff
H.J.*

R. K. Hauta
Town of Coalhurst
Box 456
Coalhurst AB T0L 0V0

Rick Robinson
Lethbridge County
100-905 4 Ave South
Lethbridge AB T1J 4E4

Re: Annexation

Enclosed is one copy of Order in Council No. 054/2016 dated March 8, 2016 which approves the application for annexation of certain lands to the Town of Coalhurst.

Yours truly,


Rick Duncan
Case Manager



Enc.

cc:

- Dave Klatchuk, Director-Distribution Planning, ATCO Gas
- Wendy Kirchmayer, Land Department, ATCO Pipelines, Right-of-Way Administration
- Thomas Linder, Manager – Planning, ATCO Pipelines
- Jim Chorel, AltaLis Ltd.
- Paul Drew-Brook, FortisAlberta
- Dave Hunka, Customer Relations, Fortis Alberta
- Kevin Olmstead, Manager, CP Rail
- Lyle Kuzik, Executive Director, Federation of Alberta Gas Co-ops Ltd.
- Michael Scheidl, Manager, Mediation Services, Alberta Municipal Affairs
- Peter Ngo, Alberta Transportation
- Dianne Horvath, Oldman River Regional Planning Commission
- Garth Sherwin, City of Lethbridge

11-1-2014





Province of Alberta
Order in Council

O.C. 054/2016

MAR 08 2016

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council orders that

- (a) effective July 1, 2015, the land described in Appendix A and shown on the sketch in Appendix B is separated from Lethbridge County and annexed to the Town of Coalhurst,
- (b) any taxes owing to Lethbridge County at the end of June 30, 2015 in respect of the annexed land are transferred to and become payable to the Town of Coalhurst together with any lawful penalties and costs levied in respect of those taxes, and the Town of Coalhurst upon collecting those taxes, penalties and costs must pay them to Lethbridge County,
- (c) for the purposes of taxation in 2015, Lethbridge County must assess and tax the annexed land and the assessable improvements to it,
- (d) taxes payable for the 2015 taxation year in respect of the assessable land and any improvements to it are to be paid to Lethbridge County and upon collecting those taxes Lethbridge County must remit them to the Town of Coalhurst, and
- (e) the assessor for the Town of Coalhurst must assess, for the purposes of taxation in 2016 and subsequent years, the annexed land and the assessable improvements to it,

and makes the Order in Appendix C.

CHAIR

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(sections 126 and 138)

APPENDIX A

DETAILED DESCRIPTION OF THE LANDS SEPARATED FROM LETHBRIDGE COUNTY AND ANNEXED TO THE TOWN OF COALHURST

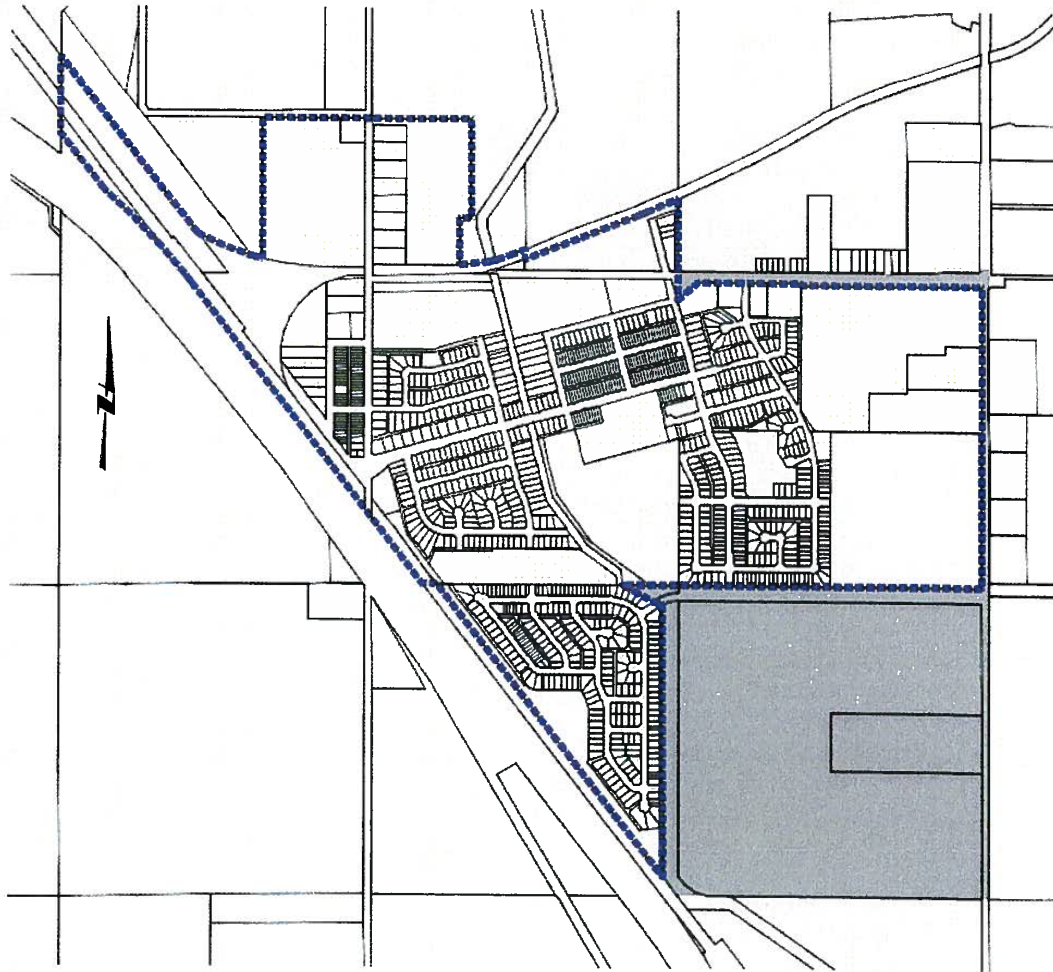
ALL THAT PORTION OF THE NORTH HALF OF SECTION SIXTEEN (16), TOWNSHIP NINE (9), RANGE TWENTY-TWO (22), WEST OF THE FOURTH MERIDIAN NOT WITHIN THE TOWN OF COALHURST LYING EAST OF THE NORTH BOUNDARY OF PLAN RY157 AND INCLUDING THAT PORTION OF THE N/S ROAD ALLOWANCE LYING EAST OF SAID HALF SECTION.

ALL THAT PORTION OF THE EAST HALF OF SECTION TWENTY-ONE (21), TOWNSHIP NINE (9), RANGE TWENTY-TWO (22), WEST OF THE FOURTH MERIDIAN NOT WITHIN THE TOWN OF COALHURST LYING SOUTH OF THE NORTH BOUNDARY OF PLAN 3136BM AND INCLUDING ALL THAT PORTION OF PLAN 831-0050 WITHIN SAID HALF SECTION.

ALL THAT PORTION OF THE N/S ROAD ALLOWANCE ADJACENT TO THE EAST HALF OF SECTION TWENTY-ONE (21), TOWNSHIP NINE (9), RANGE TWENTY-TWO (22), WEST OF THE FOURTH MERIDIAN LYING SOUTH OF THE PROJECTION EAST OF THE NORTHERNMOST POINT OF PLAN 831-0050.

APPENDIX B

A SKETCH SHOWING THE GENERAL LOCATION OF THE AREA ANNEXED TO THE TOWN OF COALHURST



Legend



Existing Town of Coalhurst Boundary



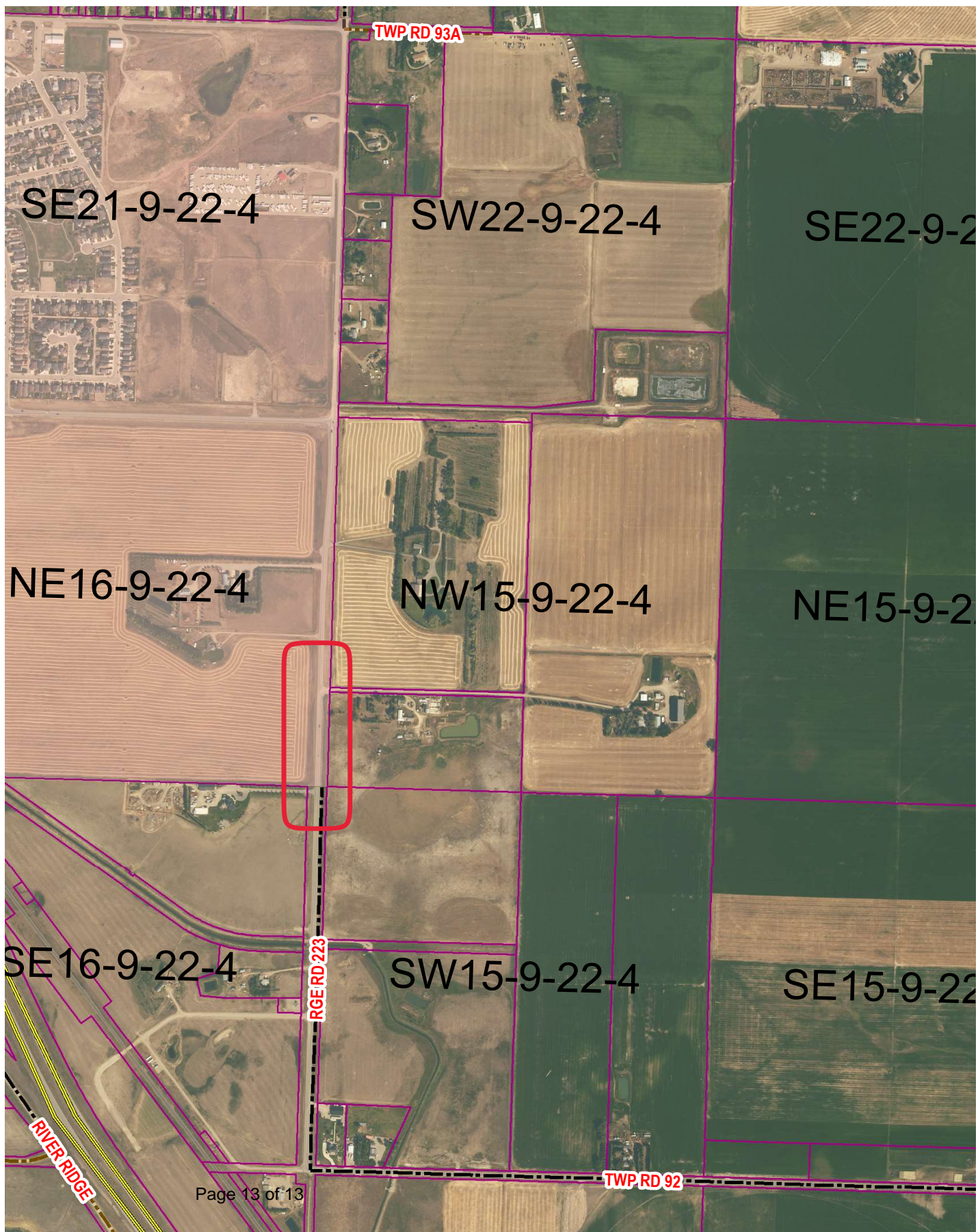
Annexation Area

P-115 Town of Coalhurst OC draft 5 final Oct 27, 2015

APPENDIX C

ORDER

- 1 In this Order, “annexed land” means the land described in Appendix A and shown on the sketch in Appendix B.
- 2 For taxation purposes in 2015 and subsequent years up to and including 2035, the annexed land and the assessable improvements to it
 - (a) must be assessed by the Town of Coalhurst on the same basis as if they had remained in Lethbridge County, and
 - (b) must be taxed by the Town of Coalhurst in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the municipal tax rate established by Lethbridge County for property of the same assessment class.
- 3 Where in any taxation year a portion of the annexed land
 - (a) becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner, or
 - (b) is redesignated at the request of, or on behalf of, the landowner under the Town of Coalhurst’s Land Use Bylaw to another designation,section 2 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.
- 4 After section 2 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town of Coalhurst is assessed and taxed.
- 5 The Town of Coalhurst shall, within 30 days after the date this Order in Council is made by the Lieutenant Governor in Council, pay compensation to Lethbridge County in the amount of fourteen thousand and twenty-eight dollars and seventy-two cents (\$14,028.72).



AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-096 – Oudshoorn
- SW1/4 26-10-23-W4M
Meeting: Council Meeting - 08 Jul 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 - 23 Jun 2021
Approved - 23 Jun 2021
Approved - 24 Jun 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 resplit a 10.00 acre parcel into two titles, being 6.81 and 3.19 acres each respectively in size, for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-096 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposed subdivision is a resplit of a small title less than 20-acres in size and meets the subdivision criteria of the Land Use Bylaw No. 1404.
- The proposal complies with the subdivision standards and the proposed parcel sizes both conform to the bylaw's required minimum 2.0 acres.
- Site servicing is met: Access is provided from the west municipal road allowance with three individual approaches in place. Water is provided to the existing residence by the Lethbridge North County Potable Water Co-op. For the new lot a private cistern/dugout cistern that will be self-treated is proposed. Sewage is treated by an individual on-site field system and the same is proposed for the new north lot being created. Private utilities are in place to provide gas and electrical power service.
- There are no abandoned gas wells located in proximity and it exceeds any applicable MDS to any neighbouring confined feeding operations (CFOs) in the area.

BACKGROUND INFORMATION:

Located approximately 1½-miles southeast of the Town of Nobleford, 2½-miles east of Highway 23. The proposal is to split a farmyard and create a new separate yard title on the northern portion.

The proposed south 6.81 acre yard contains an existing dwelling, garage, sheds, corrals and extensive trees and landscaping, while the proposed north yard (3.19 acres) is vacant land other than a water dugout on site. The proposed property line separation is to occur just to the south of the dugout. The applicant is proposing to relocate an existing approach by the dugout more to the north to provide the access to the vacant lot. The existing residence's individual septic system will remain within the confines of its own proposed property boundary once subdivided. A soils test will be required to verify suitability for the septic system on the new 3.19 acre vacant portion.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for the subdivision of a resplit of an existing farm yard title less than 20-acres in size.

The application was circulated to the required external agencies with no concerns expressed regarding the application and no utility easements are requested.

ALTERNATIVES / PROS / CONS:

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

Pros:

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

Cons:

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

FINANCIAL IMPACT:

The County will benefit from a municipal reserve payment of approximately \$18,000.00 that is applicable. Additionally, the future tax situation may improve with opportunity for development and a new residence and yard.

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[5A 2021-0-096 Lethbridge County APPROVAL](#)
[2021-0-096 Diagrams for Lethbridge County](#)

RESOLUTION

2021-0-096

Lethbridge County

Country Residential subdivision of SW1/4 26-10-23-W4M

THAT the Country Residential subdivision of SW1/4 26-10-23-W4M (Certificate of Title No. 971 335 320), to resplit a 10.00 acre (4.047 ha) parcel into two titles, being 6.81 and 3.19 acres (2.76 & 1.29 ha) each respectively in size, for country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 10.00 acres at the market value of \$18,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant has a professional soils analysis done at their expense on the 3.19 acre area by an accredited agency or engineer to ensure that the soil characteristics are capable of supporting an additional septic field. Analyses of the test must be performed and approved by an approved agency under Alberta Labour, with a copy of the report submitted and deemed acceptable to the Subdivision Authority.
4. That the applicant provide a Surveyors sketch to illustrate the exact dimensions and parcel size and the location of all improvements on the proposed parcel as approved.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that with the conditions imposed the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Approval Authority has determined the proposed subdivision complies with the bylaw definition of poor quality of land, being 20 acres or less in size, and is eligible for subdivision consideration as a resplit of an existing title.

INFORMATIVE:

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

2021-0-096
Page 1 of 2

(e) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) # 791 154 107.

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

(f) Lethbridge Northern Irrigation District (LNID) – Alan Harrold, General Manager:

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

1. Payment in full of any outstanding irrigation rates that may be assessed on the original parcel at the time of finalization of the subdivision.

2. Payment of the District's subdivision administration fee. The current fee is **\$630.00** (includes GST).

3. There are **8.0 acres** assessed as "irrigation acres" that cannot be re-arranged to suitable areas within the parcel and must be either transferred to another 50 acre minimum irrigation parcel or removed from the *Assessment Roll*.

4. The existing delivery off the Lateral B 11 A Pipeline will convert to a convenience delivery.

5. Since the existing delivery from the Lateral B 11 A Pipeline will be converted to a convenience delivery, a water agreement suitable to meet the needs of both proposed new subdivisions is required prior to the LNID signing the consent for registration of the subdivision plan.

6. As the delivery is on the Lateral B 11 A pipeline, a landowner construction contribution of **\$3,150 including GST** is required for the second (6.18 ac) proposed subdivision being created.

7. An Easement for the proposed 6.18 ac subdivided parcel for access to water from the District's works must be in place for the supply of domestic/yard usage water.

8. All permanent structures such as buildings with footings, pilings or foundations, septic tanks/ fields, corrals, and silage pits, etc. must meet the minimum set-back distance of 15 metres (50 feet) from the outside boundary of all LNID pipeline right-of-ways and or interests within this parcel.

9. Any alteration to District works required as a result of these subdivisions is subject to District approval and payment by the applicant of all applicable costs.

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

(g) Canada Post has no comment.

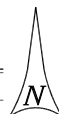
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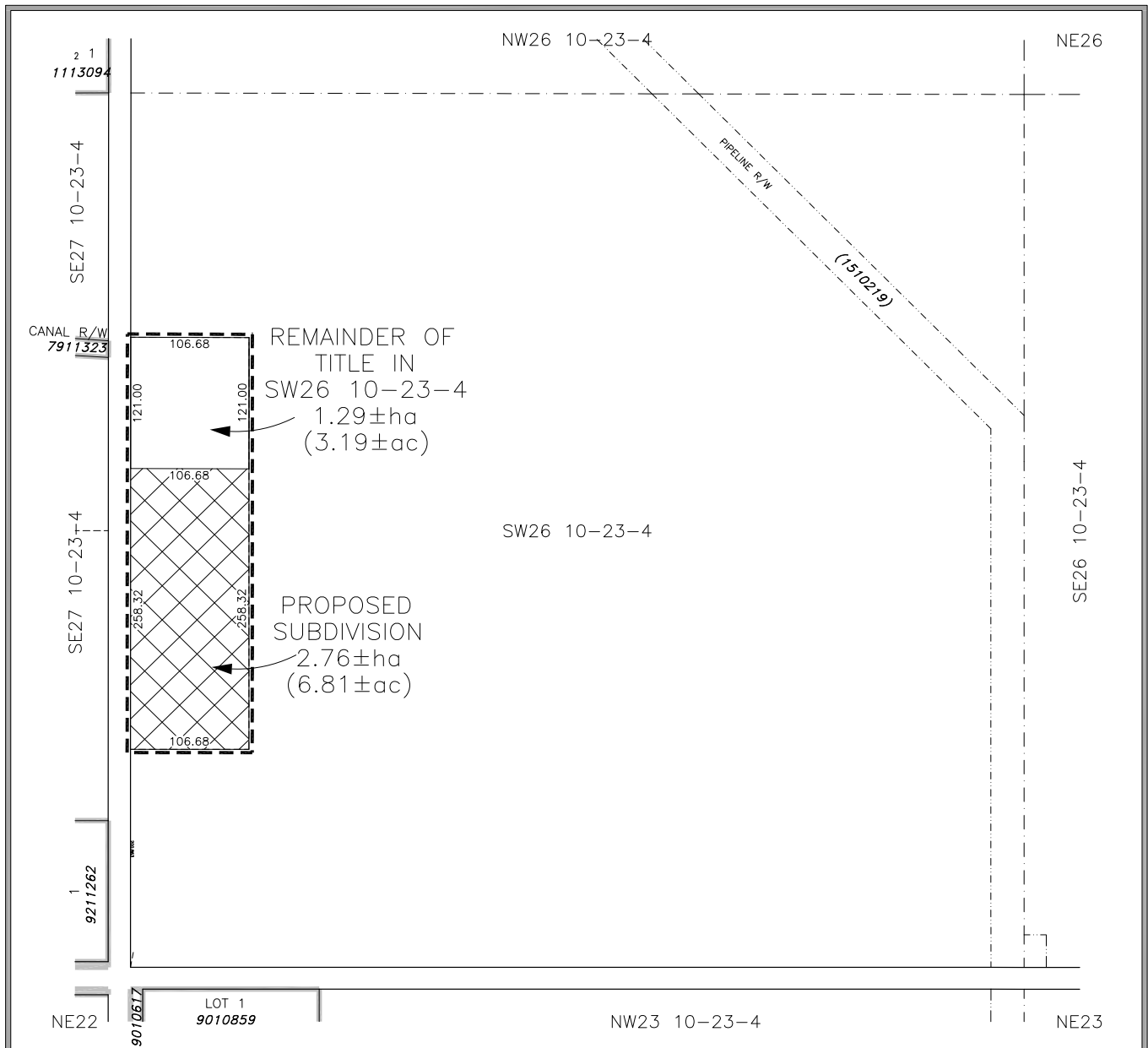
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DATE



SUBDIVISION LOCATION SKETCH
PORTION OF SW 1/4 SEC 26, TWP 10, RGE 23, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 25, 2021
FILE No: 2021-0-096





SUBDIVISION SKETCH
PORTION OF SW 1/4 SEC 26, TWP 10, RGE 23, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 25, 2021
FILE No: 2021-0-096



AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-093 – JF Murray Farms
- NE1/4 17-11-21-W4M
Meeting: Council Meeting - 08 Jul 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 - 23 Jun 2021
Approved - 24 Jun 2021
Approved - 25 Jun 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 create a 6.55 acre first parcel out residential yard subdivision from a ¼-section title of 157.91 acres for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-093 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for consideration as the first parcel out subdivision of an existing residential yard within the ¼-section in accordance with the County's subdivision criteria.
- The proposed 6.55-acre parcel size conforms to the bylaw's minimum 2.0-acre to maximum 10.0-acre parcel size, and the remnant 157.91-acre title also complies with Lethbridge County's Land Use Bylaw agricultural parcel size requirements.
- There are no abandoned gas wells in proximity to this proposal. There are no confined feeding operations (CFOs) located in proximity where any applicable minimum distance separation (MDS) would be compromised.

BACKGROUND INFORMATION:

Located approximately 2-miles northwest of the Town of Picture Butte, 2-miles west of Highway 25. The proposal is to subdivide an existing residential yard, located in the very northeast corner of the quarter-section.

The proposed title is somewhat triangular shaped, configured to encompass the dryland and yard situated outside the irrigation pivot on the agricultural land. The yard contains a residential dwelling, pond, pump-house/shed and small fenced pasture. The dwelling is serviced by a private on-site septic field which lies to the east of the residence, and water is self-treated from the irrigation fed dugout. Access is provided from the east municipal road allowance.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 regarding as a first parcel out subdivision. The applied for parcel size and other aspects of the application conform to the County's subdivision policies.

The application was circulated to the required external agencies with no concerns expressed (at time of agenda report). ATCO Gas requests an easement.

ALTERNATIVES / PROS / CONS:

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

Pros:

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

Cons:

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

FINANCIAL IMPACT:

None, and the existing tax situation will remain is.

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[5A 2021-0-093 Lethbridge County APPROVAL](#)
[2021-0-093 Diagrams for Lethbridge County](#)

RESOLUTION

2021-0-093

Lethbridge County

Country Residential subdivision of NE1/4 17-11-21-W4M

THAT the Country Residential subdivision of NE1/4 17-11-21-W4M (Certificate of Title No. 191 128 953), to subdivide a 6.55 acre (2.65 ha) first parcel out residential yard subdivision from a ¼-section title of 157.91 acres (63.91 ha) for country residential use. The parcel is located approximately 2-miles northwest of the Town of Picture Butte, 2-miles west of Highway 25; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the easement(s) as required by ATCO Gas shall be established prior to finalization of the application.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The proposed parcel is the first subdivision from the quarter-section and complies with the subdivision criteria of the Land Use Bylaw.
4. No objection or concerns have been received regarding the proposal and the dwelling meets and exceeds the applicable minimum distance separation to the closest confined feeding operation in proximity.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta. FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services. Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

2021-0-093
Page 1 of 2

- (f) ATCO Gas has no existing Utility Right of Way on the subject property, or the existing Utility Right of Way is not sufficient for subdivision servicing.

The landowner(s) is required to contact the ATCO Gas land agent listed below to execute a Utility Right of Way to the satisfaction of ATCO Gas.

Once the Utility Right of Way has been registered at the Alberta Land Titles Office we will notify the municipality of the same.

Land Agent: Ellen Struthers

Phone No.: (587) 581-6567

No Current URW on title. Atco will require URW for future servicing.

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to hp.circulations@atco.com.
- (h) Lethbridge Northern Irrigation District (LNID) – Alan Harrold, General Manager:

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

1. Payment in full of any outstanding irrigation rates that may be assessed on the original parcel at the time of finalization of the subdivision.
2. Payment of the District's subdivision administration fee. The current fee is \$630.00 (includes GST).
3. Approximately 5.6 acres assessed as "irrigation acres" cannot be re-arranged to suitable areas within the parcel and must be either transferred to another 50 acre minimum irrigation parcel or removed from the *Assessment Roll*.
4. A water agreement suitable to meet the needs of the proposed subdivision is required for the use of irrigation water. In addition, since the delivery would be from the Lateral F7 Pipeline, a landowner construction contribution is required at the time of signing a water agreement for this parcel. The current 2021 rate is \$4,200 including GST plus the cost of a water delivery turnout if one is required.
5. An Easement for the subdivided parcel for access to water from the District's works must be in place for the supply of domestic water.
6. Since the original parcel is part of an irrigable unit, the subdivided portion must be concurrently discharged from that irrigable unit. Payment of the District's irrigable unit discharge fee is required.

The 2021 fee is \$420.00 including GST

7. Any alteration to District works required as a result of this subdivision is subject to District approval and payment by the applicant of all applicable costs.

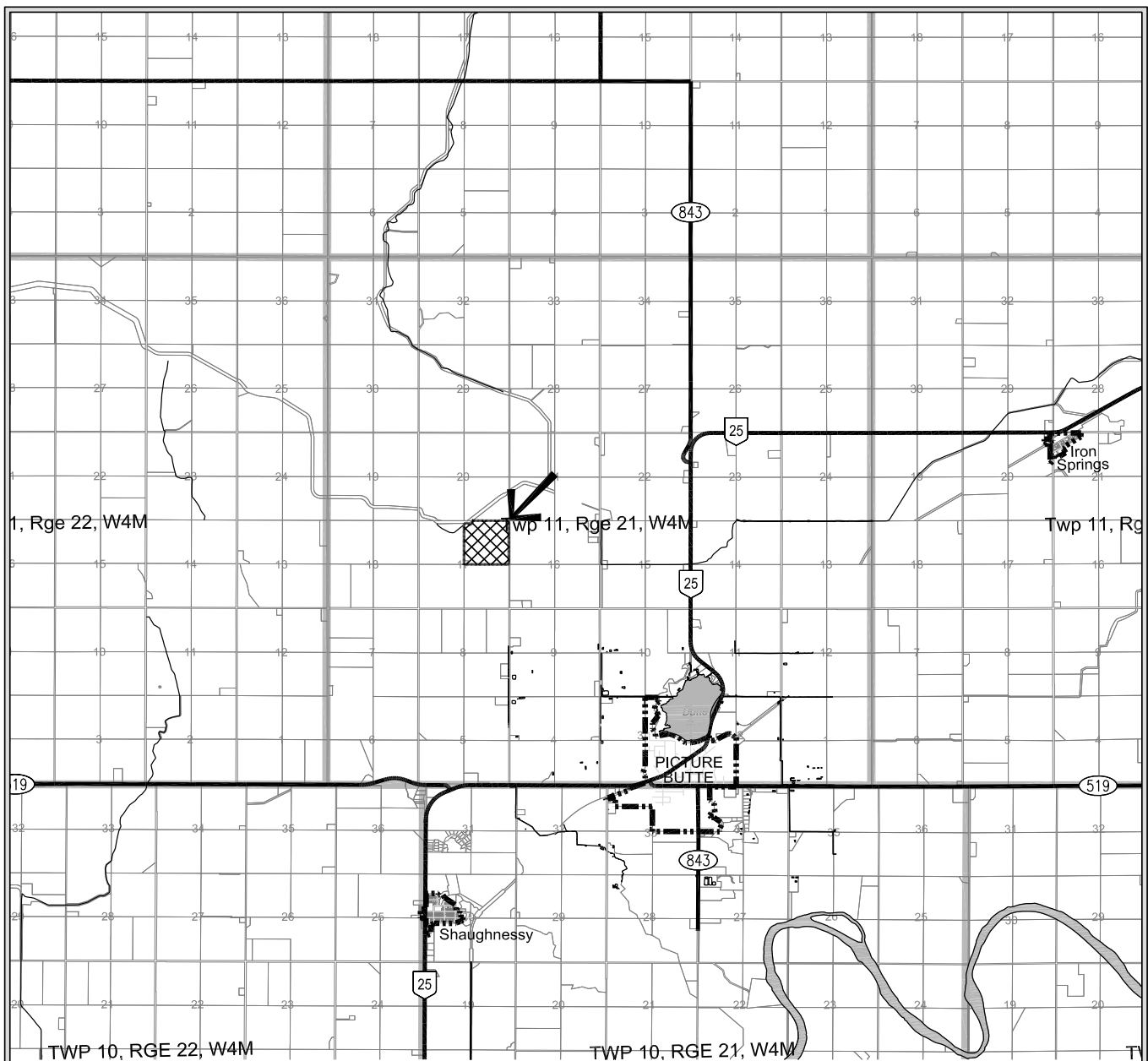
Thank you for the opportunity to comment. If you require more information or would like to set up an appointment to discuss the conditions above, please contact Janet Beck, Land Agent, at the Lethbridge Northern Irrigation District Office, 403-327-3302."

- (i) Canada Post has no comment.

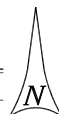
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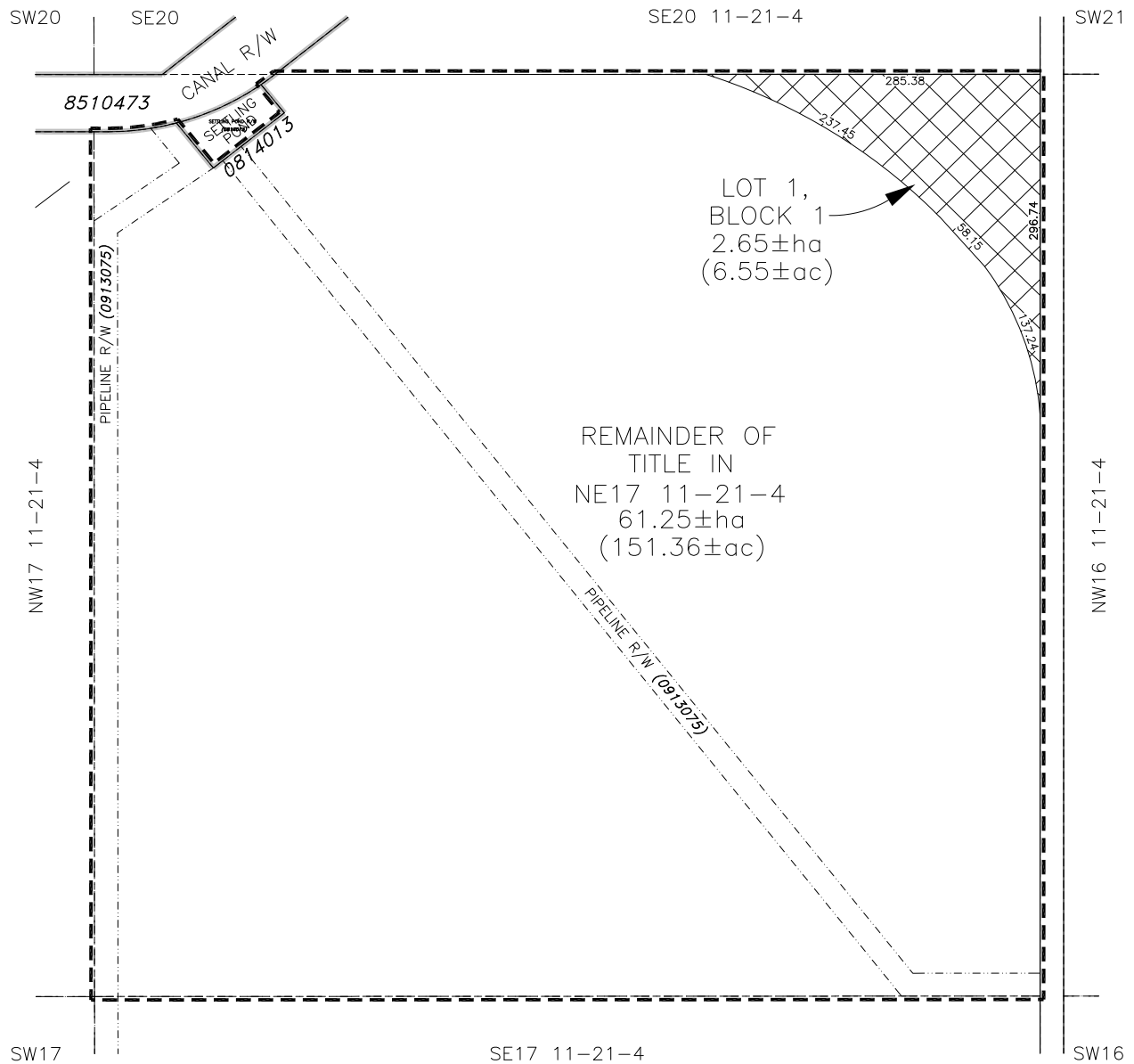
REEVE

DATE



SUBDIVISION LOCATION SKETCH
NE 1/4 SEC 17, TWP 11, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 13, 2021
FILE No: 2021-0-093





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 21-15260

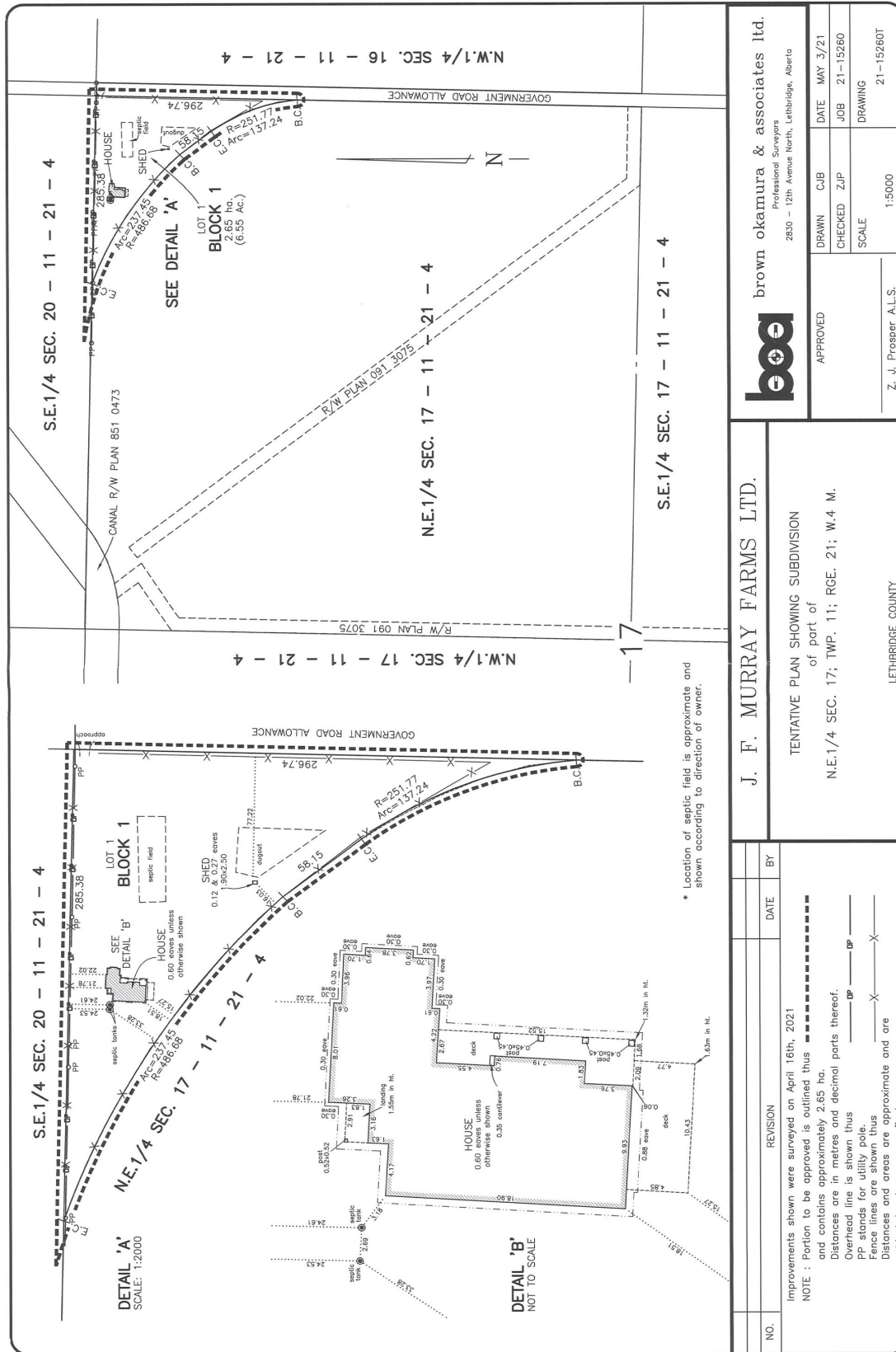
NE 1/4 SEC 17, TWP 11, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: MAY 13, 2021

FILE No: 2021-0-093





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J. F. MURRAY FARMS LTD.		bod brown okamura & associates ltd. Professional Surveyors 2830 - 12th Avenue North, Lethbridge, Alberta	
TENTATIVE PLAN SHOWING SUBDIVISION of part of N.E. 1/4 SEC. 17; TWP. 11; RGE. 21; W. 4 M.		APPROVED DRAWN CJB CHECKED ZJP SCALE 1:5000	DATE MAY 3/21 JOB 21-15260 DRAWING 21-15260T
LETHBRIDGE COUNTY		Z. J. Prosper A.L.S.	

AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-105 – Reich
- NW¼- 36-07-22-W4M
Meeting: Council Meeting - 08 Jul 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 - 23 Jun 2021
Approved - 24 Jun 2021
Approved - 25 Jun 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 create a 9.27 acre first parcel out farmstead subdivision from a ¼-section title of 157.31 acres for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-105 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for subdivision consideration as the original farmstead within the ¼-section of the 'Rural Agriculture' district in accordance with the County's criteria.
- The land is adjacent (i.e. outside) the Lethbridge County and the City of Lethbridge Intermunicipal Development Plan (IDP) boundary so it is not subject to those policies.
- The proposed 9.27 acre size yard title and the remnant 148.04 acre agricultural title both comply with Lethbridge County's Land Use Bylaw parcel size requirements.
- Site servicing is met: Potable water is provided by the rural water line, septic is an on-site field system, and access is provided from the north municipal road allowance.

BACKGROUND INFORMATION:

Located approximately 1½-miles southwest of the Lethbridge Airport and 2-miles east of the St. Mary River. The proposed subdivision is for an existing established farmstead, located in the very northeast corner of the ¼-section.

The yard area contains two houses, a shop, multiple garages and sheds, and a number of grain bins. The second house is a smaller, older original farm house. The proposed yard title area is being squared-off to the north quarter-section line as this area includes the on-site septic field lines and a dugout. This land area is uncultivated land and is not farmed with the remainder of the ¼-section.

There are no abandoned gas wells in proximity to this proposal. There are a number of gas pipelines that cross the ¼-section but none are located in the area of the yard to be subdivided. There are no confined feeding operations (CFOs) in the area.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 regarding a farmstead subdivision from an agricultural title of land. The application was circulated to the required external agencies with no concerns expressed (at time of agenda report). Nav Canada has no objections.

The land is identified as potentially containing Historical Resources of a category HRV 5p (paleontological) and was referred to *Alberta Culture, Multiculturalism and Status of Women* as required. No comments were received at the time of agenda report preparation, but as this is a first parcel out subdivision historical resource clearance is not anticipated.

ALTERNATIVES / PROS / CONS:

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

Pros:

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

Cons:

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

FINANCIAL IMPACT:

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

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[5A 2021-0-105 Lethbridge County APPROVAL](#)
[2021-0-105 Diagrams for Lethbridge County](#)

RESOLUTION

2021-0-105

Lethbridge County

Country Residential subdivision of NW1/4 36-7-22-W4M

THAT the Country Residential subdivision of NW1/4 36-7-22-W4M (Certificate of Title No. 921 275 565), to subdivide a 9.27 acre (3.75 ha) first parcel out farmstead subdivision from a ¼-section title of 157.31 acres (63.66 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the easement(s) as required by ATCO Gas shall be established prior to finalization of the application.
4. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.
5. That the applicant shall be responsible for meeting any conditions regarding Historical Resource clearance as required by *Alberta Culture, Multiculturalism and Status of Women*.

REASONS:

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

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.
- (e) Canada Post has no comment.

- (f) ATCO Gas has no existing Utility Right of Way on the subject property, or the existing Utility Right of Way is not sufficient for subdivision servicing.

The landowner(s) is required to contact the ATCO Gas land agent listed below to execute a Utility Right of Way to the satisfaction of ATCO Gas.

Once the Utility Right of Way has been registered at the Alberta Land Titles Office we will notify the municipality of the same.

Land Agent: Ellen Struthers

Phone No.: (587) 581-6567

URW required for future servicing.

- (g) Comments from NAV CANADA:

"We have evaluated the captioned proposal and NAV CANADA has no objection to the project as submitted. As the proposal provided lacks specific development details, we cannot provide a comprehensive assessment at this time.

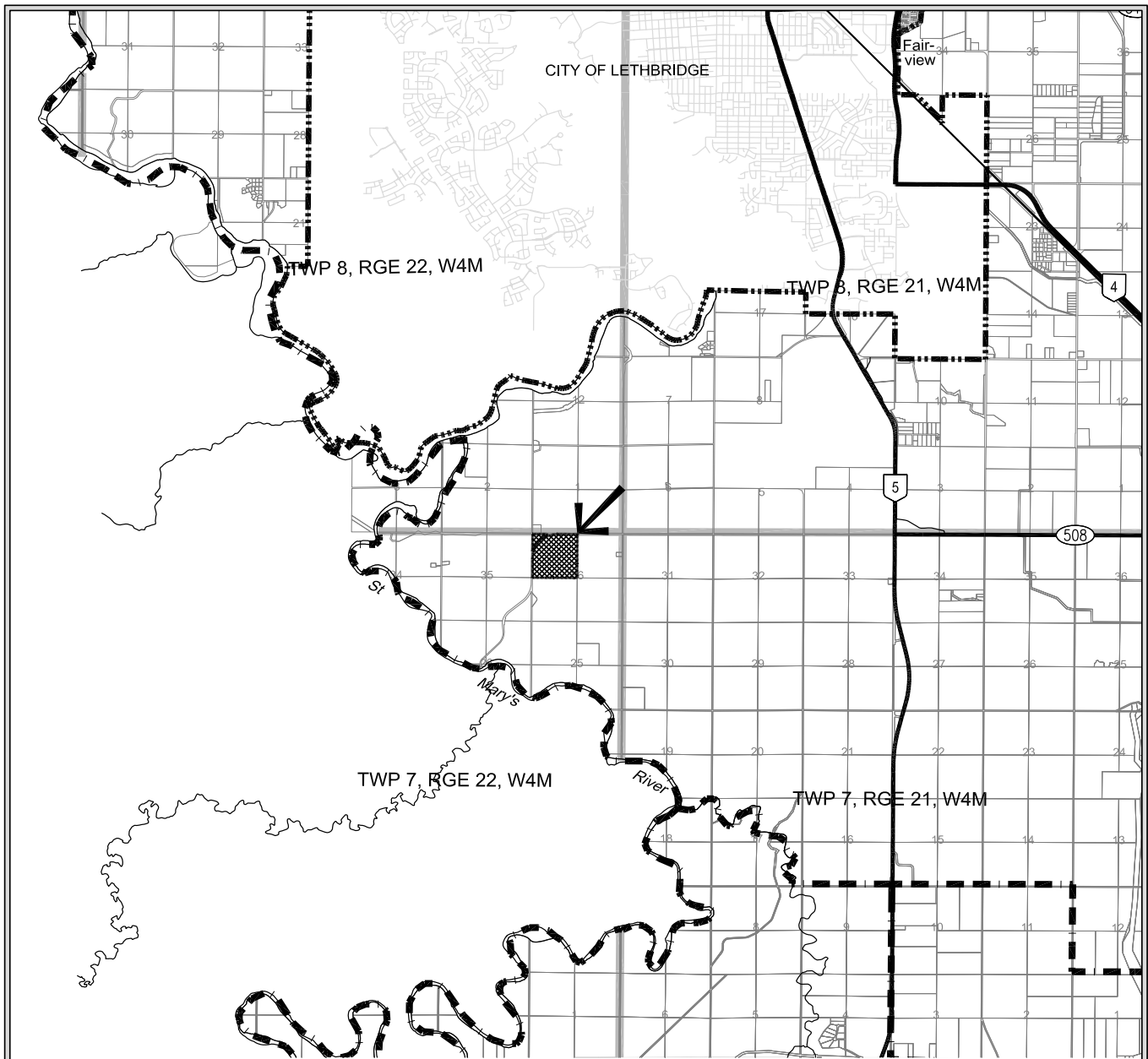
For planning purposes we suggest reviewing and adhering to Transport Canada's TP1247E, Land Use in the Vicinity of Aerodromes and ICAO EUR DOC 015, building restricted areas. These documents are Land Use guidelines outlining specific protection requirements and restrictions. When more specific development plans become available, please submit a NAV CANADA Land Use proposal be submitted for our assessment.

To assist us in ensuring that future development projects do not adversely affect Air Navigation and related facilities, we ask that a Land Use Submission Proposal be submitted to NAV CANADA for assessment, allowing at least 30 working days for evaluation. An explanation of the Land Use Process and submission forms can be obtained from the following website link: www.navcanada.ca."

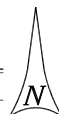
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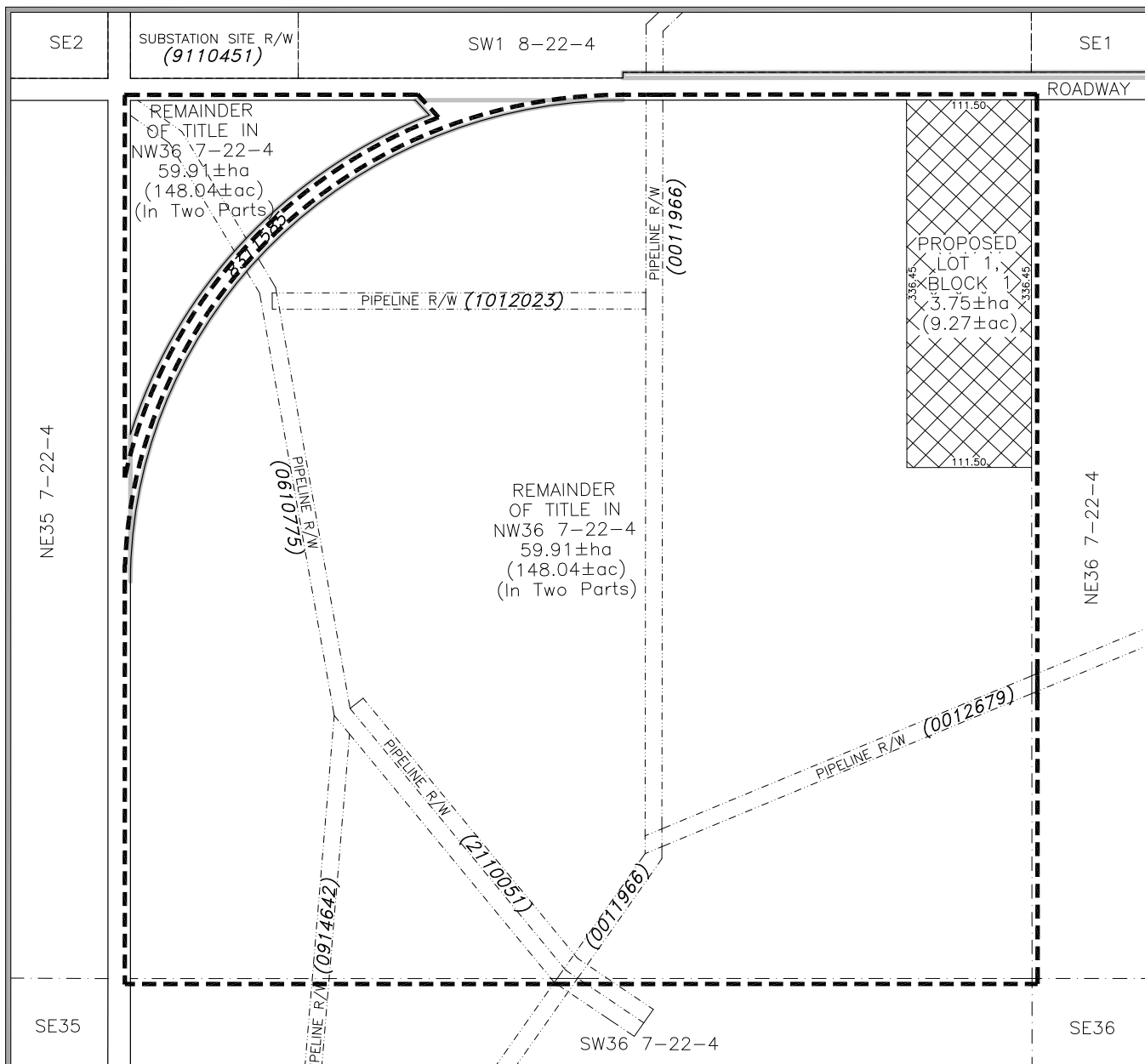
REEVE

DATE

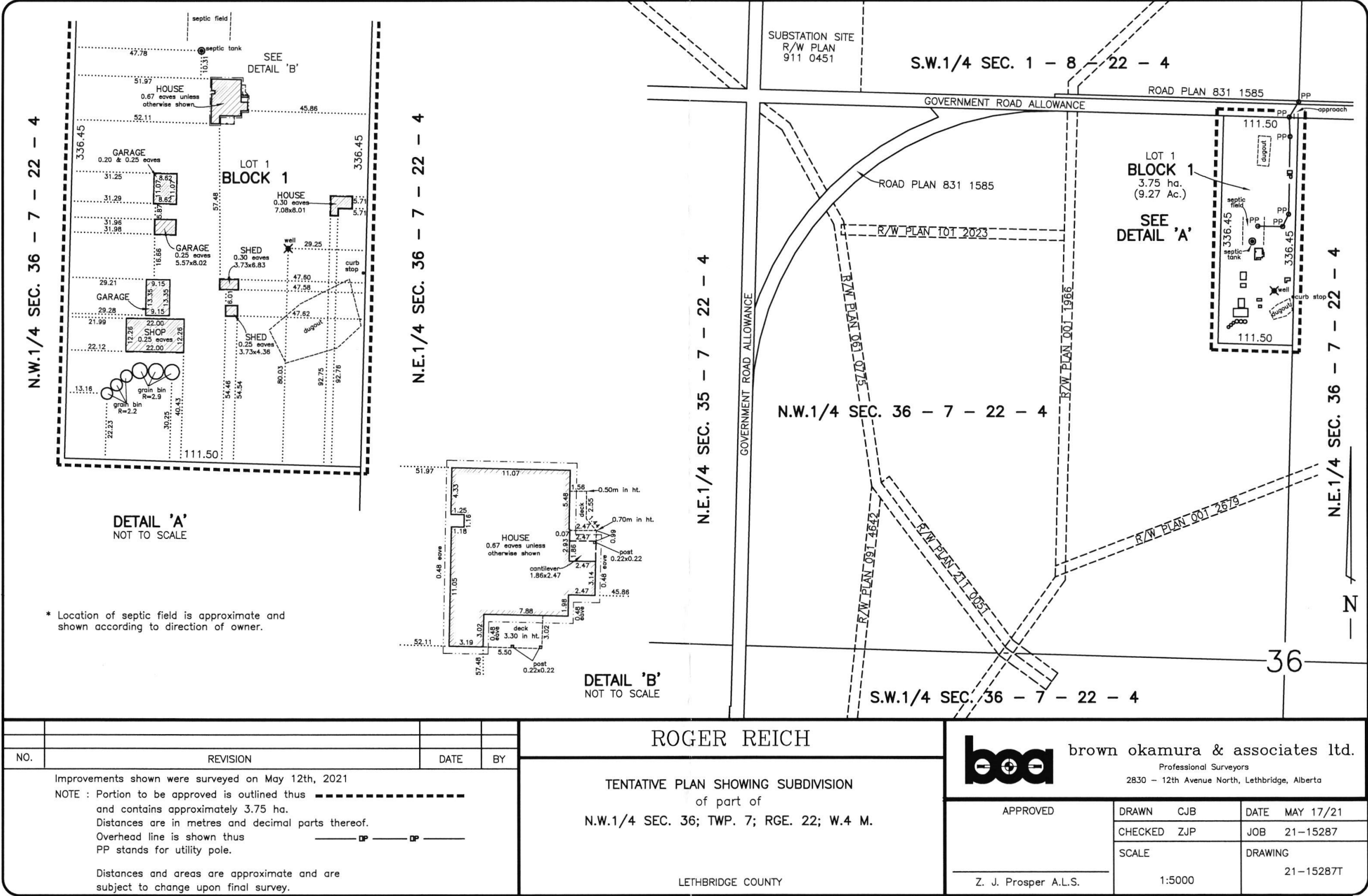


SUBDIVISION LOCATION SKETCH
 WITHIN NW 1/4 SEC 36, TWP 7, RGE 22, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: MAY 31, 2021
 FILE No: 2021-0-105





SUBDIVISION SKETCH
WITHIN NW 1/4 SEC 36, TWP 7, RGE 22, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: MAY 31, 2021
FILE No: 2021-0-105



AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-107 – Kasado Developments
- Lot 3, Block 26, Plan 0610821 within SE 23-8-21-W4 (Stewart Siding)
Meeting: Council Meeting - 08 Jul 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 - 23 Jun 2021
Approved - 24 Jun 2021
Approved - 25 Jun 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
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EXECUTIVE SUMMARY:

The application is to split a 5.18 acre industrial parcel into two equal sized titles, each at 2.59 acres respectively in size, for rural industrial use. The proposal meets the industrial subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-107 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 and for land within an established industrial park (Stewart Siding Industrial Park).
- The application complies with the Rural General Industrial land use regulations and subdivision criteria of the County's Land Use Bylaw No. 1404. The lot sizes meet and exceed the minimum 2.0 acre size required where municipal services are not available.
- The proposal complies with the 1981 Stewart Siding Area Structure Plan and there are no specific policies that prevent resubdivision. The ASP contains no specific criteria in relation to lot layout and sizes (other than meeting the minimum of the land use bylaw).
- The proposal is situated within the County & City of Lethbridge IDP boundary, and given this proposal is within an adopted ASP area, it is not inconsistent with any IDP policies.

BACKGROUND INFORMATION:

Located within the Stewart Siding Industrial Park, just south of Stewart Ave and east of Cox Drive. The proposal is to accommodate the resplit (subdivision) of an existing vacant industrial yard parcel into two lots.

The parent corner parcel has an existing access to the north on Stewart Ave, while the proposed south lot will take access to the west from Cox Drive. The applicant indicates that the lots are being subdivided to enable the future construction of commercial multi-bay buildings on site. A separate development permit application has been submitted to construct a building on the south lot. For servicing, cisterns for water would be used and septic would be managed through individual septic tank pump-out systems as future land uses proposed for the lots would not be high volume water users.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a resplit (resubdivision) of titles and the Rural General Industrial land use district standards.

The application was circulated to the required external agencies with no concerns expressed and no utility easements requested (at time of agenda report). Alberta Transportation has granted an approval.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is determined the proposed subdivision or servicing is not suitable and the parcel would remain as is.

Pros:

- there are no advantages to denying the subdivision as it meets the industrial subdivision criteria of the County and the Stewart Siding ASP.

Cons:

the County would be missing out on additional business opportunities, taxes, and growth in Stewart Siding and a refusal would likely be appealed by the applicants.

FINANCIAL IMPACT:

None direct, but the future tax situation will change with an increase in additional industrial tax revenue paid to the County.

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[5A 2021-0-107 Lethbridge County APPROVAL](#)
[2021-0-107 Diagrams for Lethbridge County](#)

RESOLUTION

2021-0-107

Lethbridge County

Industrial subdivision of Lot 3, Block 26, Plan 0610821 within SE1/4 23-8-21-W4M

THAT the Industrial subdivision of Lot 3, Block 26, Plan 0610821 within SE1/4 23-8-21-W4M (Certificate of Title No. 211 089 308 +2), to split a 5.18 acre (2.1 ha) parcel into two equal sized titles, each at 2.59 acres (1.05 ha) respectively in size, for rural industrial use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. Any lot grading plans, if required, may be addressed in the Development Agreement at the County's discretion or be provided at the development permit stage.
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.
4. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. This subdivision proposal meets the criteria of the County's Rural General Industrial land use district and the lot sizes meet and exceed the minimum size required where municipal services are not available. The proposal also generally conforms to the Stewart Siding Area Structure Plan and the plan does not prohibit the resubdivision of existing parcels.
4. The subject parcel is within the Intermunicipal Development Plan (IDP) area with the City of Lethbridge, specifically within IDP Policy Area 5. The IDP recognizes that Stewart Siding is an industrial development node for the County and the subdivision does not conflict with or contravene any applicable IDP policies.

INFORMATIVE:

- (a) The Municipal Reserve provision is not applicable pursuant to Section 663(d) of the MGA, as archival files indicate it has previously been satisfied on the parent parcel.
- (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.)

2021-0-107
Page 1 of 2

(d) ATCO Gas has no need for a Utility Right of Way on the subject property at this time, and therefore has no objection to the proposed subdivision.

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

“Reference your file to create a parcel for industrial use at the above noted location.

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

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

To that end, currently and as proposed, the parcel to be created and remnant land will gain indirect access to the provincial highway system 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 industrial parcel as proposed would have any appreciable impact on the highway.

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

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

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

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

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

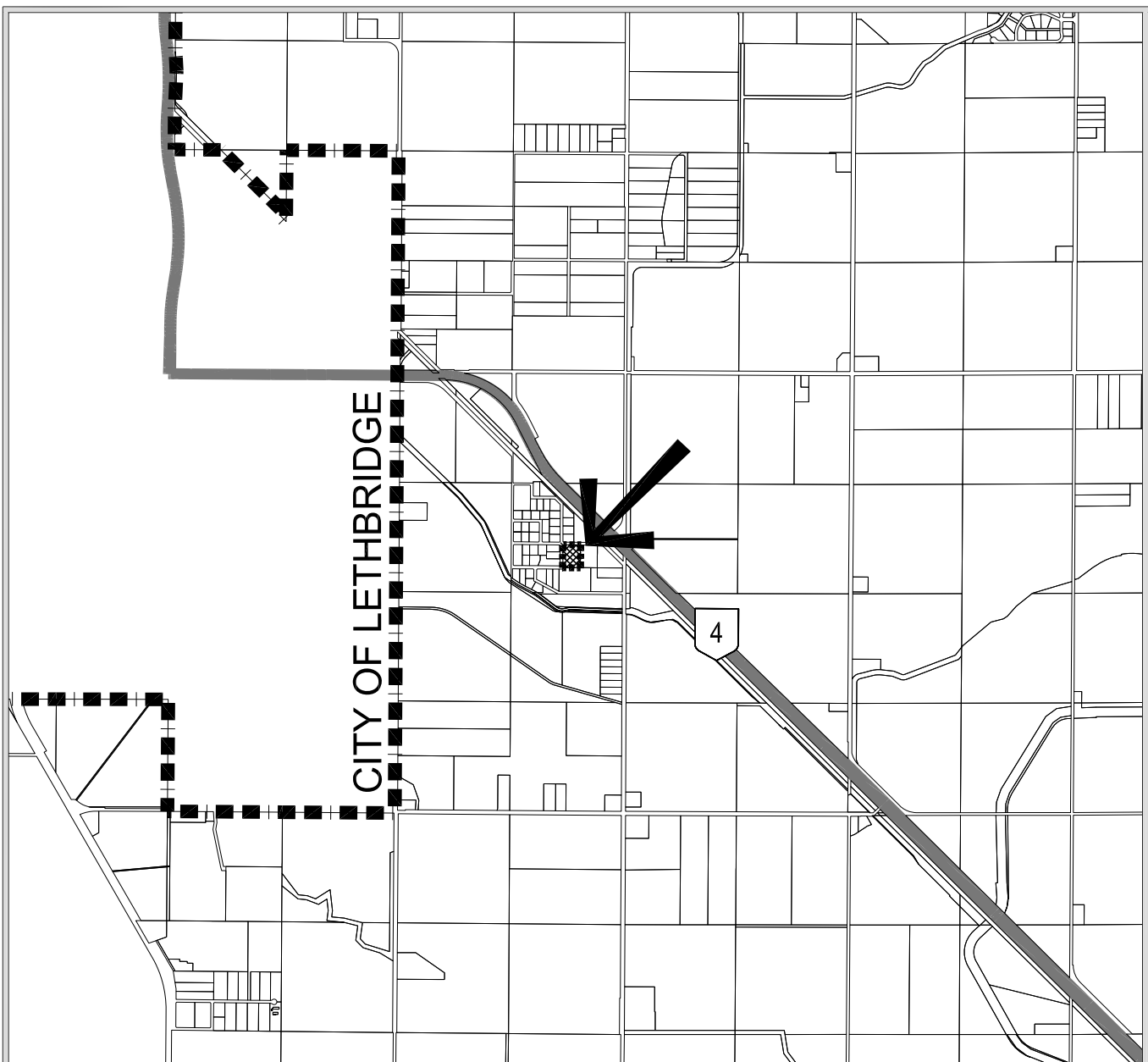
Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far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

(f) Canada Post has no comment.

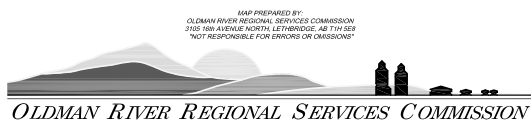
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SUBDIVISION LOCATION SKETCH
 LOT 3, BLOCK 26, PLAN 0610821
 WITHIN SE 1/4 SEC 23, TWP 8, RGE 21, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: JUNE 3, 2021
 FILE: 2021-0-107



June 03, 2021 N:\Subdivisions\2021\2021-0-107.dwg





SUBDIVISION SKETCH - EXISTING

LOT 3, BLOCK 26, PLAN 0610821

WITHIN SE 1/4 SEC 23, TWP 8, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 3, 2021

FILE: 2021-0-107





SUBDIVISION SKETCH - PROPOSED

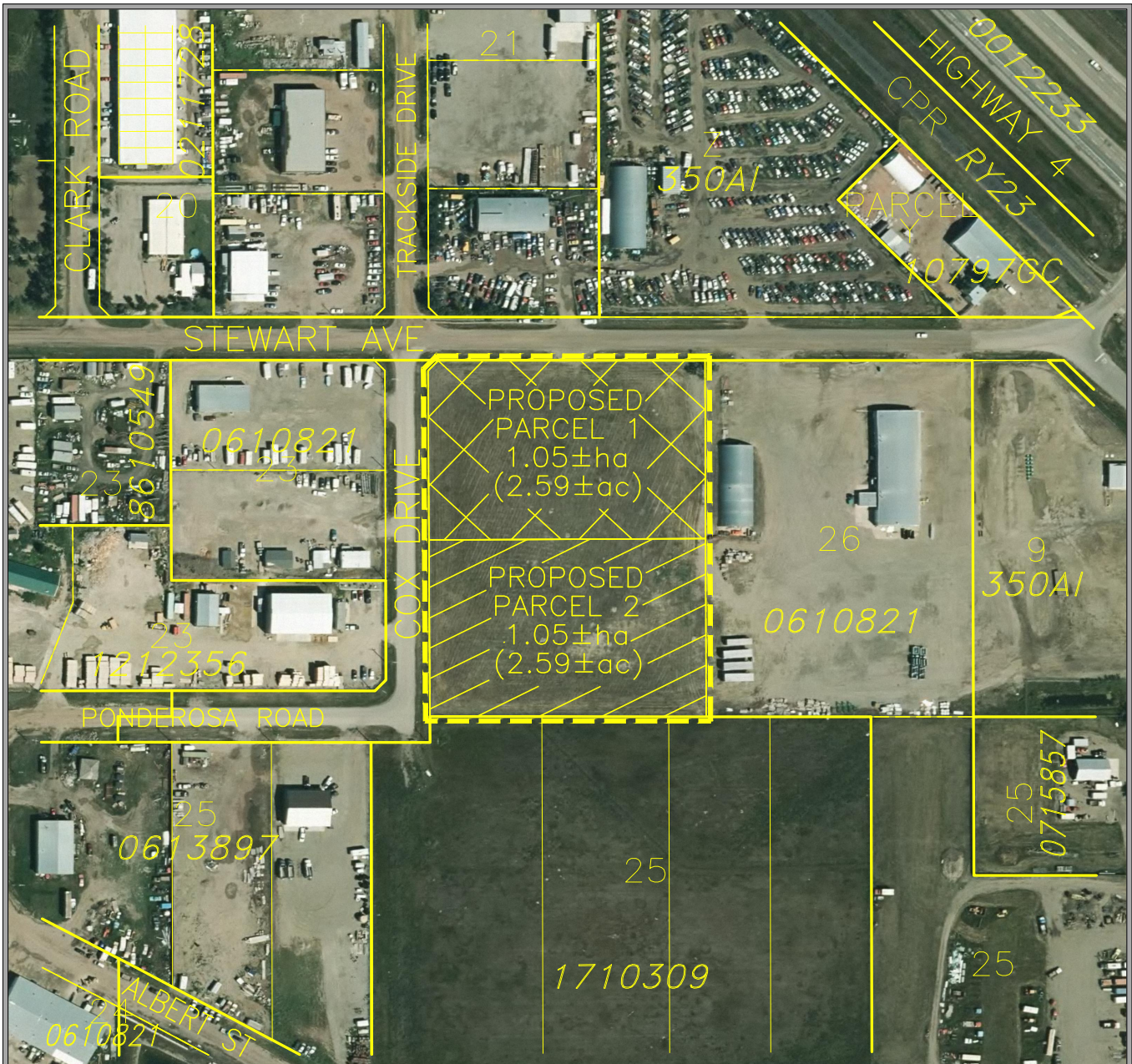
LOT 3, BLOCK 26, PLAN 0610821

WITHIN SE 1/4 SEC 23, TWP 8, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 3, 2021

FILE: 2021-0-107



SUBDIVISION SKETCH - PROPOSED

LOT 3, BLOCK 26, PLAN 0610821

WITHIN SE 1/4 SEC 23, TWP 8, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 3, 2021

FILE: 2021-0-107



AERIAL PHOTO DATE: 2015

AGENDA ITEM REPORT



Title: Rescind Policies Amalgamated into Public Works LOS Policy
Meeting: Council Meeting - 08 Jul 2021
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 23 Jun 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 existing policies and updating or amalgamating similar policies for clarity.

Public Works Level of Service (LOS) has amalgamated several existing policies within it to simplify the structure under one document. Each of the attached policies recommended to be rescinded is for a specific purpose and can be summarized accordingly within the LOS. They are not being eliminated per se but combined into a larger document. ASB policies (600's) are Public Works policies that are as well contained in the LOS, ASB LOS will be brought forward in the fall for review as there are several crossovers with other departments.

RECOMMENDATION:

To rescind each of the following policies:

- Policy 312 Crop Damage is rescinded
- Policy 313 Fencing
- Policy 315 Purchase of Right of Way
- Policy 316 Right of Entry
- Policy 317 Road Construction Program
- Policy 609 Roadtop Vegetation Control
- Policy 610 Seeding County Right-of-Way & Borrow Areas
- Policy 611 Backsloping - Vegetation Management

PREVIOUS COUNCIL DIRECTION / POLICY:

Previous policies adopted by council that will exist within the Public Works LOS Policy are the following:

Policy 312 Crop Damages was adopted in 1979 and revised in April 2005

Policy 313 Fencing was adopted in 1980 and revised in April 2005

Policy 315 Purchase of Right of Way was adopted in 1979 and revised in May 2009

Policy 316 Right of Entry was adopted in 1980 and revised in April 2005

Policy 317 Road Construction Program was adopted in 1980 and revised in June 2012

Policy 609 Roadtop Vegetation Control was adopted in 1993 and revised in September 2015

Policy 610 Seeding County Right-of-Way & Borrow Areas was adopted in 1993 and revised in April 2018

Policy 611 Backsloping - Vegetation Management was adopted in 1993

BACKGROUND INFORMATION:

In developing the Public Works LOS policy the previously adopted ones were reviewed for relevancy. As they are necessary procedures that address situational controls during construction the core of the previous policies were adopted into the Public Works LOS under Road Construction and Rehabilitation to address.

ALTERNATIVES / PROS / CONS:

Policies could be left as originally adopted, this would not address repetition with Public Works LOS policy though.

Several policies contradict what has been conducted for business and have long been outdated as for their relevancy to current operations.

FINANCIAL IMPACT:

Rescinding policies will not have a cost to the County.

Purchase of additional road allowance, fencing or crop damages will be situational and budgeted for as part of the road construction program. This cost will be variable year to year.

REASON(S) FOR RECOMMENDATION(S):

Policy revision is an ongoing process for the County and existing policies were long overdue for an administrative review.

For clarity of policy it is important to not have redundancies or repetition of policy that may contradict each other.

ATTACHMENTS:

[312 Crop Damage](#)

[313 Fencing](#)

[316 Right of Entry](#)

[315 Purchase Right of Way](#)
[317 Road Construction Program](#)
[609 Gravel Roadtop Vegetation Control](#)
[610 Seeding County Rights of Way & Borrow Areas](#)
[611 Backsloping](#)



County of Lethbridge Policy Handbook

EFFECTIVE: January 18, 1979 **SECTION:** 300 NO. 312
APPROVED BY: County Council **SUBJECT:** Crop Damage
REVISED DATE: April 21, 2005

1. The crop damage settlement as included in the right of way agreement is to be completed by the Director of Municipal Services or the Supervisor of Public Works.
2. An average yield per acre is to be determined.
3. An average market value is to be established at the time of settlement and for the current market year.
4. Settlement shall be the higher of input costs per hectare, or the calculated net profit per hectare. Net profit shall be defined as gross income per hectare, less input costs.
5. The amount of the settlement is to be included in the right of entry agreement.



County of Lethbridge Policy Handbook

EFFECTIVE: December 18, 1980 **SECTION:** 300 NO. 313
APPROVED BY: County Council **SUBJECT:** Fencing
REVISED DATE: April 21, 2005

1. A serviceable fence must be in existence and be in a state of good repair. The condition of the fence will be assessed by the County Land Agent.
2. When the right of entry agreement is reached with the landowner, the County will either:

 Option 1 – reconstruct a fence similar to the fence in existence at the time of signing the right of entry agreement based on the following:
 - a) Fence posts will be 5 metres apart.
 - b) Three strands of wire will be provided unless a four strand fence is in existence.
 - c) County will install a fourth strand if supplied by the landowner.
 Option 2 – pay to the landowner, a compensation for the removal and replacement of the fence based on the following:
 - a) A rate of \$900.00 per kilometre and the landowner therefore accepts all responsibility for the fence replacement.
 - b) At a lesser amount if the fence is not in a state of good repair as negotiated with the County Land Agent.
3. The negotiated settlement as per the fencing agreement is to be entered on the right of entry agreement.
4. In the case of Section 2, either Option 1 or 2, all serviceable fencing material shall become the property of the County.



County of Lethbridge Policy Handbook

EFFECTIVE: December 18, 1980 **SECTION:** 300 NO. 316
APPROVED BY: County Council **SUBJECT:** Right of Entry
REVISED DATE: April 21, 2005

1. The right of entry agreement is to be completed in accordance with the approved form and is to be obtained by the Director of Municipal Services as required when it is necessary to enter on to private lands.
2. Special arrangements for the purpose of handling trees, culverts, road approaches etc. can be added to the agreement under the authority of the Director of Municipal Services or the Supervisor of Public Works.
3. The right of entry agreement is to be signed by the landowner and in the case of the land being rented; the renter's signature is also required.
4. Crop Damage agreements are to be obtained and signed by the landowner or the renter of the land as the case may be.
5. Fencing agreements are to be obtained from the landowner in accordance with the established fencing policy.



County of Lethbridge Policy Handbook

EFFECTIVE: January 18, 1979 **SECTION:** 300 NO. 315 Pge 1 of 2
APPROVED BY: County Council **SUBJECT:** Purchase of
Right-of-Way
REVISED DATE: May 7, 2009

1. Preliminary Procedures

- (a) It is important to assure that all road widenings are surveyed, and that all parcels of land are amended on the assessment roll to reflect a reduced acreage.
- (b) The County employee who will be assigned the authority of right of way purchase will be the Director of Municipal Services.
- (c) The movement of power poles and underground lines necessary in the course of road construction should be contemplated well in advance of the actual construction to avoid any conflict.
- (d) The value of the land to be purchased is to be established under the authority of the County Assessor.
- (e) Land agents shall, wherever possible, use the determined agricultural values per acre or minimum value as set out in this policy.

2. Administration of Policy

- (a) A right of way acquisition agreement is to be used and signed by the landowner.
- (b) The right-of-way acquisition should be registered through the legal registration process to be conducted by the survey firm approved by the County.
- (c) The agreement may be altered by authorized County personnel for the allowance of such items as fencing, trees, road approaches and culverts.
- (d) Where borrow material is required beyond the boundary of the right of way purchase, a separate right of entry agreement is to be obtained.
- (e) Fencing agreement is to be obtained and completed with the landowner according to the established Fencing Policy 313.
- (f) Crop Damage agreements are also to be negotiated with the landowner and/or the renter or lessee, in accordance with the established Crop Damage Policy 312.



County of Lethbridge Policy Handbook

EFFECTIVE: January 18, 1979 **SECTION:** 300 NO. 315 Pge 2 of 2
APPROVED BY: County Council **SUBJECT:** Purchase of
Right-of-Way
REVISED DATE: May 7, 2009

- (g) It is understood that the determined value of agricultural land within the County be established as follows:
- Dryland - \$3,000
 - Irrigated - \$6,000
 - Pasture - \$1,500
- Minimum purchase price \$1,000 per parcel.
- (i) Water rights on irrigated land will stay with the vendor.



County of Lethbridge Policy Handbook

EFFECTIVE: September 18, 1980 **SECTION:** 300 NO. 317
APPROVED BY: County Council **SUBJECT:** Road Construction Program
REVISED DATE: June 21, 2012

THAT a policy be initiated for the establishing of a road construction program for the ensuing year as follows:

1. Proposals for roads to be constructed shall be submitted by Councillors and Public Works prior to June 30th of each year. The current rural road study will be used as a guideline to determine important roads.
2. Public Works to arrange for a road tour if requested by Council.
3. Approved roads for construction will then be listed and identified according to the year and in order in which they are to be built.
4. Where it is possible to obtain additional right-of-way, the right-of-way width to be extended to a total of 30 metres with consideration given to farm yards and acreages.
5. Roads already approved by Council will remain as priorities to any new submissions as far as possible.
6. Roads submitted for construction will be completed within two years as Public Works dictates that more lead time is required to organize surveys, road agreements, etc.



Lethbridge County Policy Handbook

EFFECTIVE: December 3, 1993

SECTION: 600 NO. 609

APPROVED BY: A.S.B.

SUBJECT: Roadtop Vegetation
Control

REVISED DATE: September 10, 2015

The purpose of this policy is to establish a program for Vegetation Control on gravel road tops in Lethbridge County. This practice will assist maintenance efforts where excess vegetation has become a problem.

1. The Supervisor of Public Works and the Supervisor of Agriculture Services will review the number of miles of road to be treated and submit this proposal through the budgeting process.
2. The program will be advertised to the public prior to commencement.
3. Chemical selection and timing of application will be at the discretion of the Supervisor of Agriculture Services.
4. Coordination between grading activity and chemical application must occur in order to ensure effectiveness of chemicals.



Lethbridge County Policy Handbook

EFFECTIVE: December 3, 1993 **SECTION:** 600 NO. 610/18 Pge 1 of 1
APPROVED BY: A.S.B. **SUBJECT:** Seeding County
Rights-of-Way & Borrow Areas
REVISED DATE: April 12, 2018

The purpose of this policy is to define how the seeding program will be implemented.

1. The Agricultural Department will be responsible for establishing suitable vegetation along rights-of-way and borrow areas disturbed during construction, reclamation or drainage clean-outs.
2. A Certificate of Analysis will be reviewed prior to any lot of seed being purchased to insure the weed seed content is within the tolerance level and variety acceptable to this area.
3. Seeding will proceed as quickly as weather conditions and manpower requirements permit.
4. Borrow areas will be reseeded with the variety requested by the landowner within reason, unless a certain variety is specified in the original agreement between the County and the landowner.
5. Signs warning traffic of equipment working ahead will be clearly visible at each end of the project.



County of Lethbridge Policy Handbook

EFFECTIVE: December 3, 1993 **SECTION:** 600 NO. 611
APPROVED BY: A.S.B. **SUBJECT:** Backsloping -
Vegetation Management
REVISED DATE: Roadside Weed Control

This policy is in place to direct the Backsloping Program.

1. Landowners who remove fences along County rights-of-way can apply to have the area backsloped, free of charge.
2. Where adjacent landowners request levelling between fields, all fences, large rocks and other material will be removed by the landowner prior to equipment being dispatched. Charges will apply at current equipment rates.
3. Backsloping and levelling will only be conducted when equipment is available and time permits.
4. Under no circumstances will man-made or natural drainage be blocked, or altered when backsloped.
5. In certain instances the only alternative may be to move the material from the ditch bottom back into the field.

AGENDA ITEM REPORT



Title: 2021 Level of Service - Public Works
Meeting: Council Meeting - 08 Jul 2021
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 23 Jun 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



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and Service Delivery



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EXECUTIVE SUMMARY:

Administration has developed over several months a Level of Service (LOS) Policy document that formalizes the majority of gravel road services and maintenance the Public Works department provides to County stakeholders. As the budget is approved annually and finite, the LOS policy provides clear direction as to the services provided.

The LOS policy is intended to provide a baseline of the core services, not an exhaustive list of Public Works daily/weekly/monthly/yearly operations. The LOS baseline provides a targeted LOS that council approves to be provided to the service area. Within the policy, the public can have a tangible view of the maintenance operations goals and targets for maintenance on an annual basis. This will be a key communication device in establishing future priorities for maintenance requirements and be in essence a living document as annual requirements will vary with demands, growth, weather conditions, etc.

Every year the policy will be brought forward with revisions for council approval. This will include increases or decreases to established LOS.

RECOMMENDATION:

Council consideration for adopting a new Level of Service Policy for Public Works maintenance, based on the budget approved for 2021 operations.

The existing policy is attached and included in a separate council report to be rescinded.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has previously adopted several separate Policy documents that represented defined portions of a LOS. Policy 345 County Roads Servicing Levels was adopted in May 2010 and has not been

revised since then. The purpose of that policy was to provide a framework for maintenance services that have not been enforced or most cases followed.

Some of the prior Policy's were in some instances specific to a task and have been amalgamated into the new LOS Policy document.

Council has previously asked the question of what we are providing for services and this document has been derived from several workshops to establish the LOS desired within the current budget constraints.

BACKGROUND INFORMATION:

Establishing a LOS for the County is not a small undertaking as the demands of the stakeholders need to be considered and balanced against fiscal responsibility. Administration has conducted several LOS workshops in regard to Public Works service targets and the options within the budget context. Administration has prepared best case scenarios within the given annual budget to formulate what are reasonable targets.

By implementing measurable and realistic goals the service level targets can be relatively set. Once these targets are set this provides a baseline of service and defined levels that can be relayed to the public. As the public can then be aware of the LOS by way of specific details, the County can then further analyze demands and adjustments necessary through further public engagement.

ALTERNATIVES / PROS / CONS:

Council can direct changes to the LOS to administration to be brought forward for council resolution at a future meeting of council.

This could include increases to the LOS which would then be estimated by the administration for proposed budget increases. Or an alternative could be to decrease the LOS in specific areas.

FINANCIAL IMPACT:

Budget considerations for 2021 and beyond are contained within the policy. As the LOS forms the budget requirements to provide service through the Public Works department this will be reviewed annually. Prior to a formal annual budget, approval will allow the administration to prepare cost adjustments based on council LOS decisions to be reviewed by council.

As council approves a set budget for service provision, it is then developed and detailed by the administration to indicate what services can be provided within that budget.

REASON(S) FOR RECOMMENDATION(S):

To ensure the stability and direction of services to the stakeholders of Lethbridge County it is important to stipulate a baseline LOS that will be formed from an approved budget. Due diligence of administration is working within the approved budget to deliver services based on council priorities and field-level observations of maintenance needs.

LOS are living documents that require flexibility as weather conditions and road usage can often present challenges for maintenance. Hence why this will be brought forward every subsequent fall to provide direction for budgetary and LOS adjustments from council.

ATTACHMENTS:

[345 County Roads Servicing Levels](#)
[PW Operational Level of Service](#)
[2021 Priority Road Grading Rev2](#)
[2021 Priority HRN](#)
[2021 SprayPatching NoTables](#)
[2021 MAP of Haul Routes and Graveling](#)



County of Lethbridge Policy Handbook

EFFECTIVE: May 6, 2010

SECTION: 300 **NO.** 345 **Pge** 1 of 15

APPROVED BY: County Council

SUBJECT: County Roads -
Servicing Levels

REVISED DATE:

PURPOSE

The County of Lethbridge is the only agency responsible in the overall proper management of the municipality's road infrastructure network. This responsibility must be carried out to ensure the safety of the public is achieved and that effective maintenance and management practices are strictly adhered at all times.

Maintenance activities includes the control of encroaching vegetation, the smoothing of the road surface, arranging for spot road repair (gravel) and redistribution of gravel. Essentially, ensuring the road surfaces are safe to travel on.

The County Roads – Servicing Levels will provide Public Works with clear direction from Council on the level of maintenance effort as it relates to the different classification of County roads.

ROAD CLASSIFICATION

1. Arterials, Collectors and Haul Roads (Referred to as "Arterial")

Arterial roads serve the purpose in collecting local traffic and funneling the traffic to the primary and secondary highways, equivalent to secondary highways or communities. An arterial road will generally meet one or more of the following criteria:

- Traffic volumes in excess of 250 vehicles per day.
- Inter-connects provincial highways, other arterial roads or communities.
- Connects multi-lot rural residential areas, hamlets or other populated areas to the provincial highway system or an equivalent arterial road.
- Connects recreational sites to a provincial highway or an equivalent arterial road.

The proposed arterial road standard provides a 10 meter finished gravel surface and should be built to a 90 km./h design speed in a desirable 30 meter right-of-way. A cross section of a collector road is reference to within the County's Engineering Guidelines under Drawing No. G-117.



County of Lethbridge Policy Handbook

EFFECTIVE: May 6, 2010

SECTION: 300 **NO.** 345 **Pge** 2 of 15

APPROVED BY: County Council

SUBJECT: County Roads -
Servicing Levels

REVISED DATE:

2. Local Roads

These roads are generally used for local traffic to access other local roads, arterial roads or provincial highways. Local roads meet one or more of the following criteria:

- Approximate average traffic volumes of 25 to 250 vehicles per day.
- Serves a local function and is not generally used for long distance travel.
- Low volume roads that generally serve only local traffic.

The proposed local road standard is for an 8 meter finished gravel surface built to an 80 km./h design speed in a 20 meter right-of-way. A cross section of a local road is reference to within the County's Engineering Guidelines under Drawing No. G-117.

3. Local Road – Low Volume

Farm access roads are used to access no more than 3 residences and not used for flow through traffic. Farm access roads meet the following criteria:

- Approximate traffic volumes of less than 25 vehicles per day.
- Often a dead-end road.
- End at the last residence on a dead-end road.
- Lowest level of bussing route and emergency services access.

The proposed standard for farm access roads is the same as that for the local roads; a 6 meter finished gravel surface within a 20 meter right-of-way. A cross section of a collector road is reference to within the County's Engineering Guidelines under Drawing No. G-117.

4. Field Access Roads

Field access roads do not provide access to a residence. These roads are normally not utilized by other traffic. These roads are:

- A field access only.
- Usually not part of the County grader operator's regular road grading maintenance cycle. Only bladed on request if the request does not exceed the level of service described within the policy.



County of Lethbridge Policy Handbook

EFFECTIVE: May 6, 2010

SECTION: 300 **NO.** 345 **Pge** 3 of 15

APPROVED BY: County Council

SUBJECT: County Roads -
Servicing Levels

REVISED DATE:

The proposed standard for field access roads is for a 4-6 meter unfinished dirt surface within a 20 meter right-of-way.

5. Undeveloped Roadways

Municipalities have a responsibility for all municipal road right-of-ways including undeveloped roadways. Weed controls is an example of operational activities that the County must follow as a basic level of servicing.

MAINTENANCE LEVELS OF SERVICE

General Activities

1.1 Grading

Gravel surface maintenance is required to provide a reasonably smooth and safe roadway for the motoring public, taking into consideration weather and traffic conditions.

Regularly scheduled road inspections should be carried out to ensure that the required level of service is maintained. Due to changing traffic volumes or excessively wet conditions it may be necessary to schedule more frequent inspections.

Roadway surfaces should be bladed to remove all potholes, washboards and ruts. The roadway should be maintained to have a uniform crown of 3-5% and all curves must be bladed in such a manner as to maintain the designed super elevation. The crown of the main roadway should be maintained through the intersection, while the crown on the intersecting roadway should be feathered back. The road surface should be kept free and clear of all large rocks that may appear after normal blading.

All approaches to bridge decks and railway crossings should be bladed in such a manner as to ensure that the bridge deck and the railway crossing surface is kept clear of all excess material. All crossings should be regularly inspected to ensure that blading operations have not damaged the crossing. Any damage to the crossing should be immediately reported to the railway operator.



County of Lethbridge Policy Handbook

EFFECTIVE: May 6, 2010

SECTION: 300 **NO. 345** Pge 4 of 15

APPROVED BY: County Council

SUBJECT: County Roads -
Servicing Levels

REVISED DATE:

1.2 Shoulder Maintenance

Shoulder maintenance (pulling of shoulders) should be done on all arterial roads on an as required basis. The roadway should be inspected annually to determine whether pulling of shoulders is required.

Shoulder maintenance will be required when the shoulders of the road push out, the crown rate of the roadway becomes flatter than 1%, or the cross section is wider than designed and not properly draining. Typically, shoulder maintenance will be required prior to the commencement of re-gravelling operations.

The roadway should be inspected in the late fall of each year for the purpose of condition rating. A roadway should be considered for re-gravelling when it exhibits any of the following characteristics:

- Excessive loss of surface gravel.
- Numerous bald or shiny spots.
- Clay balls on the shoulders after blading.
- Excessive rutting.

Ultimately, the condition, width, traffic type and traffic volume of the roadway will dictate the application rate of gravel. The suggested rate of gravel application for collector roads is 350m³/km. at construction, then 150m³/km. or as required.

Prior to re-gravelling operations, the roadway should be reshaped to the proper crown rate and width. If required, it may be necessary to "pull shoulders".

1.3 Roadside Vegetation Control

Refer to the following two County of Lethbridge Policies: 343 – Vegetation Management Roadside Weed Control and 344 – Vegetation Management Special Programs Roadside Mowing.

1.4 Railway Crossing Maintenance

Crossing maintenance is required to ensure a safe crossing for the motoring public and the railway operator. All crossings should be inspected weekly and also immediately following the completion of any maintenance activity that has been carried out in close proximity to the crossing.



County of Lethbridge Policy Handbook

EFFECTIVE: May 6, 2010

SECTION: 300 **NO.** 345 **Pge** 5 of 15

APPROVED BY: County Council

SUBJECT: County Roads -
Servicing Levels

REVISED DATE:

All crossings should be kept clear of all debris, gravel, snow and ice resulting from roadway maintenance activities. When roadway maintenance affects the operation of the railway, the railway operator must be notified prior to the commencement of the work. All crossings should be signed.

The railway operator should be notified immediately of conditions that may interfere with the safe operation of the crossing. Loose planking or rail damage should be reported to the railway operator as soon as possible.

1.5 Guardrail

Guardrail is used to protect vehicles from three major hazards: roadside obstacles, permanent bodies of water, and steep slopes or high embankments.

Proper maintenance of guardrail is critical to safe operations. Improperly installed or maintained guardrail can be more of a hazard than the feature they guard.

Guardrail should be inspected annually to ensure proper and effective operations; guardrail that is prone to damage should be inspected more frequently. If guardrail causes a snow drift hazard that is more severe than the original hazard the guardrail was intended to protect against, the installation should be re-evaluated.

1.6 Brush Control

Brush, which has become established, in the right-of-way by suckering or inadvertent seed drop should be removed where necessary in order to:

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches;
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds, created by traffic on the gravel road.

Brush control is best performed before the vegetation reaches 2 meters in height or before sight distance becomes impaired.

Brush control requirements should be reviewed and prioritized on an annual basis. A Brush Control Program should be developed by early fall each year.



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After brush control operations have been completed, all cuttings larger than 10 centimeters in diameter or longer than 50 centimeters should be removed and properly disposed of. Mechanical brushing may produce debris small enough to leave in the right-of-way.

When deemed necessary because of maintenance or safety issues the removal of shrubs and trees planted within an existing right-of-way will be the responsibility of the adjacent landowner.

1.7 Drainage Systems

In order to maintain the roadway in optimum condition, water must be kept from saturating the subgrade and also from eroding the roadway. Culvert installations provide relief for natural drainage channels and also prevent undue accumulation and retention of water on and adjacent to the roadway.

All culverts should be inspected regularly to ensure proper and effective operations.

Properly installed and maintained culverts will protect the roadway against storm and subsurface water damage. The capacity of culverts can be reduced dramatically when damaged or blocked by silt, debris or ice.

Culverts that are prone to freezing should be inspected in the early spring. Culverts that become plugged with ice during spring runoff should be steamed open as soon as is practical.

Maintenance of culverts will include silt removal and on occasion, spring steaming on an as required basis.

Ditches that become "silted in" or blocked can alter the natural drainage patterns thus causing flooding. Periodic maintenance of ditches may be required to ensure that drainage ditches are functional and that they are capable of carrying out their design flows.

All ditches, especially those with heavy flows and those subject to flooding or erosion, should be inspected each spring or during peak flow periods to ensure proper operation.

1.8 Snow and Ice Control



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Plowing of the roadway should be commenced before snow accumulations reach 10-15 centimeters on the roadway. However, if drifting conditions prevail, plowing operations may be commenced sooner. In general, winter maintenance schedules are determined by weather conditions.

During the first snowfall, it is desirable to mix snow into the loose gravel to stabilize the surface material when it freezes. This minimizes future gravel loss from snow plowing.

Ice blading may become necessary if the roadway becomes slippery due to compacted snow or ice. Ice blading roughens the surface for improved traction. Care must be taken to minimize gravel loss.

The highest priority for snow removal and ice control activities will need to be consistent with the County's Policy 342 that reflects how the County addresses its priorities. Note that Section 3 of the current policy dated April 21, 2005 states that "*first priority on gravel roads will be school bus routes*".

1.9 Snowfence

Snowfence should be placed in areas where snow drifting is prevalent to reduce snow accumulation on the roadway and to improve visibility. The location of the snowfence will be determined by local conditions and past experience.

Snowfencing should be installed after farming operations have been completed and prior to winter. Snowfence should be located 25-40 meters from the centerline of the roadway. Typically, the drift formed by the snowfence will extend for a distance of approximately 10 times its height. The snowfence should be removed early in the spring to avoid conflicts with the landowner's operations. All debris must be removed and properly disposed of (wire, lath, etc.).

1.10 Traffic Signs

The municipality has the authority under both the Municipal Government Act and the Highway Traffic Act to erect traffic controlling devices at any location that is considered necessary for safely controlling and managing of its transportation and traffic systems. A sign management program that includes annual inspections, ongoing maintenance, reporting, repairs and maintenance is part of Public Works responsibility. This program ensures the property signs are erected and are fully functional as traffic controlling devices ensuring the safety of County roads.



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1. ARTERIALS

1.1 Grading

The rate of blading should be sufficient enough to maintain the required level of service. Traffic volumes, traffic type, weather and general road conditions should be all considered. The suggested minimum frequency of blading operations for arterial roads is once per week or as required based on weather conditions, road inspections and road issue complaints.

Table 1 below illustrates the suggested maximum kilometres of roadway allowable per grader based on traffic volume Annual Average Daily Traffic (AADT).

--- Table 1 ---
**Guidelines for Motor Graders
per kilometre of Graveled Roadway**

Annual Average Daily Traffic (AADT)	Subgrade Width 7-10 Meters
Under 100	100-200 kilometre per grader
100-500	60-100 kilometre per grader
Over 500	50-80 kilometre per grader

1.2 Surface Re-Gravelling

Excessive loss of gravel from a roadway results in loss of traction, a reduction in strength, rutting and deterioration of the roadway surface and side slopes. Arterial roads require re-gravelling, on average, once every three years and depending on road conditions, amount and type of traffic, may require gravelling more frequently.

1.3 Brush Control

Brush within the right-of-way should be removed where necessary in order to:

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches.
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds, created by traffic on the gravel road.



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Brush control requirements should be reviewed and prioritized on an annual basis. A brush control program should be developed by early fall each year.

1.4 Drainage Systems

All culverts should be inspected regularly to ensure proper and effective operations.

Properly installed and maintained culverts will protect the roadway against storm and subsurface water damage. The capacity of culverts can be reduced dramatically when damaged or blocked by silt, debris or ice.

Culverts that are prone to freezing should be inspected in the early spring. Culverts that become plugged with ice during spring runoff should be steamed open as soon as is practical.

Maintenance of culverts will include silt removal and on occasion, spring steaming on an as required basis.

All ditches, especially those with heavy flows and those subject to flooding or erosion, should be inspected each spring or during peak flow periods to ensure proper operation.

1.5 Snow and Ice Control

Plowing of the roadway should be commenced before snow accumulations reach 10-15 centimeters on the roadway. However, if drifting conditions prevail, plowing operations may be commenced sooner. In general, winter maintenance schedules are determined by weather conditions.

Arterial roads have first priority of snow removal, however, school bus routes are to be considered highest priority.

The recommended frequency for each maintenance item is shown in Table 2 below.



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--- Table 2 ---
Maintenance Program for Arterial Roads

Maintenance Item	Area / Rate	Frequency
Grading	10.0 meter road surface	Every 3 weeks or as required
Re-Gravelling	150 m ³ /km.	Every 1-3 years or as required
Guardrail	N/A	Every year or as required
Brushing	20-30 meter right-of-way	Every 5 years or as required
Culverts	Each	Early spring or as required
Ditches	All ditches	Early spring or as required
Snow Removal	Road surface & side slopes	Highest priority as required
Traffic Signs	Each location	As required

2. LOCAL ROADS

2.1 Grading

Generally, the required level of service for local roads will be less than that of arterial roads, nonetheless road inspections should be carried out regularly to ensure that the required level of service is maintained, taking into consideration the traffic volume, type, weather and general road conditions.

The suggested minimum frequency of blading operations for local roads is once every one or as required.

2.2 Surface Re-Gravelling

A local road may require re-gravelling, on average, once every five years. The roadway should be inspected in the late fall of each year for the purpose of condition rating. A roadway should be considered for re-gravelling when it exhibits any of the following characteristics.

The suggested rate of gravel for local roads is 350m³/km. at construction, then 150m³/km. or as required.

Prior to re-gravelling operations, the roadway should be reshaped to the proper crown rate and width. If required, it may be necessary to "pull shoulders".



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2.3 Brush Control

Brush within the right-of-way should be removed where necessary in order to:

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches.
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds, created by traffic on the gravel road.

Typically, local roads will require brushing every five years.

2.4 Drainage Systems

In order to maintain the roadway in optimum condition, water must be kept from saturating the subgrade and also from eroding the roadway. Culvert installations provide relief for natural drainage channels and also prevent the undue accumulation and retention of water on and adjacent to the roadway.

All culverts should be inspected regularly to ensure proper and effective operations.

Culverts that are prone to freezing should be inspected in the early spring. Culverts that become plugged with ice during spring runoff should be steamed open as soon as is practical.

Maintenance of culverts will include silt removal and on occasion, spring steaming on an as required basis.

All ditches, especially those with heavy flow and those subject to flooding or erosion, should be inspected each spring or during peak flow periods to ensure proper operation.

2.5 Snow and Ice Control

Plowing of the roadway should be commenced before snow accumulations reach 10-15 centimeters on the roadway. However, if drifting conditions prevail, plowing operations may be commenced sooner.

In general, winter maintenance schedules are determined by weather conditions.

It is recommended that local roads have second priority after arterial roads for snow removal. However, school bus routes are to be considered highest priority.



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2.6 Snowfence

Snowfence should be placed in areas where snow drifting is prevalent to reduce snow accumulation on the roadway and to improve visibility. The location of the snowfence will be determined by local conditions and past experience.

The recommended frequency for each maintenance item is shown in Table 3.

--- Table 3 ---
Maintenance Program for Local Roads

Maintenance Item	Area / Rate	Frequency
Grading	8.0 metre road surface	10-12 per year or as required
Re-Gravelling	150m ³ /km.	Every 3-4 years
Brushing	20 metre right-of-way	Every 5 years or as required
Culverts	Each	Early spring or as required
Ditches	All ditches	Early spring or as required
Snow Removal	Road surface & side slopes	Following arterials as required
Traffic Signs	Each location	As required

3. LOCAL ROADS – LOW VOLUME

Due to the low traffic volume of farm access roads, the level of service will be minimal and on an as required basis. The suggested application rate of surface gravel is 350m³/km. at construction, then as required.

The recommended frequency for each maintenance item is shown in Table 4 below.



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--- Table 4 ---

Maintenance Program for Low Volume Farm Access Roads

Maintenance Item	Area / Rate	Frequency
Grading	6 meter road surface	4 per year or as required
Re-Gravelling	150m ³ /km.	Every 3-4 years
Brushing	20 meter right-of-way	As required
Culverts	Each	Early spring or as required
Ditches	All ditches	Early spring or as required
Snow Removal	Road surface & side slopes	When arterials & locals complete as required
Traffic Signs	Each location	As required

4. FIELD ACCESS ROADS

4.1 Maintenance Program for Field Access Roads

The level of service required for field access roads will be minimal. If the property owner has an interest in providing a greater level of service, approval will be required from the County Public Works. All work performed by the public must meet the County's approval and final acceptance. The County will not be responsible for any costs incurred for the work performed.

The recommended frequency for each maintenance item is shown in Table 5 below.

--- Table 5 ---

Maintenance Program for Field Access Roads

Maintenance Item	Area / Rate	Frequency
Grading	4-6 meter road surface	Twice each year if required
Re-Gravelling	150m ³ /km. if performed	5 years
Brushing	N/A	N/A
Culverts	No culverts – typical	N/A
Ditches	No ditches – typical	N/A
Snow Removal	N/A	Generally not required
Traffic Signs	N/A	N/A



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5. Un-Developed Roadways

Municipalities have a responsibility for all municipal road right-of-ways including undeveloped roadways. Weed controls is an example of operational activities that the County must follow as a basic level of servicing. This is not a regular activity with respect to an ongoing inspection program. This activity will typically be completed whenever municipal services are made aware of the problem. Normal situation is abutting property owners will care for the vegetation control as part of their regular activities.

Managing the right-of-use is another responsibility as it relates to allowing the public the right-of-use for a specific purpose the municipal undeveloped road right-of-way. This requires a formal request from the property owner for the purpose of receiving the municipality's approval subject to conditions imposed upon the applicant. This is a favorable situation for the municipality due to property owners accepting the responsibility to maintain the un-developed roadways.



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Roads Maintenance Levels of Services

Activities	Arterial	Local	Local Low Volume	Field Access	Undeveloped R/W
Grading					
Area/Rate	10 meter surface	8 meter surface	6 meter surface	4-6 meter surface	N/A
Frequency	Every 3 weeks	10-12 per year	4 per year	4 per year	N/A
Re-Gravelling					
Area/Rate	150m3/km.	150m3/km.	150m3/km.	150m3/km.	N/A
Frequency	Every 1-3 years	Every 3-4 years	Every 3-4 years	Every 5 years	N/A
Guardrail					
Area/Rate	Each	Each	Each	Each	N/A
Frequency	As required	As required	As required	As required	N/A
Brushing					
Area/Rate	20-30 meter R/W	20-30 meter R/W	20 meter R/W	N/A	N/A
Frequency	Every 5 years	Every 5 years	Every 5 years	N/A	N/A
Culverts					
Area/Rate	Each	Each	Each	No culverts	N/A
Frequency	Early spring	Early spring	Early spring	N/A	N/A
Ditches					
Area/Rate	All ditches	All ditches	All ditches	No ditches	N/A
Frequency	Early spring	Early spring	Early spring	N/A	N/A
Snow Removal - For snow removal and ice controlling purposes, bus routes will have priority re: Policy #342					
Area/Rate	Road surface & side slopes	Road surface & side slopes	Road surface	N/A	N/A
Frequency	Highest priority	After arterials done	Following arterials & locals	N/A	N/A
Traffic Signs					
Area/Rate	Each location	Each location	Each location	N/A	N/A
Frequency	As required	As required	As required	N/A	N/A

Public Works Operational Level of Service



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2. Construction Guidelines 2021
3. Grader Divisions
4. Consequence Table – Gravel Roads
5. Risk Register – Gravel Roads
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 - Grader Districts 1–7 – Priority Classification
 - Haul Route (HRN) – Priority Classification
 - Spray Patching – Hard Surface Locations

1. Purpose, Considerations, and Level of Service

Purpose

The purpose of this document is to advise Council of the current Level of Service residents and businesses are being provided and to communicate this Level of Service of Public Works annual operations to the residents and businesses throughout Lethbridge County. Municipal roadways are divided into four classifications based on the frequency of maintenance occurrences. These classifications are as follows:

- Classification 1 Roadways
 - High traffic volume (>100 AADT (annual average daily traffic))
 - Important to economic and social activity
 - Thorough connectivity
- Classification 2 Roadways
 - Medium traffic volume (25<100 AADT)
 - Thorough connectivity
- Classification 3 Roadways
 - Low traffic volume (25< AADT)
 - Connectivity
- Classification 4 Roadway
 - Unmaintained or undeveloped road allowance

This classification of roadways will accommodate the majority of traffic. The goal of Lethbridge County is to provide gravel road maintenance as effectively and efficiently as possible to maintain a safe and sustainable transportation network maintenance program for the community. Expectations of gravel roadways are variable throughout the regions of the County and to expect roadways with limited to no wash boarding and rutting should not be expected at all times. The goal of Lethbridge County is to maintain road surfaces at safe driving conditions as often as reasonably possible while working within the limitations of the current Level of Service, resources, budget constraints, economic activity, and weather conditions. With proper use of systematic processes, equipment, personnel, and adequate funding this goal can be obtained. Patience and flexibility is required to adapt to a large variety of circumstances and conditions within the municipality. Maintenance activities provided within the level of service is a guideline of average maintenance, conditions may exist at any time that effect the timing and delivery of services.

Lethbridge County maintains approximately 1782 kilometers (1107 miles, regular – 969 miles, base stabilized 138 miles) of gravel roadways which is separated into 8 grader divisions, with an equal number of equipment and operators. Each division ranges in size from 147 to 312 kilometers (92 to 195 miles) due to traffic volumes and intensity.

In addition, Lethbridge County provides maintenance on all hard surface roadways throughout the municipality including hamlets.

Plan Considerations

Lethbridge County considers multiple factors while developing levels of service for gravel roadway grading and gravelling. These factors include, but are not limited to the following:

- Public Safety
- Budgetary amounts for activities
- Industrial Site Activity
- Intensive Livestock Activity
- Intensive Irrigation Crop Activity
- Stable Economic Activity
- Competent personnel
- Ability to maintain emergency services
- Environmental impacts
- Historic weather conditions and temperatures
- Protection of property
- Effective resource allocation
- School bus routes

Service Statement

The grading and gravelling control objectives of the County are to:

- Provide safe travelling conditions for motorists
- Provide cost effective gravel road maintenance services
- Reduce economic losses to the municipality and businesses
- Assist emergency services transportation
- Provide safe, passable roads

Lethbridge County has a commitment to provide effective and efficient gravel road maintenance to its citizens. However, it must be realized that circumstances may delay and/or prevent the completion of this plan 100% of the time. Some circumstances are;

- Unforeseen emergencies
- Services requested/required that are outside of the normal
- Parked or stalled vehicles that restrict operations
- Weather so severe as for crews cannot complete tasks
- Inadequate equipment
- Mechanical failures
- Illness
- Lack of competent personnel
- Lack of materials (gravel)

Scope of Responsibility

Lethbridge County is responsible for maintenance on municipal roads within the municipal boundary. Provincial highways within Lethbridge County boundary are maintained by Alberta Transportation controlled contractors. Lethbridge County does not grade or gravel roadways that are private roadways.



Level of Service (LOS)

It is the expectation of our citizens that we keep all municipal roads sufficiently passable throughout the year. To accomplish this expectation, Lethbridge County will provide, to a reasonable extent, grading and gravelling services consistent with general accepted standard practices. Each year is unique and comes with its own challenges. Challenges that will heavily influence when and what services are delivered include;

- Air and road temperatures
- Precipitation type
- Precipitation amount
- Traffic activity
- Deviation from the defined program
- Availability of supplies
- Availability of personnel
- Availability of equipment

Grading and Gravelling Activity

Grading and gravelling maintenance activities are directed to achieving and maintaining relatively safe traffic movement on Lethbridge County roadways. Therefore, efforts are categorized into 3 roadway classifications for maintenance and a 4th for undeveloped road allowance, this is based on historic data and operator feedback.

The maximum level of service is reached when all gravel roadways are on schedule and receiving maintenance activities as outlined in Appendices. The service activities and frequency of each gravel roadway classifications are outlined below:

Classification	Grading Frequency (weeks)	Gravelling Frequency (years)
1	2-3	1-3
2	3-8	3-6
3	8-18	6-10
4	0	0

As an enhanced service, targeted intersection areas that have historically required additional maintenance are stabilized using contract resources to apply MG30 to the roadway surface. This treatment significantly reduces the development of wash boarding in these acceleration and deceleration areas.

Gravel spread rates will vary depending on the existing road conditions, typical road gravelling will be 200-300 tonne per mile. Spot gravelling for specific areas will be as required.

Roadway vegetation control on gravel roads will be through the ASB LOS through submission and approval by the Supervisor of ASB and PW accordingly. Coordination will be established between grading activity and chemical application, primarily focused on low volume roadways.



Gravel Pits (County Owned and Operated)

Lethbridge County owned gravel pits and will be operated in accordance with AEP guidelines for gravel pits. Reporting on activities will be through survey or drone imagery.

Gravel pit maintenance, stripping and reclamation will be done by internal staff. Seeding of topsoil and subsoil piles will be completed by the ASB on an as needed basis.

External contractors will be hired for gravel processing within County aggregate pits.

Haul Route Access Network (HRN)

The Haul Route Network (HRN) is comprised of 138 miles (2020) of 4 inches of stabilized gravel of varying widths from 7-9 meters on County gravel roadways. The Haul Route Access Network will be evaluated on an annual basis to determine mileage to be rehabilitated and recrowned. The number of miles to be repaired will be determined by the shape of the crown, potholing, surface raveling and other surfacing considerations.

The HRN will be adjusted annually for required maintenance depending on the deterioration of the roadways though field evaluation. Attention in the spring will be in addressing the surface of the roadway to address roughness and rideability for the public.

Spring maintenance (April through to June) will involve a water-grade-pack (WGP) practice to bring roadways into a proper shape and address raveling and pothole areas.

Summer maintenance (June through to September) activities will involve calcium injection into the gravel mat through grading or milling activities. The calcium liters applied per square meter will be based on retention of calcium in gravel surface, typical will be estimated at 2 to 3 liters per square meter. As conditions allow additional WGP roadways will be targeted due to deterioration in addition to calcium treated roadways.

Fall maintenance (September through to October) activities will involve WGP treatments of high traffic HRN roadways prior to winter.

As weather allows areas of the HRN that require grading maintenance will be addressed on a case-by-case basis as condition allow.

Year to year evaluations and data collection of life cycle maintenance requirements will further address the maintenance tactics applied to different sections and whether calcium injection into gravel mat is required.

Road Construction and Rehabilitation

Road construction, rehabilitation and shoulder maintenance will be conducted as required on roadways with consideration for high traffic corridor improvements that address width, geometrics and road material considerations.

Roadways when constructed or rehabilitated will meet a standard road cross section that meets or exceeds the County typical design for gravel roadways. (See attached Appendix 2 for cross section). Roadway design if required by a third-party engineer will be built to design specifications that consider traffic type and quantity on roadway, sightlines, drainage and other associated road construction considerations.

Backslope agreements will be established for projects that require material and sloping outside of the road allowance. Preferably backslope agreements will be entered into with adjacent landowners deferring the purchase of a road allowance widening.

Road allowance widening will be considered for construction projects that require additional width for future roadway development or as required depending on field requirements for material borrow sourcing. Road allowance purchasing typically involves a 5-meter widening on either side of roadway increasing width from a 20-meter road allowance to a 30 meter. Road allowance purchase from adjacent landowner will be based on current assessed value with consideration for land market conditions.

Fencing that is removed for backsloping or construction purposes will be re-established to property line if required at the sole cost of the County. Fencing that can be eliminated as part of project will be treated on a case by case.

Crop damages will be paid for disturbed land outside of road allowance as part of the backsloping required for the project. Crop price per acre will be established through a survey for area of damage, depending on extent this may be done pre and post construction if a discrepancy exists. In consultation with County ASB, establishing a market cost for an agreed upon crop damages payment to landowner will be assessed based on acres damaged. This will be paid the year of construction, if extenuating circumstances or road construction projects that bridge adjoining years will be treated on a case-by-case basis. If a cover crop is to be seeded as a transition this will be in conjunction with the County ASB and the landowner

Seeding of road allowances disturbed by construction will commence upon completion of projects by the County ASB (parameters within ASB LOS) in conjunction with the Public Works department. Areas seeded will be monitored for the re-establishment of vegetation. Topsoil preservation to allow future vegetation growth will be a focus on construction projects. Topsoil material will be stripped from construction sites prior to construction or rehabilitation and then replaced and established on slopes within road allowance and seeded accordingly.

Culverts

Culverts will be inspected for potential maintenance or replacement on a rotational basis as time allows. Within the County there are over 3,000 culverts combined of centerline (bisecting roadway), approaches (within borrow ditch) and bridge sized (1500mm diameter or larger). Culverts are necessary to accommodate overland drainage water from storm events or spring snow melting.

Culverts will be repaired on a case-by-case basis through prioritization from inspection program, with the priority being given to situations where there may be potential damage to private property, County roads and farmland.

Within the asset management plan these will be planned for replacement on a life cycle rotation or as needed basis. As the soil types and culvert usage varies across the County so will the life span of infrastructure. A typical life cycle for a culvert would be 50 years, higher risk locations that accommodate storm flows or high-level crossing may require different applications.

Culvert marking program has been implemented and the majority of culverts have been marked for visibility for operators and the travelling public. Damaged culverts will not be marked until the damage has been repaired and the culvert end protected.

Culvert types:

- Corrugated steel pipe (CSP)
- Plastic (HDPE) corrugated pipe
- Hardened steel liners

Approaches will be constructed in accordance with **Policy 310 – Approach Construction Guidelines**. Upon completion of residential approach, re-established through construction or replacement through annual program determinations the culvert will be added to the asset management program for life cycle tracking and evaluation.

Typical approach size – 500mm (20”) diameter culvert

Typical centerline size – 600mm (24”) diameter culvert

Larger culverts will be sized as per County, Irrigation districts and/or engineering evaluation to determine flow rates and applicable size and type.

Signage

Regulatory signs will be erected and placed in accordance with accepted provincial and federal guidelines throughout the County.

All municipal signage will be installed as per the following order:

1. As per County bylaw
2. As per provincial guideline
3. As per **Transportation Association of Canada – Manual of Uniform Traffic Control Devices**

Speed limits will follow design guidelines where applicable and be 80 km/hr unless other wise posted for all gravel roads.

School and playground zones will follow provincial guidelines for installation.

Residential addressing signage will be replaced as needed upon approval of the Director of Public Operations or designate.

Site Triangle Evaluation

When applicable the County will mitigate or put traffic control devices in place for site triangle concerns that are identified through ongoing evaluations

Hard Surface Maintenance and Repairs

Protective measures and services are applied to hard surfaces to mitigate current and future deterioration as part of the maintenance life cycle for these types of surfaces.

Pothole repairs will be done by contractor or internal staff using a combination of hot mix asphalt and/or cold mix products depending on the evaluation of staff.

Spray patching and crack sealing of all hard surfaces will be done on a rotational basis from visual assessments conducted in the spring to prioritize the deterioration and mitigate potential damages.

Chip seals or oil sealants of roadways will be used as required as a wearing surface to offset or delay future overlays.

Dust Control

Dust control by application of calcium chloride or similar products determined by operations will be provided as a subsidized program with residents making annual applications for a specific distance to be applied on the roadway fronting the applicant's property. Deadline for applications will be April 1 of application year and will be in accordance with Policy 314 Dust Control. Dust control subsidy will be reviewed annually for cost evaluation.

Road Sweeping

Road sweeping will be done in the spring for local roads and hamlets. This will be conducted on an annual basis, which will be the primary target or as required if conditions require additional clean up.

Local roads will have paved road shoulders and intersections cleaned from winter debris from sanding activities.

Hamlets and industrial parks will have a third-party contractor operating a street sweeper to clear debris from local streets. Lanes and alleys will not be swept.

Line Painting

Line painting will be in accordance with Alberta Transportation standards for paved road sections with standardized line marking.

Line painting will be completed on all County paved roadways every 2 years. If a roadway is scheduled for an overlay as part of capital infrastructure improvements the roadway will be painted in the given year that improvement is done.

Haul Road Agreements and Land Lock Permits

Haul road agreements will be entered into for landowners restricted by hard surfaces that are banned seasonally or annually. Banned roads limit the movement of implements and supplies.

Land lock permits will be issued to operations who require access for their commodities into and out of their locations.

Road Bans

Road bans for seasonal or inclement weather may be put in place to protect infrastructure.

Regional road bans within County boundaries will be issued through Transportation Routing and Vehicle Information System (TRAVIS), the provincial road ban site for commercial vehicles.

Due to the large agriculture base and spring seeding the gravel road network will remain ban free unless extenuating circumstances come into effect.

Personnel Responsibility

This document is used by Lethbridge County and has been developed to establish communication channels through which the gravel road maintenance Level of Service can be converted into an effective and understood set of actions. The actions taken by maintenance crews and operators are the result of the directives, policies and procedures established by Council, and administration and approved by the Director of Public Operations.

Operators

The maintenance crews and operators are vital to successful implementation of this existing Level of Service. Maintenance crews and operators are responsible for;

- Providing a timely, effective service for their designated district
- Maintaining equipment
- Documenting maintenance activities
- Maintaining a positive work environment

Supervisors

Supervisors are responsible for:

- Coordination of services to ensure timely, effective coverage as per the Level of Service
- Coordinate with fleet maintenance to ensure proper equipment maintenance is complete
- Collecting and totaling materials used (grader blades, gravel quantities hauled)
- Timely, courteous responses to complaints, requests, and inquiries
- Providing training opportunities for staff
- Maintaining a positive work environment

Management

Management is responsible for:

- Providing adequate resources for operations
- Creating training opportunities for supervisors and operators
- Maintaining material inventories
- Maintaining a positive work environment
- Timely, courteous responses to complaints, requests, and inquiries
- Promote and maintain public awareness and support for gravel road maintenance services

2. Equipment Preparation

All equipment utilized in gravel road maintenance operations are prepared and inspected for readiness and repairs prior and during operations by fleet maintenance.

Primary Gravel Road Maintenance Equipment

Public works uses the following equipment as required;

- 8 – Motor graders
- 2 – Additional Motor graders as required – designated for internal construction projects
- 6 – Highway Tractor with Pup Trailer
- 4 – Highway Tractor with Super B Trailer
- 1 – Water Truck
- 1 – Calcium Application Trucks
- Contract Services for Calcium Applications

Primary Base Stabilization Equipment

Public works uses the following equipment as required;

- 1 – Construction graders
- 1 – Mill Razor Grader mounted
- 1 – Calcium Application Trucks
- 1 – Water Truck
- 1 – Water Tanker
- 2 – Self-propelled pneumatic rollers

Primary Road Construction and Rehabilitation Equipment

Public works uses the following equipment as required;

- 2 – Construction graders
- 2 – Motor scrapers
- 1 – Dozer
- 2 – Tractor w/ pull type padfoot, disc or pneumatic roller
- 1 – Water Truck
- 1 – Tandem

Primary Culvert Maintenance Equipment

Public works uses the following equipment as required;

- 1 – Track excavator
- 1 – Back hoe
- 1 – Tandem
- 1 – Highway tractor and equipment trailer
- 1 - Trench compactor

Primary Hard Surface Road Maintenance Equipment

Public works uses the following equipment as required;

- 1 – Truck mounted spray patcher, crack sealer
- 1 - Trailer for transport of oil products
- 1 – Truck equipped with front mount sweeper

Primary Sign Maintenance

Public works uses the following equipment as required;

- 1 – Truck mounted auger, sign truck

3. Travel Restrictions and Road Closures

Spring road bans will restrict the quantity of gravel to be hauled and will slow the delivery of services accordingly.

During certain weather events it may become necessary to close roadways to traffic. This action will only be taken if extreme weather events deem an area of the County unfit for travel.

4. Service Level Costs

As service levels change, so do costs and associated risks. A consequence table and risk analysis can be found in Appendix 4.

Costs to deliver the current level of service include:

- Annual Operating budget Grading and Graveling
- Amortization of equipment and facilities
- Shop maintenance
- Gravel purchase, processing, and reclamation costs
- Administration cost
- Fuel
- Wear items
- Oil sealants and patch repair material
- MG30 Stabilization
- Line painting
- Program adjustments



Annual Estimates (2021)

The overall Public Works budget is **\$10,107,805 (2021)**.

Rural Grading

Annually, the municipality grades approximately 7217 miles of gravel roadway as outlined in Section 1 – Level of Service and Appendix 1. With program adjustments required for numerous reasons an additional 300 miles of grading could be expected with optimal conditions then totaling 7500 graded miles annually. All items considered the cost to grade one mile of roadway one time on average is \$215 (based on 2020 averages). Total cost for service allotted to grading is **\$1,650,000 (2021)**.

Gravelling

Annually, the municipality gravels on average 231 miles per year at a rate of 200-300 tonne per mile sourcing gravel from multiple gravel pits throughout the County. This total does not include any program adjustments required for spot gravelling or spring frost boils, in addition to poor weather conditions that may increase program level demands. The gravel resources will be a combination of County owned and processed gravel or through contract purchasing through a third party provider. The average cost to gravel one mile of roadway one time is \$5,000 (based on 2020 averages). The cost per tonne of gravel delivered average is approximately \$17. Total cost for service allotted to gravelling is **\$1,200,000 (2021)**.

Haul Route Network

Annually, the municipality maintains a haul route network of 138 miles. These roadways are treated annually in terms of stabilization, grading, gravelling and packing maintenance. This total does not include any program adjustments required for spot gravelling or spring frost boils. Total cost for service allotted to base stabilization is **\$1,200,000 (2021)**.

Rural Road Construction, Culverts and Drainage

Annually, the municipality builds or rehabilitates gravel roadways that have been identified as projects for internal construction staff. The average cost to build a mile of roadway one time is \$250,000. The average cost to rehabilitate a mile of roadway one time is \$25-50,000. Total cost for service allotted to gravelling is **\$1,035,000 (2021)**. In addition, the municipality replaces and/or repairs 40-50 culverts due to age or condition. Total cost for service allotted to culvert replacements is **\$500,000 (2021)**.

Signage

Annually, the municipality replaces and/or repairs 500-800 signs due to age or condition. Total cost for service allotted to sign replacements is **\$225,000 (2021)**.

Hard Surface Repairs

Annually, the municipality repairs hard surfaces that are asphalt or oiled surfaces throughout the municipality. This will involve spray patching and hot or cold mix patch repairs by both internal and external sources. Total cost for service allotted to hard surface repairs is **\$400,000 (2021)**.

5. Delay of Maintenance Operations

Maintenance of roadways is a very challenging task. The work can be rough on equipment and manpower. Delayed services may occur due to the following;

- Weather that is not suitable for maintenance operations
- Road bans
- Stuck vehicles on roadways
- Equipment breakdowns
- Manpower shortage due to sickness, injury, or lack of responsibility
- Manpower shortage due to working outside of "regular working hours and personnel require rest as per OHS regulations
- Operator breaks and vacation
- Obstruction across the road such as downed trees or power lines
- Other municipal emergencies
- Visibility

6. Conclusion

The core of service delivery is a balance between citizen expectations, ability to pay, risk and program delivery. As we as a County continue working toward a functional Asset Management system, the County may consider a citizen survey to further define the Level of Service required by the public. This will help to further analyze the public expectation of services, our ability to pay for the services, and an acceptable level of risk the municipality is willing to accept.

With direction from Council and annual budget allotments the level of service provides a baseline for expected services to the public infrastructure.

APPENDIX 1: Grading and Gravelling LOS Targets 2021

TABLE 1: Grading LOS Targets 2021

		Grading Frequency	Average Frequency	Grading Frequency	TOTAL Mileage Grading
Units of Measure	miles	weeks	weeks	Per Year	Year
Local Road - Priority 1 (>100 AADT)	150	2-3	3	12	1800
Local Road - Priority 2 (25<100 AADT)	740	3-8	5	7	5180
Local Road - Priority 3 (25 < AADT)	79	8-18	12	3	237
	969	TOTALS			7217

TABLE 2: Gravelling LOS Targets 2021

		Gravelling Frequency	Average Frequency	Gravelling
Units of Measure	miles	years	years	years
Local Road - Priority 1 (>100 AADT)	150	1-3	2	75
Local Road - Priority 2 (25<100 AADT)	740	3-6	5	148
Local Road - Priority 3 (25 < AADT)	79	6-10	10	8
	969	TOTALS		231

TABLE 3: HRN Base Stabilization LOS Targets 2021

		Stabilization Frequency	WGP Frequency	Cost	TOTAL Cost for Service
Units of Measure	miles	years	years	mile	Program
Haul Routes Priority 1 (>100 AADT)	48	1	0	16000	768000
Haul Routes Priority 2 (<100 AADT)	48	0	3	1300	187200
Haul Routes Priority 3 (<100 AADT)	42	0	1	1300	54600
Haul Routes Variable P1,2, or 3 +15%	138	TBD	TBD	TBD	190200
	138	TOTALS			1200000

	Design Width	Design Speed	Grading Frequency	Gravelling Frequency	Rehab - Base Stabilization	Rehab Road ReConstruction
Units of Measure	meters	km/h	weeks	years	years	years
Paved Road (Greater than 400 AADT)	9	110/80	N/A	N/A	N/A	N/A
Haul Route Network Gravel Base Stabilization	8-8.5	N/A	N/A	N/A	1-3	As required
Local Road - Priority 1 (>100 AADT)	8-8.5	N/A	1-3	1-3	N/A	As required
Local Road - Priority 2 (25<100 AADT)	7-8	N/A	3-8	3-6	N/A	As required
Local Road - Priority 3 (25 < AADT)	7 <	N/A	8-18	6-10	N/A	As required
Undeveloped Road Allowance	N/A	N/A	N/A	N/A	N/A	N/A

APPENDIX 3: Grader Divisions

TABLE 5: Grader Division Summary (2021)

2021 Grader Division

	1	2	3	4	5	6	7	R 6&7	
P1	13	6	22	36	14	15	37	7	150
P2	104	114	79	84	142	72	80	65	740
P3	2	2	0	6	41	10	4	14	79
TOTAL	119	122	101	126	197	97	121	86	969

TABLE 6: Grader Division Summary (2020)

2020 Grader Division

	1	2	3	4	5	6	7	8	
P1	15	9	18	25	11	19	24	15	136
P2	89	67	73	77	126	59	66	71	629
P3	14	50	10	4	62	11	20	35	205
TOTAL	118	126	101	105	199	89	111	121	969

APPENDIX 4: Consequence Table

Consequence Table - GRAVEL ROADS						
Category	1	2	3	4	Weight	Notes
Operational Impacts	Requires semi annual monitoring or repair	Requires monthly monitoring or repair	Requires weekly monitoring or repair	Unable to maintain or operate OR repair requires greater than one week	0.6	Reactive operational effort above what is routine
Environment	Short term irritant (i.e. Dust)	Prolonged irritant (i.e. Dust) OR Aesthetic impact	Release of harmful substances to environment (i.e. Hydraulic fluid, diesel fuel, etc.)	Release of harmful substances to environment that result in a fine	0.8	AEP, Irrigation Districts Dust control Noise
Safety	Near miss	Minor injuries that do not require medical consultation	Injuries require medical consultation	Many people with major injuries OR fatality	1	Consider all road users - pedestrians, bikes, vehicular. Roads, lights, signs, etc.
Travel Time	Travel time is increased for a period of < 48 hours	Travel time is increased for a period of 48 hours - one month	Travel time is increased for period of one month - four months	Travel time is increased for period of > four months	0.6	
Accessibility	Short term access interruption <10 mins (no alternate route) OR less than 10 households	Short term access interruption 10 min - 1 hour	access interruption 1 - 24 hours	Service interruption to emergency services OR >24 hours	0.8	Access to residences, goods, services, emergency services, other civic services. High weight. Assumption - no

						alternate route (if there is an alternate route, this is captured under Travel Time)
Service Delivery - Comfort	Minor decrease in ride comfort and confidence	Moderate decrease in ride comfort and confidence. Obstructions visible but alteration in path and speed are not required.	Decreased speed required. Occasional alteration of path.	Frequently alter driving path. Vehicle damage. Major decrease in ride comfort and noise level	0.8	
Staffing	Sick, unable to work for 1 day	Sick, unable to work for 2-5 days	Sick, unable to work for 5-30 days	Sick > 30 days or deceased	0.4	
Reputation	One off localized negative publicity	Short term regionalized negative publicity	Prolonged regionalized negative publicity	Prolonged major reputation damage, prolonged reports in national news	0.4	
Financial	<\$5k	>\$5k-\$100k	\$100k-\$1M	>\$1M	0.8	Reactive costs

Likelihood Table

	1	2	3	4
	Improbable	Possible	Likely	Almost Certain
Likelihood	Could happen, but probably never will except under exceptional circumstances	The event might occur at some time as there is a history of this event occurring	There is strong possibility of this event occurring as there is a frequent history of occurrence	Very likely. Expected to occur in most circumstances.

Ranking Matrix

Consequence				
	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

APPENDIX 5: Risk Register

Risk Register				
Number	Undesirable Event	Why?	Why?	Why?
1	Gravel Road Failure	Designed as a rural gravel road.	Heavy, frequent traffic at times	Poor weather conditions

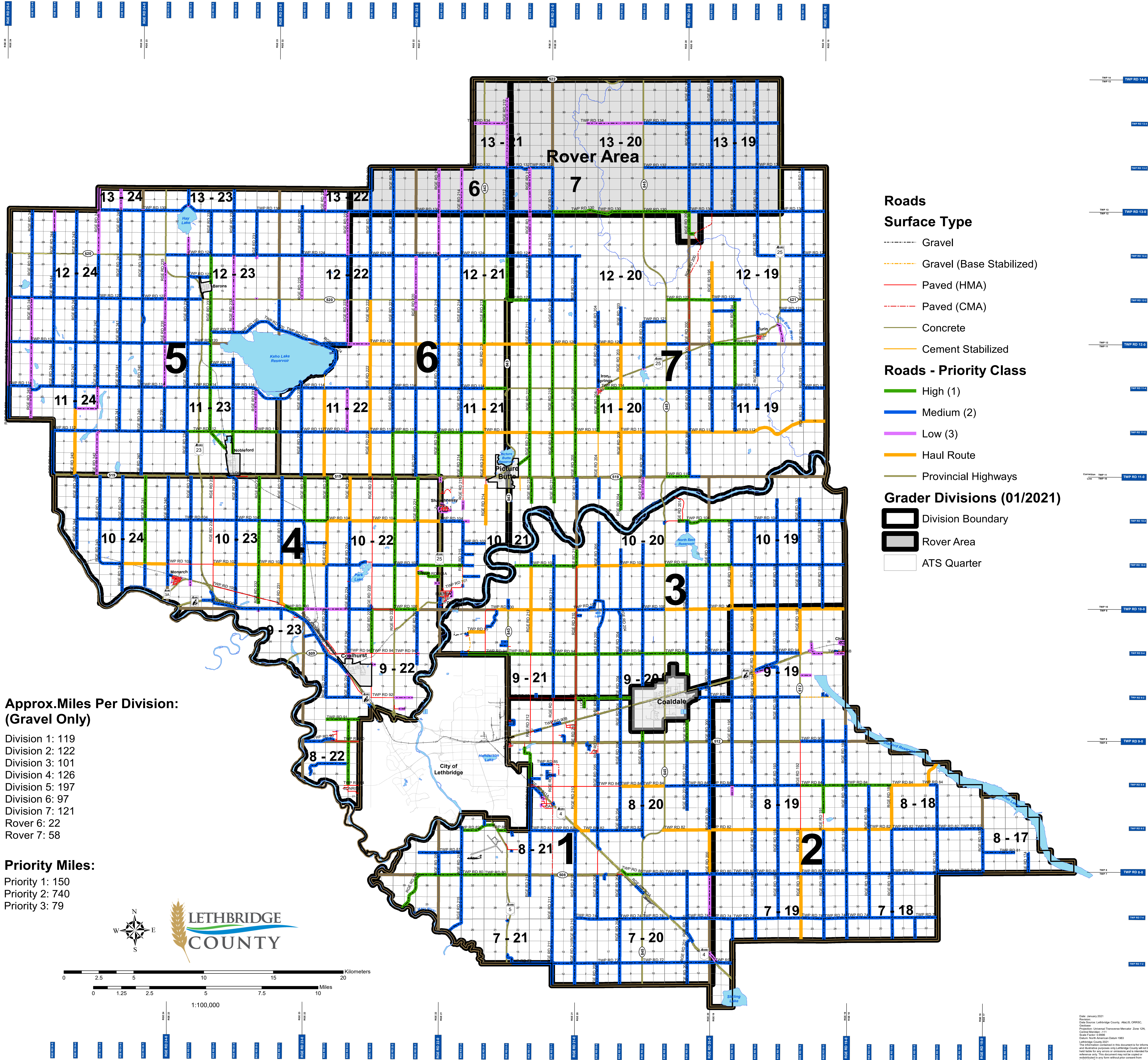
Consequence Weighted Consequence Score	Likelihood Score	Risk Score
17.20	3	51.60
		10.00
		20.00
		30.00
		40.00
		50.00
		60.00
		70.00

Risk Treatment		
Current Mitigating Actions	Possible Mitigating Actions	General Notes
Regular grading and gravelling of roadway.	Increase quality of Infrastructure (surface/structure)	Road re-build and Shoulder pull to improve geometry

APPENDIX 6: Roadway Classification Maps

- Lethbridge County Road Grading – Priority Classification
- Grader Districts 1–7 – Priority Classification
- Haul Route (HRN) – Priority Classification
- Spray Patching – Hard Surface Locations

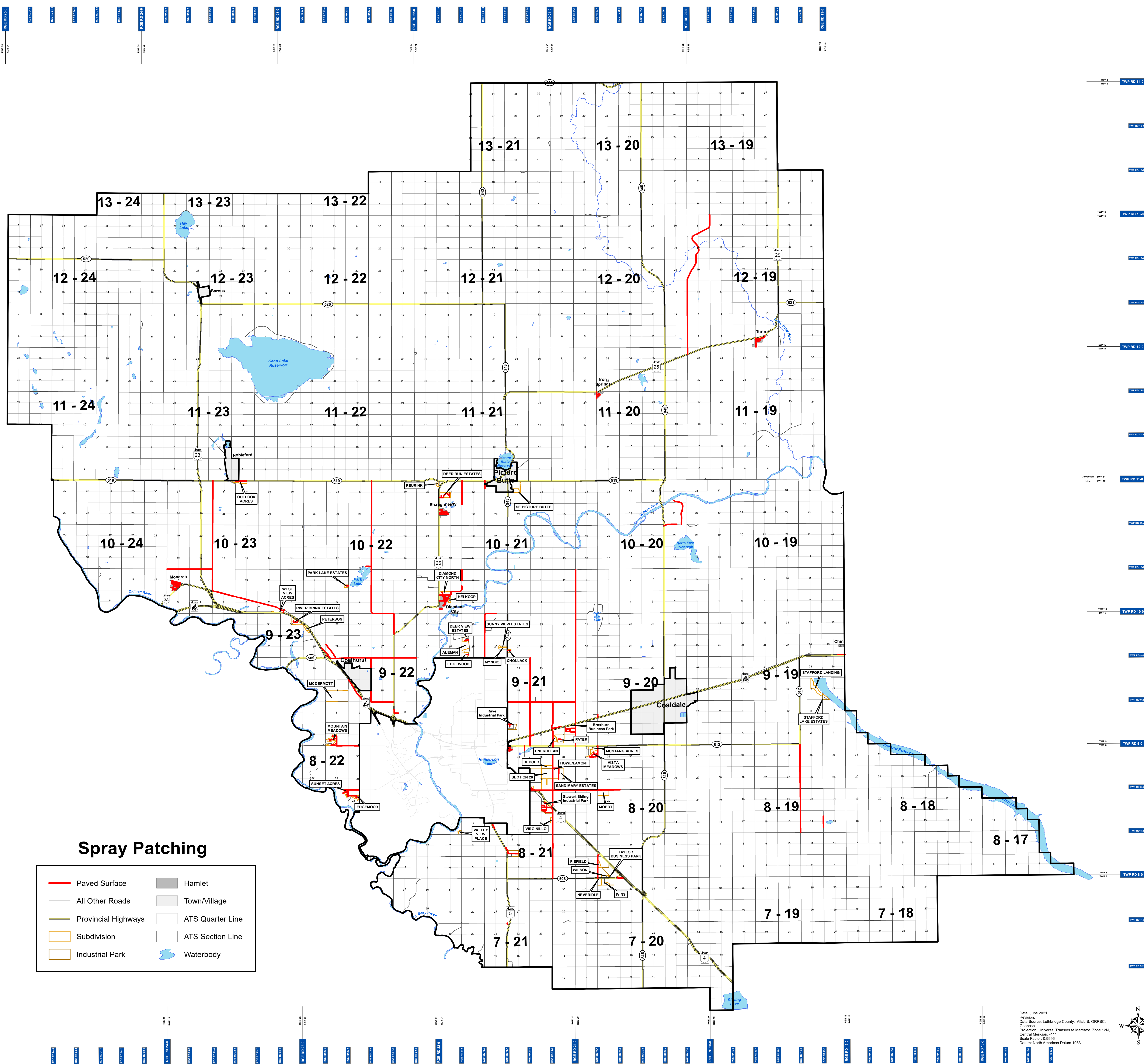
2021 Gravel Road Grading Priority



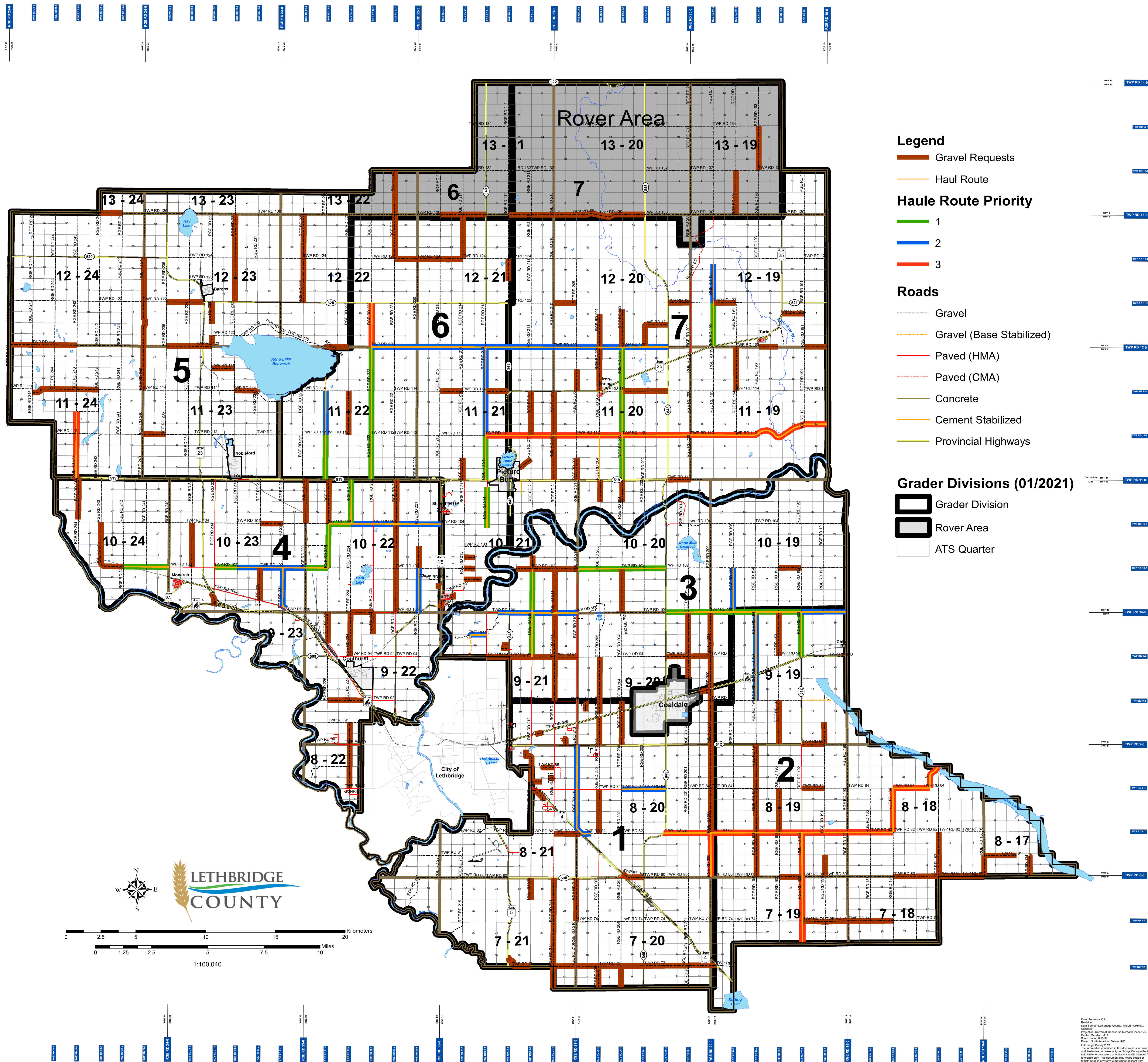
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Haul Route Priorities and Gravel Requests - 2021



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AGENDA ITEM REPORT



Title: Fairview Stormwater Pond - Request for Budget Increase
Meeting: Council Meeting - 08 Jul 2021
Department: Municipal Services
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Throughout the pandemic, the cost of some materials has risen sharply, especially the cost of lumber, steel, and poly pipe. The increases in 2020 have carried over to 2021, and we are seeing these increased costs affecting our projects. The Fairview Stormwater Drainage project includes the installation of 340 meters of 450mm PVC Storm Pipe, which is the largest component of this project. Three quotes were procured, and the lowest bid was just under \$190,000. Engineering for this project is about \$6,500, and with a \$10,000 contingency, the total project value is \$206,500, which is \$36,500 over the previously approved budget.

RECOMMENDATION:

County Council approve an additional \$36,500 from the Drainage Reserve for the Fairview Stormwater Drainage project with a total project value of \$206,500.

PREVIOUS COUNCIL DIRECTION / POLICY:

2021 Capital Project 21-IS-05

BACKGROUND INFORMATION:

The Fairview Stormwater Drainage project was approved through the 2021 budget with a budget of \$170,000. This project was identified to alleviate drainage issues in the area and provide residents with proper alley access. The pond was completed by Public Operations earlier this year, and now the outlet pipe installation remains.

ALTERNATIVES / PROS / CONS:

Alternative 1: Delay work until 2022 in anticipation of lower pricing

Pro: Costs may come down in 2022 resulting in lower pricing

Con: There will be a pond taking in stormwater with no outlet, pumping into the canal would be required only if approved by SMRID

FINANCIAL IMPACT:

Up to an additional \$36,500 from the Drainage reserve. The current balance is \$500,354.

REASON(S) FOR RECOMMENDATION(S):

To ensure this project is completed in 2021 and the pond has an adequate outlet.

ATTACHMENTS:

[Tender summary letter 2021-06-10](#)

[DJI_0009](#)



2021-06-11

Confidential

Devon Thiele, CET
Lethbridge County
#100, 905-4 Ave South
Lethbridge, AB T1J 4#4

Subject: Tender Summary

Dear Sir:

Please see below the table summarizing the tender results that were received for Fairview Storm main installation.

CONTRACTOR	TENDER TOTAL
1. Dennis Dirtworx LTD.	\$198,937.20 (\$189,464 excl. GST)
2. Jenex Contracting Ltd.	\$223,445.25 (\$212,805 excl. GST)
3. Ground Breakers Construction	\$243,600.00 (\$232,000 excl. GST)

Please review and let us know how you wish to proceed.

Yours sincerely,

Melissa Chodyka
Senior Technologist

MC/mc

cc:Trent Purvis

Encl. Tender Results

3509, 6 Avenue North
Lethbridge, AB
Canada T1H 5C1

T: +1 403 327-7746
F: +1 403 380-2825
wsp.com



AGENDA ITEM REPORT



Title: Community Services Policy Review - Fire Protection Policy #202 and Fire Inspections Policy #203
Meeting: Council Meeting - 08 Jul 2021
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 24 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

The County Administration policy review of all County policies continues. Administration believes that Fire Protection Policy # 202 and Fire Inspections Policy # 203 are both redundant and can be rescinded because their original purpose is now covered in the Schedule of Fees Bylaw and the County's Fire Quality Management Plan (QMP), respectively.

RECOMMENDATION:

That Fire Protection Policy #202 be rescinded.

That Fire Inspections Policy #203 be rescinded.

PREVIOUS COUNCIL DIRECTION / POLICY:

Fire Protection Policy #202 was adopted in 1997 and amended in 2002. Its purpose was to establish billing practices to recover a portion of expenses incurred from landowners when fire suppression services are provided.

Fire Inspections Policy #203 was adopted in 1996. Its purpose was to establish conditions governing fire inspection services for the fire discipline.

BACKGROUND INFORMATION:

Fire Protection Policy #202 states that fire response fees will be charged in accordance with the County's Schedule of Fees Bylaw. The main elements of Policy #202 as well as additional emergency response fees are now included in Schedule of Fees Bylaw No. 20-022 (attached), which provides sufficient detail to guide emergency response billing practices.

Fire Inspections Policy #203 addresses fire inspections. The frequency and need for fire inspections are thoroughly outlined in the County's Fire QMP. Furthermore, Policy #203 states how much the fees for fire inspections were. The fees listed in the policy are now outdated. Furthermore, any fees charged by a municipality should be in a bylaw rather than a policy. Current fire inspection fees are shown in the Schedule of Fees Bylaw.

ALTERNATIVES / PROS / CONS:

Fire Protection Policy #202

1. Rescind Fire Protection Policy #202

Pros: removes a redundant policy originally adopted in 1997 that no longer serves a useful purpose.

Cons: no negative consequences for rescinding the policy have been identified

2. Retain Fire Protection Policy #202

Pros: No specific reasons for retaining this policy have been identified.

Cons: may create uncertainty regarding fire protection billing practices if there is both a policy and a bylaw that address the same issue.

Fire Inspections Policy #203

1. Rescind Fire Inspections Policy #203

Pros: removes a redundant policy originally adopted 25 years ago that no longer serves a useful purpose.

Cons: no negative consequences for rescinding the policy have been identified

2. Retain Fire Inspections Policy #203

Pros: No specific benefits for retaining this policy have been identified.

Cons: may create confusion regarding fire inspections if there is an outdated policy and an up-to-date Fire QMP approved by the Alberta Safety Codes Council that address the same issue.

FINANCIAL IMPACT:

No positive or negative financial implications have been identified if Policy #202 and Policy #203 are rescinded.

REASON(S) FOR RECOMMENDATION(S):

Both policies were established in the mid to late 1990s and are no longer required. Their initial purpose is now governed and regulated in current statutory documents - the Schedule of Fees Bylaw and the Fire QMP.

ATTACHMENTS:

[Emergency Services - Schedule of Fees Bylaw](#)

[Fire Protection Policy 202](#)

[Fire Inspections Policy #203](#)

C. EMERGENCY SERVICES

1. Fees for an Emergency Service Department(s) Responding to any Emergency Call Other than a Motor Vehicle Collision or any Incident on a Provincial Highway Right-of-Way
 - a) Fees for an emergency service department(s) responding to any Emergency Call will be \$325.00 per ½ hour.
 - b) Billing time will commence with the initial call for a response and cease when the emergency service department(s) has returned to service.
 - c) Cause and/or origin of the incident will determine either the individual or the registered property which will be invoiced fees for the emergency response.
2. Fees for an Emergency Service Department(s) Responding to any Motor Vehicle Collision or any Incident on a Provincial Highway Right-of-Way
 - a) Fees will match those outlined in the current Alberta Transportation Policy for Emergency Call – Emergency Response on Highways.
 - b) Costs for additional equipment and/or personnel, may be included in addition to the cost of the Emergency Service Department(s) response.
 - c) Billing time will commence with the initial call for a response and cease when the emergency service department(s) has returned to service.
 - d) Fees will be divided equally and invoiced accordingly to each registered property owner(s) involved in the incident.
3. Fees for an Emergency Service Department(s) Responding to a False Alarm
 - a) First response related to a malfunctioning or maliciously activated fire safety installation or other safety device where no emergency exists during a calendar year – no charge.
 - b) Second response related to a malfunctioning or maliciously activated fire safety installation or other safety device where no emergency exists during a calendar year - \$325.00.
 - c) Third response related to a malfunctioning or maliciously activated fire safety installation or other safety device where no emergency exists during a calendar year - \$650.00.
4. Fees for Requested Fire Inspection and Investigation Services

Bylaw 20-022 – Schedule of Fees

- a) Provision of fire inspection and investigation services by a Lethbridge County accredited Fire Safety Codes Officer will be \$66.00 per ½ hour.
- b) Time incurred for travel and administration will be charged at the same rate.

5. Fees for Emergency Responses to a Call for Municipal Mutual Aid

- a) Fees for emergency responses to calls for municipal mutual aid will be invoiced as per the current “*Agreement on Area Resource Sharing*”.
- b) Fees will reflect the dollar amounts listed herein.

6. Extra Ordinary Events

The County retains the right to review all emergency events and where extra ordinary circumstances exist may adjust invoicing procedures other than the dollar amounts listed herein.



County of Lethbridge Policy Handbook

EFFECTIVE: November 3, 1997 **SECTION:** 200 NO. 202
APPROVED BY: Municipal Committee **SUBJECT:** Fire Protection
REVISED DATE: April 4, 2002

The purpose of this policy is to establish billing practices used by the County of Lethbridge to recover from landowners a portion of expenses incurred in providing fire suppression services.

To assist in raising revenue for the purchase and replacement of fire suppression equipment and apparatus, the County will invoice all property owners who have had fire suppression services provided to their property regardless of cause and origin of the fire.

The funds collected will be allocated to an equipment replacement reserve, and used from time to time to purchase equipment and apparatus approved in the County's Capital Budget.

The invoiced amount will be based on a flat rate per hour regardless of the number of units that respond, the fire department service area, or the supplies used in controlling the fire. Any contracted external costs incurred (additional rental equipment, tanker trucks, etc) will also be invoiced to the landowner.

The annual operating costs for the departments will continue to be funded from the general tax base.

Fees will be charged in accordance with the County of Lethbridge Schedule of Fees By-Law.



County of Lethbridge Policy Handbook

EFFECTIVE: Sept. 24, 1996

SECTION: 200 **NO.** 203

APPROVED BY: County Council

SUBJECT: FIRE INSPECTIONS

REVISED DATE:

General Consideration:

With the advent of the Provincial Government stepping aside from and not becoming involved with Fire Inspection services provided in individual municipalities, the County of Lethbridge has successfully sought Municipal Accreditation under the Fire Discipline.

What this means is that the County of Lethbridge is now the recognized authority to conduct Fire Inspections within its municipal boundaries, and in order to provide this service the County of Lethbridge will be contracting this service to an accredited agency under the Safety Codes Council of Alberta.

Conditions Governing the Inspection Services for the Fire Discipline:

1. The Quality Management Plan lays out the conditions for Fire Inspection within the County of Lethbridge, and is subject to amendment as dictated by Council from time to time.
2. Conditions governing fees for providing Fire Inspection Services within the County of Lethbridge as dictated by the Quality Management Plan of the County of Lethbridge, there will be fees charged for initial and any secondary fire inspection services provided to individual landowners. The fee will be established as follows:
 - A. The fee will be set at \$60.00 per hour.
 - B. \$100.00 per hour for follow up visits where immediate action by the property owner has not taken place in respect to the recommendations coming out of the fire inspection.
 - C. All private property owners who are subject to a fire inspection under the terms of the Q.M.P. will be responsible to reimburse the County based on a billing supplied to them by the County based on this policy and the Q.M.P.
 - D. The approved contractor doing the fire inspections on behalf of the County of Lethbridge and in accordance with the Q.M.P. will provide the property owner with a copy of the fire inspection report and a billing for services will be based on the time spent by the inspector on site.

AGENDA ITEM REPORT



Title: 2021 Bursary Award
Meeting: Council Meeting - 08 Jul 2021
Department: Council
Report Author: Tory T.Campbell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Lethbridge County advertised its second annual Post Secondary Bursary Program throughout April and May on various media platforms, with the application deadline being June 1st. As of the deadline date the County received nine applications, the interest generated this year was wonderful to see as only two applications received in 2020.

The approved 2021 budget for the program is two, \$1,000 bursary's. Applications were reviewed and scored according to the bursary policy eligibility criteria by the Ad-Hoc Bursary Committee made up of 3 Council Members. Those members met and discussed their selections, coming to a consensus on who to recommend to Council as a whole for approval.

The Committee was pleased with the number of applicants, variety of essays and interests of all those who applied. It is exciting to see Lethbridge County youth who have worked hard and have such enthusiasm for their post secondary educations.

RECOMMENDATION:

That County Council award the 2021 Bursary to two applicants in the amount of \$1,000 each as follows:

- 1) Lexie Hornford
- 2) Peter Harris

to be presented to the applicants at the Council meeting on August 5th, 2021.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy #182 - Bursary Policy

BACKGROUND INFORMATION:

The Bursary Policy #182 was approved in an effort to assist students from the County with their post-secondary education, 2020 was the first year that the bursary's were issued under this policy.

The policy states that a representative of County Council will present two County students a \$1,000 bursary each at the first County Council Meeting held in August of each year.

The policy also states that students applying must plan to attend a post-secondary or trade school within 18 months of being awarded the bursary and provide proof of enrollment prior to the disbursement of funds. Lethbridge County Council is to review the applications and choose the students best suited for this award and that the decision of Council is final.

ALTERNATIVES / PROS / CONS:

Council can award just one bursary or none.

PRO - If there is only one eligible applicant available

CON - Since there is a policy and budget in place to award two bursary's and there are at least two eligible applicants, not awarding the bursary's could be perceived as misleading to the public

Council can award more than two bursary's

PRO - provides financial assistance to additional Lethbridge County residents attending post secondary school

CON - Is outside of the currently policy. Funds would have to be allocated from another source. Would be difficult to determine how many more to award and set future precedent

FINANCIAL IMPACT:

Bursary funds were budgeted and approved in the 2021 budget in the total amount of \$2,000.

REASON(S) FOR RECOMMENDATION(S):

The Ad-Hoc Bursary Committees recommendation aligns with Policy# 182 guidelines.

ATTACHMENTS:

[182 Bursary Policy](#)

[182 Bursary Schedule A](#)



Lethbridge County Policy Handbook

EFFECTIVE: February 20, 2020 **SECTION:** 100 NO. 182 Page 1 of 4
APPROVED BY: County Council **SUBJECT:** Bursary Policy
REVISED DATE:

PURPOSE:

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

OBJECTIVE:

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

PARAMETERS:

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

CRITERIA:

1. Primary Considerations:

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

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

OR

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

2. Secondary Considerations:

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



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3. Other Considerations:

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

APPLICATION PROCEDURES AND DATES

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



LETHBRIDGE COUNTY BURSARY APPLICATION Schedule "A"

Lethbridge County Council is proud to administer Bursary opportunities to County students as per the Lethbridge County Bursary Policy #182. A representative of County Council will award two County students a \$1,000 bursary each at the first County Council Meeting held in August of each year.

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

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

PERSONAL INFORMATION

Name: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Telephone Number: _____ Alternate Number: _____

Email Address: _____

Post-Secondary School to be Attended: _____

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

Plans after Completing Post-Secondary Education: _____

Reason Applying for Bursary: _____

SEE PAGE 2 FOR ITEMS TO BE ATTACHED WITH APPLICATION.

DECLARATION OF APPLICANT

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

Signature of Applicant

Date



LETHBRIDGE COUNTY BURSARY APPLICATION Schedule "A"

The following information must accompany your application:

EDUCATIONAL BACKGROUND

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

WRITE A SUMMARY DESCRIBING THE FOLLOWING:

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

Deadline date for submission of applications – June 1st.

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

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

LATE SUBMISSION OF TRANSCRIPTS WILL RESULT IN DISQUALIFICATION.

Completed applications can be hand delivered or mailed to:

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

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

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

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

AGENDA ITEM REPORT



Title: Alberta Urban Municipalities Association President 2021 Summer Tour - July 20, 2021 - Coalhurst
Meeting: Council Meeting - 08 Jul 2021
Department: Administration
Report Author: Mattie Elliott

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 29 Jun 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Two representatives from Lethbridge County have been invited to Alberta Urban Municipalities Association (AUMA) President and Mayor Barry Morishita's 2021 Summer Tour of Alberta municipalities at the David A. Veres Social Arena in Miners Memorial Park in Coalhurst on July 20, 2021 at 4:00 p.m.

Representatives from neighbouring municipalities, as well as area MLAs and MPs have also been invited to the event, which includes a BBQ to allow for socializing.

RECOMMENDATION:

That two representatives be chosen to attend the Alberta Urban Municipalities Association President 2021 Summer Tour on July 20, 2021 at the David A. Veres Social Arena in Miners Memorial Park in Coalhurst.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council typically attends events that offer an opportunity to meet with local elected representatives to discuss issues affecting the region.

BACKGROUND INFORMATION:

An e-mail invitation was received from the Town of Coalhurst inviting two Lethbridge County representatives to the AUMA President 2021 Summer Tour.

The COVID-19 pandemic has not allowed for social gatherings and so a BBQ will be hosted to allow guests to socialize.

ALTERNATIVES / PROS / CONS:

Alternatives:

Council could decide not to attend the event.

PRO- none

CON- missed opportunity to connect with the AUMA, local municipal representatives and MLAs/MPs on important issues in the region

FINANCIAL IMPACT:

Milage - 58 cents/km to and from the event

REASON(S) FOR RECOMMENDATION(S):

As gatherings have been on hold since the start of the COVID-19 pandemic, opportunities to connect with local elected officials, as well as provincial organizations such as the AUMA have been very limited. This would be an opportunity for the County to discuss important issues with MLAs and MPs, as well as the AUMA.

ATTACHMENTS:

[AUMA President 2021 Summer Tour - July 20 2021 - Invitation](#)

Subject: AUMA President 2021 Summer Tour

Good afternoon:

Alberta Urban Municipalities Association (AUMA) President, Mayor Barry Morishita, will be visiting the Town of Coalhurst, on his 2021 Summer Tour of Alberta municipalities, on Tuesday, July 20, 2021 around 4:00 p.m.

The Council of the Town of Coalhurst would like to extend an invitation for you to meet with President Morishita, representatives from your neighbouring municipalities and area MLA's and MP. A barbecue will be held in the David A. Veres Social Area in Miners Memorial Park, 5700 – 2 Street, in Coalhurst to allow for some socializing, as such occasions have been limited since the COVID-19 pandemic.

Please consider sending two (2) representatives to join us for this event. We would ask that you RSVP by July 12, 2021 whether or not you will have someone attend, and, if known, who your representatives may be, to allow for adequate food requirements,

Thanks for considering this invitation and we look forward to seeing you on July 20.

Yours truly,

R.K. Hauta

Chief Administrative Officer

Lesley Eckman

Executive Assistant to the CAO

Town of Coalhurst

Ph: 403-381-3033

Fax: 403-381-2924

main@coalhurst.ca



AGENDA ITEM REPORT



Title: Policy Review - Policy 146 - Risk Control Policy
Meeting: Council Meeting - 08 Jul 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 23 Jun 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 existing policies for relevancy. The following policy has been revised to align with current practice as the original dates back to 2007.

RECOMMENDATION:

That Council approve the revisions to Policy 146 - Risk Control Policy as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

The majority of the policies under review have not been updated in many years. Since that time, new or updated policies have been brought to council and included portions of these policies that further enhanced or replaced the existing ones.

BACKGROUND INFORMATION:

Policy 146 - Risk Control Policy has been updated to more accurately reflect the RMA RiskPro Risk Management Training Workshop currently provided by RMA. The previous policy reflected the old Jubilee RiskPro Training Program which is no longer provided. RMA offers a 2% RiskPro Credit to all members that attend the Risk Pro Workshops and complete the required audit requirements. RiskPro credit funds can be used to reimburse the County for any expenses related to risk management that include risk management training, IT infrastructure upgrades, asset protection, security or fire alarm systems, security gates, new locks, motion sensors security lighting, safety audits, costs of consultants who help protect the County from loss, winter tire purchases, or sign audits. The County's current RiskPro credit is \$4,883.84.

ALTERNATIVES / PROS / CONS:

Policy revision and review is an ongoing process as previous policies become amalgamated into other existing policies and for duplicate policies they can contradict each other.

Policy review has involved an overall review of the County policies and if they need to be updated, strengthened or be in conjunction with a bylaw.

FINANCIAL IMPACT:

There is no immediate financial implications related to this policy.

REASON(S) FOR RECOMMENDATION(S):

The policy review process is an ongoing process of assessing each existing policy and how it is representing current operations and meeting legislation.

ATTACHMENTS:

[146 Risk Control Policy](#)

[146 Risk Control Policy Revised 2021](#)



Lethbridge County Policy Handbook

EFFECTIVE: September 6, 2007 **SECTION:** 100 NO. 146 Page 1 of 3
APPROVED BY: County Council **SUBJECT:** Risk Control
Policy Statement
REVISED DATE:

Lethbridge County is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. We participate in the Jubilee RiskPro Training Program to help us achieve the following goals:

- ▶ The active control and reduction of our insurance and other risk-related costs;
- ▶ The protection of the interests of the stakeholders in our community;
- ▶ The prevention of losses arising from damage to community assets and liability claims;
- ▶ The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
- ▶ When losses cannot be prevented, to ensure that the impact of losses on the organization and our community stakeholders is as minimal as possible.

The CAO shall designate:

- ▶ A Risk Control Coordinator, to facilitate the County's progress through the Jubilee RiskPro Training Program training process and the implementation of risk improvements;
- ▶ A Risk Control Committee, comprised of representatives from key departments that will help implement risk improvements within the community.

The terms of reference for the Risk Control Coordinator and Risk Control Committee are set out the following page.



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APPROVED BY: County Council **SUBJECT:** Risk Control
Policy Statement
REVISED DATE:

Terms of Reference

Risk Control Coordinator

- ▶ In-house champion needed to facilitate the successful implementation of training “deliverables”;
- ▶ Primary responsibility for completion of the “pre-work” for each training module, as applicable;
- ▶ Participate in all Jubilee RiskPro training modules;
- ▶ Identify key individuals within the organization that should attend specific training modules, and encourage their participation;
- ▶ Initiate and organize meetings of the Risk Control Committee, and prepare Committee meeting agendas;
- ▶ Provide internal status/progress reporting to the senior management team and/or Council;
- ▶ Primary responsibility for compliance with the audit requirements;
- ▶ Collaborate with the Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.

Risk Control Committee

- ▶ Develop and recommend a policy-level statement of commitment to the Jubilee RiskPro Training Program for adoption by Council;
- ▶ Review and assess the claims experience of the organization/peer group/program to help determine risk improvement priorities;
- ▶ Prepare technical recommendations to the senior management team/Council regarding risk improvement priorities;
- ▶ Review existing policies and procedures relating to key exposure areas for the organization and, where necessary, make recommendations to Council for amendments;
- ▶ Collaborate with the Risk Control Coordinator in the implementation of risk improvements;
- ▶ Develop and implement a tracking and internal reporting process to ensure that the organization is kept well-informed of incidents and claims within the municipality;



Lethbridge County Policy Handbook

EFFECTIVE: September 6, 2007 **SECTION:** 100 NO. 146 Page 3 of 3
APPROVED BY: County Council **SUBJECT:** Risk Control
Policy Statement
REVISED DATE:

- ▶ Assess incidents and claims within the municipality to determine, where possible, causes and contributing factors;
- ▶ Develop and implement a practical document retention program related to the training objectives;
- ▶ Report periodically to Council on claims issues and risk improvements within the municipality.



Lethbridge County Policy Handbook

EFFECTIVE: September 6, 2007 **SECTION:** 100 NO. 146 Page 1 of 3
APPROVED BY: County Council **SUBJECT:** Risk Control Policy
REVISED DATE: July 8, 2021

Lethbridge County is committed to delivering cost-effective services that best meet the needs of our citizens. We participate in the Rural Municipalities of Alberta RiskPro Risk Management Training Workshops every year to help us achieve the following goals:

- ▶ The active control and reduction of our insurance and other risk-related costs;
- ▶ The protection of the interests of the stakeholders in our community;
- ▶ The prevention of losses arising from damage to community assets and liability claims;
- ▶ The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
- ▶ When losses cannot be prevented, to ensure that the impact of losses on the organization and our community stakeholders is as minimal as possible.

Rural Municipalities of Alberta offer a 2% RiskPro Credit to all members that attend the Risk Pro Workshops and complete the required audit requirements.

RiskPro credit funds can be used to reimburse the County for any expenses related to risk management that include risk management training, IT infrastructure upgrades, asset protection, security or fire alarm systems, security gates, new locks, motion sensors security lighting, safety audits, costs of consultants who help protect the County from loss, winter tire purchases, or sign audits.