



Agenda

Council Meeting | Thursday, August 6, 2026 | 9:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

- 4 - 9 1. **County Council Meeting Minutes**
[Council Meeting - 16 Jul 2026 - Minutes](#)

D. SUBDIVISION APPLICATIONS

- 10 - 18 1. **Subdivision Application #2026-0-029 – 1204158 Alberta Ltd.**
– ptn. of SE1/4 3-11-23-W4M
[Subdivision Application #2026-0-029 – 1204158 Alberta Ltd. – ptn. of SE1/4 3-11-23-W4M](#)
- 19 - 30 2. **Subdivision Application #2026-0-077 - 1143718 Alberta Ltd.**
- W1/2 Sec 18 & RW Plan IRR68, Parcel A, Plan 4001JK within W1/2 18-8-20-W4M
[Subdivision Application #2026-0-077 - 1143718 Alberta Ltd. - W1/2 Sec 18 & RW Plan IRR68, Parcel A, Plan 4001JK within W1/2 18-8-20-W4M](#)
- 31 - 38 3. **Subdivision Application #2026-0-085 – Coupland**
- Portion of NE1/4 11-8-21-W4M
[Subdivision Application #2026-0-085 – Coupland - Portion of NE1/4 11-8-21-W4M](#)
- 39 - 48 4. **Subdivision Application #2026-0-086 – Baarda**
- portion of SE1/410-11-21-W4M
[Subdivision Application #2026-0-086 – Baarda - portion of SE1/410-11-21-W4M](#)
- 49 - 55 5. **Subdivision Application #2026-0-087 – CE French Livestock Ltd. -**
Block 1, Plan 9310852 within N1/2 13-8-21-W4M & SW1/4 24-8-21-W4M
[Subdivision Application #2026-0-087 – CE French Livestock Ltd. - Block 1, Plan 9310852 within N1/2 13-8-21-W4M & SW1/4 24-8-21-W4M](#)

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

- 56 - 77 1. **Bylaw 26-010 – Amendment to the Land Use Bylaw to Redesignate a Portion of Plan 0815575, Block 1, Lot 2 (112026 Range Road 223) within SW-15-11-23-W4M from Rural Agriculture (RA) to Business Light Industrial (BLI) - Public Hearing**
[Bylaw 26-010 – Amendment to the Land Use Bylaw to Redesignate a Portion of Plan 0815575, Block 1, Lot 2 \(112026 Range Road 223\) within SW-15-11-23-W4M from Rural Agriculture \(RA\) to Business Light Industrial \(BLI\) - Public Hearing](#)
- 78 - 83 2. **Bylaw 26-019 – Amendment to the Land Use Bylaw to Revise the Definition of “Specialty Manufacturing / Cottage Industry” in Part 9 – Definitions – Public Hearing**
[Bylaw 26-019 – Amendment to the Land Use Bylaw to Revise the Definition of “Specialty Manufacturing / Cottage Industry” in Part 9 – Definitions – Public Hearing](#)

F. DEPARTMENT REPORTS

F.1. DEVELOPMENT & INFRASTRUCTURE

- 84 - 90 F.1.1. **Bylaw No. 26-016 – Lethbridge County Subdivision Authority Bylaw**
[Bylaw No. 26-016 - Lethbridge County Subdivision Authority Bylaw](#)
- 91 - 102 F.1.2. **Development Permit Application 26-D0134 (Vande Hoef)**
[Development Permit Application 26-D0134 \(Vande Hoef\)](#)

F.2. ADMINISTRATION

- 103 - 141 F.2.1. **Fire Investigation/Inspection Administrative Policy**
[Fire Investigation/Inspection Administrative Policy](#)
- 142 - 145 F.2.2. **Request for Financial Relief**
[Request for Financial Relief](#)

G. CORRESPONDENCE

- 146 - 186 1. **National Police Federation**
[National Police Federation](#)
[Call to Action to the Government of Alberta 2026](#)
[NPF Alberta W9](#)
- 187 - 188 2. **Southern Alberta Chinese Association**
[Southern Alberta Chinese Association](#)
[Southern Alberta Chinese Association Poster](#)

H. DELEGATIONS - 11:30 A.M.

1. **2026 Bursary Award Recipients**
Dylan Campbell
Erin Moorhead
Janna Wiskerke
Jadon Van Raalte

I. NEW BUSINESS

J. CLOSED SESSION

1. **Water Tender Apparatus Acquisition - (ATIA Section 26 - Disclosure harmful to intergovernmental relations)**
2. **Road Use Agreements for Aggregate Pit Operations (ATIA Section 30 - Disclosure harmful to economic and other interests of a public body)**
3. **Intermunicipal Matters - (ATIA Section 26 - Disclosure harmful to intergovernmental relations)**
4. **CAO Report - C.Beck (ATIA Sections 19, 20, 28 and 29)**

K. ADJOURN



Minutes

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

The Council Meeting of Lethbridge County was called to order on Thursday, July 16, 2026, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

Reeve Tory Campbell
Councillor Mark Sayers
Councillor Kevin Slomp
Councillor Eric Van Essen
Councillor Tony Ankermann
Chief Administrative Officer Cole Beck
Director, Corporate Services Hailey Pinksen
Director, Operations Ryan Thomson
Director, Growth & Engagement Trevor Lewington
Manager, Planning and Development Kaylyn Franklin
Senior Planner Steve Harty
Coordinator, Payroll & HR Erin Lyster
Coordinator, Planning and Development Jessica Potack
Assessor Les Whitfield

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:01 a.m.

Reeve Tory Campbell read the following land acknowledgement:

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

Reeve Tory Campbell acknowledged Les Whitfield for his 33 years of service and wished him an excellent retirement.

B. ADOPTION OF AGENDA

171-2026	Councillor	MOVED that the July 16, 2026 Lethbridge County Council Meeting Agenda
	Van Essen	be adopted as presented.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

172-2026	Councillor	MOVED that the June 18, 2026 Lethbridge County Council Minutes be
	Slomp	adopted as presented.

CARRIED

D. SUBDIVISION APPLICATIONS

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

173-2026	Councillor	MOVED that the Country Residential subdivision of Lot 5, Block 17, Plan
	Sayers	9511337 within NW1/4 25-8-21-W4M (Certificate of Title No. 221 096 375),
		to create two lots, 2.83 and 3.13 acres (1.15 and 1.26 ha) each respectively in
		size, from an existing title comprised of 5.96 acres (2.41 ha), for grouped
		country residential use; BE APPROVED subject to the following:
		CONDITIONS:

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

CARRIED

D.2. Subdivision Application #2026-0-078 – 2337046 Alberta Ltd. - SW1/4 03-09-19-W4M

- | | | |
|----------|---------------------|---|
| 174-2026 | Councillor
Slomp | <p>MOVED that the Country Residential subdivision of SW1/4 3-9-19-W4M (Certificate of Title No. 221 182 095), to subdivide a 3.30-acre (1.34 ha) farmstead subdivision from a title of 148.30 acres (60.0 ha) for country residential use; BE APPROVED subject to the following:</p> <p>CONDITIONS:</p> <ol style="list-style-type: none"> 1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County. 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required. 3. That the applicant provides a final Plan of Surveyor to illustrate the exact dimensions and parcel size of the proposed parcel as approved. 4. That suitable direct access to the west municipal road (Rge Rd 19-3) be provided to the satisfaction of the Subdivision Authority, which may also be addressed through the terms of the Development Agreement. 5. That any easement(s) as required by ATCO Gas (Land) shall be established. |
|----------|---------------------|---|
- CARRIED

E. DELEGATIONS

- E.1. 9:15 a.m. - RCMP - Staff Sergeant Malcolm Callihoo**
 Staff Sergeant Malcolm Callihoo, RCMP was present to provide a presentation for Council.

F. DEPARTMENT REPORTS

F.1. DEVELOPMENT & INFRASTRUCTURE

F.1.1. Development Permit Application 26-D0116 (Pelleboer Farms Ltd)

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|----------|-------------------------|---|
| 175-2026 | Councillor
Van Essen | <p>MOVED that Development Permit 26-D0116 be approved as drafted.</p> |
|----------|-------------------------|---|
- CARRIED
- F.1.2. Bylaw No. 26-016 – Lethbridge County Subdivision Authority Bylaw**
 Councillor Kuerbis and Hickey wanted to be part of this discussion, so Reeve Campbell is recommending hearing the presentation and possibly just the first reading to be completed today.
- | | | |
|----------|-------------------------|---|
| 176-2026 | Councillor
Van Essen | <p>MOVED that Bylaw 26-016, being the Development Authority Bylaw be read a first time.</p> |
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- CARRIED

Reeve Campbell recessed meeting at 9:50 am

Reeve Campbell reconvened meeting at 10:01 am

F.1.3. Bylaw 26-017 – Schedule of Fees Amendment (Amends Bylaw 25-035)

177-2026	Councillor Sayers	MOVED that Bylaw 26-017 - Schedule of Fees Amendment be read a first time.	CARRIED
178-2026	Councillor Slomp	MOVED that Bylaw 26-017 - Schedule of Fees Amendment be read a second time.	CARRIED
179-2026	Councillor Ankermann	MOVED that Council consider third reading of Bylaw 26-017 - Schedule of Fees Amendment.	CARRIED
180-2026	Councillor Van Essen	MOVED that Bylaw 26-017 - Schedule of Fees Amendment be read a third time.	CARRIED

F.1.4. Bylaw 26-019 – Amendment to the Land Use Bylaw to Revise the Definition of “Specialty Manufacturing / Cottage Industry” in Part 9 – Definitions – First Reading

181-2026	Councillor Slomp	MOVED that Bylaw 26-019, be read a first time.	CARRIED
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F.1.5. Bylaw 26-015 Repeal Bylaw No. 1257 – Oldman River Regional Services Commission

182-2026	Councillor Sayers	MOVED that Bylaw 26-015, being the termination of Lethbridge County's membership in the ORRSC be read a first time.	CARRIED
183-2026	Councillor Ankermann	MOVED that Bylaw 26-015, being the termination of Lethbridge County's membership in the ORRSC be read a second time.	CARRIED
184-2026	Councillor Van Essen	MOVED that Bylaw 26-015, being the termination of Lethbridge County's membership be considered for third reading.	CARRIED
185-2026	Councillor Slomp	MOVED that Bylaw 26-015, being the termination of Lethbridge County's membership in the ORRSC be read a third time.	CARRIED

F.2. CORPORATE SERVICES

F.2.1. 2026 Bursary Awards

Reeve Campbell recused himself from voting on the 2026 Bursary Awards due to conflict of interest. Councillor Sayers to chair this section. Reeve Campbell left Council Chambers during this presentation and vote.

186-2026	Councillor Slomp	The County Council awards the 2026 Bursary, in the amount of \$1,500 each, to the following recipients, to be presented at the County Council meeting on August 6: 1. Dylan Campbell 2. Erin Moorhead 3. Janna Wiskerke	CARRIED
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Councillor Sayers returned the Chair to Reeve Campbell.

F.2.2. 2026 Stirling Wind Community Benefit Scholarship Program

187-2026	Councillor Van Essen	MOVED that County Council approve the Stirling Wind Project Community Benefit Scholarship Program funds in the amount of \$4,000 to the following recipients: 1. Jadon Can Raalte \$2,000 2. Janna Wiskerke \$2,000	CARRIED
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G. CORRESPONDENCE

G.1. Coaldale Summer Fest

Council reviewed correspondence regarding the Coaldale Summer Fest.

G.2. Grand Opening | Blood Tribe Twin Rinks

Council reviewed correspondence regarding the grand opening of the Blood Tribe Twin Rinks.

H. COUNTY COUNCIL AND COMMITTEE UPDATES

H.1. Lethbridge County Council Attendance Update - June 2026

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

Division 1

Councillor Lorne Hickey

June 4 Enforcement Update

June 15 Council Dinner with NDP MLAs

June 17 Green Acres Executive & Finance Meetings

June 18 Lethbridge County Council Meeting

June 18 Residential Strategy Workshop

June 22 Bursary Committee Meeting

June 24 Green Acres Board Meeting

Division 2

Reeve Tory Campbell

June 4 Administration to Council Update

June 8 Meeting with Resident

June 9 Meeting with Town of Coalhurst Mayor & CAO, County Administration

June 15 Council Dinner with NDP MLAs

June 16 Fortis Alberta/Birds of Prey 20th Anniversary BBQ

June 17 EDL Board Meeting, Virtual

June 18 Lethbridge County Council Meeting

June 18 Residential Strategy Workshop

June 18 SouthGrow AGM

June 19 Coaldale Potable Water Reservoir Ribbon Cutting

June 22 Media Availability, Regional Planning

June 23 Lethbridge IDP Meeting Agenda Review with City of Lethbridge, Virtual

June 29 Tour of University Hall, U of L

Division 3

Councillor Mark Sayers

June 3 Link Pathway Board meeting

June 3 FCSS Board meeting

June 4 Special Council meeting

June 4 ORRSC Board meeting

June 15 Council Dinner with NDP MLAs

June 16 Fortis Alberta/Birds of Prey 20th Anniversary BBQ

June 18 Lethbridge County Council Meeting

June 22 Bursary Committee meeting

Division 4

Deputy Reeve John Kuerbis

June 2 Weekly meeting with Community Futures Executive Director

June 4 Enforcement Update

June 9 Weekly meeting with Community Futures Executive Director

June 12 Community Futures Finance Committee meeting

June 12 Weekly meeting with Community Futures Executive Director

June 15 Council Dinner with NDP MLAs

June 16 Waste Committee meeting

June 16 Fortis Alberta/Birds of Prey 20th Anniversary BBQ
June 18 Lethbridge County Council Meeting
June 18 Residential Strategy Workshop
June 24 Community Futures AGM
June 24 Coalhurst IDP meeting

Division 5
Councillor Kevin Slomp
June 15 Council Dinner with NDP MLAs
June 16 Waste Commission meeting
June 17 Butterfly Ridge meeting in Monarch
June 18 Lethbridge County Council Meeting
June 18 Residential Strategy Workshop
June 22 Bursary Committee meeting
June 24 County/Coalhurst Intermunicipal Committee Meeting

Division 6
Councillor Eric Van Essen
June 4 Enforcement Update
June 18 Lethbridge County Council Meeting
June 18 Residential Strategy Workshop
June 23 Town Hall with Deputy AG Minister for ASB

Division 7
Councillor Tony Ankermann
June 4 Enforcement Update
June 15 Council Dinner with NDP MLAs
June 16 Fortis Alberta/Birds of Prey 20th Anniversary BBQ
June 18 Lethbridge County Council Meeting
June 18 Residential Strategy Workshop
June 18 County/Coalhurst Intermunicipal Committee Meeting

J. CLOSED SESSION

J.1. <u>CAO Report - C.Beck (ATIA Sections 19, 20, 28 and 29)</u>		
188-2026	Councillor Sayers	MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 19, 20, 26, 28, 29 of the Municipal Government Act, the time being 10:24 a.m. for the discussion on the following: Present during the Closed Session: Lethbridge County Council Chief Administrative Officer Senior Management Administrative Staff
CARRIED		
J.2. <u>Canada's Premier Food Corridor Phase 2 - Expression of Interest (ATIA Section 26 - disclosure harmful to intergovernmental relations)</u>		
189-2026	Councillor Slomp	MOVED that the Lethbridge County Council Meeting move out of the closed session at 12:23 p.m.
CARRIED		
190-2026	Councillor Van Essen	MOVED that Council authorize the Reeve to provide a letter of support for the PrairiesCan application for Canada's Premier Food Corridor Phase 2 and approve, in principle, Lethbridge County participation at \$15,000 per year for three years, for a total commitment not to exceed \$45,000, subject to: • PrairiesCan approval and funding at a level sufficient to proceed with the proposed project; • confirmation of appropriate financial participation from the other municipal and project partners;

- a final project budget, governance structure and partner agreement satisfactory to Lethbridge County Administration; and
- annual funding being included in the applicable County operating budget.

CARRIED

K. **ADJOURN**

191-2026	Councillor Sayers	MOVED that the Lethbridge County Council Meeting adjourn at 12:36 p.m.	CARRIED
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Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-029 – 1204158 Alberta Ltd.
– ptn. of SE1/4 3-11-23-W4M
Meeting: Council Meeting - 06 Aug 2026
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This application is to subdivide a vacant 10.09-acre parcel from a title comprised of 86.7-acres for country residential use. The proposal does not meet the subdivision size criteria of the Land Use Bylaw and a waiver is required.

RECOMMENDATION:

That S.D. Application #2026-0-029 be approved subject to the size waiver being granted and the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

It is the first subdivision from the ¼-section and meets the provincial Subdivision and Development Regulations, the IDP, and the municipal bareland (vacant) subdivision policies as stated in the Land Use Bylaw with the waiver consideration.

PREVIOUS COUNCIL DIRECTION / POLICY:

- This proposal is located within the IDP with the Town of Nobleford and requires joint approval of both municipalities as the title has split municipal jurisdiction.
- The proposal is eligible for subdivision as a bareland (vacant) first subdivision (on the County side) as per the policies of Land Use Bylaw No. 24-007.
- The County reintroduced subdivision criteria in the 2013 Land Use Bylaw (Bylaw No. 1404) to allow bareland (vacant) parcel subdivisions in order to support landowners to obtain financing for land or residences, as mortgages are registered against a title of land. These policies remain in current LUB No. 24-007.

- The vacant title being created at 10.09-acres in size exceeds the bylaw 3.0-acre maximum parcel size and would require a waiver.

BACKGROUND INFORMATION:

Located immediately west of the Town of Nobleford boundary and north of Highway 519. The proposal is to create a vacant lot for a future yard at the very north end of the remnant ¼-section, in order to be setback from the agricultural/commercial (hay plant) operations on the southern portion.

The lot will be in close proximity with two other similar country residential uses. It is designed to obtain direct access across the CPR tracks to the east and to Kipp Street into Nobleford. The owners have a written crossing agreement with the CPR to obtain legal access across the rail-line. Part of the subdivision plan includes the dedication of 0.58-acres of road along the east perimeter parallel to the rail-line. This road will provide the physical connection to the crossing as well as provide future connectivity to the parcels to the north and south. The adjacent north title currently has an easement agreement registered with the applicant for access. Water is proposed to be the rural water co-op if available or alternatively, a private hauled cistern system. Sewer is proposed to be managed by individual onsite private septic field system. There are no abandoned gas wells or CFOs located in proximity.

This proposal is located within Planning Area 1B of the IDP with the Town of Nobleford. As this subdivision is the first private title within the ¼-section on the County's side of the boundary, it may be allowed without the need for an Area Structure Plan. The provision of the road dedication is to assist with future road connectivity as identified in the IDP. The current parent title has split municipal jurisdiction as a small portion in the southeast corner (approximately 2.5-acres) is located within the Town of Nobleford. Thus, the application will require approval from both the County and the Town's respective Subdivision Authorities.

The remnant 76.03-acre agricultural title meets the bylaw size criteria, but the vacant 10.09-acre title exceeds the 3.0-acre maximum size. There is merit in granting the size waiver as the owners are aligning the southern boundary along an existing access easement for a separate landowner to the west, along with the need for the lot to physically connect to the CPR rail crossing that aligns with Kipp St. With consideration for the size variance, this proposal otherwise meets the criteria of the County's Land Use Bylaw. The application was circulated to required external agencies and no objections were received, or easements requested (at time of agenda report). Alberta Historical Resources states no approval is necessary, and Alberta Transportation and Economic Corridors (ATEC) have authorized that the County can grant an approval.

ALTERNATIVES / PROS / CONS:

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

Pros:

- The bylaw's 3-acre size criteria may be seen as being consistently adhered to.

Cons:

- A reduced parcel does not align with the intent of the IDP and future planning for the area.

FINANCIAL IMPACT:

None, but the County will benefit from future taxes for a dwelling and country residential yard.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2026-0-029\(a\) Lethbridge County Approval
Diagrams 2026-0-029](#)

RESOLUTION

2026-0-029(a)

Lethbridge County and Town of Nobleford Country Residential subdivision of SE1/4 3-11-23-W4M

THAT the Country Residential subdivision of SE1/4 3-11-23-W4M (Certificate of Title No. 141 319 045 +1), to subdivide a 10.09-acre (4.083 ha) lot from a title comprised of 86.7-acres (34.85 ha) in the SE¼ 3-11-23-W4 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 and Town of Nobleford.
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 the Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a copy of a final surveyed plan from an Alberta Land Surveyor that certifies the exact location and dimensions of the lot to be subdivided as approved, and includes the road dedication along the east perimeter.
4. That the applicant has a professional soils analysis and report completed for the new vacant parcel to demonstrate suitability of a private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.
5. That any easement(s) as required by utility companies or the municipality shall be established.
6. That a concurrent approval be provided by the Town of Nobleford Subdivision Authority prior to final endorsement.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. This subdivision is of the first private title within the ¼-section on the County's side of the boundary of a title that has spilt municipal jurisdiction.
4. This proposal is located within Planning Area 1B of the Intermunicipal Development Plan (IDP) boundary with the Town of Nobleford and the proposal is deemed to conform to the IDP policies.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

2026-0-029
Page 1 of 2

- (d) Thank you for including TELUS in your circulation.

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

- (e) No objections from ATCO Gas.

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 23, 519

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

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

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

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

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

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

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

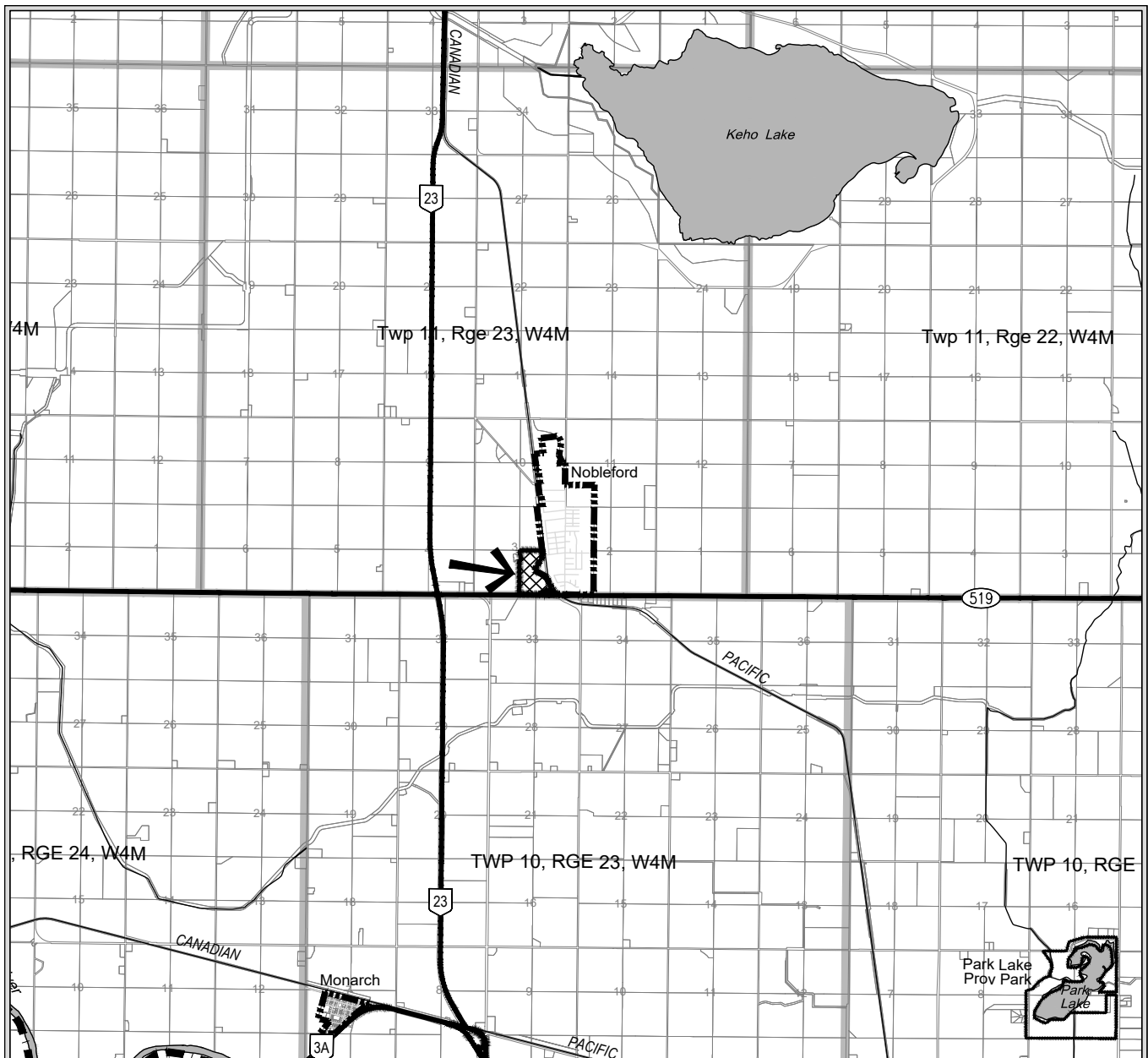
- (g) Historical Resources – Barry Newton, Land Use Planner:

“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”

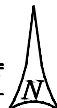
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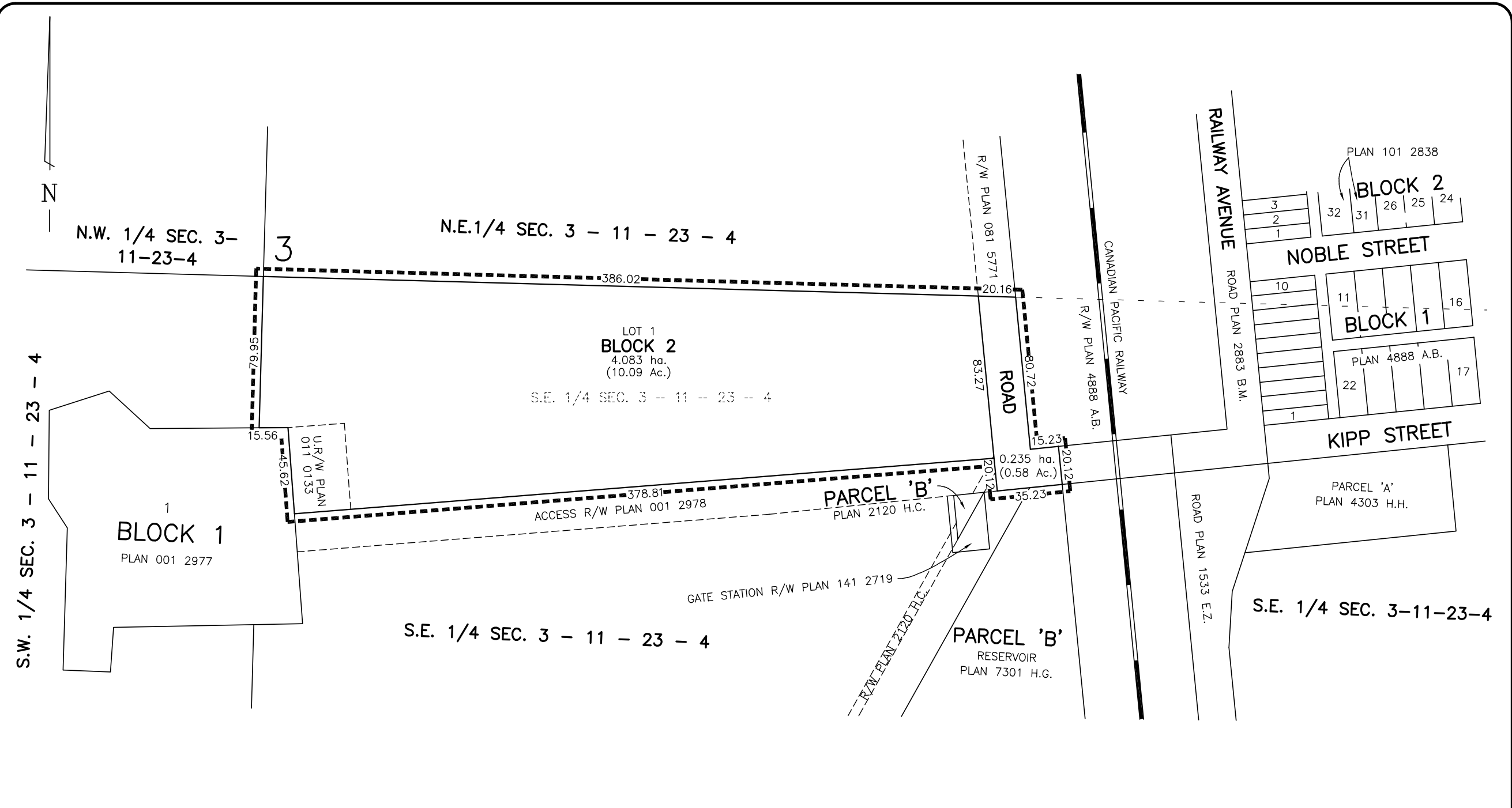
REEVE

DATE



SUBDIVISION LOCATION SKETCH
PORTIONS OF SE 1/4 SEC 3, TWP 11, RGE 23, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY & TOWN OF NOBLEFORD
DATE: JUNE 8, 2026
FILE No: 2026-0-029





2	ADDED ROAD	MAY 25/26	MJ	H AND A VANDENBERG FARMS LTD	boabrown okamura & associates ltd. Professional Surveyors 2830 – 12 Avenue North, Lethbridge, Alberta										
1	ADJUSTED FOR FUTURE ROAD	MAR 19/26	MJ												
NO.	REVISION	DATE	BY												
NOTE : Portion to be approved is outlined thus ----- and contains approximately 4.318 ha. Distances are in metres and decimal parts thereof. Distances and areas are approximate and are subject to change upon final survey.				TENTATIVE PLAN SHOWING SUBDIVISION of part of S.E.1/4 SEC. 3, TWP. 11, RGE. 23, W.4 M. Lethbridge County (Town of Nobleford)	<table><tr><td rowspan="3">APPROVED</td><td>DRAWN MJ</td><td>DATE FEB 2/26</td></tr><tr><td>CHECKED DJA</td><td>JOB 26–17018</td></tr><tr><td>SCALE 1:2000</td><td>DRAWING 26–17018TA</td></tr><tr><td colspan="2">D.J. Amantea, A.L.S.</td><td></td></tr></table>	APPROVED	DRAWN MJ	DATE FEB 2/26	CHECKED DJA	JOB 26–17018	SCALE 1:2000	DRAWING 26–17018TA	D.J. Amantea, A.L.S.		
APPROVED	DRAWN MJ	DATE FEB 2/26													
	CHECKED DJA	JOB 26–17018													
	SCALE 1:2000	DRAWING 26–17018TA													
D.J. Amantea, A.L.S.															

AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-077 - 1143718 Alberta Ltd.
- W1/2 Sec 18 & RW Plan IRR68, Parcel A, Plan 4001JK within W1/2 18-8-20-W4M

Meeting: Council Meeting - 06 Aug 2026

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to reconfigure through subdivision and consolidation portions of four titles within the west-half of Section 18-8-20-4M and create reconfigured titles 99.73, 8.25, 178.98, and 1.70 acres respectively in size, for agricultural and country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2026-0-077 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations and the municipal realignment/reconfiguration of title subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains subdivision policies to allow a realignment/reconfiguration of property lines without an increase in titles. The applicant(s) start with four titles and will end up with four but in a different layout/sizes.
- The realignment/reconfiguration of titles policy in LUB No. 24-007 enables property boundaries to be realigned based on land use, physical features, and the location of improvements.
- The application is helping facilitate a land realignment process with the SMRID, as land is being reconfigured due to the abandonment of a portion of the irrigation canal right-of-way within the section.

BACKGROUND INFORMATION:

Located 2.0 miles east of the City of Lethbridge, immediately east of Highway 4. The proposal is to enable a land swap and title reconfiguration between the adjacent parcels as a result of a portion of the irrigation canal right-of-way no longer being needed by the SMRID. The irrigation district has made agreement to have a large portion of the SMRID lands (R/W Plan IRR68) to be acquired by the adjacent owners and consolidated to their holdings.

Approximately 1.70-acres along the west perimeter will remain as title in Irrigation Plan IRR68 for the SMRID. There will be a boundary realignment of the existing acreage (Parcel A, Plan 4001JK), enlarging it from 4.8-acres to 8.25-acres with the inclusion of the R/W plan, a small portion from the south agricultural title (C of T No. 001 091 593+1), and extending the east side by angling it along an existing fence. The acreage yard contains a dwelling and barn/shop building and the improvements and onsite septic field will be unaffected by the boundary adjustment. The north agricultural title (portion of NW 18-8-20-W4) will be 99.73-acres in size once adjusted, while the south agricultural title (C of T No. 001 091 593+1) will be 178.98-acres in size. There are some farm yard improvements in association with a confined feeding operation situated on the south portion of the larger south agricultural title but they are a significant distance from the boundary reconfiguration and will not be impacted. All the adjusted parcels physically connect to the west municipal road allowance for access.

The provincial data does not identify any historical resources in the area. There are no abandoned gas wells located in proximity. The land is situated just outside the boundary area of the County and City of Lethbridge IDP.

Overall, the proposal meets the criteria of the County's LUB No. 24-007 for a property realignment/reconfiguration of titles. The application was circulated to the required external agencies with no concerns and no utility easements requested (at time of agenda report). Alberta Transportation had no objections and authorized that the County can approve.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is determined the proposal is not rational and the titles would remain as is.

Pros:

- there are no advantages to denying the subdivision as the County's bylaws and criteria are met.

Cons:

- the existing situation would remain with the abandoned irrigation right-of-way remaining on the owners' titles, and the SMRID would object.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[2026-0-077 Lethbridge County Approval](#)

[Diagrams 2026-0-077](#)

RESOLUTION

2026-0-077

Lethbridge County

Agricultural & Country Residential subdivision of W1/2 Sec 18 & RW Plan IRR68, Parcel A, Plan 4001JK within W1/2 18-8-20-W4M

THAT the Agricultural & Country Residential subdivision of W1/2 Sec 18 & RW Plan IRR68, Parcel A, Plan 4001JK within W1/2 18-8-20-W4M (Certificate of Title No. 96R113C, 171 104 591, 171 104 591 +1, 001 091 593 +1), to reconfigure through subdivision and consolidation portions of four titles within the West-half of Section 18-8-20-4M and create reconfigured titles 99.73, 8.25, 178.98 and 1.70 acres (40.358, 3.337, 72.431 & 0.69 ha) respectively in size, for both agricultural and country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required.
3. That the titles and portions of land to be subdivided and consolidated to create the 99.73, 8.25, 178.98 and 1.70 acre titles be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That any easement(s) as required by utility companies, or the municipality shall be established prior to final endorsement.

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 with consolidation is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the subdivision proposal may be approved in accordance with the County's criteria as a realignment/reconfiguration of titles. With the consolidation of land(s) there will not be any increase in the number of separate titles from what presently exists.

INFORMATIVE:

- (a) In respect of Section 663 of the Municipal Government Act, Municipal Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

2026-0-077
Page 1 of 2

- (d) Thank you for including TELUS in your circulation.

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

- (e) ATCO Gas has no objections.

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

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

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

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

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

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

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

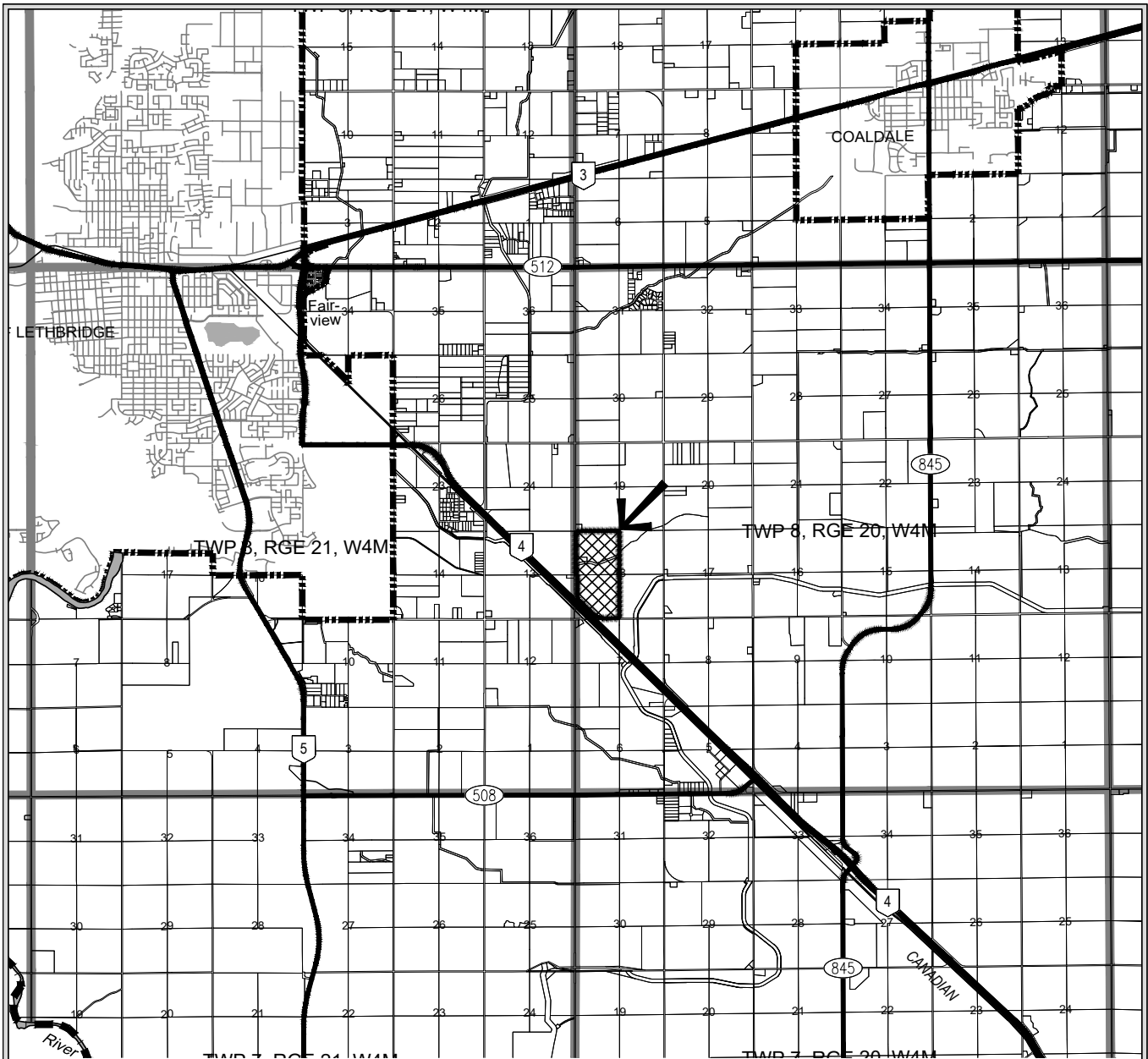
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

MOVER

REEVE

DATE

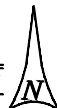


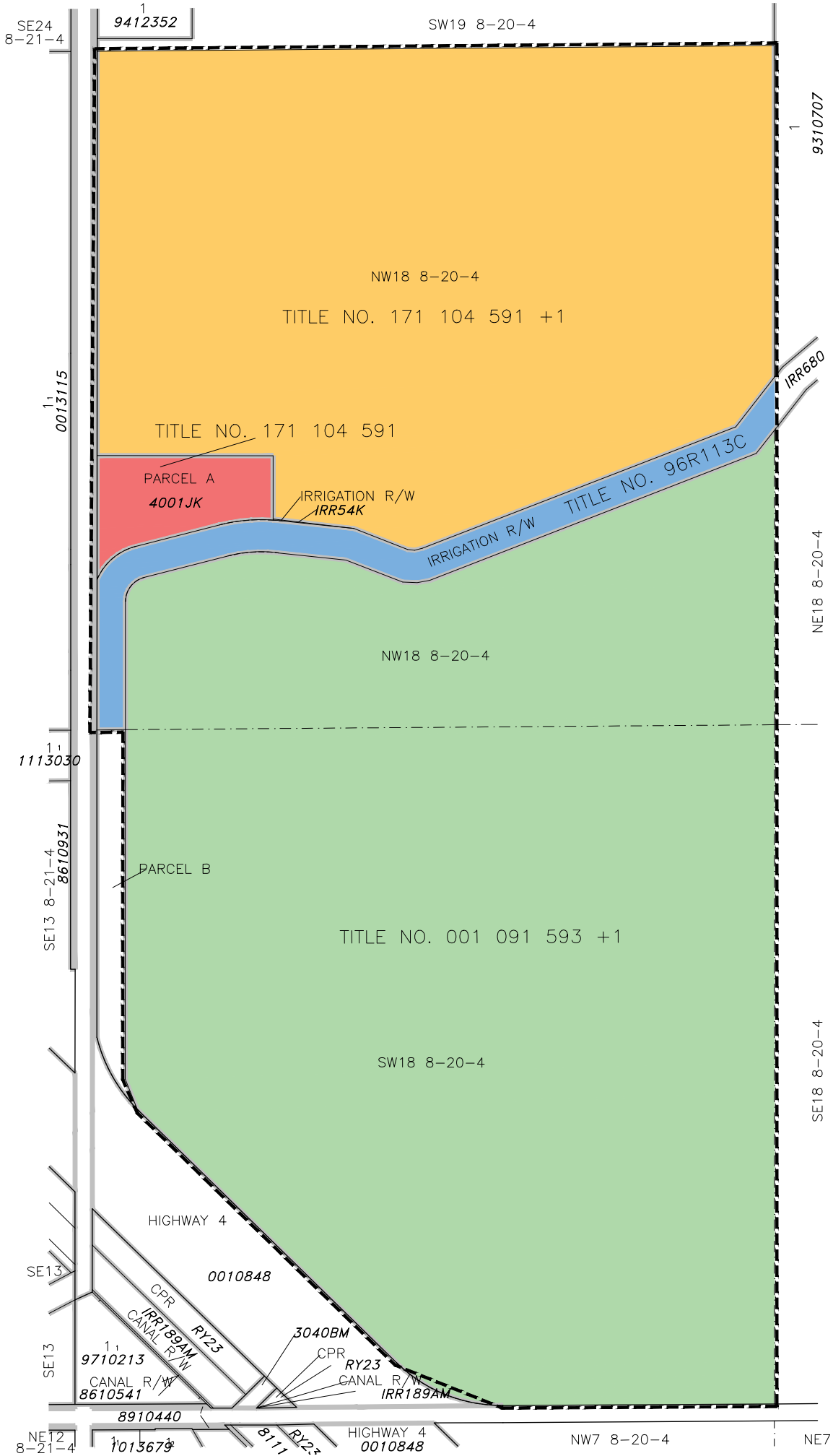
SUBDIVISION LOCATION SKETCH
RW PLAN 1RR68; PARCEL A, PLAN 4001JK AND
W 1/2 SEC 18, TWP 8, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 12, 2026
FILE No: 2026-0-077

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3102 16th AVENUE NORTH, LETHBRIDGE, AB T1V 5B4
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



June 12, 2026 N:\Subdivision\2026\2026-0-077.dwg





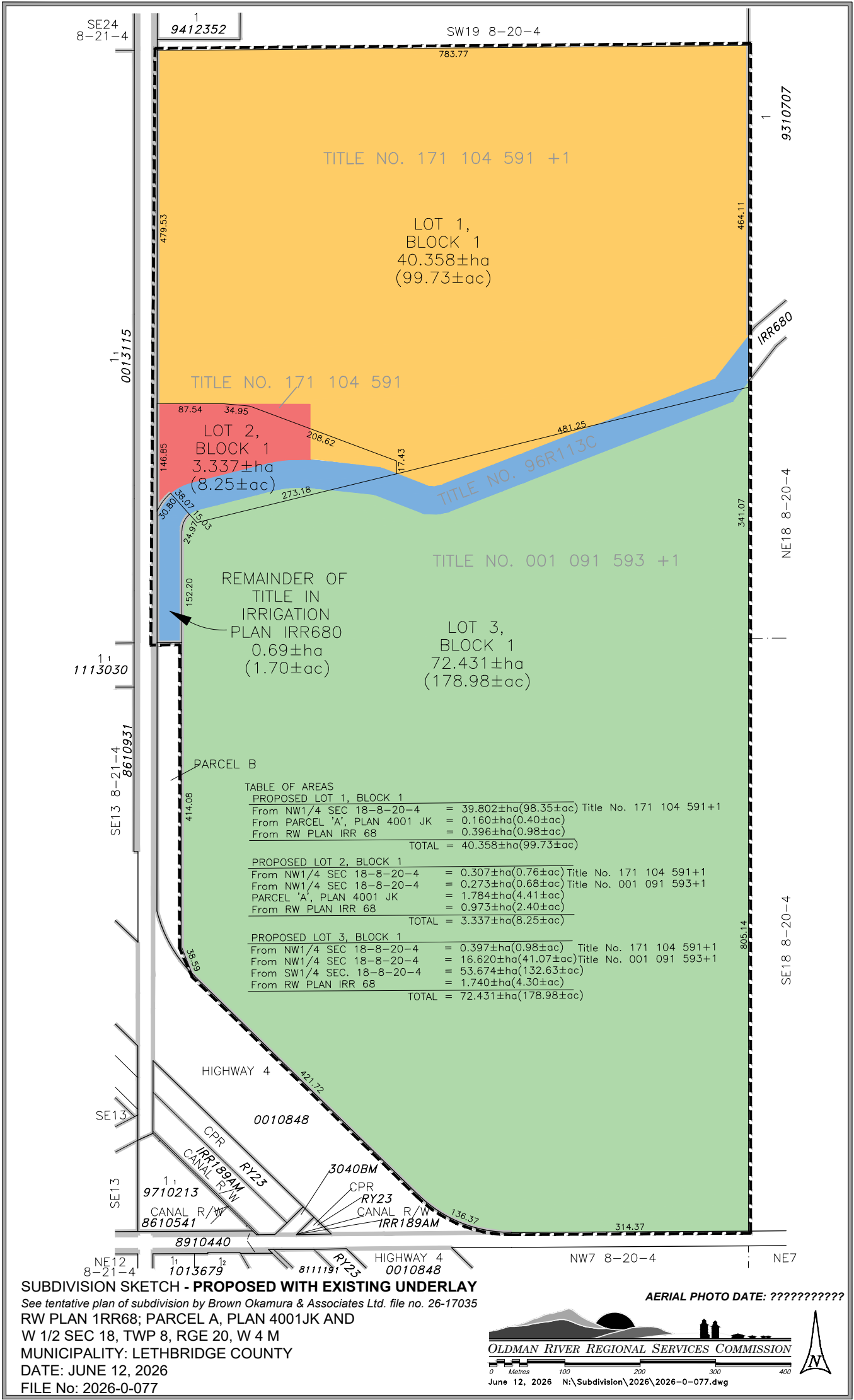
SUBDIVISION SKETCH - EXISTING
RW PLAN 1RR68; PARCEL A, PLAN 4001JK AND
W 1/2 SEC 18, TWP 8, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 12, 2026
FILE No: 2026-0-077

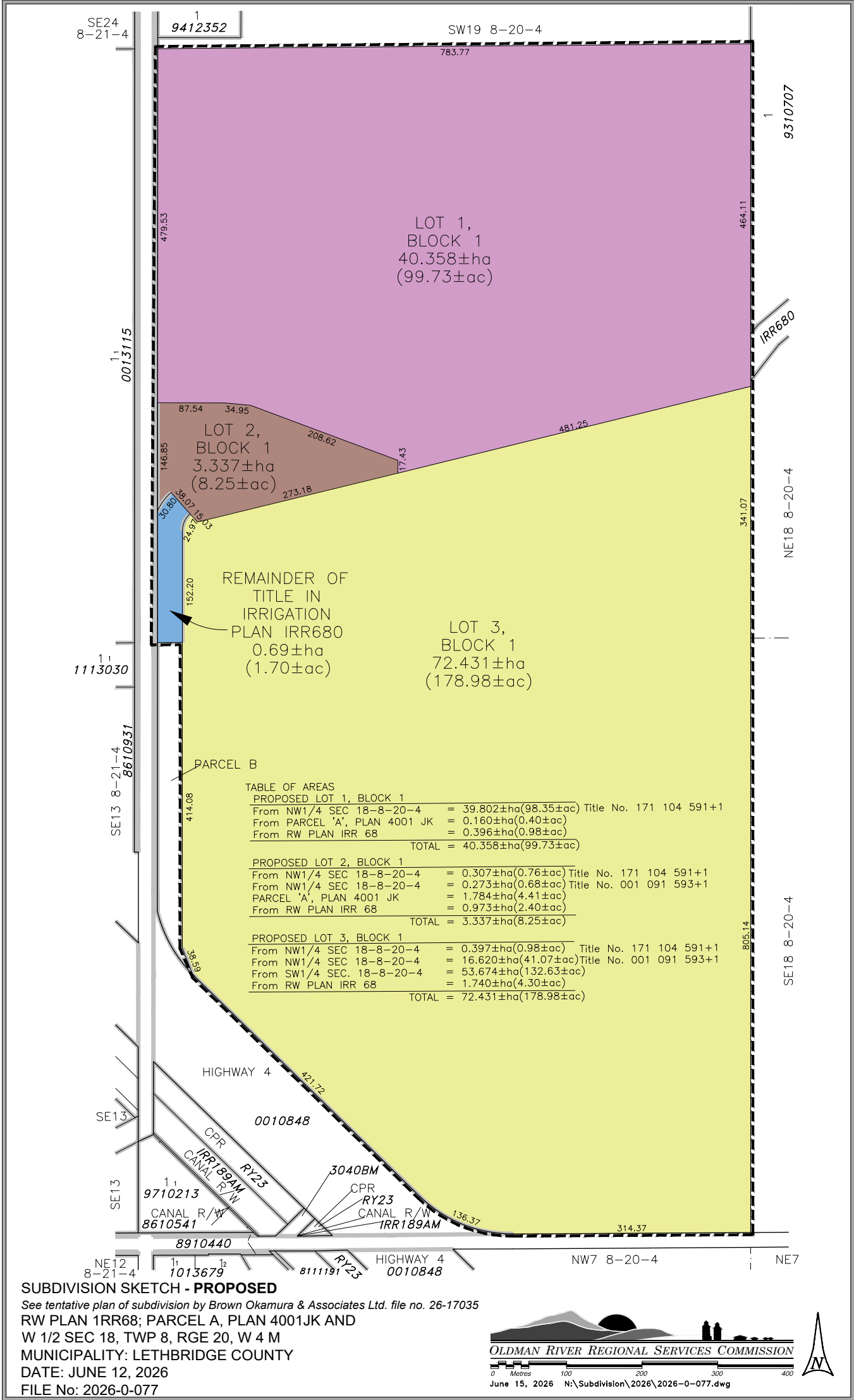
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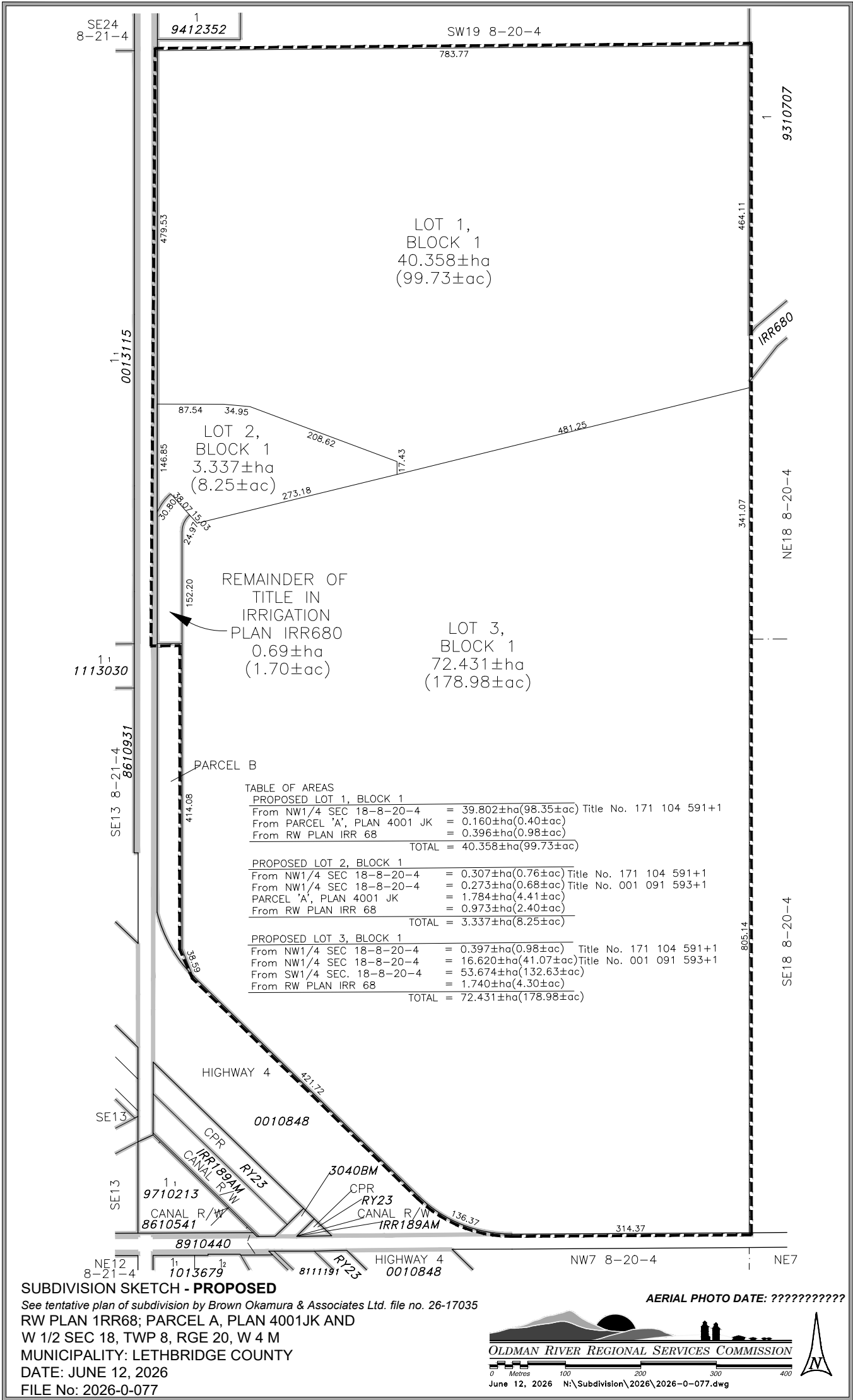
OLDMAN RIVER REGIONAL SERVICES COMMISSION

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June 12, 2026 N:\Subdivision\2026\2026-0-077.dwg









SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 26-17035
RW PLAN 1RR68; PARCEL A, PLAN 4001JK AND
W 1/2 SEC 18, TWP 8, RGE 20, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 12, 2026
FILE No: 2026-0-077

AERIAL PHOTO DATE: 2024

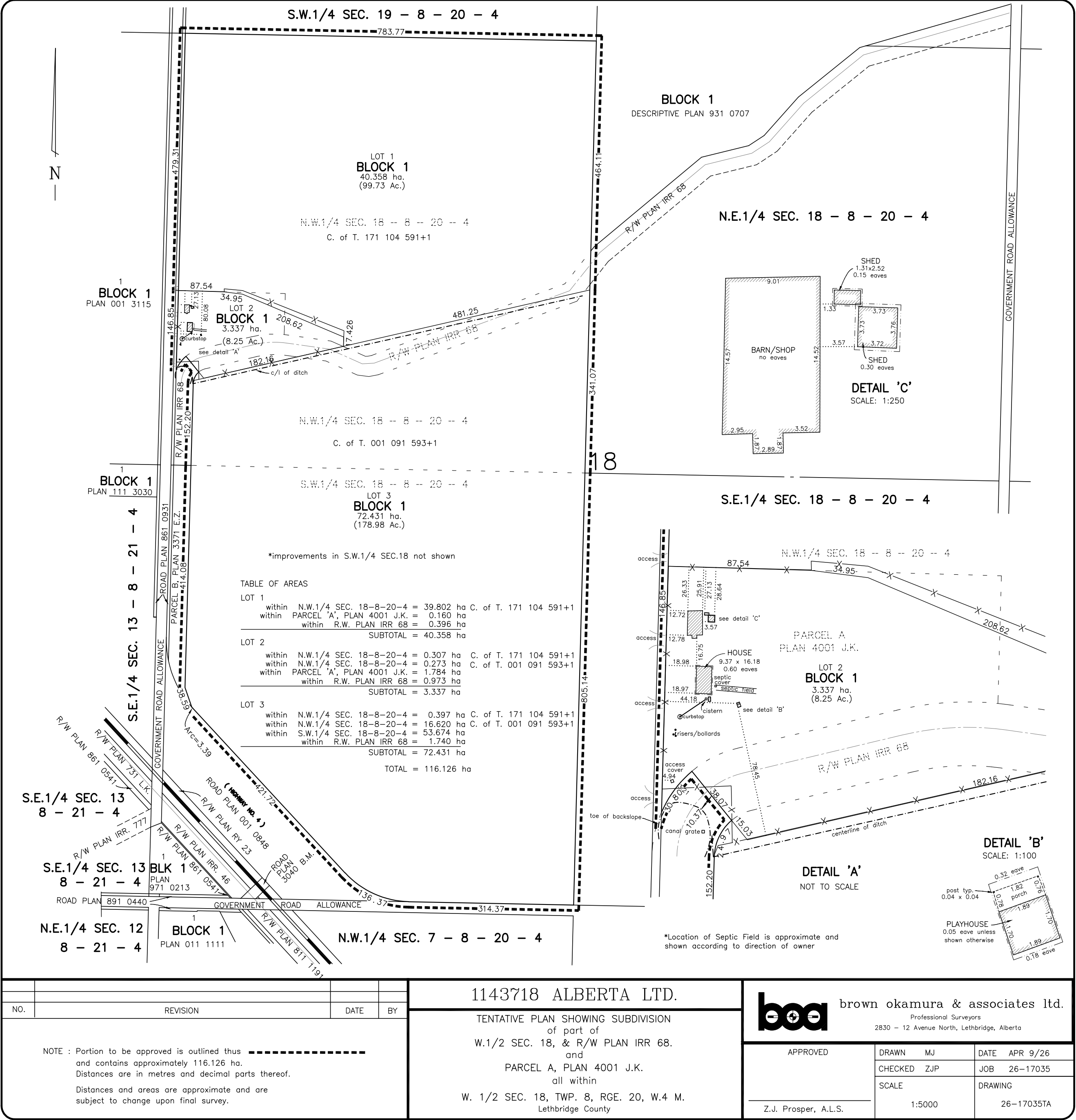


OLDMAN RIVER REGIONAL SERVICES COMMISSION

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June 12, 2026 N:\Subdivision\2026\2026-0-077.dwg





AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-085 – Coupland
- Portion of NE1/4 11-8-21-W4M
Meeting: Council Meeting - 06 Aug 2026
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This application is to subdivide a parcel of 6.83 acres from a title of 79.48 acres within a previously subdivided quarter-section for country residential (Legacy Yard) use. The proposal does meet the subdivision criteria and policies of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2026-0-085 be Approved subject to conditions for the reasons as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision does meet the requirements of the provincial Matters Related to Subdivision and Development Regulation and the municipal subdivision policies as stated in the Land Use Bylaw for a Legacy Yard Site.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Earlier this year Council amended (Bylaw 25-028) the subdivision policies in LUB No. 24-007 to allow for a Legacy Yard Site from an agricultural title containing a minimum 70 acres at the discretion of the Subdivision Authority.
- The Subdivision Authority must be satisfied the Legacy Yard Site is for a multi-generational farm family and is well established, has existed for at least 50 years, has existing services, and no more than four titled Parcels within the ¼-section will result. The application appears to meet those requirements.

- This parcel is located within the IDP with the City of Lethbridge. The proposal is not seen to be inconsistent with any policies as the IDP allows for the consideration of isolated subdivision with respect to the County's policies applicable to agricultural land.

BACKGROUND INFORMATION:

Located 1-mile west of Highway 4 and ½-mile east of the City of Lethbridge. The proposal is to subdivide an additional title for a portion of a residential yard (i.e., Legacy Yard Site) established in the very northeast corner of the 79.48 acre title.

In reviewing Land Title records the parent title has existed since at least 1952. The property has been in the family for multiple generations and the older existing home on site was constructed in the early 1950s and is still on the property. A second newer home was built in 1996, situated to the west of the original residence. The dwellings are serviced by the rural water co-op while sewage is treated by individual sub-surface septic fields. Both septic systems will remain within the confines of the property's title once subdivided. Access to the parcel is from the east municipal road allowance. There are no confined feeding operations located in proximity and there are no provincial historical resources identified for the area. There is an abandoned gas well located in the very southwest corner opposite the yard area being proposed to be subdivided and meets the AER required setback distance.

The ¼-section has been previously subdivided as approximately two equal 80-acre titles presently exist. This proposal would conform to the County's subdivision policies for a Legacy Yard Site subdivision that enables a multi-generational farm yard subdivision from an 80-acre sized agricultural title. Overall, the 6.83 acre proposal meets the criteria of the County's LUB No. 24-007 for a Legacy Yard Site. The application was circulated to the required external agencies and no concerns were expressed or utility easements requested (at time of agenda report). The City of Lethbridge has not responded.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could not approve the application if it determined it was not a Legacy Yard Site

Pros:

- there are none affecting the municipality, as the County's policies have been met.

Cons:

- the information supports it is a Legacy Yard Site so the decision could be appealed.

FINANCIAL IMPACT:

None direct, but a 10% Municipal Reserve payment at \$55,116 per acre is applicable.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[2026-0-085 Lethbridge County Approval](#)
[Diagrams 2026-0-085](#)

RESOLUTION

2026-0-085

Lethbridge County

Country Residential subdivision of NE1/4 11-8-21-W4M

THAT the Country Residential subdivision of NE1/4 11-8-21-W4M (Certificate of Title No. 931 269 501), to subdivide a parcel of 6.83 acres (2.76 ha) from a title of 79.48 acres (32.17 ha) within a previously subdivided quarter-section 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 6.83 acres at the market value of \$55,116 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final plan 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, if required.
3. That the applicant submits a copy of a final surveyed plan from an Alberta Land Surveyor that certifies the exact location and dimensions of the lot to be subdivided as approved.
4. That any easement(s) as required by utility companies or the municipality shall be established prior to final endorsement.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined this proposal conforms to the County's subdivision policies for a Legacy Yard Site subdivision that enables a multi-generational farm yard subdivision from an 80-acre sized agricultural title.
4. The Subdivision Authority is satisfied the proposal is consistent with the Intermunicipal Development Plan (IDP) policies applicable to this area with the City of Lethbridge. The IDP allows for subdivision in respect to the County's applicable agricultural land policies. The City has not objected to the proposal.

INFORMATIVE:

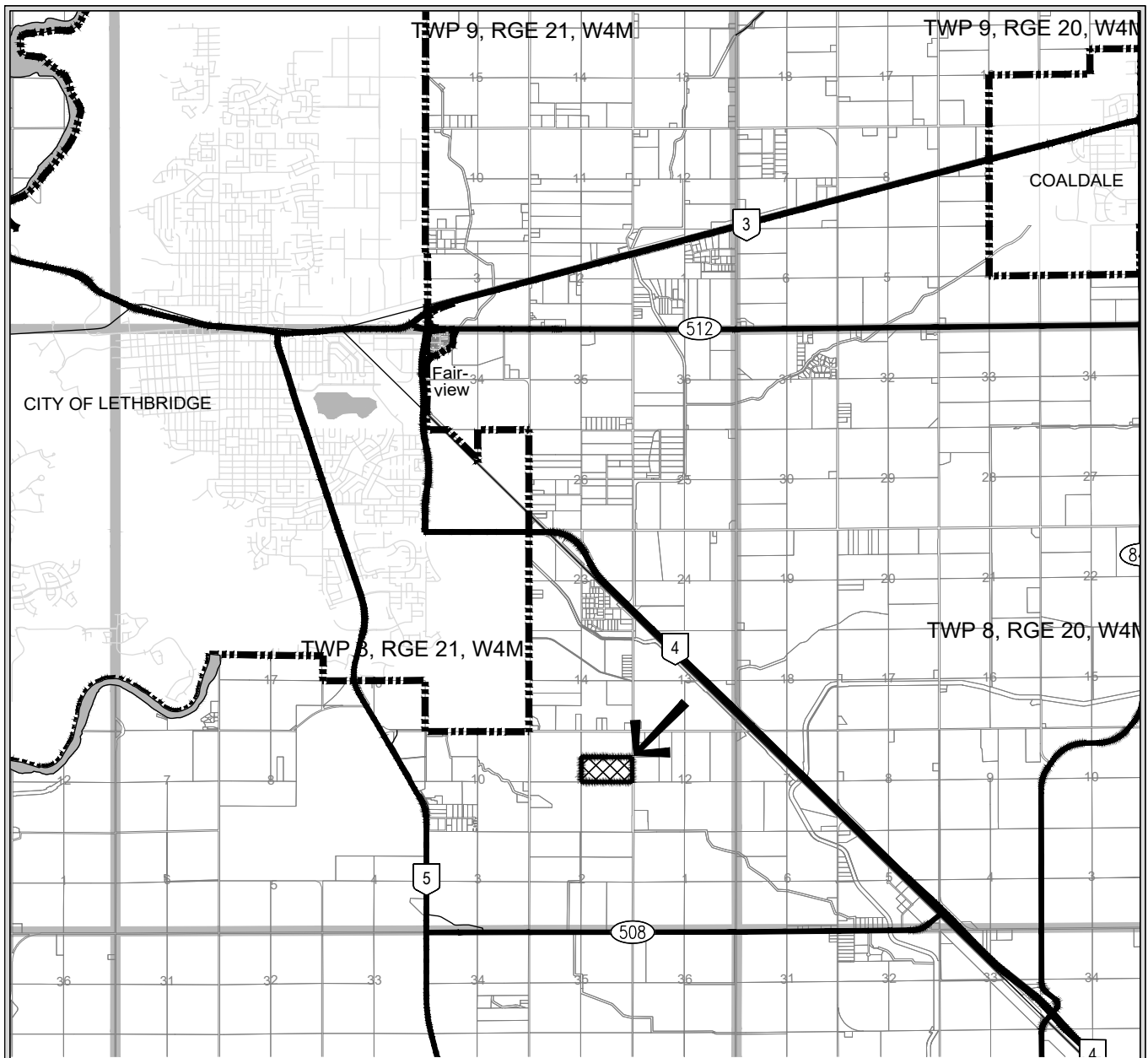
- (a) Reserve is required in respect of Section 663 of the Municipal Government Act. The payment of the applicable 10% Municipal Reserve on the 6.83 acres must be provided as a cash-in-lieu of land payment.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.

- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for including TELUS in your circulation.
- At this time, TELUS has no concerns with the proposed activities.
- (e) ATCO Gas – Claudia Glodzinski, Engineer, South District Engineering:
- “Assuming the customer’s service stays within the proposed new lot, there are no objections from ATCO. If the service crosses the new property line, please reach out to land.admin@atco.com to have right of way registered on the service.”

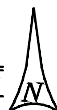
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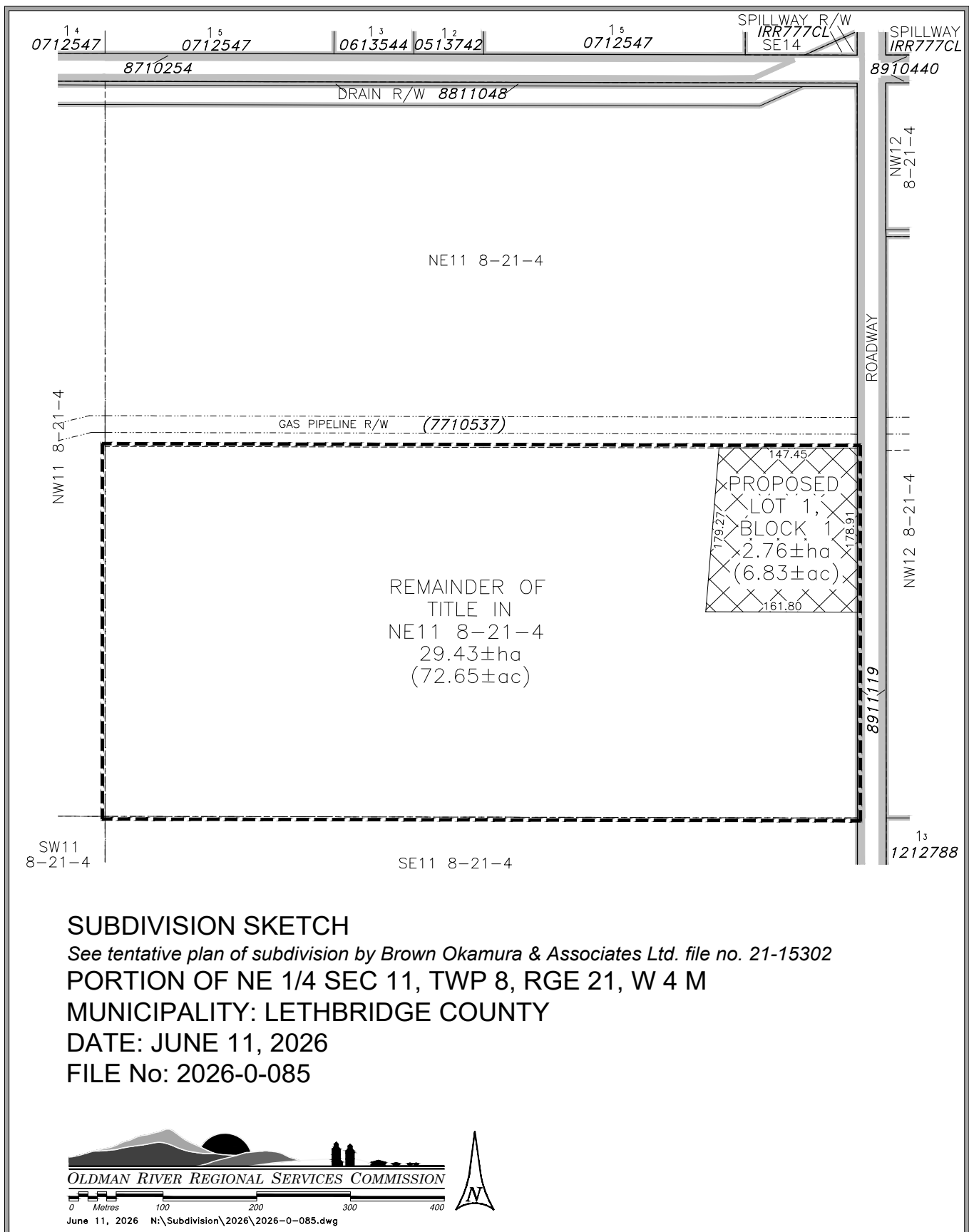
REEVE

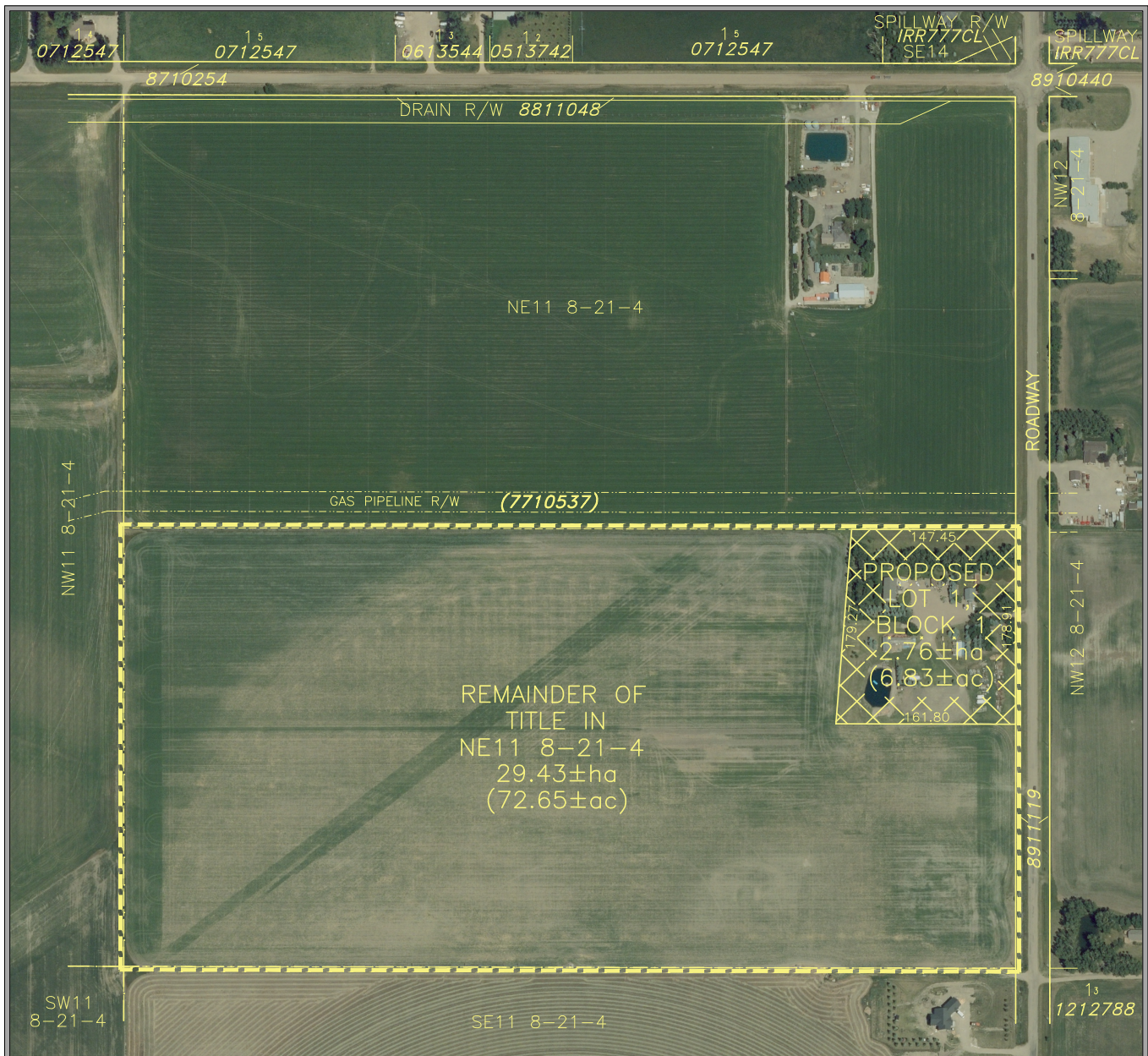
DATE



SUBDIVISION LOCATION SKETCH
PORTION OF NE 1/4 SEC 11, TWP 8, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 11, 2026
FILE No: 2026-0-085







SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 21-15302

PORTION OF NE 1/4 SEC 11, TWP 8, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 11, 2026

FILE No: 2026-0-085



AERIAL PHOTO DATE: 2024

AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-086 – Baarda
- portion of SE1/410-11-21-W4M
Meeting: Council Meeting - 06 Aug 2026
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The purpose of this application is to resplit a title of 5.38 acres into two titles, being 2.48 and 2.80 acres respectively in size, for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2026-0-086 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Matters Related to Subdivision and Development Regulation, country residential land use strategy, and the municipal resubdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains policy to consider the subdivision of existing small title less than 20.0 acres in size. Both the 2.48 and 2.80 acre lots meet the minimum 2.0 acre parcel size.
- The subdivision aligns with County's land use strategy to subdivide existing titles of parcels less than 20.0 acres in size, or areas of fragmented, cut-off, or poor-quality agricultural land rather than prime agricultural land, with minimum servicing needs and where utilities are available (e.g., gas, electrical).
- The land is within the IDP boundary of the Town of Picture Butte and Lethbridge County. The parcel is located within the general IDP area and is not within a special planning area or

growth area for the town. The proposal is deemed to align with the IDP policy that allows for the resubdivision of yards.

BACKGROUND INFORMATION:

Located less than 1-mile north of the Town of Picture Butte and just to the west of Highway 25. The proposal is to create an additional lot from a title containing less than 20.0 acres of land.

The parent 5.38 acre title was originally subdivided in 1937 on an irrigation plan (IRR1325) and at some point deemed surplus land and was obtained for private ownership. The proposed north parcel (2.48 acres) contains an existing yard with a dwelling. The proposed south parcel at 2.80 acres is presently vacant other than a shed and dugout situated on the very south side. The existing yard is serviced by a private cistern system and a private on-site septic field system situated directly southeast of the dwelling. The vacant south lot is proposed to be serviced in the same manner. The south lot is slightly larger at the 2.80 acres as it will contain a pan-handle area for a private access that runs along the east property line up to the existing north access to Highway 25. The subdivision plan proposal includes a 20 x 15m dedicated road (i.e., service road) that will enable shared access between the two lots being created. The land immediately south of the parent parcel is reservoir land and therefore a continued service road is not seen as necessary, as no further subdivision is possible.

There are no abandoned gas wells within this ¼-section and also no identified provincial historical resources located in proximity. There are no confined feeding operations (CFO) located in proximity where the applicable minimum distance separation (MDS) would be compromised. The subdivision exceeds the MDS to a 5500 head beef finisher operation to the southwest (at a distance of 1,140m) and a 520 head dairy operation to the northwest (at 1,290m).

Overall, the proposal meets the criteria of the County's Land Use Bylaw for a resplit subdivision of an existing title that is 20-acres or less in size. The application was circulated to the required external agencies. ATCO Gas has requested a utility easement. Alberta Transportation and Economic Corridors (ATEC) has authorized an approval subject to the 20m x 15m service road being dedicated. Town of Picture Butte has not yet responded.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve the application if it determines an additional title is not suitable.

Pros:

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

Cons:

- The land is not agricultural land, the County will not receive the MR payment, and a refusal would likely be appealed to LPRT by the applicants.

FINANCIAL IMPACT:

The County will benefit from a 10% municipal reserve payment applicable on the 5.38 acres at \$66,037 per acre. Additionally, the future tax situation may increase with opportunity for development with a new residence and yard

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2026-0-086 Lethbridge County Approval
Diagrams 2026-0-086](#)

RESOLUTION

2026-0-086

Lethbridge County

Country Residential subdivision of SE1/4 10-11-21-W4M

THAT the Country Residential subdivision of SE1/4 10-11-21-W4M (Certificate of Title No. 151 268 001), to resplit a title of 5.38 acres (2.18 ha) into two titles, being 2.48 and 2.80 acres (1.01 and 1.13 ha) 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 5.38 acres at the market value of \$66,037 per acre, with the actual acreage and amount to be paid to Lethbridge County be determined at the final plan 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. This agreement may address the provision and construction of the service road and any other matter deemed necessary.
3. That a soils analysis be undertaken by a professional in the field to verify suitability for an additional on-site private septic system, with a minimum of two test pits on the south 2.80-acre lot, with the report to be provided to the satisfaction of the Subdivision Authority.
4. That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.
5. That the easement(s) as required by ATCO Energy Systems, FORTIS Alberta, or any other utility company shall be established prior to final endorsement.
6. That the applicant is responsible to meet any conditions or requirements from Alberta Transportation and Economic Corridors prior to finalization, including the provision of any service road dedication.

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 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined this proposal meets the criteria of the Lethbridge County Land Use Bylaw in regard to the resubdivision of an existing small title 20-acres or less in size, the lot sizes each will exceed the minimum 2.00-acre size, and the applicable MDS to nearby CFOs is met.
4. The land is within the IDP boundary of the Town of Picture Butte and Lethbridge County and is deemed to align with the policy that allows for the resubdivision of yards that conform to the County's agricultural subdivision policies. The land is not within a special planning area or growth area for the town and the Town of Picture Butte has not objected to the proposal.

INFORMATIVE:

- (a) In respect of Section 663 of the MGA, the payment of the applicable 10% Municipal Reserve must be provided on the 5.38 acres as a cash-in-lieu of land payment.

2026-0-086
Page 1 of 3

- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) The south property line of the existing parent title is not being created through this subdivision application; however, the south dugout appears to encroach onto the reservoir land to the south. If the two landowners consider it necessary, they may enter into a private encroachment agreement for the dugout and register it on title as part of the subdivision process for efficiency.
- (e) Thank you for including TELUS in your circulation.
At this time, TELUS has no concerns with the proposed activities.
- (f) ATCO Gas – Claudia Glodzinski, Engineer, South District Engineering:
“The service line is crossing the proposed property line. Please have the customer reach out to land.admin@ATCO.com in order to have a right of way registered on the existing service.”
- (g) Alberta Transportation and Economic Corridors - The subsequent application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 25.

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

The requirements of Section 18 of the Regulation are not met. Based on review of the proposal, the department is satisfied that the Highway has sufficient capacity to accommodate the proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

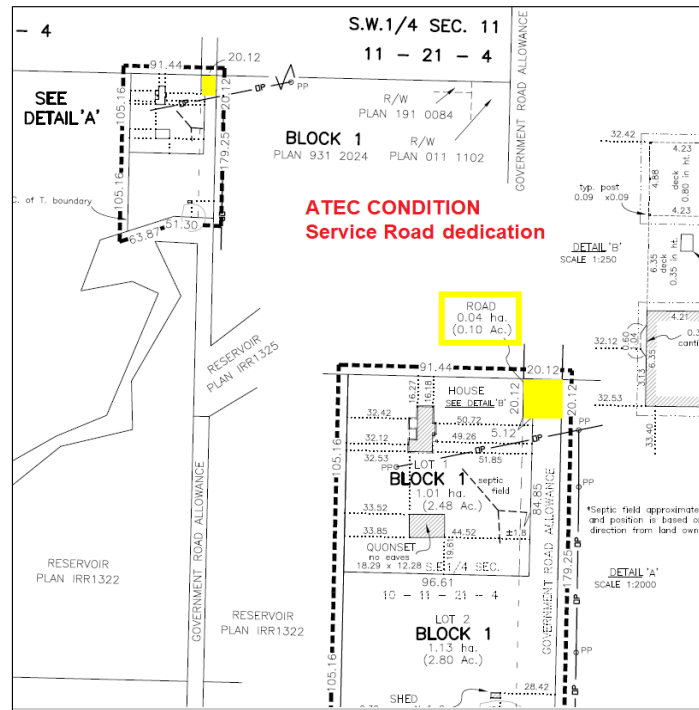
The requirements of Section 19 of the Regulation are not met. The applicant has made provision for a 20m wide by 15m wide service road that would provide indirect access to the highway for the parcel to be created by the local road system. A condition of subdivision approval would be subject to the applicant providing a 20 metre wide by 15 metre wide service road right-of-way to and across the highway frontage of the parcel to be created. Notwithstanding the foregoing, the applicant is advised that no direct access to the highway will be allowed as a result of this application.

Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors does not grant approval for the subdivision authority to vary the requirements of Section 19 of the Regulation, Transportation and Economic Corridors will accept service road dedication as described below:

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

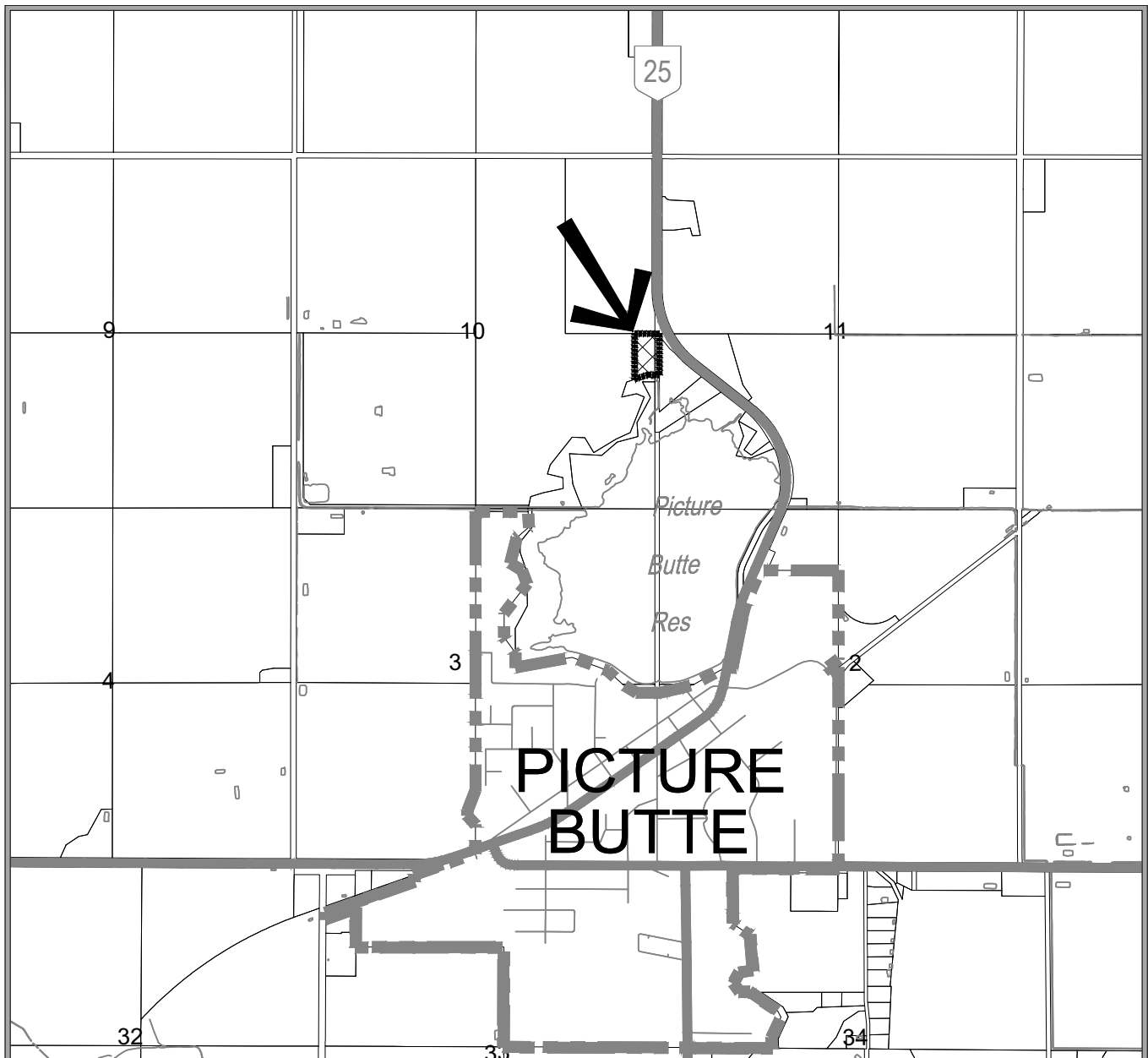
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act
2. To satisfy Section 19 of the Subdivision and Development Regulation, a 20 metre wide by 15 metre wide service road shall be dedicated and constructed along the highway frontage as shown on the attached plan. The service road shall be dedicated by plan of survey and clearly

3. The existing access may remain on a temporary basis. All direct highway accesses are to be considered temporary. No compensation shall be payable to the landowner, or their assigns or successors when Transportation and Economic Corridors removes or relocates the access or if highway access is removed and access provided via a municipal road or service road.
4. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
5. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors.



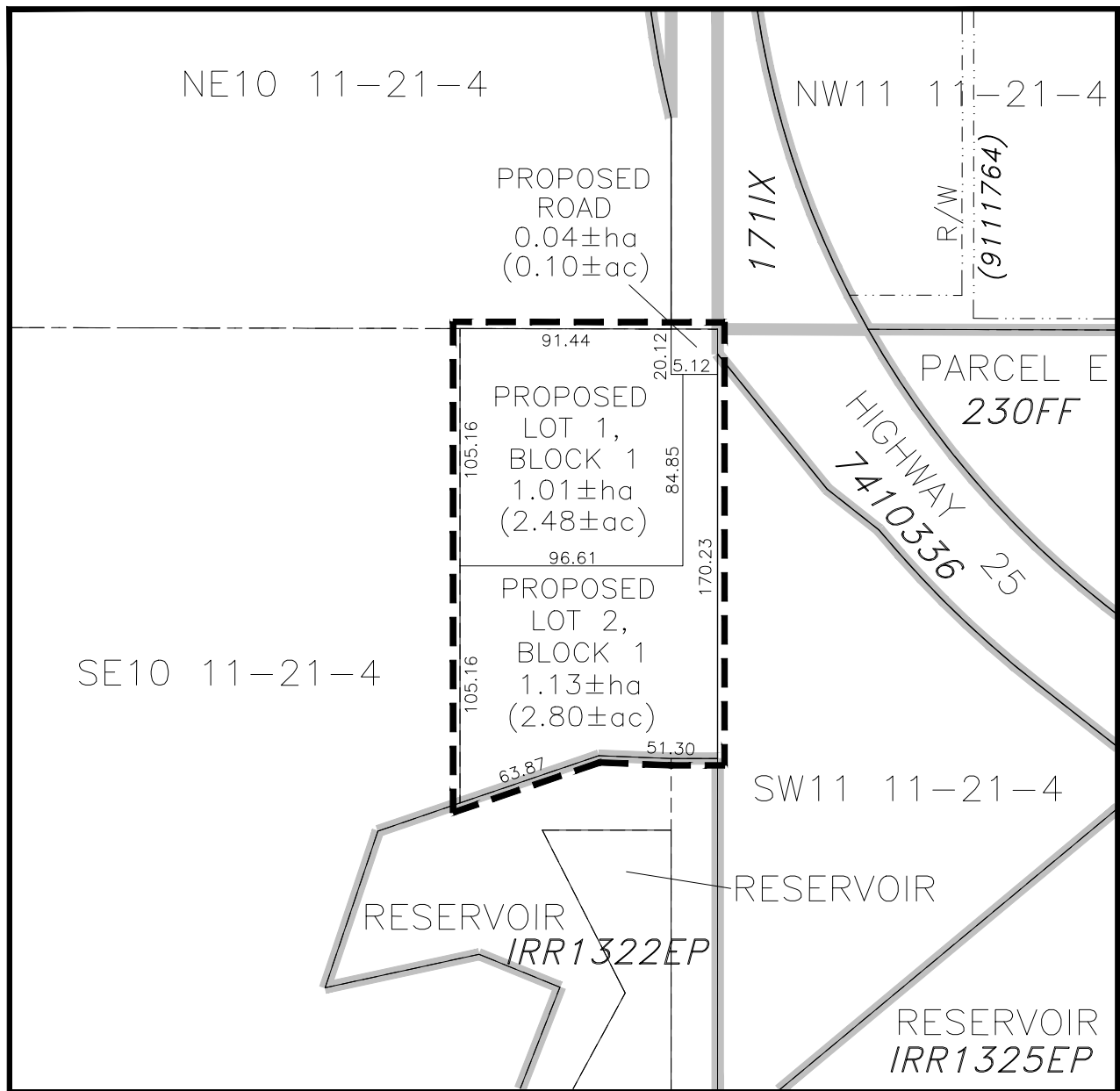
REEVE

2026-0-086
Page 3 of 3



SUBDIVISION LOCATION SKETCH
PORTION OF SE 1/4 SEC 10, TWP 11, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 12, 2026
FILE: 2026-0-086





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 26-17082

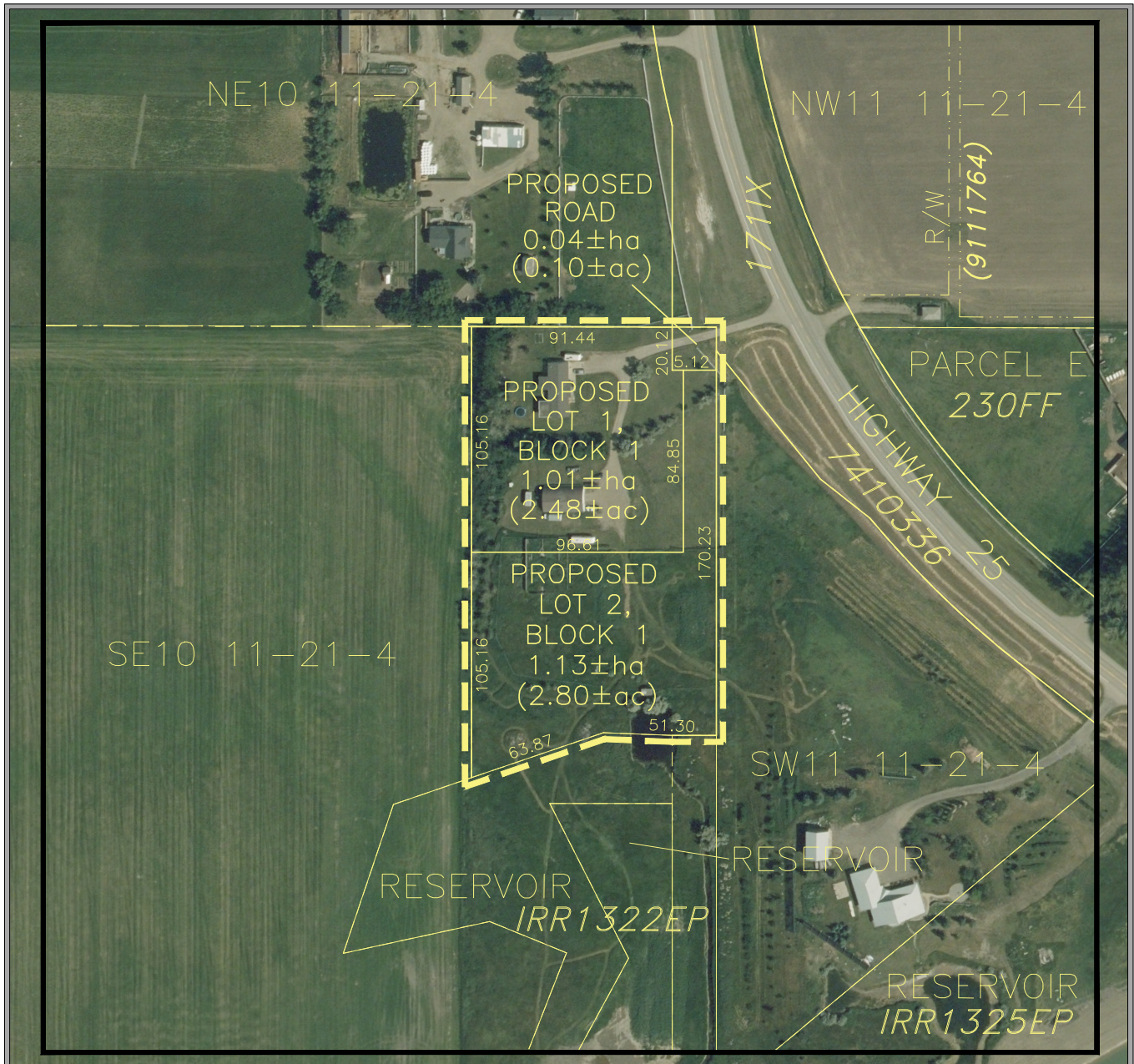
PORTION OF SE 1/4 SEC 10, TWP 11, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 12, 2026

FILE: 2026-0-086





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 26-17082

PORTION OF SE 1/4 SEC 10, TWP 11, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 12, 2026

FILE: 2026-0-086



AGENDA ITEM REPORT



Title: Subdivision Application #2026-0-087 – CE French Livestock Ltd.
- Block 1, Plan 9310852 within N1/2 13-8-21-W4M & SW1/4 24-8-21-W4M

Meeting: Council Meeting - 06 Aug 2026

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The purpose of this application is to subdivide a fragmented ¼-section and create a 76.57-acre agricultural title from a title comprised of 110.7-acres in size. The proposal does meet the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2026-0-087 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

It is the first private subdivision from the fragmented ¼-section and the proposal meets the provincial Matters Related Subdivision and Development Regulation, the IDP policies, and the municipal agricultural subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The agricultural parcel subdivision policies are within Land Use Bylaw No. 24-007 that allow one subdivision per ¼-section, which the proposed subdivision complies with as a fragmented parcel due to the CPR, canal, and Highway 4.
- The bylaw criteria stipulate a minimum 70.0-acre agricultural parcel size with exceptions on title.
- This land is situated within the IDP Policy Area 5 with the City of Lethbridge. With the proposed single subdivision being for agricultural use, the proposal is deemed to conform to the subdivision criteria of the IDP.

BACKGROUND INFORMATION:

Located immediately east of the Virginillo Subdivision and Stewart Siding, one-mile east of the City of Lethbridge and adjacent to Highway 4. The purpose of the application is to create a separate agricultural title for the south half of the parcel.

Lands in the N½ of Section 13-8-21-W4 and the SW 24-8-21-W4 have previously been reconfigured due to the fragmentation caused by Highway 4, the CPR rail-line, and a main SMRID canal that traverse through the sections. In particular, the N½ of Section 13-8-21-W4 has been reconfigured as the land titles were rearranged to be contiguous on each side of the Highway/rail-line as single agricultural titles. The applicant is wanting to separate the south-half better quality agricultural land from the northern portion which is physically fragmented parcel due to a canal right-of-way (0311792). The 76.57-acre agricultural portion is cultivated with some pasture and contains several grain bins on the very southern end, while the residual 34.14-acres contains a dwelling and fencing along with pastureland. The residence is serviced by the rural water co-op and a sub-surface septic treatment field. There is no need for potable water or sewer disposal provisions for the agricultural subdivision. The irrigation canal creates a physical severance of the residual 34.14-acres, resulting in a title in two parts. There is no means to cross from one portion to the other without using the canal. With this proposal, the residual land will remain as it currently is with the physical cut-off (and being a title in two parts). Legal access to each portion of land shall remain from the local road system on the west side (McNally Road).

There are no abandoned gas wells located on the land or in proximity to this proposal. The land is not identified by the province as having a historical resource, wetland, or any environmental significance.

Overall, the proposal meets the criteria of the County's Land Use Bylaw for the subdivision of agricultural land. The application was circulated to the required external agencies and no concerns were expressed regarding the application but ATCO Gas requires an easement. Alberta Transportation has no objections. The City of Lethbridge has not provided comments (at time of agenda report).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve the subdivision application.

Pros:

- None identified, as the proposal aligns with the LUB and IDP.

Cons:

- As the proposal is deemed to conform to policy, a refusal may result in an appeal to LPRT.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:

Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2026-0-087 Lethbridge County Approval Diagrams 2026-0-087](#)

RESOLUTION

2026-0-087

Lethbridge County

Agricultural subdivision of Block 1, Plan 9310852 within N1/2 13-8-21-W4M & SW1/4 24-8-21-W4M

THAT the Agricultural subdivision of Block 1, Plan 9310852 within N1/2 13-8-21-W4M & SW1/4 24-8-21-W4M (Certificate of Title No. 031 386 417 +1), to subdivide a fragmented ¼-section and create a 76.57-acre (30.99 ha) agricultural title from a title comprised of 110.7-acres (44.80 ha) in size; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required.
3. That the applicant submits a surveyor's sketch as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the dwelling and septic field on the residual 34.14-acre title in relation to the proposed subdivision boundary (property line) between the two titles being created.
4. That the applicant submits a final subdivision plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.
5. That the easement(s) as required by ATCO Energy Systems or any other utility company shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the application conforms to the bylaw subdivision criteria regarding the subdivision of agricultural land and the parcel exceeds the minimum 70-acres with exceptions on title.
4. The land is within Policy Area 5 of the County and City of Lethbridge Intermunicipal Development Plan (IDP). With the proposed single subdivision being for agricultural use, the proposal is deemed to conform to the subdivision criteria of the IDP and the City of Lethbridge has no objections.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(b) 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.

2026-0-087
Page 1 of 2

(c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

(d) Thank you for including TELUS in your circulation.

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

(e) ATCO Gas – Claudia Glodzinski, Engineer, South District Engineering:

"It seems that the service is crossing the proposed service line. If this is the case, please reach out to land.admin@atco.com to ensure a right of way is registered on top of the service."

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

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

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

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

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

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

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

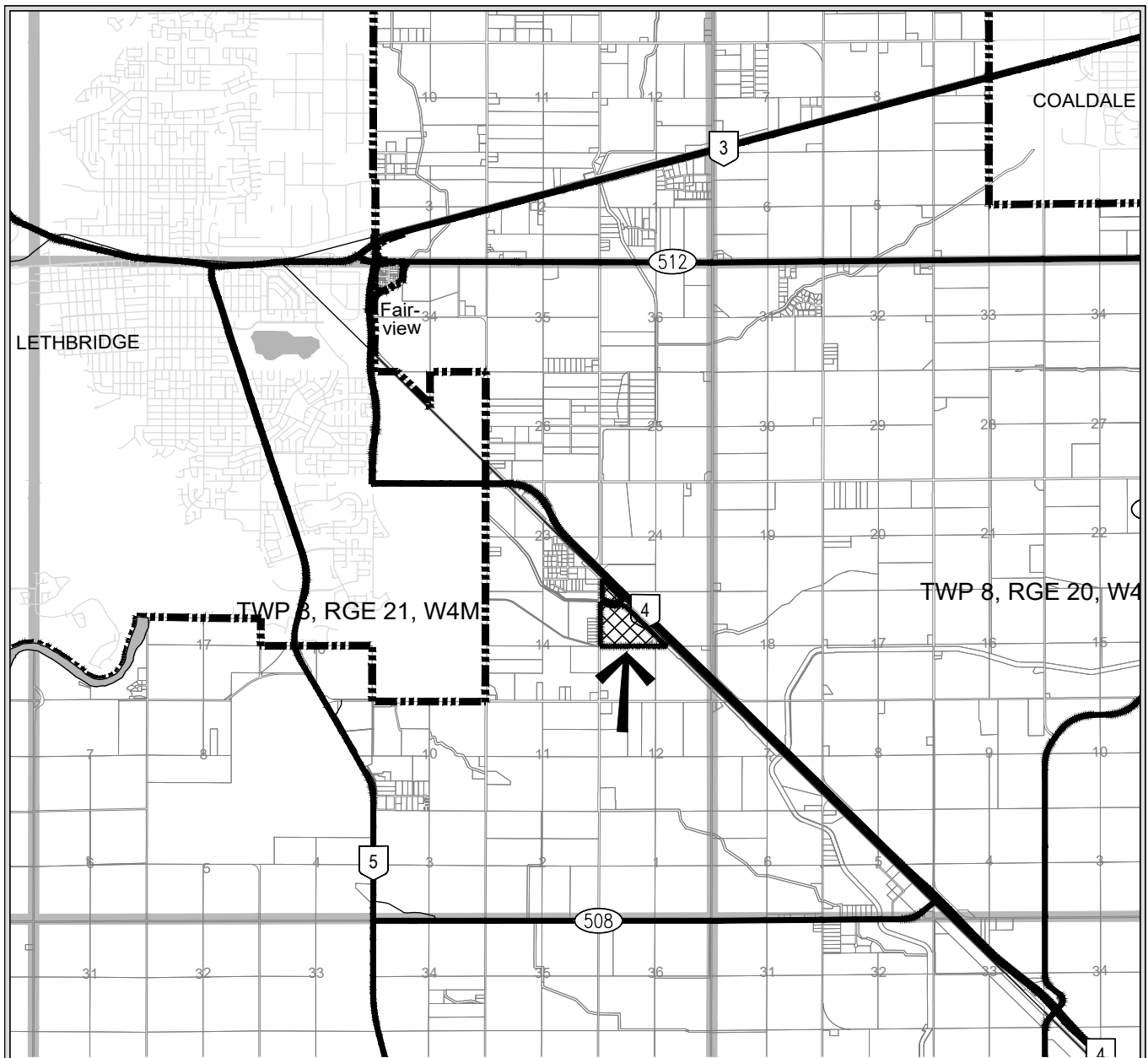
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

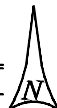
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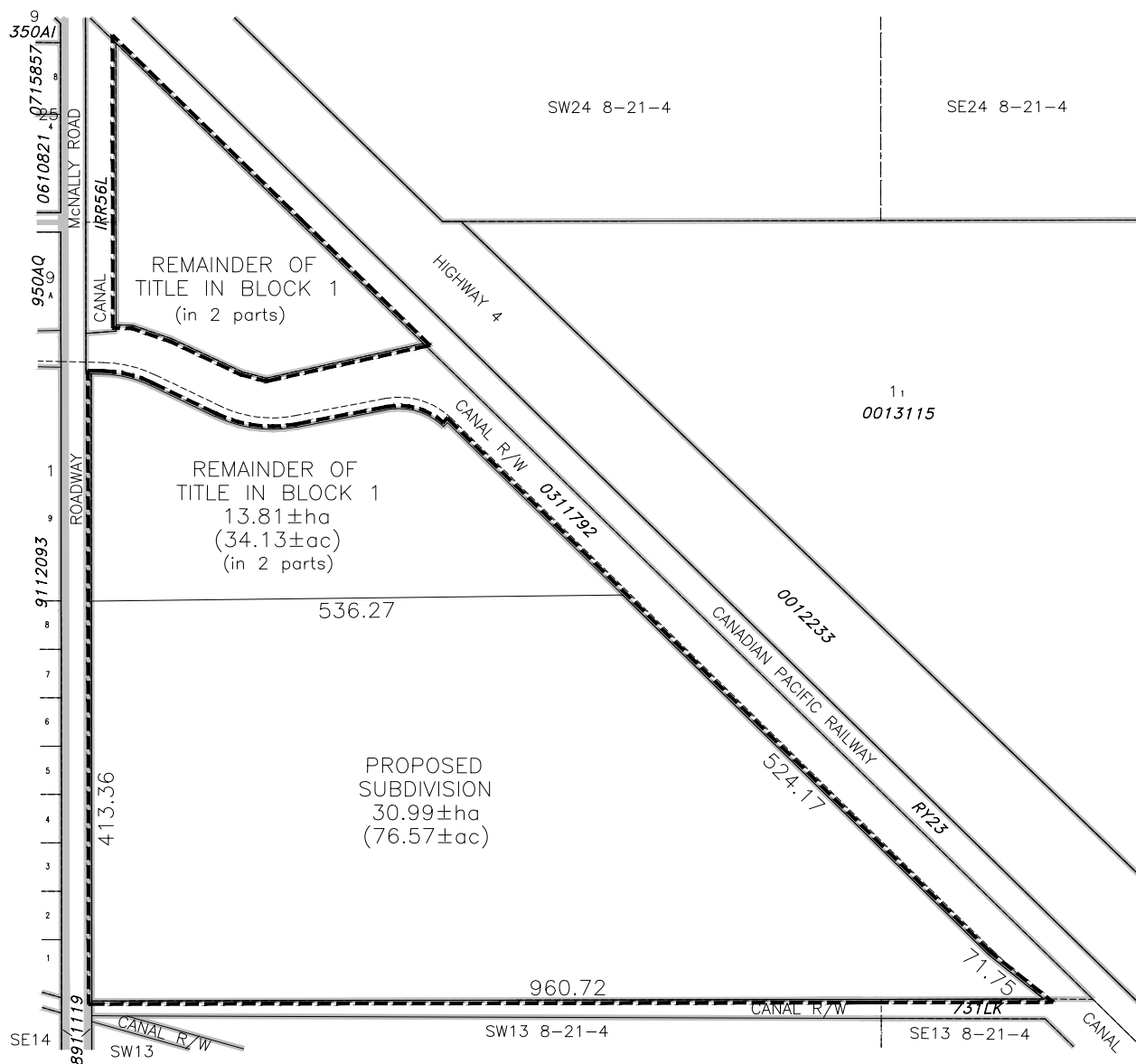
REEVE

DATE



SUBDIVISION LOCATION SKETCH
BLOCK 1, PLAN 9310852 WITHIN
N 1/2 SEC 13 & SW 1/4 SEC 24, TWP 8, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 19, 2026
FILE No: 2026-0-087





Note: Areas derived using cadastral mapping

SUBDIVISION SKETCH
BLOCK 1, PLAN 9310852 WITHIN
N 1/2 SEC 13 & SW 1/4 SEC 24, TWP 8, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 19, 2026
FILE No: 2026-0-087

AGENDA ITEM REPORT



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

Meeting: Council Meeting - 06 Aug 2026

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been received to redesignate a portion of Plan 0815575, Block 1, Lot 2 (112026 Range Road 223), within SW-15-11-23-W4M, from Rural Agriculture (RA) to Business Light Industrial (BLI). The proposed redesignation area is approximately 43.13 acres, with the eastern boundary defined by an identified wetland.

The redesignation will facilitate the expansion of an existing truck transportation depot and bring the operation into compliance with the Land Use Bylaw. The application follows the recent Intermunicipal Development Plan (IDP) amendment with the Town of Nobleford (Bylaw 25-011), which contemplated future commercial/industrial use of the subject lands subject to the completion of a wetland assessment.

RECOMMENDATION:

That Bylaw 26-010, be read a second time.
That Bylaw 26-010, be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation aligns with the MDP policy direction to support industrial/commercial expansion in areas identified through an Intermunicipal Development Plan, and to accommodate the growth of existing operations.

The applicant has satisfied the pre-rezoning condition established under Bylaw 25-011 (Nobleford IDP amendment) by completing a wetland assessment. A servicing report and geotechnical report have also been submitted in support of the application.

First reading will allow the County to proceed with the required public hearing and notification process.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Bylaw 25-011 – Lethbridge County / Town of Nobleford Intermunicipal Development Plan (IDP) amendment, jointly approved by both Councils, contemplating the redesignation of the subject lands to a commercial/industrial use subject to completion of a wetland assessment prior to rezoning.
- Municipal Development Plan (MDP), Policy 10.3 – the County shall provide for a wide range of industrial and commercial types of development through the Land Use Bylaw.
- MDP, Policy 10.12(c) and (d) – industrial and commercial development may be considered on lands where the area has been agreed to in an Intermunicipal Development Plan with an adjacent municipality, and where the land is to accommodate an expansion to an existing industrial/commercial area.
- MDP, Policy 10.13 – designated areas where industrial or commercial facilities are existing may be considered for expansion based on servicing, traffic, parcel size, drainage, and adjacent land use considerations.
- MDP, Policy 14.8 – the County will ensure the Land Use Bylaw provides for a wide range of commercial and industrial uses, encouraging economic development opportunities and a mix of land uses.

BACKGROUND INFORMATION:

The subject parcel is currently designated Rural Agriculture (RA) and contains an existing truck transportation depot that has operated in a non-compliant manner under the current district. In 2025, the landowner submitted a development permit application to construct a new building on the property. Through that review, Administration identified that both an amendment to the Town of Nobleford Intermunicipal Development Plan and a redesignation of the parcel were required prior to any further development.

Bylaw 25-011, jointly adopted by Lethbridge County Council and the Town of Nobleford Council, amended the IDP to contemplate commercial/industrial use of the subject lands and required the landowner to complete a wetland assessment prior to applying for rezoning.

The applicant has now submitted the following technical reports in support of this application:

- Wetland Assessment – identifies the wetland feature defining the eastern boundary of the proposed redesignation area.
- Servicing Report – addresses water, wastewater, and stormwater management for the proposed expansion.
- Geotechnical Report – confirms site suitability for the proposed industrial use.

The proposed redesignation area is approximately 43.13 acres, with the boundary configured to exclude the identified wetland. Redesignation to Business Light Industrial (BLI) will allow the existing business to be brought into compliance and accommodate the proposed building expansion.

ALTERNATIVES / PROS / CONS:

1. To refuse second reading of Bylaw 26-010.

Pros: None.

Cons: Delays the applicant's ability to bring the existing operation into compliance and proceed with the proposed expansion.

FINANCIAL IMPACT:

There are no immediate financial implications associated with the redesignation. If the expansion proceeds to development, the County will benefit from increased non-residential assessment and associated tax revenue.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 26-010 - Amendment to LUB Reading Page](#)

[26-010 Rezoning Map](#)

[26-010 Application Form Redacted](#)

[Bylaw 26-010 Wetland Assessment](#)

[Bylaw 26-010 CoT](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 26-010

Bylaw 26-010 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 26-010 is to redesignate a portion of a title legally described as Plan 081 5575, Block 1, Lot 2 (112026 Range Road 223) within SW-15-11-23-W4M containing approximately 17.45 hectares (43.13 acres) more or less, from Rural Agriculture to Business Light Industrial District as shown below;



AND WHEREAS the redesignation of the lands is for the purpose of development for land uses as prescribed in the Business Light Industrial District;

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

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

1. To redesignate a portion of a title legally described as Plan 081 5575, Block 1, Lot 2 (112026 Range Road 223) within SW-15-11-23-W4M containing approximately 17.45

hectares (43.13 acres) more or less, from Rural Agriculture (RA) to Business Light Industrial (BLI) as shown on the map

- 2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
- 3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 18th day of June 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer



Bylaw 26-010: Rural Agriculture to Business Light Industrial

Portion of Plan 0815575; Block 1; Lot 2 (Portion of SW-15-11-23-4)
Approximately 43.13 Acres Located in Lethbridge County, AB

 Bylaw 26-010

N





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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE			
Date of Application: <u>March 27, 2026</u>	Assigned Bylaw	No. <u>26-010</u>	
Date Deemed Complete: <u>March 30, 2026</u>	Application & Processing Fee:	\$ <u>1500.00 paid in 2025</u>	
☒ Redesignation ☐ Text Amendment	Certificate of Title Submitted:	☒ Yes ☐ No	

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

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

APPLICANT INFORMATION

Name of Applicant: Prairie Glider Transport Ltd.

Mailing Address: PO Box 208

Nobleford, AB

Phone: [REDACTED]

Phone (alternate): _____

Fax: _____

Postal Code: T0L 1S0

Is the applicant the owner of the property?

☒ Yes

☐ No

IF "NO" please complete box below

Name of Owner: _____

Phone: _____

Mailing Address: _____

Applicant's interest in the property:

- ☐ Agent
☐ Contractor
☐ Tenant
☐ Other _____

Postal Code: _____

PROPERTY INFORMATION

Municipal Address: 112029 Range Road 223

Legal Description: Lot(s) 2 Block 1 Plan 0815575

OR Quarter NW SW Section 15 Township 11 Range 23



FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning):

Rural Agriculture

Proposed Land Use Designation (zoning) (if applicable): Business Light Industrial

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** See map. and **lot area/parcel acreage** 43 acres

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

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

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

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

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

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



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

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

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

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

if deemed necessary.

SITE PLAN

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

DECLARATION OF APPLICANT/AGENT

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

APPLICANT

REGISTERED OWNER (if not the same as applicant)

March 27, 2026

DATE

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

TERMS

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

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



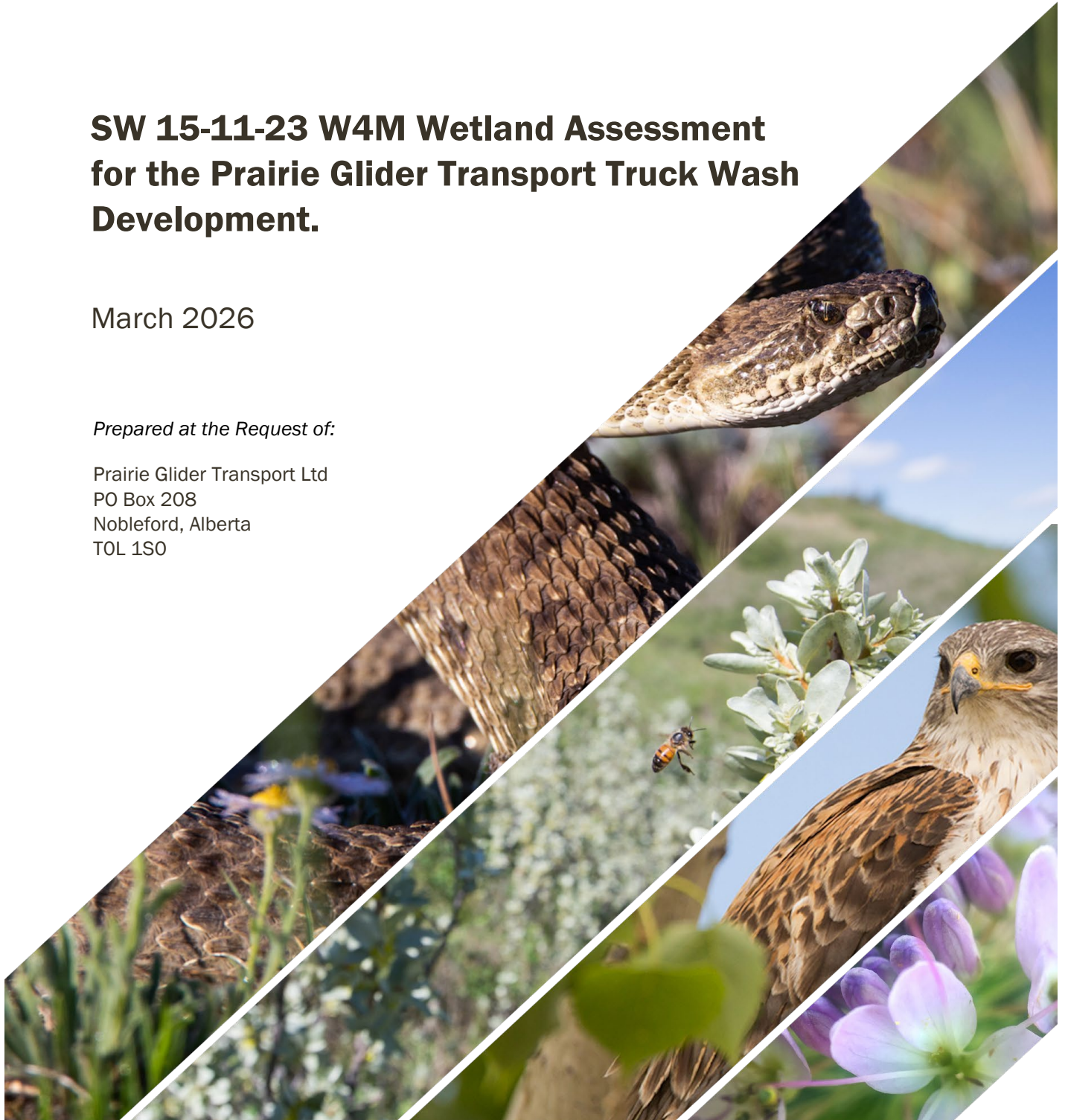
BEAR TRACKS
ENVIRONMENTAL SERVICES

SW 15-11-23 W4M Wetland Assessment for the Prairie Glider Transport Truck Wash Development.

March 2026

Prepared at the Request of:

Prairie Glider Transport Ltd
PO Box 208
Nobleford, Alberta
T0L 1S0



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1 Introduction

Bear Tracks Environmental Services (2015) Ltd. (BTES) was retained by Prairie Glider Transport Ltd. (PGT) to conduct a wetland assessment within SW 15-11-23 W4M for a proposed truck wash development which will include a waterline, dugout, stormwater management facility, wash bay, and gravel restoration (hereafter the Project). The Project is located approximately 2km northwest of Nobleford, Alberta within Lethbridge County.

The wetland assessment was requested by Lethbridge County as part of the land redesignation bylaw in order for PGT to be approved for rural isolated light industrial use (non-noxious) within a portion of Lot 2, Block 1, Plan 0815575 (SW 15-11-23 W4M). It should be noted that a previous wetland assessment was completed by BTES on July 3, 2025 (BTES 2025) for the initial proposed development area. A secondary wetland assessment was recommended by BTES due to changes in proposed infrastructure locations and proximity to Stud Horse Lake. BTES' scope of work included identifying sensitive areas and examining biophysical characteristics of the site, particularly regarding waterbodies within the area of interest. As such, BTES identified, characterized, and delineated wetlands that may be located within proximity of the proposed Project development area. It is understood that information collected during the assessment will be used in conjunction with a drainage assessment completed by a professional engineer. It is understood that in instances where avoidance of wetland habitats is not possible, information collected as part of the wetland assessment may be used in support of Government of Alberta regulatory applications that may be required for development at the site.

2 Methods

A desktop review and field reconnaissance were conducted as part of the wetland assessment to identify, classify, and delineate potential wetland areas and other waterbodies at the Project site. Delineation of wetlands was conducted in accordance with the *Alberta Wetland Identification and Delineation Directive* (Government of Alberta 2015).

Background information reviewed as part of this assessment included available topographic mapping, available soil mapping (Alberta Agriculture and Irrigation 2026) and the *Alberta Merged Wetland Inventory* (Government of Alberta 2017a) to assess conditions at the subject site with respect to soil characteristics and expected wetland conditions.

As part of the desktop review, historical satellite imagery was also reviewed to identify potential wetland habitats by defining areas with visible biophysical and land use indicators of wetlands (e.g., evidence of open water, changes in vegetation communities, bare soil areas, changes in patterns of cultivation, avoidance of the site for cultivation, etc.).

A field reconnaissance was conducted within the defined survey area and the proposed development footprint (Figure 1) to confirm the presence of wetland areas and waterbodies, verify the boundaries of wetland areas, and to classify identified wetlands and waterbodies (including Stud Horse Lake). Expected wetland boundaries (from the satellite imagery review) were verified at the site based on the presence of wetland attributes, including the presence of hydrophytic plants and topography. The boundary of identified wetlands was considered the interface between upland and wetland vegetation. The field delineated wetland boundaries were recorded using a hand-held Global Positioning System (GPS) unit.

Classification of wetlands at the subject site followed the *Alberta Wetland Classification System* (ESRD 2015) and included an evaluation of biophysical conditions at the site to determine the type of wetland that best represents on-site conditions. The classification included an evaluation of soil conditions, dominant wetland vegetation species/communities, and a determination of water permanency.

3 Results

Based on the field reconnaissance conducted January 20, 2026, no wetlands were identified within the proposed development footprint of the Project (Figure 1). Land cover within the proposed development footprint was assessed to be tame pasture, however, the plant species were unidentifiable due to grazing intensity and time of the year.

A wetland assessment of Stud Horse Lake was conducted as it occurs within close proximity to the proposed development. Stud Horse Lake was identified as a seasonal graminoid marsh (M-G-III), with hydrology indicators such as saline soils and wetland obligate vegetation (Table 1). Foxtail barley (*Hordeum jubatum*) was recorded as the dominant vegetation species within the wetland boundary, and soil samples were not obtained due to frozen ground conditions. A fence following the west boundary of the Stud Horse Lake was observed and delineated (Figure 1). Photographs of Stud Horse Lake captured during the field reconnaissance are provided in Appendix A.

Located to the north of Stud Horse Lake is a temporary graminoid marsh (M-G-II, WL 3) that was identified by BTES during the initial wetland assessment for the Project (BTES 2025). This wetland is separated from Stud Horse Lake by a berm, that is located between the two wetlands (Figure 1; Table 1).

Table 1 – Wetland Feature Confirmed During the Field Assessment

Feature ID	Classification ¹	Area (ha)
Stud Horse Lake	Seasonal Graminoid Marsh [M-G-III]	27
WL 3	Temporary Graminoid Marsh [M-G-II]	8

¹ Wetlands classified according to the *Alberta Wetland Classification System* (AWCS) (ESRD 2015)

Bear Tracks Environmental
Services (2015) Ltd.

March 2026

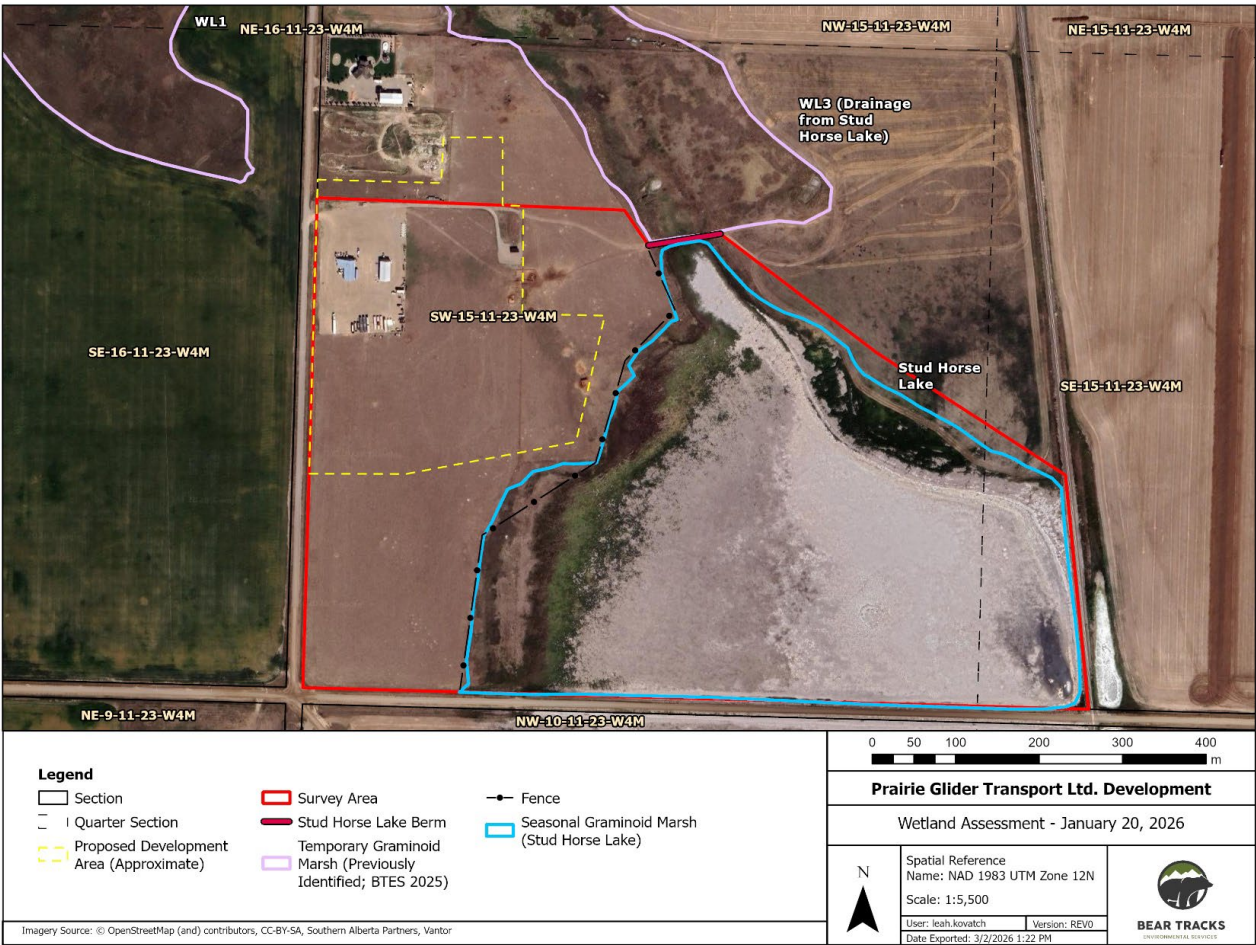


Figure 1: Confirmed Wetlands and Waterbodies in the Project Survey Area.

4 Discussion and Recommendations

Based on the results of the wetland assessment, no wetlands were identified within the Project footprint, and one M-G-III wetland (Stud Horse Lake) was identified within close proximity to the proposed development. Based on the current Project design, physical disturbance to wetlands are not anticipated during construction.

Where possible, wetland areas should be avoided in accordance with development best management practices as described in the Government of Alberta's - *Alberta Wetland Policy* (2013). To conserve wetland health, it is important to maintain appropriate development setbacks to avoid direct or indirect impacts. Best management practices include:

- The Government of Alberta – Stepping Back from the Water guideline recommends that for a Class III wetland, a 50 m strip of native riparian vegetation and coarse textured substrate (sands & gravels) be kept along the edge of a waterbody (2012), if feasible.
- Effective erosion and sediment control measures should be installed, regularly inspected, and repaired when needed to prevent sediment from entering Stud Horse Lake during construction.
- Bare and disturbed soil should be revegetated immediately following construction.

If proposed disturbance of wetlands and other waterbodies within the Project development footprint occurs, all potential disturbance of such features should be conducted in accordance with the *Alberta Water Act* (2000).

5 Signature

The undersigned has personally inspected the subject property and considered relevant factors and influences pertinent within the scope of the assessment. This assessment was conducted and prepared under the direction of the undersigned, who is qualified as an authenticating professional relative to the standards and requirements described in the *Professional Responsibilities in Completion and Assurance of Wetland Science, Design and Engineering Work in Alberta* (2017b).

The undersigned has no past, present, or contemplated interest in the assessed property.

I have reviewed the information as submitted and completed this report in conformity with the Code of Ethics and the Duties of Professional Biologists.

Respectfully Submitted:



Clint Gellrich, B.Sc., P.Biol.
Bear Tracks Environmental Services (2015) Ltd.

6 References

- Alberta Environment and Sustainable Resource Development (ESRD). 2015. Alberta Wetland Classification System. Water Policy Branch, Policy and Planning Division, Edmonton, AB. Available at: <http://aep.alberta.ca/water/programs-and-services/wetlands/documents/ClassificationSystem-Jun01-2015.pdf>
- Alberta Agriculture and Irrigation. 2026. Alberta Soil Information Viewer. Available at: <https://soil.agric.gov.ab.ca/agrasidviewer/>
- Bear Tracks Environmental Services (2015) Ltd. 2025. SW 15-1-23 W4M Wetland Assessment for the Prairie Glider Transport Waterline, Lagoon and Dugout.
- Government of Alberta. 2012. Stepping Back from the Water: A Beneficial Management Practices Guide for New Development Near Water Bodies in Alberta Settled Region. Available at: <https://open.alberta.ca/dataset/1c70eb43-a211-4e9c-82c3-9ffd07f64932/resource/6e524f7c-0c19-4253-a0f6-62a0e2166b04/download/2012-steppingbackfromwater-guide-2012.pdf>
- Government of Alberta. 2013. Alberta Wetland Policy. Available at: <http://aep.alberta.ca/water/programs-and-services/wetlands/documents/AlbertaWetlandPolicy-Sep2013.pdf>
- Government of Alberta. 2015. Alberta Wetland Identification and Delineation Directive. Water Policy Branch, Alberta Environment and Parks. Edmonton, Alberta.
- Government of Alberta. 2017a. Alberta Merged Wetland Inventory. Available at: <http://geodiscover.alberta.ca/Viewer/?Viewer=GDA>
- Government of Alberta. 2017b. Professional Responsibilities in Completion and Assurance of Wetland Science, Design and Engineering Work in Alberta. Professional Practice Standard. Available at: <http://aep.alberta.ca/water/programs-and-services/wetlands/documents/PracticeStandardWetland-May01-2017.pdf>
- Province of Alberta. 2000. *Water Act*. Published by Alberta Queen's Printer. <http://www.qp.alberta.ca/documents/Acts/w03.pdf>

APPENDIX A: SITE PHOTOS



Photograph 1: Photograph of Stud Horse Lake facing north (Jan 20, 2026).



Photograph 2: Photograph of Stud Horse Lake facing east (Jan 20, 2026).



Photograph 3: Photograph of Stud Horse Lake facing south (Jan 20, 2026).



Photograph 4: Photograph of Stud Horse Lake facing west (Jan 20, 2026).



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0035 222 223 0815575;1;2 251 235 658

LEGAL DESCRIPTION

DESCRIPTIVE PLAN 0815575

BLOCK 1

LOT 2

EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	ACRES	MORE OR LESS
SUBDIVISION	1211444	1.223	3.02	

EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;23;11;15;S

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 211 049 344

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
251 235 658	17/09/2025	TRANSFER OF LAND	\$896,002	\$896,002

OWNERS

PRAIRIE GLIDER HOLDINGS LTD.
OF PO BOX 208
NOBLEFORD
ALBERTA T0L 1S0

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION	DATE (D/M/Y)	PARTICULARS
781 084 819	31/05/1978	UTILITY RIGHT OF WAY GRANTEE - LITTLE BOW GAS CO-OP LTD. " AFFECTS PART OF THIS TITLE "
091 303 495	08/10/2009	UTILITY RIGHT OF WAY

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

251 235 658

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

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

231 125 535 26/04/2023 MORTGAGE
MORTGAGEE - CANADIAN IMPERIAL BANK OF COMMERCE.
855 - 2 ST SW
CALGARY
ALBERTA T2P4J7
ORIGINAL PRINCIPAL AMOUNT: \$750,000

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 30 DAY OF MARCH,
2026 AT 11:08 A.M.

ORDER NUMBER: 56703262

CUSTOMER FILE NUMBER: 0458-001-00



END OF CERTIFICATE

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

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

AGENDA ITEM REPORT



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

Meeting: Council Meeting - 06 Aug 2026

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

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

The proposed amendment (Schedule “A”) replaces the flat cap with a sliding-scale maximum gross floor area tied to lot size for Rural Agriculture parcels: 2,000 sq. ft. per acre of lot area, up to a maximum of 20,000 sq. ft.

RECOMMENDATION:

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

That Bylaw 26-019, be read a third time

REASON(S) FOR RECOMMENDATION(S):

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

PREVIOUS COUNCIL DIRECTION / POLICY:

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

BACKGROUND INFORMATION:

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

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

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

- 2,000 sq. ft. per acre of lot area, up to a maximum of 20,000 sq. ft.

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

ALTERNATIVES / PROS / CONS:

1. To refuse second reading of Bylaw 26-019.

Pros: None.

Cons: Delays potential business expansion.

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:

Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

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

[Schedule A Text Amendments_Clean](#)

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

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 26-019

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

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

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

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

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

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

GIVEN first reading this 16th day of July 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

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

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

PART 9

DEFINITIONS

Replace “Specialty Manufacturing/Cottage Industry” with:

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

PART 9

DEFINITIONS

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

AGENDA ITEM REPORT



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

Meeting: Council Meeting - 06 Aug 2026

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

1. That Bylaw 26-016, being the Subdivision Authority Bylaw be read a second time.
2. That Bylaw 26-016, being the Subdivision Authority Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

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

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

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

PREVIOUS COUNCIL DIRECTION / POLICY:

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

BACKGROUND INFORMATION:

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

Lethbridge County Subdivision Application Statistics (2020 - 2026 YTD)

- 187 applications over 5 years (31 Application per year, 16 in 2026 YTD)
 - During this period 3 applications were refused and subsequently 1 decision was appealed to LPRT
 - 21 applications with waivers considered (18 approved)
- Processing Times

	County Average	MGA Requirement
Received to Deemed Complete	12 days	20 days
Complete to Decision	56 days	60 days
Decision to Endorsed	160 days	-

1 in 5 applications are taking more than 60 days from deemed complete to decision.

- Types of Applications
 - 25% agriculture reconfigurations (routine)
 - 55% RA existing or bareland farmstead (routine)
 - 8% GCR (previous council decisions, rezoning and/or ASPs)
 - 12% Commercial/Industrial (previous council decisions, rezoning and/or ASPs)

Proposed Bylaw 26-016

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

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

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

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

ALTERNATIVES / PROS / CONS:

1. Maintain Council authority

Pros - None.

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

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

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

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 26-016

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

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

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

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

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

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

PART 1 – TITLE

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

PART 2 – DEFINITIONS

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

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

PART 3 – SUBDIVISION AUTHORITY

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

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

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

PART 4 – DECISIONS OF THE SUBDIVISION AUTHORITY

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

PART 5 – RECORDS

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

PART 6 – SEVERABILITY

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

PART 7 – REPEAL AND COMING INTO FORCE

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

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

GIVEN first reading this 16 day of July, 2026.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Development Permit Application 26-D0134 (Vande Hoef)
Meeting: Council Meeting - 06 Aug 2026
Department: Development & Infrastructure
Report Author: Jessica Potack

APPROVAL(S):

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

Approved - 27 Jul 2026
Approved - 27 Jul 2026
Approved - 27 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A development permit application has been submitted for an Addition to Accessory Building operating as a powersports business. The proposed use is located on a parcel zoned Hamlet Direct Control, for which Council is the Development Authority.

RECOMMENDATION:

That Development Permit 26-D0134 be approved as drafted.

REASON(S) FOR RECOMMENDATION(S):

The use of an existing shop as a powersports business was previously approved by County Council to be on the property. The proposed addition increases the previously approved addition footprint by 525 sq. ft. (1575 sq. ft. total).

PREVIOUS COUNCIL DIRECTION / POLICY:

- In February 2025, Development Permit 2025-005 was issued for the same scope of work, however, the applicant has decided that they would like to increase the footprint of the building. As a result, a new Development Permit is required.
- Council previously approved the use of "Powersports Business in existing shop, fenced outdoor storage area" on this lot under DP 2021-063.
- Council is the Development Authority for Development Permit applications made in the Hamlet Direct Control District.
- Land Use Bylaw 24-007 lists "Commercial Uses considered suitable by Council" as a use under the Hamlet Direct Control District.

BACKGROUND INFORMATION:

Lethbridge County has received an application for an addition to an existing shop operating as a powersports business within the Hamlet of Iron Springs. An addition was previously approved under Development Permit 2025-005, however, the applicant has decided that they wish to increase to footprint of the addition from 1050 sq. ft. to 1575 sq. ft. The addition is intended to be open shop space to allow for additional room to work.

The application has been circulated internal County Departments and Alberta Transportation. Internal County departments have identified that a Grading and Drainage plan which meets the County's Engineering standards is required. A condition pertaining to the submission of this document is included as a condition on the drafted Development Permit. At the time of writing, comments have not yet been received by Alberta Transportation.

ALTERNATIVES / PROS / CONS:

County Council may refuse the development permit application. The refusal is at the discretion of Council, on the basis that the addition is an unsuitable use.

FINANCIAL IMPACT:

Any future development on this parcel is subject to the Commercial/Industrial tax rate.

LEVEL OF PUBLIC PARTICIPATION:

☐

Inform

☐

Consult

☒

Involve

☐

Collaborate

☐

Empower

ATTACHMENTS:

[26-D0134 DPA](#)

[26-D0134 Submitted Plans](#)

[26-D0134 DRAFT DP \(For Council\)](#)



Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

Office Use		
Application No: 26-D0134	Roll No: 24100000	Use: ☒ Permitted ☐ Discretionary ☐ Similar ☐ Prohibited
Application Fee: \$ 300.00	Date Paid: Jul 15/26	Land Use District: HDC
Application Received/Complete: Jul 3/26 // Jul 20/26		Associated Development Permit Applications: 2025-005
Fire Department: Picture Butte		Description of Work: Addition to Existing Commercial Shop (1575 sq. ft.)
Additional Applications Required: ☐ Municipal Address ☐ Approach		

1. Applicant Information

Applicant/Business Name: JASON VANDER HORF

Primary Contact Name (if applying on behalf of a Business): _____

Phone/Cell Phone: 403-317-4202 Email: ironriverpowersports@gmail.com

Mailing Address: Box 2 IRON SPRINGS, AB T0K 1G0

Providing an email indicates your consent to receive all application-related correspondence by email

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

☐ Agent ☐ Contractor ☐ Tenant ☐ Other: _____

Registered Owner's Name(s): JASON VANDER HORF

Phone/Cell Phone: _____ Email: _____

Mailing Address: _____

Providing an email indicates your consent to receive all application-related correspondence by email

2. Land Information

Quarter: NE Section: 20 Township: 11 Range: 20 W4M

Lot(s) Pin Lot 2, 3-4 Block: 1 Plan: 64B101

Municipal/Street address: 112 CENTRE ST. IRON SPRINGS, AB T0K 1G0

3. Existing Development

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

HOUSE + SHOP. HOUSE IS RESIDENCE

SHOP IS BEING USED AS A BUSINESS

Pursuant to Land Use Bylaw No. 24-007

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

Storage and Materials

Are any outdoor storage or display areas proposed? ☐ No ☐ Yes – describe: _____

Will there be any flammable or hazardous material on the premises as a result of the business?
☒ No ☐ Yes – describe: _____

Parking & Loading Information (indicate on Site Plan)

Number of Existing Off-Street Parking Spaces: _____ Number of Proposed Off-Street Parking Spaces: _____

Size of Existing Off-Street Parking Spaces: _____ Size of Proposed Off-Street Parking Spaces: _____

Existing Driveways/Approaches on Site: 1 Number of Proposed Driveways/Approaches on Site: _____

Home Occupations:

Number of business-related (non-customer) vehicles parked on-site and/or overnight daily: _____

Number of business-related trailers parked on-site and/or overnight daily: _____

Delivery Vehicles on-site (frequency and type): _____

Loading Areas (indicate on Site Plan)

Is a designated loading space/area proposed?
☒ No ☐ Yes – describe: _____

Drive-Through Uses (indicate on Site Plan)

For a commercial use, does the proposed development include a drive-through component which requires a dedicated vehicle stacking lane?
☒ No ☐ Yes – describe: _____

Signage

Please submit a separate application form for any proposed signage.

Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

Business Details	
Hours of Operation: Mon: <u>8-5</u> Tues: <u>8-5</u> Wed: <u>8-5</u> Thurs: <u>8-5</u> Fri: <u>8-5</u> Sat: <u>/</u> Sun: <u>/</u>	Business/Trade Names - To avoid potential issues with other licencing agencies (ie. AMVIC), please provide all associated business/trade names: <u>IRON RIVER POWERSPORTS</u> Employees and Clients: <u>Home Occupations:</u>  Off-Site/Mobile Employees: _____ Total Non-Resident Employees: _____ On-Site Employees: _____ Estimated Clients/Customers: _____ / Day / Week (circle) <u>Commercial/Industrial Operations:</u> Estimated Number of Employees: <u>1</u> Estimated Clients/Customers: <u>5</u> / Day / Week (circle)

Business Model Outline:
Please describe the proposed business, including any goods and/or services provided, future expansion plans, etc: I AM AN EXISTING + OPERATIONAL POWERSPORTS REPAIR SHOP. I SERVICE + REPAIR ATV'S, SIDE BY SIDES, DIRTBIKES, PERSONAL WATERCRAFT + SNOWMOBILES. I HAVE GROWN OVER THE YEARS + REQUIRE MORE SHOP SPACE TO CONTINUE TO GROW. NOTE: I ALREADY HAVE AN APPROVED PERMIT FOR A 30x35 EXPANSION. I AM SUBMITTING THIS AS I AM TOLD I CANNOT AMEND THAT PERMIT. THIS IS FOR AN ADDITIONAL 15', GOING TO 45x35.

Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

5. New Construction – Building Details

Size/ Dimensions

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

Building or Addition Size: ☐ m² ☒ ft² 1500
 Building Height (grade to peak): ☐ m ☒ ft 20-22 EXACT 15' 10" 100% KNOCKOUT SET
 Estimated Cost of Development: \$250,000

Servicing Details

Installation of Substrate Works (Check all that apply):

☒ Electrical ☒ Gas ☒ Plumbing ☐ N/A

Septic System:

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

Setback Details

Front: ☐ m ☒ ft 100 APPROX.
 Rear: ☐ m ☒ ft 5
 Side: ☐ m ☒ ft 5
 Side: ☐ m ☒ ft 125
 Nearest Adjacent Structure: ☐ m ☒ ft 75

Variance Details

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

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

6. Exterior Finish, Fencing, and Landscaping

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

Exterior finishes of the proposed building(s): TIN SIDING

Proposed fencing and height: N/A

Proposed landscaping: N/A GRAVEL DRIVE - EXISTING

9. Declaration of Applicant

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

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



Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

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

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

Date: June 30, 2024

Applicant's Signature: _____

Registered Owner's Signature: _____

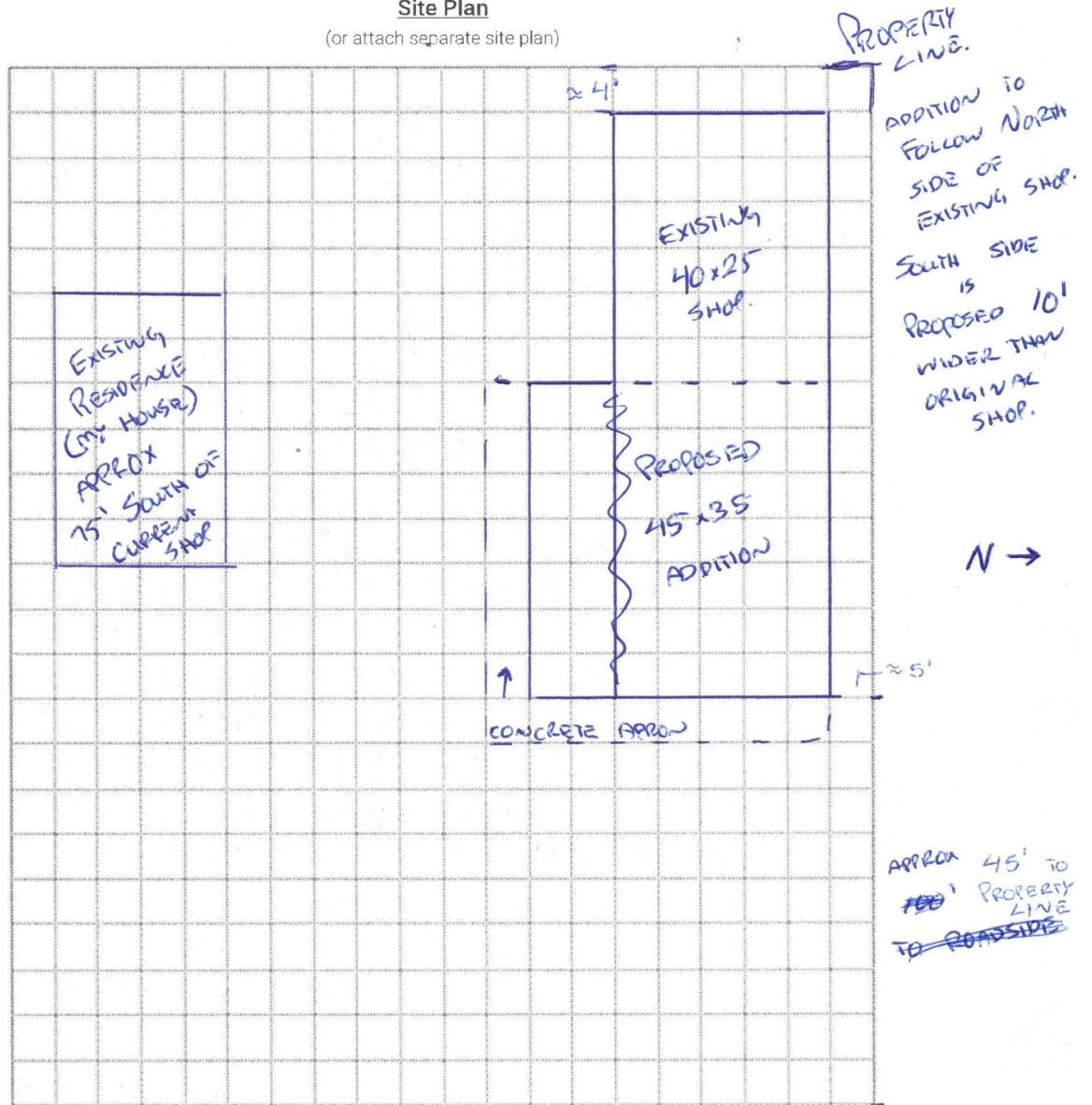
(Required, if different from applicant)

Development Permit Application – Business Related

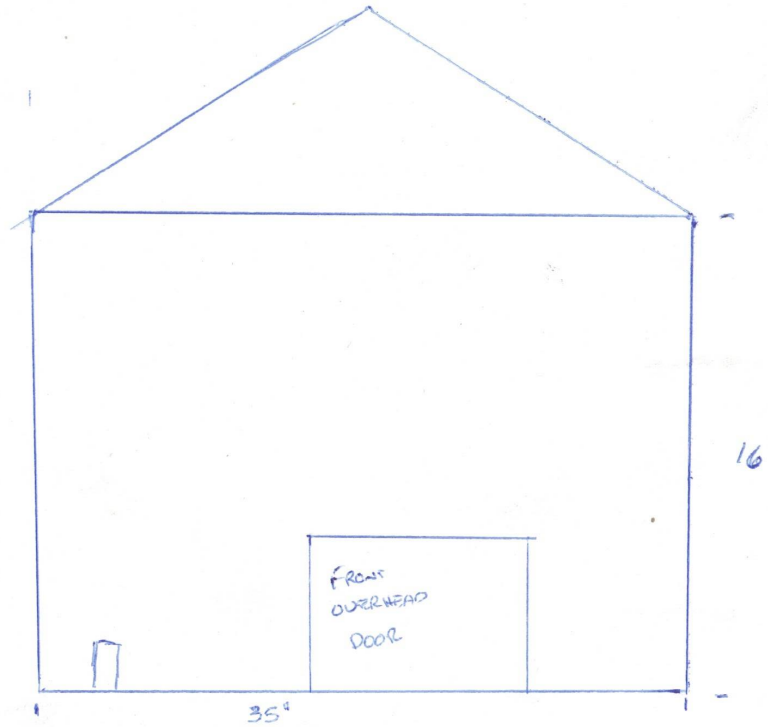
Pursuant to Land Use Bylaw No. 24-007

Site Plan

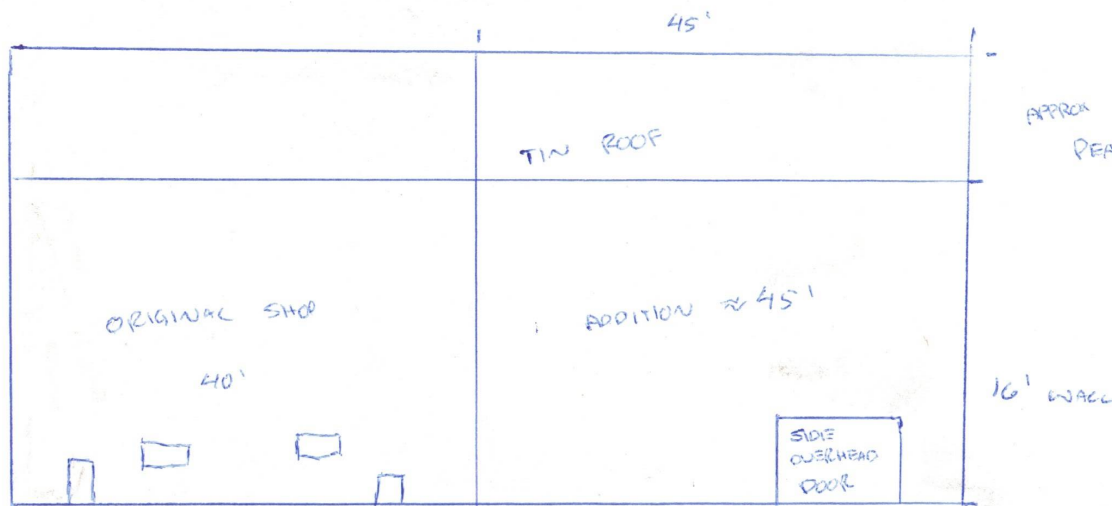
(or attach separate site plan)



(Please draw to scale and indicate north arrow)



SITE EXISTING GRADE WILL NOT BE CHANGING. APPROX 4° SLOPE INTO MY GRASS BACKYARD (WEST) + TO THE PROPERTY LINE NORTH.



APPROX 20' PEAK



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

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 26-D0134

Applicant: Jason Vande Hoef, PO BOX 2, Iron Springs, ALBERTA, T0K 1G0

In Works Respecting of: Addition to Existing Commercial Shop (1575 sq. ft.)

On land located at: Q:NE S:20 T:11 R:20 M:W4 L:2-4 B:1 P:6481DI (112 Centre Street-Iron Springs) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 26-D0134 and **is subject to the conditions contained herein:**

- Upon the issuance of this permit, Development Permit #2025-005 is rescinded.
- The Addition shall be located as per the approved site plan.
- The approved use must be in compliance with the Alberta Motor Vehicle Industry County (AMVIC) licensing requirements.
- The approved use must be in compliance with Alberta Environment and Parks regulations and guidelines for containing, storing, and disposing of automotive fluids.
- Any lighting associated with this development shall be shielded and downcast so as not to generate a nuisance.
- Prior to beginning construction, a Grading and Drainage Plan shall be submitted and approved by Lethbridge County. The parcel shall then be graded as per the submitted plan as approved by Lethbridge County, within twenty-four (24) months of the issuance of this permit.
- The parcel shall be landscaped to the satisfaction of Lethbridge County, within twenty-four (24) months of the issuance of this permit.
- Any signage shall require a new Development Permit.
- Any use other than that approved by this Development Permit shall require a new Development Permit.
- Approval of all relevant Safety Code Permits (includes Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems) must be obtained prior to commencement. Safety Code Permits are obtained through **The Inspections Group**, 2825 18 Ave N, Lethbridge. Phone - (587)-787-4143. Email - south@inspectionsgroup.com.
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).



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

Pursuant to Land Use Bylaw No. 24-007

INFORMATIVE: Alberta Transportation and Economic Corridors has provided comment on this development, exempting the works described from Roadside Development Permit Requirements. See attached correspondence for details.

Date of Decision: Aug 6, 2026, as approved by County Council (Resolution X-2026)

Permit Expiration Date: Aug 6, 2028

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

Signed

Lethbridge County PER Designated Officer



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

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

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

AGENDA ITEM REPORT



Title: Fire Investigation/Inspection Administrative Policy
Meeting: Council Meeting - 06 Aug 2026
Department: Administration
Report Author: Heath Wright

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 30 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Lethbridge County's Quality Management System (QMS) formally known as the Quality Management Plan (QMP) presently relies on a Lethbridge County Fire Investigation/Inspection Guideline to monitor and govern discretionary fire investigation/inspection decisions.

Adopting this policy achieves two things: it gives Fire Safety Codes Officers a documented, defensible standard of care that satisfies the County's Safety Codes Act obligations, and it protects ratepayers by reserving formal, specialist-level investigation for fires that genuinely require it (fatalities, injuries, suspected criminal activity, or complex incidents), while routine low-complexity and vehicle fires are handled at no additional cost by the attending Fire Officer.

RECOMMENDATION:

That Council approve and adopt Policy No. 219 – Fire Investigation/Inspection Policy, as an integrated component of the County's Quality Management System (QMS v1.4). This Policy will provide Fire Officers with clear guidance to determine whether a fire meets the threshold for a formal investigation or can instead be documented as a non-complex fire within their own fire report. In doing so, it establishes a sense of financial responsibility around when and why a formal fire investigation is performed, ensuring that specialized investigative resources are engaged only where genuinely warranted rather than by default or individual interpretation. The policy will also provide a consistent inspection program that supports and meets more realistic and achievable timelines for our contracted fire services.

REASON(S) FOR RECOMMENDATION(S):

The Policy establishes the framework for our contracted fire service providers that conduct fire investigations and fire inspections administration under the Safety Codes Act (Alberta). Its purpose is twofold:

(1) to ensure the County meets its legislative and QMS accreditation obligations, and (2) to protect ratepayers from unnecessary costs by ensuring that the level of investigative and inspection response

is proportionate to the actual risk and complexity of each incident.

PREVIOUS COUNCIL DIRECTION / POLICY:

N/A

BACKGROUND INFORMATION:

Lethbridge County holds accreditation under the Safety Codes Act through a Quality Management System accepted by the Safety Codes Council. The Director of Emergency Services acts as the Fire QMS Manager and is the Authority Having Jurisdiction(AHJ) / Safety Codes Officer (SCO) under this accreditation. QMS Schedule C, Section 4.12.5 obligates the County to maintain a defined process for fire investigations and governs fire inspections.

Currently, this obligation exists at the QMS level but has not been operationalized into a Council-approved policy that clearly defines authority, triggers for investigation, and limits on contracted fire chief actions. Without a formal policy:

- Contracted fire service providers lack clear, consistent direction on when a formal (and costly) investigation is required versus when a routine assessment by the attending Fire Officer is sufficient;
- There is inconsistent application of investigative resources across the County's contracted fire departments, creating both compliance risk and unpredictable cost exposure; and
- The County is exposed to liability and audit findings from the Safety Codes Council for failing to formalize an accredited process already required under the QMS.

ALTERNATIVES / PROS / CONS:

Pros

- Closes an accreditation gap: QMS Section 4.12.5 already references a "Lethbridge County Fire Investigation Policy" by name; without this Policy, that clause is currently unsupported.
- Cost avoidance: reserves formal, specialist-level investigation for fires that genuinely warrant it (fatality, injury, arson, complexity), avoiding unnecessary investigator costs on routine, low-complexity fires and vehicle fires already covered by insurers.
- Documented standard of care: gives Fire SCOs and Officers a defensible, NFPA-aligned basis for their decisions, reducing liability exposure if a determination is ever challenged.
- Consistency across contracted departments: all contracted fire services operate under the same criteria, rather than each department applying its own judgment.
- Improves inspection compliance: establishes clear, authorized pathways and timeframes for inspections, addressing the gap between what the former QMP expected and what was historically completed.

Cons

- Discretion still exists: the low-complexity/complex distinction still depends on an individual officer's judgment in the moment; it is more structured than before, but not a bright-line test in every case.

FINANCIAL IMPACT:

Adoption of the Policy is not expected to create new direct costs to the County. Rather, it formalizes and constrains existing practice, and is expected to reduce or avoid costs associated with:

- Unnecessary engagement of NFPA 1033-qualified investigators or external specialists for low-complexity incidents that can be documented by the attending Fire Officer at no additional cost;
- Duplicated investigation of vehicle fires already covered by insurer-retained experts;

- Potential liability or remediation costs arising from inconsistent or undocumented investigative decisions.

LEVEL OF PUBLIC PARTICIPATION:**Inform****Consult****Involve****Collaborate****Empower****ATTACHMENTS:**[M000422-QMP-Fire-Lethbridge County \(2026-03-31\)](#)[Fire Investigation Inspection Policy Draft 2](#)

Lethbridge County

Quality Management System

QMS Version: May 2025 v1.4

Lethbridge County

Quality Management System

This Quality Management System has been accepted
by the Administrator of Accreditation

Rob McAdam
Administrator of Accreditation

Date



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Lethbridge County

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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **Lethbridge County**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Fire

- ☒ All parts of the current:
 - National Fire Code – Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- ☒ Fire Prevention Programs (optional).

2.0 Quality Management System Administration

Lethbridge County

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management System (QMS).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMS.

The Municipality recognizes that failure to follow this QMS could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMS, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMS through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMS in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMS, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMS. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMS, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMS and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMS, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMS; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMS Manager

The Municipality will identify a QMS Manager who is responsible for the administration of the QMS. The QMS Manager will be an employee of the Municipality. If the individual fulfilling the role of QMS Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMS Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMS. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMS. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMS.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMS.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMS Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMS and any revisions. It will also provide access to a copy of this QMS, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMS;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMS to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMS

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMS. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMS. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMS.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMS including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMS including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMS are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMS.

For administering the Act, permission is deemed the same as a permit.

2.9 QMS Amendments and Revisions

All revisions or changes to this QMS require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMS must be submitted with the acceptance of the Municipality's QMS Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMS on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMS will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart

The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMS

2.13 Municipal Agreement – New Accreditation

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMS.

Signature – Chief Administrative Officer	Signature Chief Elected Official
Cole Beck	Tory Campbell
Name	Name
January 14, 2026	January 14, 2026
Date	Date
cbeck@lethcounty.ca	tcampbell@lethcounty.ca
Email Address	
(403) 328-5525	(403) 328-5525
Phone Number	

2.14 QMS Manager Information

	Manager, Planning and Development
Kaylyn Franklin	
QMS Manager Name	Title
#100, 905 – 4 th Avenue South Lethbridge AB. T1J 4E4	(403) 328-5525
Mailing Address	Phone Number
hwright@lethcounty.ca	
Email Address	

2.15 Notices

Correspondence regarding this QMS will be sent to the QMS Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMS contacts as required.

2.13 Municipal Agreement – Update

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMS.

Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	Date
Heath Wright	Director, Emergency Services
Name	Job Title
(403) 328-5525	hwright@lethcounty.ca
Phone Number	Email Address

2.14 QMS Manager Information

Kaylyn Franklin	Manager, Planning and Development
QMS Manager Name	Job Title
#100, 905 – 4th Avenue South Lethbridge AB. T1J 4E4	(403) 328-5525
Mailing Address	Phone Number
kfranklin@lethcounty.ca	
Email Address	

2.15 Notices

Correspondence regarding this QMS will be sent to the QMS Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMS contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMS.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMS Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMS Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an issued variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMS.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMS, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMS; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMS.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

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When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards Fire

4.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.1.1 Fire Inspections

Method 2

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	- one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. - one (1) post demolition inspection may be conducted
Compliance Inspections	Special Events or Sites	Once per event
	Group A, Division 1 Assembly	On request or complaint
	Group A, Division 2 Assembly	On request or complaint
	Group A, Division 3 Assembly	On request or complaint
	Group A, Division 4 Assembly	On request or complaint
	Group B, Division 1 Detention	On request or complaint
	Group B, Division 2 Treatment	On request or complaint

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 3 Care	○ On request or complaint
	Group C Residential – 1 to 5 family	○ On request or complaint
	Group C Residential – 5 to 12 family	○ On request or complaint
	Group C Residential – 12 to 25 family	○ On request or complaint
	Group C Residential – 25 and more family	○ On request or complaint
	Group D	○ On request or complaint
	Group E	○ On request or complaint
	Group F, Division 1	○ On request or complaint
	Group F, Division 2	○ On request or complaint
	Group F, Division 3	○ On request or complaint

***Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.1.2 Inspection Frequency Definitions:

1. On request or complaint - the process as defined by municipal operational policy.

4.1.3 Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.1.4 Fire Investigations

Investigations will be conducted by a certified Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- as per the Lethbridge County Fire Investigation Policy.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and

Lethbridge County

- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

4.1.5 Fire Prevention Programs

Fire Prevention Programs may include but are not limited to public awareness and consultative services orientated to assisting one or more individuals, business, and industry by providing effective general fire safety instruction and/or assisting with the development of Fire Safety Plans/Burn Permits by the local fire department.



Fire Investigation & Inspection Policy

Section 200 NO. 219 | Effective Date: | Revised Date | Approved by County Council

1. Purpose

This policy establishes a consistent, legally defensible framework for fire investigations and inspections within Lethbridge County. It integrates with and must be read as part of the Lethbridge County Quality Management System (QMS v1.4, May 2025), accepted by the Administrator of Accreditation, Safety Codes Council (SCC).

Issued under authority of the Director of Emergency Services, pursuant to the Safety Codes Act (Alberta), R.S.A. 2000, c S-1, and QMS Schedule C, Section 4.12.5. This policy ensures:

- Compliance with provincial legislation, applicable codes and standards;
- Proportional deployment of investigative expertise;
- Clear authority, responsibilities, and limitations for contracted fire service providers;
- Alignment of inspection and burn permit activities with QMS obligations; and
- Clarity on shared responsibilities for burn permits and fire readiness across the region.

2. Scope

This policy applies to all Lethbridge County contracted fire service providers and their personnel; all personnel involved in fire suppression, investigation, inspection, burn permit administration, and reporting; and the Director of Emergency Services in their capacity as administrators of the County's Safety Codes Act fire accreditation.

3. Legislative and Regulatory Framework

All activities shall comply with the following instruments, in order of precedence:

- Safety Codes Act, R.S.A. 2000, c S-1 - primary enabling legislation for fire investigations and inspections in Alberta.
- Administrative Items Regulation, Alta. Reg. 16/2004 - mandatory reporting obligations including fires to the Fire Commissioner (s. 21 et seq.).
- National Fire Code — Alberta Edition (current edition) - fire safety standards, inspections, and compliance.

Permit Regulation, Alta. Reg. 204/2007 — permit issuance including burn activities.

- Forest and Prairie Protection Act, R.S.A. 2000, c F-19.5 - open burning on Crown and adjacent land.
- Alberta Fire Code- Alberta Edition (as applicable) - fire safety requirements in existing buildings.
- Criminal Code of Canada, R.S.C. 1985, c C-46 - where arson or criminal conduct is suspected.
- Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c F-25 - confidentiality of inspection, investigation, and complaint records.
- Lethbridge County QMS, Version May 2025 v1.4 as accepted by the Safety Codes Council, as amended.
- This policy.

In the event of conflict, the higher-ranking instrument prevails.



4. Definitions

Fire Safety Codes Officer (SCO)	A certified individual designated under the Safety Codes Act to conduct fire investigations, inspections, and related safety codes services on behalf of Lethbridge County.
QMS Manager (Fire Services)	The Director of Emergency Services, responsible for administration of the QMS (Fire) and this policy.
Low-Complexity Fire Incident	A fire incident with a single, readily identifiable point of origin and cause, involving no indicators of criminal activity, no fatalities or serious injuries, no significant property or environmental impact beyond the immediate area of origin, and no requirement for multi-agency coordination. Low-Complexity Fire Incidents may be investigated and documented by the attending Fire Officer without escalation to a formal investigation file.
Complex Fire Incident	A fire incident presenting one or more of the following indicators: an undetermined or disputed point of origin or cause; suspected arson or other criminal involvement; a fatality or serious injury; significant structural, environmental, or economic impact; involvement of multiple agencies (e.g., RCMP, Alberta Environment, OHS, AHS); or any other factor requiring extended investigation. Complex Fire Incidents shall be escalated in accordance with Section 5.3 (Discretionary Investigations) and referred to a qualified Fire SCO.
Fire Commissioner	Provincial official designated under the Safety Codes Act responsible for oversight of fire investigations and receipt of mandatory reports.
Contracted Fire Chief	A fire chief employed or engaged by a contracted fire service provider under a service agreement with Lethbridge County.
Burn Permit	Written permission issued under the Safety Codes Act, National Fire Code - Alberta Edition, and/or the Forest and Prairie Protection Act authorizing controlled open burning within Lethbridge County.
NFPA 1033	Standard for Professional Qualifications for Fire Investigator — defines competencies for formal investigations.
NFPA 921	Guide for Fire and Explosion Investigations — establishes the scientific method as the standard investigative methodology.
NFPA 1001 Level II	Standard for Fire Fighter Professional Qualifications — JPR 5.6.5 requires firefighters to determine fire cause and origin in basic incidents.



5. Fire Investigations

5.1 QMS Authority

Fire investigations are governed by QMS Schedule C, Section 4.12.5. This policy operationalizes but does not replace or modify the QMS. In the event of inconsistency, the QMS prevails.

5.2 Mandatory Investigations

A certified Fire SCO shall investigate any fire where:

- A person dies; or
- A person suffers injury requiring professional medical attention.

These investigations are mandatory and not subject to discretion. Immediate notification to the Fire Commissioner's Office is required where a fatality has occurred or arson is suspected. All mandatory investigations shall be reported to the Fire Commissioner per Alta. Reg. 16/2004.

5.3 Discretionary Investigations — Property Damage

Where a fire results in property damage with no fatality or injury, investigation is at the discretion of the Fire SCO (QMS s. 4.12.5; Alta. Reg. 16/2004), based on:

- Complexity, scale, or circumstances of the fire;
- Presence of indicators of criminal activity, accelerants, or suspicious patterns;
- Evidentiary value relative to public safety outcomes; and
- Available investigative resources and proportionality of response.

5.4 Low-Complexity Fire Incidents

A formal investigation by an NFPA 1033-qualified investigator is not required where all of the following conditions are met:

- The ignition source is obvious and verifiable;
- Fire patterns are uncomplicated and consistent with the evident cause;
- Witness statements (if available) are consistent with physical evidence; and
- No indicators of criminal activity, deliberate ignition, or suspicious circumstances are present.

In such cases, a Fire Officer certified to NFPA 1001 Level II (JPR 5.6.5) may determine origin and cause. This is consistent with NFPA 921 (current edition, ss. 4 and 18) and NFPA 1001 Level II (JPR 5.6.5). Examples include unattended cooking fires, small contained residential fires with a clear ignition source, dumpster fires, and minor exterior fires with an observed ignition source.

5.5 Vehicle Fires

Vehicle fires will not routinely be investigated for origin and cause. Vehicle fires are inherently complex, insurance companies retain certified experts for subrogation purposes, and duplication is not an efficient use of public resources. Exceptions - a vehicle fire shall be investigated only where:

- A fatality or injury requiring medical attention occurs (s. 5.2);
- Arson or criminal activity is suspected; or
- Directed by the Fire Commissioner, law enforcement, or a court.



Where criminal activity is suspected, jurisdiction transfers to the RCMP and the scene shall be secured and preserved pending law enforcement direction.

5.6 Criminal Jurisdiction

Where criminal activity is suspected in any fire:

- Jurisdiction for the criminal investigation transfers to the RCMP;
- Fire personnel shall secure and preserve the scene and support law enforcement as directed; and
- The Fire Commissioner's Office shall be notified immediately where arson is suspected.

The Fire SCO's authority to conduct a cause and origin investigation under the Safety Codes Act is not displaced by RCMP jurisdiction; however, the SCO shall coordinate with law enforcement to avoid interference with criminal proceedings.

5.7 Qualification Requirements

Investigations shall only be conducted within the scope of the investigator's training and certification. Personnel shall not exceed their qualifications or provide expert opinions beyond their competency. Where complexity exceeds capability, the investigation shall be referred to a qualified Fire SCO or the Fire Commissioner's Office.

6. Investigation Reporting

All formal investigations shall produce a report complying with QMS Section 4.12.5 and Alta. Reg. 16/2004, including at minimum:

File number	Location	Date of fire	Date of investigation
Building / property use	Cause of fire	Origin of fire	Value of loss
SCO name & designation	Narrative summary	Date of completion	Notification status (Fire Commissioner)

Files are subject to Safety Codes Council access per QMS s. 2.1.3. Supporting documentation shall include, as applicable: dispatch/run sheets; fire incident field notes; casualty and wildfire notes; evidence forms; photographs and photograph log; structure and vehicle fire notes; firefighter and witness statements; and consent to search forms.

7. Fire Inspections

This section constitutes the municipal operational policy for 'on request or complaint' inspections as referenced in QMS Section 4.12.3. All fire inspections are subject to QMS Sections 3.8, 3.9, 4.12.2, and 4.12.3.

7.1 Authorized Inspection Pathways

A Fire Inspection shall only be initiated through one of the following pathways. No contracted Fire Chief, fire officer, or other personnel shall initiate, conduct, or authorize a Fire Inspection by any other means.

- Pathway 1 — Request-Based: Initiated by written request from a property owner, occupant, or authorized representative to Lethbridge County. Emergency Services shall register the request in the QMS, assign a certified Fire SCO, and schedule within five (5) working days of the requested date.
- Pathway 2 — Complaint-Based: Initiated upon receipt of a complaint alleging a fire hazard, code non-compliance, or unsafe condition. Complaints may be submitted by any member of the public, occupant, government agency, or fire personnel who identify a concern during their duties. Emergency Services shall register, assess for validity and priority, assign a certified Fire SCO, and schedule within five (5) working days. Complainant identity shall be maintained in confidence to the extent permitted by FOIPP.

7.2 Obligations and Limitations of Contracted Fire Chiefs

- Where fire personnel identify a potential hazard or code non-compliance during any operational activity, the matter shall be reported in writing to the QMS Manager (Fire). Reporting does not constitute a Fire Inspection.
- A contracted Fire Chief or representative shall not issue inspection reports, compliance orders, or enforcement notices except where: (a) the individual holds a valid Fire SCO designation registered in Council Connect under QMS s. 2.2.4; (b) the inspection was initiated through a registered pathway; and (c) the individual has been expressly assigned to the file by Lethbridge County Emergency Services.

8. Burn Permits

8.1 Legislative Authority

Burn permits within Lethbridge County are issued pursuant to the Safety Codes Act and the National Fire Code — Alberta Edition, the Forest and Prairie Protection Act, R.S.A. 2000, c F-19.5, and any applicable Lethbridge County bylaw governing open burning.

8.2 Lethbridge County Emergency Services Responsibility

Lethbridge County Emergency Services, through the QMS Manager (Fire) and designated SCOs, is responsible for:

- Administering the burn permit program under the QMS, including issuance, tracking, and record-keeping;
- Establishing county-wide criteria and conditions for permit issuance (fire weather, fire restriction levels, seasonal restrictions);
- Maintaining a permit registry accessible to contracted Fire Chiefs; and
- Coordinating with Alberta Wildfire, the Fire Commissioner's Office, and other provincial authorities on fire restriction orders.

8.3 Contracted Fire Chiefs — Shared Responsibility

Contracted Fire Chiefs are responsible for:

- Resource Readiness: Ensuring sufficient suppression resources are available to respond to burning activities, including permitted burns that may escape control.
- Permit Consultation: Participating in consultation with the QMS Manager (Fire) regarding burn permit conditions applicable to their service area.

- Monitoring and Response: Monitoring burning activities and responding to uncontrolled fires per their service agreement.
- Regional Risk Awareness: Maintaining operational preparedness for all types of fire risks — agricultural burns, wildland-urban interface fires, wildfire intrusion, and industrial site fires — characteristic of their service area.

8.4 Authority to Issue Burn Permits

Authority to issue burn permits under the Safety Codes Act rests with Lethbridge County Emergency Services through designated SCOs or permit issuers. A Contracted Fire Chief does not have independent authority to issue a Safety Codes Act burn permit unless: (a) the individual holds a valid Fire SCO designation; and (b) the individual has been expressly authorized by Lethbridge County Emergency Services to issue burn permits. Nothing in this section limits a Contracted Fire Chief's authority to respond to and suppress escaped or uncontrolled fires, or to take emergency action under applicable legislation.

9. Legal Considerations and Liability

All fire investigations and inspections under this policy shall be objective, unbiased, based on observable documented evidence, consistent with the scientific method (NFPA 921, current edition), and properly documented to withstand administrative, civil, or criminal review.

9.1 Limitation of Liability

Determinations made for Low-Complexity Fire Incidents are based on reasonable and observable evidence at the time of assessment and are not intended to replace forensic or insurance investigations. Lethbridge County assumes no liability for secondary interpretations made by third parties. This policy reflects accepted industry practice and the reasonable standard of care applicable to municipal fire services in Alberta.

10. Review and Amendment

This policy shall be reviewed annually, coinciding with the QMS Annual Internal Review (QMS s. 2.10). Any amendments affecting the QMS or the County's Safety Codes Act accreditation shall be submitted for approval by the Administrator of Accreditation, Safety Codes Council, per QMS s. 2.9, prior to implementation. All contracted fire service providers shall be notified of amendments and provided an updated copy within a reasonable time following approval.

11. Approval and Adoption

Reeve

CAO Date

AGENDA ITEM REPORT



Title: Request for Financial Relief
Meeting: Council Meeting - 06 Aug 2026
Department: Administration
Report Author: Heath Wright

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 31 Jul 2026

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

On June 15, 2024, Lethbridge County contracted fire services responded to a rescue incident at Keho Lake. Ms. Hilary Lee, the individual rescued, has since received invoicing for the associated emergency response costs and has formally requested that Council consider financial relief with respect to these charges.

Ms. Lee's request (attached correspondence) indicates that the incident was unplanned and unexpected, with no insurance coverage for this type of rescue. Ms. Lee is not disputing that costs are owed but is requesting Council's consideration of relief given the financial hardship a full-cost invoice would represent, and has offered to enter into a reasonable monthly payment arrangement for any amount ultimately determined to be payable.

RECOMMENDATION:

That Council receive this report for information, and provide direction to Administration regarding Ms. Lee's request for financial relief, including whether to direct Administration to bring forward an amendment to Fire Bylaw No. 22-002 establishing a cost-recovery cap applicable to rare and unusual emergency events of this nature, or otherwise resolve the matter as follows:

- (a) uphold the invoice as issued, with Administration to offer a monthly payment arrangement; or
- (b) approve a partial reduction of the invoiced amount, with the balance payable via a monthly payment arrangement; or
- (c) waive the charges in full, in light of the unique circumstances presented; or
- (d) direct Administration to prepare an amendment to Fire Bylaw No. 22-002 establishing a capped cost-recovery amount of \$1,500.00 for unusual emergency events (e.g., unplanned water/ice rescues where advance warning of charges was not practicable), and apply that cap to this invoice

REASON(S) FOR RECOMMENDATION(S):

The matter is brought to Council because the request involves a discretionary reduction or waiver of a cost-recovery invoice, which is outside Administration's delegated authority. Presenting the request to

Council ensures the decision reflects Council's policy intent on cost recovery, fairness, and consistency for future comparable requests.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County recovers costs for emergency response services (including water/ice rescue) in accordance with the County's applicable fee schedule and cost-recovery practices under the Fire Bylaw 22-022. Council has not previously granted relief on a request of this nature; requests for waiver or reduction of emergency response cost-recovery invoices fall to Council's discretion on a case-by-case basis.

BACKGROUND INFORMATION:

On June 15, 2024, Ms. Hilary Lee required emergency rescue assistance at Keho Lake. Lethbridge County's contracted emergency response resources attended and carried out the rescue and subsequent transport. Following the response, Ms. Lee was invoiced for the associated emergency response costs under the County's standard cost-recovery practice.

Ms. Lee has submitted written correspondence (attached) requesting Council's consideration of financial relief. She states that:

- the need for rescue was entirely unexpected and unplanned;
- she was not advised during the response, rescue, or transport that significant personal charges could result;
- the resulting invoice came as a surprise and represents a significant financial hardship;
- no insurance coverage is available to her for this type of rescue; and
- she is willing to establish a reasonable monthly payment arrangement for any amount Council determines is ultimately payable.

Ms. Lee has expressed appreciation for the professionalism of the responders and is not disputing that emergency services involve real costs; her request is limited to Council's consideration of relief from the full invoiced amount given the specific circumstances of this incident.

ALTERNATIVES / PROS / CONS:

Option A – Uphold invoice as issued (payment plan offered):

Pro: Maintains consistent cost-recovery practice and treats all ratepayers equally.

Pro: No precedent set for waiving legitimately incurred response costs.

Con: May create genuine financial hardship for Ms. Lee; does not account for the unique circumstances raised.

Option B – Partial reduction, balance payable by installments:

Pro: Balances cost recovery with acknowledgment of hardship and lack of insurance coverage.

Pro: Preserves some revenue recovery while offering meaningful relief.

Con: Requires Council to determine an appropriate reduction amount/percentage; may invite similar requests.

Option C – Waive charges in full:

Pro: Directly addresses the hardship and unique circumstances described.

Con: Results in full loss of cost recovery for this response and may set a precedent for future requests.

Option D – Amending Fire Bylaw No. 22-002 to cap cost recovery at \$1,500.00 for unusual emergency events like these that are unplanned that is not ordinarily covered by standard personal, property, or liability insurance policies available to members of the public in Alberta, including but not limited to the following:

water rescue operations, including rescues from lakes, rivers, ponds, reservoirs, or other bodies of water;• ice rescue operations;• cliff, embankment, or terrain rescue operations;• confined space

rescue operations not arising from a workplace regulated under the *Occupational Health and Safety Act*;• wilderness or backcountry search and rescue operations within the County's boundaries;• vehicle extrication from non-roadway terrain, including fields, ditches, and waterways; and• any other emergency response that the Director of Emergency Services determines, in writing, is of a type receiving the response.

Pro: Establishes a clear, consistent policy for future comparable incidents rather than a one-off decision, reducing case-by-case discretion and potential inequity between ratepayers.

Con: A fixed cap may under-recover costs on larger, more resource-intensive responses, shifting a greater share of the cost burden to the tax base.

FINANCIAL IMPACT:

The financial impact to the County depends on the option selected by Council, ranging from full recovery of the invoiced emergency response costs (Option A) or to fully write-off of the invoiced amount (Option C).

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Request for Financial Relief](#)

Hi Heath,

Thank you again for taking the time to discuss my situation and for your willingness to bring my case forward for consideration.

I would like to formally request financial relief with respect to the emergency response charges arising from the June 15, 2024 rescue at Keho Lake.

The incident was completely unexpected and unplanned. I did not anticipate finding myself in a situation requiring emergency assistance, nor did I anticipate that a rescue effort of this nature would result in significant personal charges. At no point during the emergency response, rescue, or transport was I advised that significant personal charges could result from the rescue. The resulting invoices came as a surprise, and I was genuinely blindsided by the magnitude of the costs associated with the response.

While I fully appreciate the professionalism and dedication of the emergency responders involved, the total charges represent a substantial financial burden. I believe that an invoice of this size would create significant hardship for most individuals, and it has certainly created financial stress for me.

I understand that emergency services involve considerable resources and costs, and I am not seeking to avoid responsibility entirely. I am willing to establish a reasonable monthly payment arrangement for any amount ultimately determined to be payable. However, I respectfully request that Council consider providing financial relief given the unique circumstances of this incident, the unexpected nature of the charges, the absence of available insurance coverage for this type of rescue, and the significant financial impact that full cost recovery would have on me.

I am grateful for the assistance provided during a genuine emergency situation and appreciate the County's willingness to review my case. Thank you for your consideration and for advocating on my behalf as this matter moves forward.

Sincerely,

Hilary Lee

Dear Reeve Tory Campbell and Lethbridge County Council,

On behalf of the National Police Federation,

As the Government of Alberta continues to consider changes to policing and public safety across the province, municipalities have an important opportunity to speak with a unified voice on issues that directly affect their communities.

The National Police Federation (NPF) proudly represents nearly 20,000 RCMP Members serving across Canada and internationally, including over 3,100 who serve in Alberta. We are inviting municipalities and stakeholder groups to support the attached Call to Action. It urges the Government of Alberta to pause further investment in an Alberta Sheriffs Police Service (ASPS) until a comprehensive, independent, and publicly available feasibility study is completed. It also calls for evidence-based investments in policing, the justice system, mental health and addiction support, and community-based crime prevention.

Also attached is our latest public opinion polling, which confirmed once again that 76% of Albertans are satisfied with the RCMP and 67% feel they have not been adequately consulted by creating an Alberta Sheriffs Police Service. The polling also indicates that most Albertans do not support replacing the RCMP and believe the province should prioritize other public safety needs.

If your municipality or stakeholder group is interested in signing onto the Call to Action, please reply to this email and include your municipality's logo no later than **September 30th, 2026**. Your logo will be included alongside the other participating organizations in the final public release.

Should you have any questions or wish to discuss the initiative further, we would be pleased to set up a presentation or meeting time with you or members of your Council.

Thank you for your time and consideration. We hope the Lethbridge County will join us in advocating for transparent decision-making and practical investments that strengthen public safety for all Albertans.

Sincerely,

Melissa Barnes, Government Relations Advisor

Melissa Barnes

National Police Federation | Fédération de la Police Nationale

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRA
DE LA P
NATION**





2026

CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

Albertans deserve safe and healthy communities where residents can rely on essential public safety, health, social, and justice systems. Provincial and municipal governments share responsibility for achieving these outcomes, and municipalities expect the Government of Alberta to be a transparent, accountable, and reliable partner in delivering them.

Municipalities are on the front lines of community safety, working closely with residents, businesses, and law enforcement partners every day. Despite this, municipalities have not been provided with a clear, transparent, and evidence-based plan outlining the full financial, operational, and public safety implications of establishing an Alberta Sheriffs Police Service (ASPS) or transitioning policing responsibilities away from the RCMP. No comprehensive feasibility study, detailed costing model, or long-term funding framework has been made available to inform municipal decision-making or public understanding.

At the same time, Alberta's existing policing and public safety systems are under increasing pressure. Challenges related to rural crime, mental health and addictions, and violent repeat offenders require immediate and sustained investment. Rather than diverting significant public funds towards the creation of a new police service, the Government of Alberta should prioritize strengthening and properly resourcing the systems already in place.

Policing reform must be guided by evidence, transparency, and public confidence. Decisions of this magnitude, affecting community safety, municipal budgets, and taxpayer dollars, must be made in partnership with municipalities and with the clear support of Albertans.

We, the undersigned, call on the Government of Alberta to:

- Cease further investment in and advancement of the Alberta Sheriffs Police Service as a replacement for RCMP municipal policing.
- Release a comprehensive, independent, and publicly available feasibility study, including full lifecycle costing, governance structures, and operational impacts of any proposed policing model changes.
- Seek explicit public support before proceeding with any plan to replace or significantly restructure policing in Alberta.
- Strengthen Alberta's existing policing model by:
 - Increasing RCMP officer levels and resources in communities, while ensuring sustainable and predictable funding; and
 - Invest in the Alberta Sheriffs' existing mandate as a complementary public safety service, including targeted enforcement, rural crime initiatives, and court security.
- Strengthen the justice system by addressing bail reform challenges and repeat violent offending; increasing the number of Crown prosecutors and Provincial Court judges; and ensuring timely access to justice.
- Expand integrated public safety approaches, including police and mental health crisis teams, addiction supports, and community-based crime prevention initiatives that address root causes of crime.



**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE**

National Police Federation Alberta

Wave 9

May 2026

pollara
strategic insights

Methodology

2

Field Window	Wave 9 – April 24 to May 11, 2026
Sampling	Online survey of randomly-selected sample of 1,210 Adult (18+) Alberta Residents
Reliability	As a guideline, a probability sample of this size carries a margin of error of ± 2.8% , 19 times out of 20. The margin of error is larger for sub-segments.
Weighting	Data has been weighted using the most current age, gender, region, and education Census data, to ensure the sample reflects the actual population of adult Albertans.

REGIONAL DISTRIBUTION		
REGION	UNWEIGHTED Counts	Margin of Error
Calgary	215	±6.7%
Edmonton	214	±6.7%
Calgary Suburbs	100	±9.8%
Edmonton Suburbs	105	±9.6%
Rural North	176	±7.4%
Rural Central	200	±6.9%
Rural South	200	±6.9%
TOTAL ALBERTA	1,210	± 2.8%

WAVE	DATES IN FIELD	TOTAL RESPONDENTS
W1	Oct 21 – 28, 2020	1,300
W2	Apr 30 – May 7, 2021	1,228
W3	Oct 21 – Nov 4, 2021	1,221
W4	Jul 6 – 19, 2022	1,206
W5	Sept 15 – Oct 4, 2023	1,202
W6	Jun 14 – 24, 2024	1,200
W7	April 17 – 28, 2025	1,201
W8	Aug 8 – 20, 2025	1,200
W9	April 24 – May 11, 2026	1,210

Priorities & Impressions



Affordability & Cost-of-Living tops list of priority issues for Albertans

4

- Affordability & cost-of-living (46%) remains top priority that respondents would like Premier Danielle Smith and the Alberta government to address, far ahead of health care (22%) and Alberta's economy (16%).
- Affordability & cost-of-living is top priority of majority of 18-34s (50%) and 35-54s (51%).
- Policing and public safety is the top priority of only 2% of Albertans.

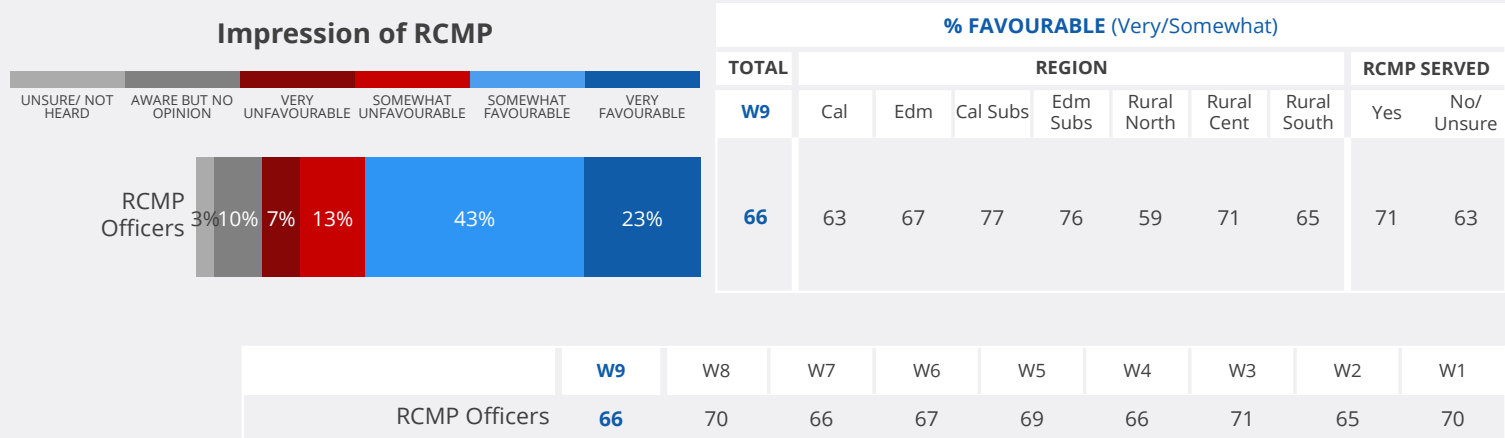
Priority Issues	TOTAL				REGION								GENDER		AGE		
	W9	W8	W7	W6	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South	All Rural	M	F	18-34	35-54	55+
Affordability and Cost-of-Living	46	43	41	48	48	41	46	41	50	49	49	49	44	49	50	51	39
Health Care	22	20	27	24	13	27	22	36	20	25	24	23	19	26	15	16	33
Alberta's Economy	16	19	16	14	19	18	19	8	14	15	10	13	20	11	16	14	16
Climate Change & Environment	3	3	4	4	5	4	2	1	1	-	3	1	3	3	4	5	2
Education	3	4	3	3	4	3	0	2	3	2	2	3	3	3	4	4	1
Policing and Public Safety	2	1	2	1	2	3	4	-	1	1	1	1	2	1	1	2	2
Indigenous Reconciliation	1	2	1	0	-	1	1	-	2	3	-	1	1	1	1	1	0



2. When it comes to the following issues facing Alberta today, which is your top priority that you would like the Premier Danielle Smith and the Alberta government address? Base: TOTAL W9 (N=1,210); W8 (N=1,200); W7 (N=1,201); W6 (N=1,200).

Two-thirds of Albertans have favourable impression of RCMP Officers

- Favourable impressions of RCMP Officers (66%) within range of results over past eight waves (65% to 71%).
- Favourable impressions of RCMP Officers are highest in Calgary suburbs (77%) and Edmonton suburbs (76%).

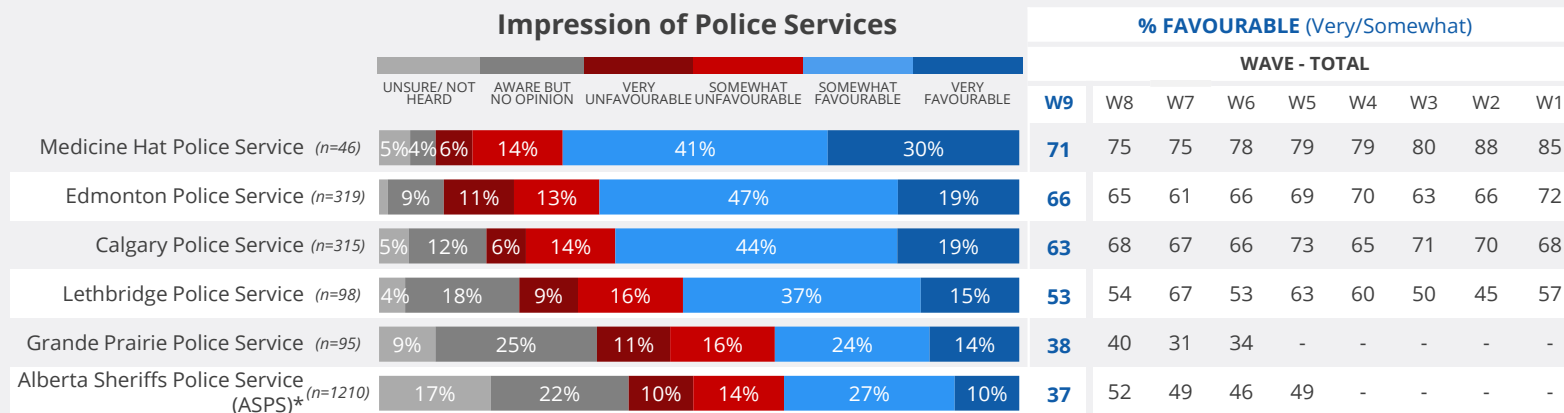


Q 3. Do you have a favourable or unfavourable impression of the following people or organizations? If you are unaware of any, please click that response option.
Base: TOTAL W9 (N=1,210); W8 (N=1,200); W7 (N=1,201); W6 (N=1,200); W5 (N=1,202); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

Police and Sheriff services in Alberta have net-favourable impressions

6

- Awareness of Alberta Sheriffs Police Service (ASPS) (61%) is lower relative to "Alberta Sheriffs" in wave 8 (74%).
- ASPS has net-favourable impressions with 37% favourable and 24% unfavourable.
- Police services tested are net-favourable. Edmonton Police Service (66%) is within range of wave 1-8 results, while Calgary Police Service (63%) is at a lower level relative to previous waves.



3. Do you have a favourable or unfavourable impression of the following people or organizations? If you are unaware of any, please click that response option.
Base: TOTAL W9 (N=Varies). Note: Data <2% not labeled. *Previous versions listed "Alberta Sheriffs"

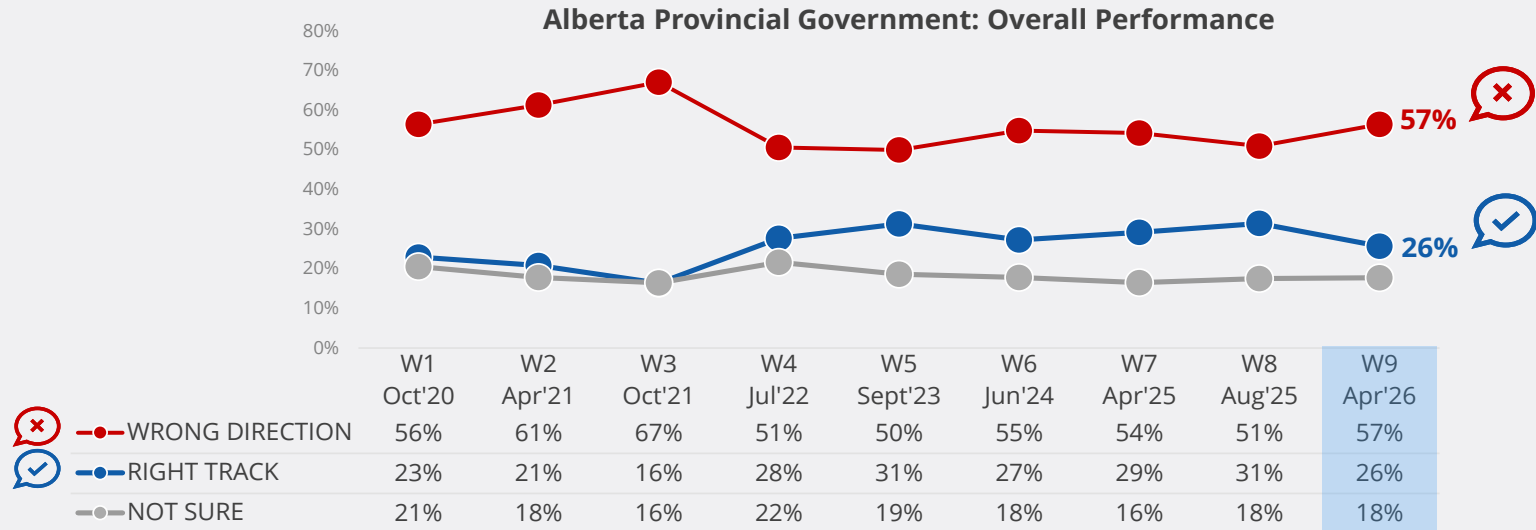
National Unity



Majority of Albertans say provincial government heading off in wrong direction

8

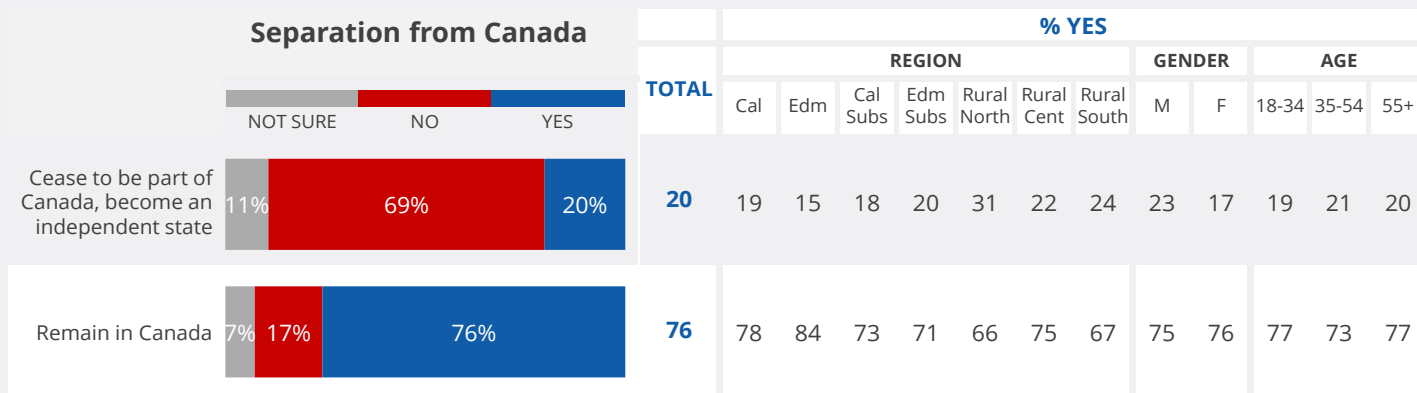
- Those saying provincial government is on “right track” declines 5% since wave 8.



1. In Alberta today, do you think the provincial government is on the right track, or do you think it is heading off in the wrong direction?
Base: TOTAL W9 (N=1,210); W8 (N=1,200); W7 (N=1,201); W6 (N=1,200); W5 (N=1,202); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

Three-quarters choose remaining in Canada

- 76% agree Alberta should remain in Canada while 17% disagree. In an alternate question, 20% agree Alberta should cease to be a part of Canada to become an independent state, while 69% disagree.
- Results are consistent by age, but marginally different by gender (23% men, 17% women) with women more likely to be undecided (15%) vs. men (7%).



4A. Do you agree that the Province of Alberta should cease to be a part of Canada to become an independent state?

4B. Do you agree that Alberta should remain in Canada?

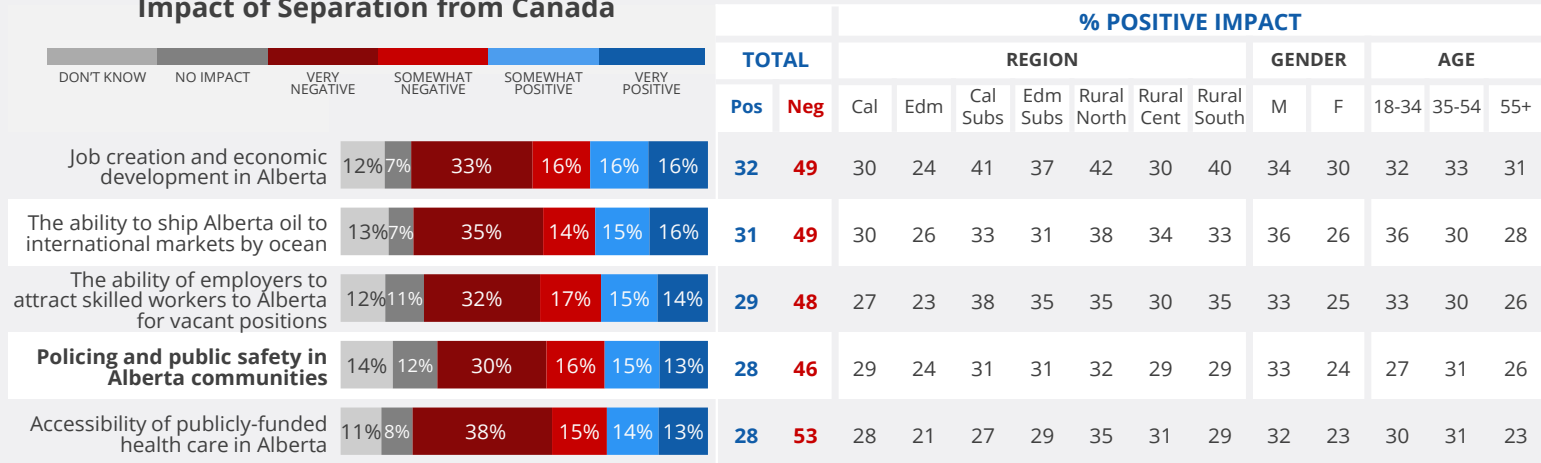
Base: TOTAL W9 (N=1,210)

Plurality say separating from Canada will have negative impact on a range of issues, but positive impact is higher than current support for separation

10

- With support from separation ranging from 17% to 20%, those saying separation will have a positive impact on Canada in key areas is at a higher level (28% to 32%) suggesting that there is room to grow for separatist sentiment.
- On policing and public safety in Alberta communities, 28% say separation would have a positive impact.

Impact of Separation from Canada



5. If Alberta were to separate from Canada and become an independent country, what impact do you think this would have on each of the following?
Base: TOTAL W9 (N=1,210)

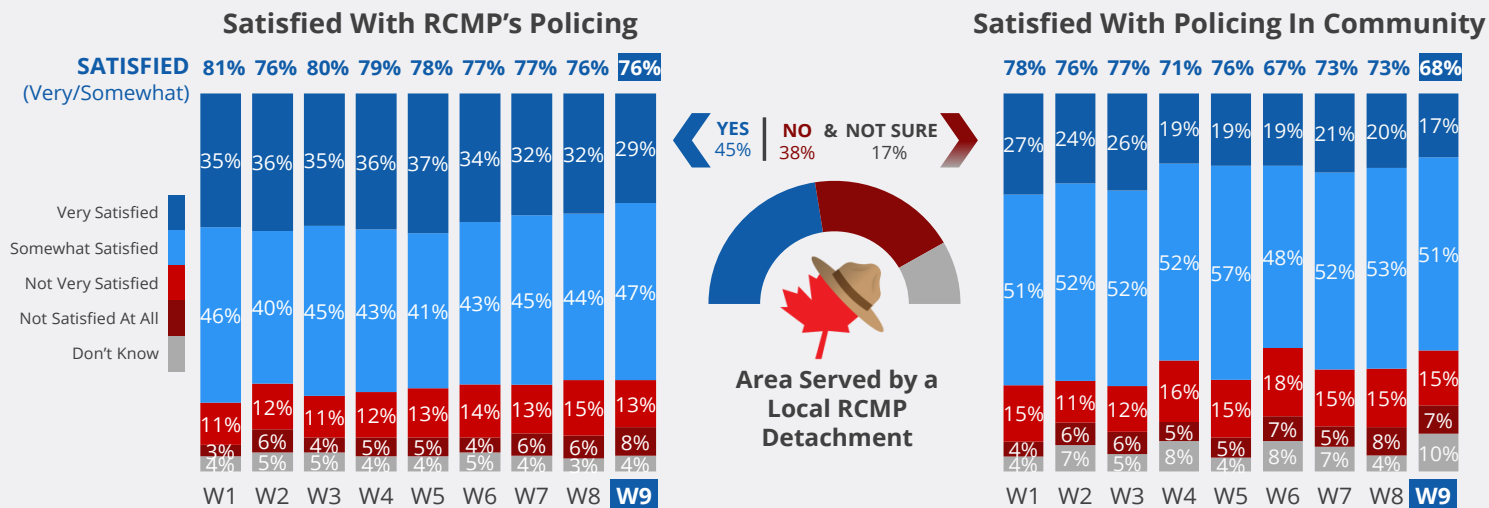
RCMP Satisfaction, Confidence, and Believability



Over three-quarters satisfied with RCMP's policing

12

- Satisfaction with RCMP's policing of their community (76%) consistent with wave 8; those very satisfied (29%) marginally declined.
- Satisfaction with policing in non-RCMP communities (68%) declines 5% compared to wave 8, and level of those very satisfied (17%) lower than RCMP-served communities.

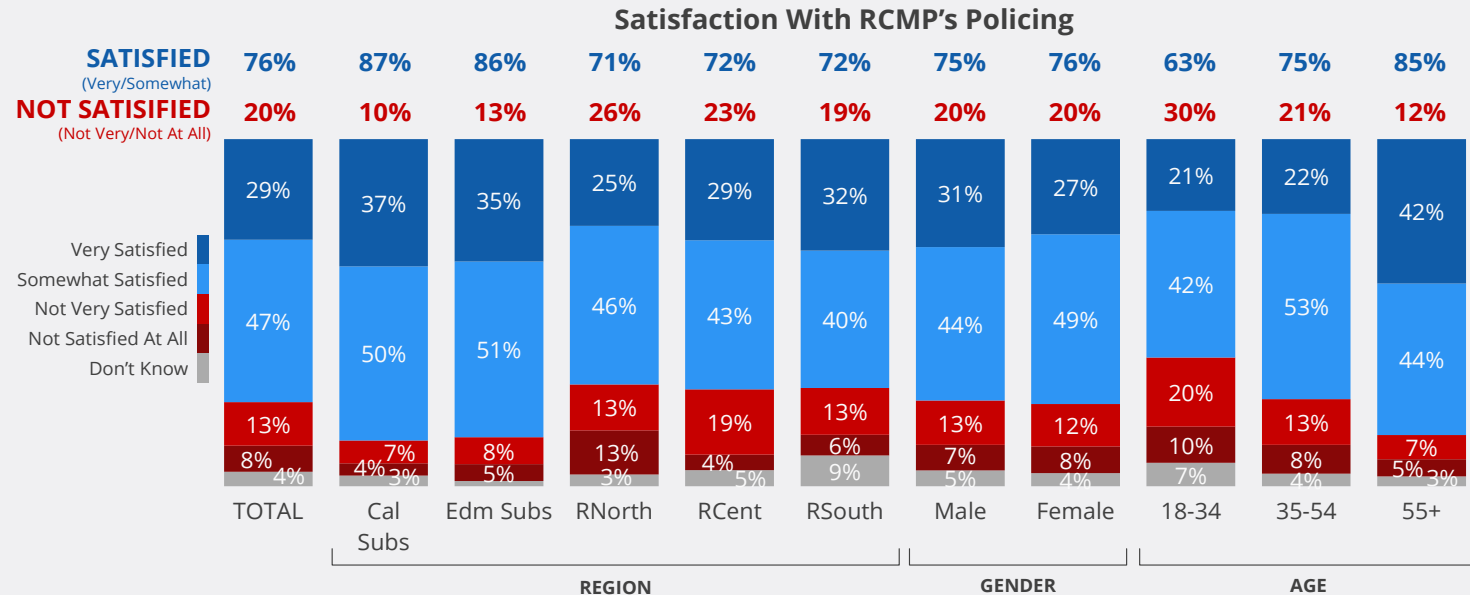


Q Now, here are some questions about policing in Alberta. | 12. Is your municipality or local area served by a local RCMP detachment? Base: TOTAL W9 (N=1,210); W8 (N=1,200); W7 (N=1,201) | 13. How satisfied are you with the RCMP's policing of your community? Base: TOTAL W9 (N=687); W8 (N=729); W7 (N=718); W6 (N=678); W5 (N=699); W4 (N=696); W3 (N=727); W2 (N=733); W1 (N=809) | 14. How satisfied are you with the policing in your community? Base: TOTAL W9 (N=523); W8 (N=471); W7 (N=483); W6 (N=522); W5 (N=503); W4 (N=510); W3 (N=494); W2 (N=495); W1 (N=491).

Satisfaction with RCMP's policing 71% or above across RCMP-served regions

13

- Regionally, satisfaction ranges from 71% in Rural North to 87% in Calgary suburbs.
- 55+ age group most satisfied with RCMP's policing (85%); men (75%) and women (76%) at about same level of satisfaction.



13. How satisfied are you with the RCMP's policing of your community?
Base: Local Area Served by RCMP W9 (N=687). Note: Data <2% not labeled.

RCMP Contract Renewal and Alberta Sheriffs Police Service (ASPS)

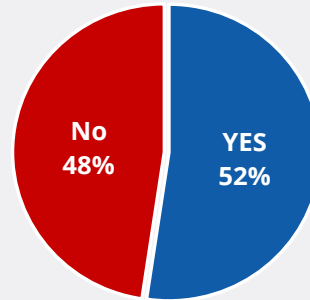


Slim majority aware of Alberta government's plan to create the Alberta Sheriffs Police Service (ASPS)

15

- 52% awareness of Alberta government's plan to create the ASPS, with higher level of awareness among 55+ age group (69%), men (59%), and rural Alberta residents (56%).

**Awareness of Alberta's Plan to
Replace RCMP with Alberta
Sheriffs Police Service**



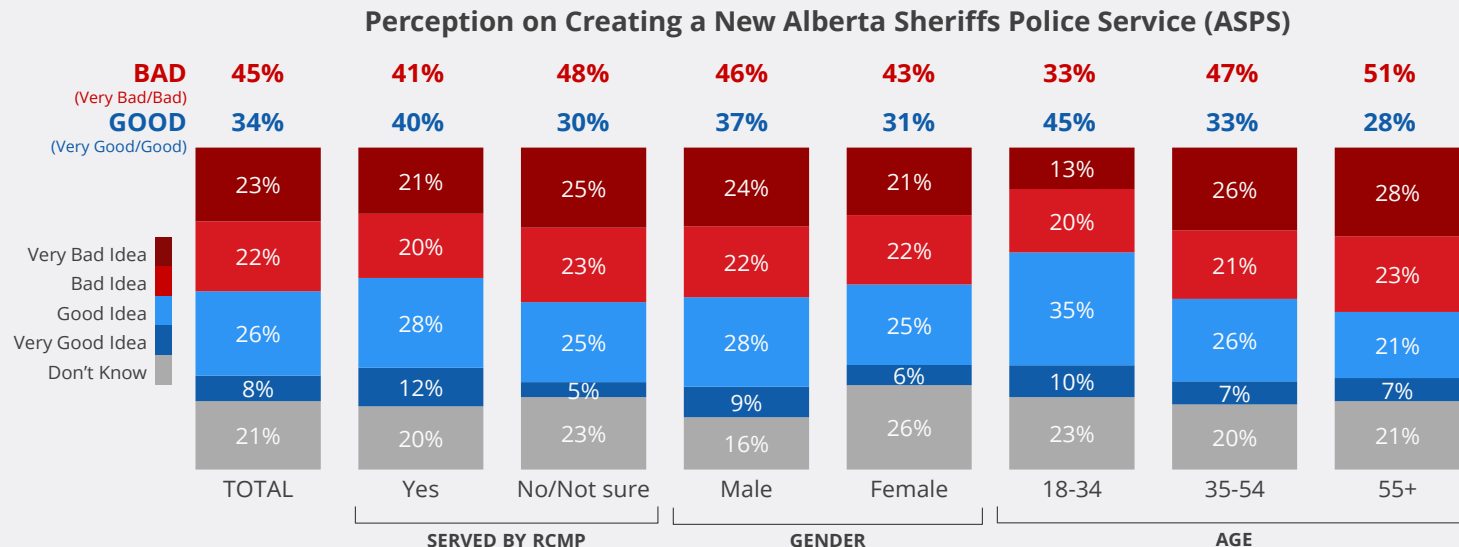
22. Before responding to this survey, had you read, seen or heard anything about the Alberta government's plan to create a new provincial police service called the Alberta Sheriffs Police Service (ASPS)?

Base: TOTAL W9 (N=1,210)

Plurality says creating a new ASPS at this time is a “bad idea”

16

- 45% say creating the ASPS at this time is a bad idea, including 23% who say it’s a “very bad idea”. Young people – 18-34 age group – are more likely to say it’s a good idea (+12% good vs. bad) compared to 35-54 (-14%) and 55+ (-23%).

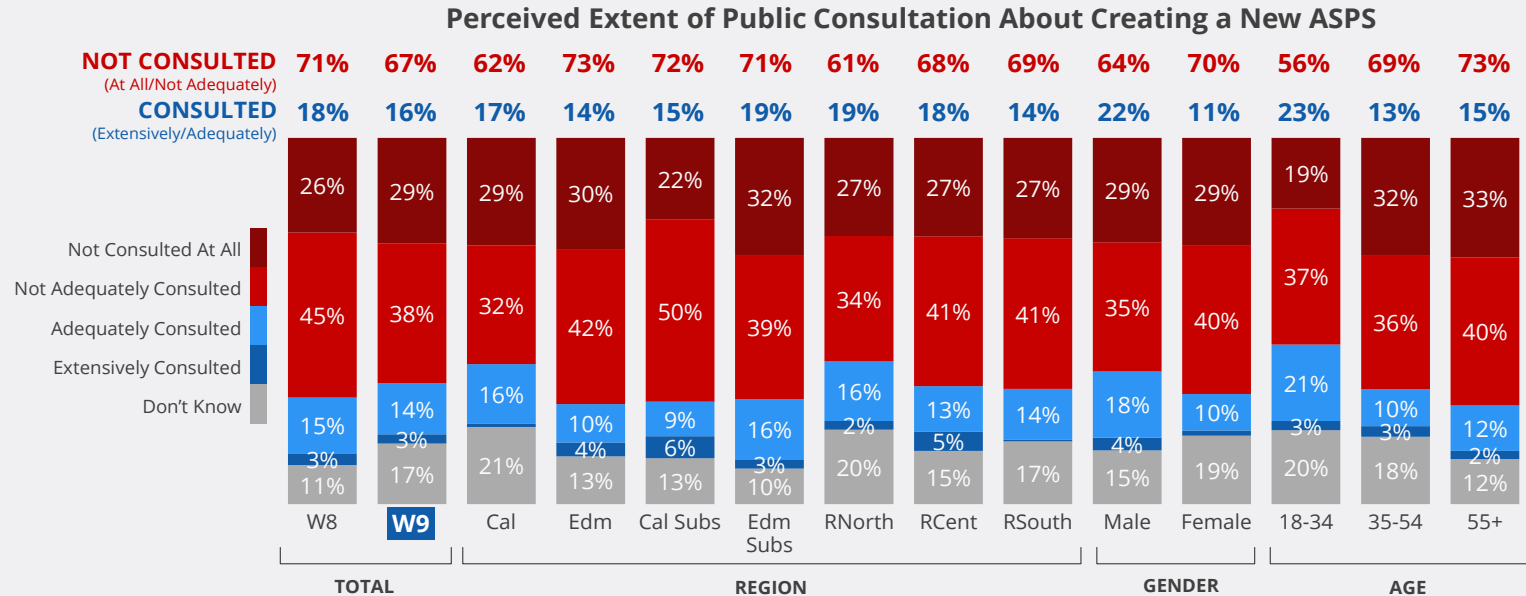


23. In February 2026, the Alberta government announced its plan to create a new Alberta Sheriffs Police Service (ASPS). Thinking about this, do you feel the Alberta government creating an additional provincial police service – the Alberta Sheriffs Police Service (ASPS) – at this time is a good idea or a bad idea?
Base: TOTAL W9 (N=1,210)

Two-thirds say that the public has not been adequately consulted about creating a new Alberta Sheriffs Police Service

17

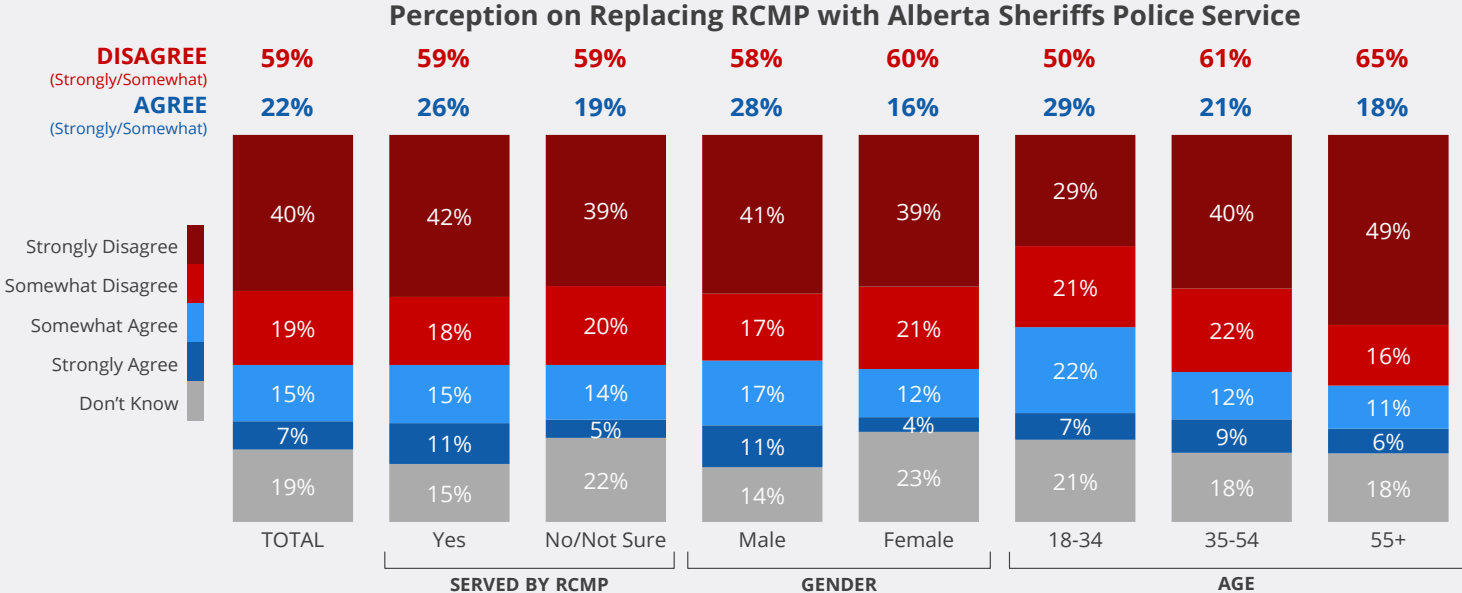
- Broad consensus across gender, age, and region groups that consultation has not been adequate.



24. To what extent do you think the public has been consulted about creating a new Alberta Sheriffs Police Service?
Base: TOTAL W9 (N=1,210); W8 (N=1,200). Note: Data <2% not labeled.

Majority disagree that ASPS should replace the RCMP in all RCMP-served communities in Alberta when RCMP contract expires in 2032

- Majority disagree across age, gender, and region groups that ASPS should replace RCMP in 2032.



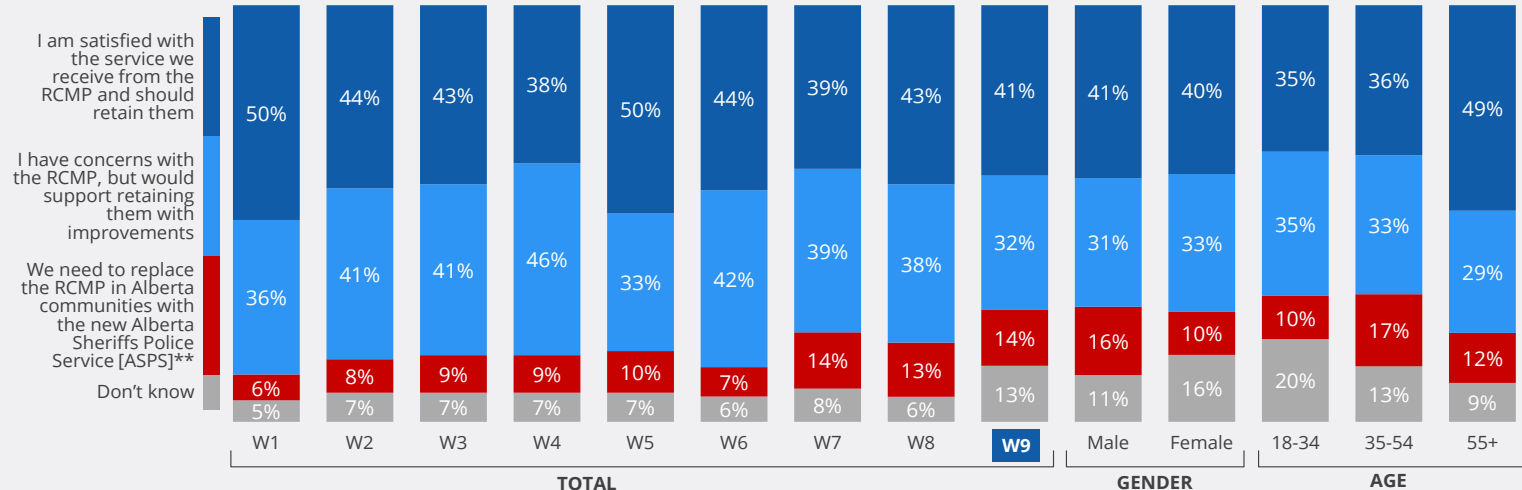
Q 25. Do you think the Alberta Sheriffs Police Service should replace the RCMP in all RCMP-served communities in Alberta when the RCMPs contract expires in 2032?
Base: TOTAL W9 (N=1,210).

In RCMP-served areas, over 7-in-10 satisfied or prefer retaining them with improvements, while 1-in-7 choose replacing the RCMP with ASPS

19

- Separatist voters are split with 18% satisfied with RCMP, 26% choosing to retain with improvements, and 42% choosing to replace RCMP with ASPS.
- Level of satisfied/retain with improvement has declined from 86% in wave 1 to 73% in wave 9; the replace RCMP option has moved from 6% to 14% across wave 1 to 9, while undecided has risen to 13%. Undecided is higher among 18-34s (20%) and women (16%).

Viewpoint on Replacing or Retaining the RCMP



26. Which of the following statements best reflects your point of view?

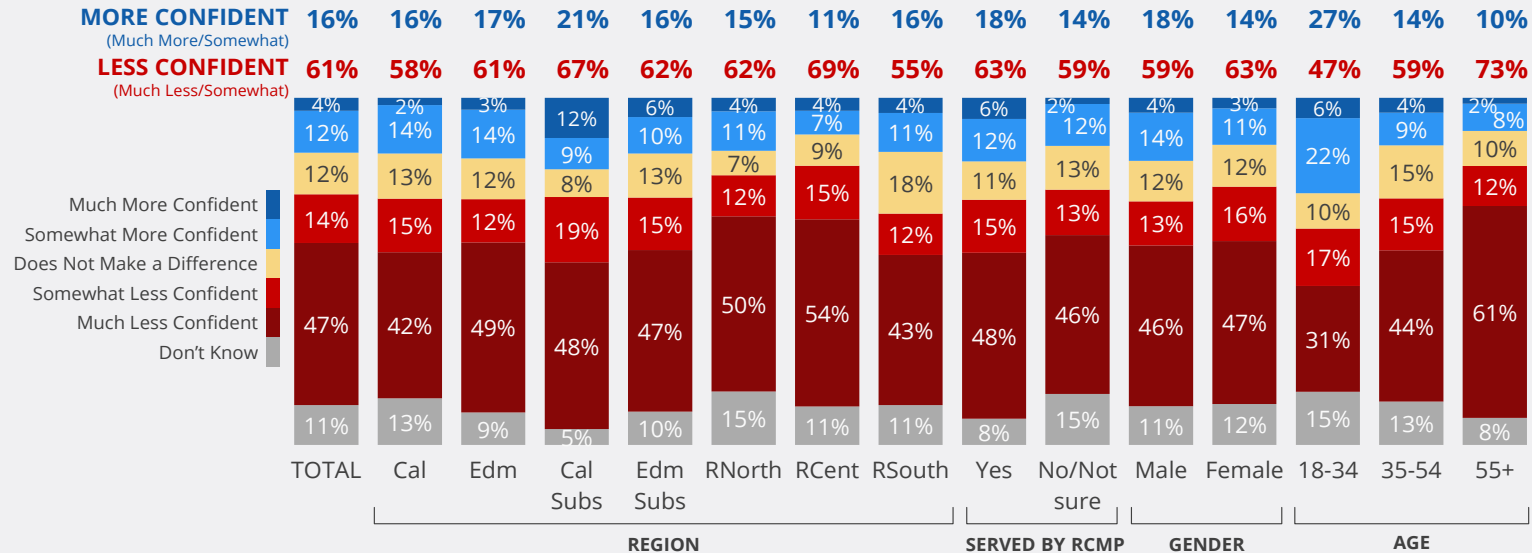
Base: Local Area Served by RCMP W9 (N=687); W8 (N=729); W7 (N=718); W6 (N=678); W5 (N=699); W4 (N=695); W3 (N=727); W2 (N=733); W1 (N=809). *W1 Read: "...if there were significant improvements". **Note: The name of the agency has changed from APPS to ASPS..

Training comparison between RCMP and ASPS makes majority feel less confident about Alberta government's policing plan

20

- Plurality much less confident based on comparison of training for RCMP officers (26 weeks) and ASPS (6 weeks). Overall, 47% are much less confident (61% overall less confident). Almost half (48%) of those in RCMP-served areas are much less confident.

Perceptions of RCMP Training Compared to Proposed Alberta Sheriffs Training



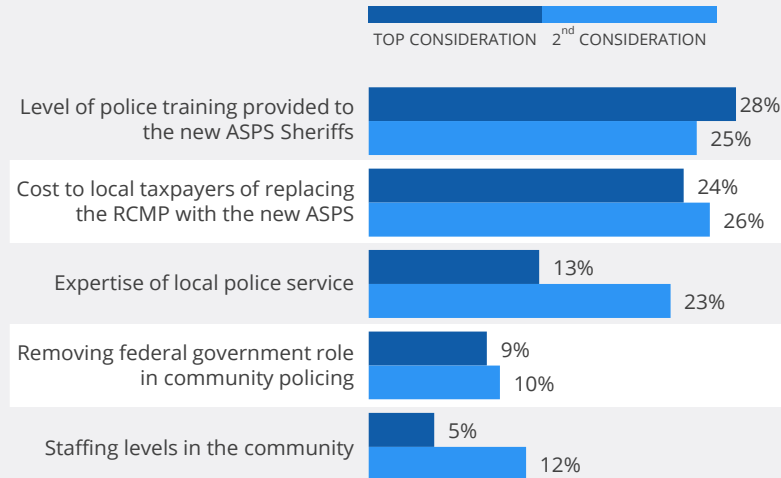
27. RCMP officers undergo 26 weeks of training at the RCMP Training Depot in Regina. The Alberta government is proposing that Alberta Sheriffs receive 6 weeks of training to become police officers. Thinking about this, does it make you feel more confident or less confident about the Alberta government's policing plan for communities in Alberta, or does it make no difference? Base: TOTAL W9 (N=1,210).

Level of police training and taxpayer cost are leading considerations for those in RCMP-served areas

21

- 18-34 place equal importance on level of training and cost to taxpayers, while 35-54 place higher importance on cost to taxpayer, and 55+ place higher importance on level of training.

Most Important Considerations If Replacing RCMP with ASPS



OVERALL CONSIDERATION

TOTAL	REGION					GENDER		AGE		
	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South	M	F	18-34	35-54	55+
48	53	49	45	48	53	45	52	43	44	56
47	47	55	44	46	40	45	49	40	52	46
33	31	42	25	33	33	34	32	30	33	35
18	29	16	18	18	22	21	13	18	19	16
15	16	9	14	22	12	20	11	21	13	14

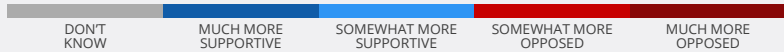


28/29. The Alberta government has stated that its intention is to offer the Alberta Sheriffs Police Service (ASPS) as an option to communities for their local policing, to replace the RCMP. What do you think should be the most important consideration for communities in considering whether to replace the RCMP with the newly-created Alberta Sheriffs Police Service? Base: Local Area Served by RCMP W9 (N=687)

Using lesser trained officers/sheriffs makes half much more opposed to creation of new ASPS

- 7-in-10 (70%) more opposed to ASPS based on Alberta government proposing to use lesser trained Sheriffs to replace fully trained RCMP officers. Messaging outlining federal government 30% contribution and local governments voicing concerns make over 6-in-10 (65%) more opposed, and consistent with previous waves.

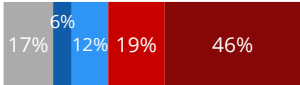
Support/Opposition For ASPS*



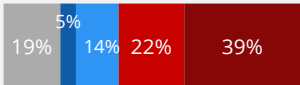
The Alberta government is proposing using lesser trained Sheriffs to replace the fully-trained RCMP officers



The federal government pays 30% of the cost of RCMP service in Alberta, which amounts to about \$188 million each year. If Alberta replaces the RCMP with a new Alberta Sheriffs Police Service, the current federal contribution will no longer apply and will need to be absorbed by provincial and municipal taxpayers



Local governments across Alberta have voiced concerns regarding increased costs and other impacts of transitioning away from RCMP local policing



% OPPOSED (Much More/Somewhat More)															
TOTAL	GENDER		AGE			REGION							TOTAL		
W9	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South	W8	W7*	W6*
70	65	75	62	68	77	69	73	75	69	69	73	62	-	-	-
65	62	68	52	64	74	63	72	66	66	57	60	63	64	65	-
61	61	61	51	60	70	61	70	56	64	56	59	52	58	57	63

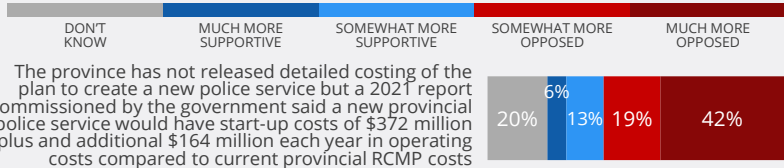


30. Here are some general statements about policing in Alberta. Please indicate whether they make you more supportive or more opposed to the creation of a new Alberta Sheriffs Police Service (ASPS)?
Base: TOTAL W9 (N=1,210); W8 (N=1,200); TOTAL Sample Split W7 (600-601). *Note: The name of the agency has changed from APPS to ASPS.

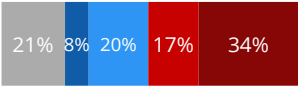
Non-disclosure of detailed costing makes majority more opposed to ASPS plan

- Of those who say replacing the RCMP with the ASPS is a good idea, 33% become more opposed to the plan based on non-disclosure of detailed costing. 55+ age group more likely to be more opposed (71%).

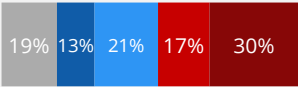
Support/Opposition For ASPS*



Overall crime rates and the severity of crime are falling in Alberta, with Criminal Code violations down 8.5%, and the Crime Severity Index down 21% since 2019. This shows costly changes to policing in Alberta are not needed



Ending the contract with the RCMP will give Albertans more control over policing, with less interference from Ottawa



% OPPOSED (Much More/Somewhat More)															
TOTAL	GENDER		AGE			REGION							TOTAL		
W9	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South	W8	W7*	W6*
61	59	63	48	60	71	53	73	65	61	59	57	61	63	59	-
51	52	49	46	48	57	49	60	43	53	45	50	42	-	-	-
47	48	46	37	47	55	47	57	39	53	42	44	34	45	42	-

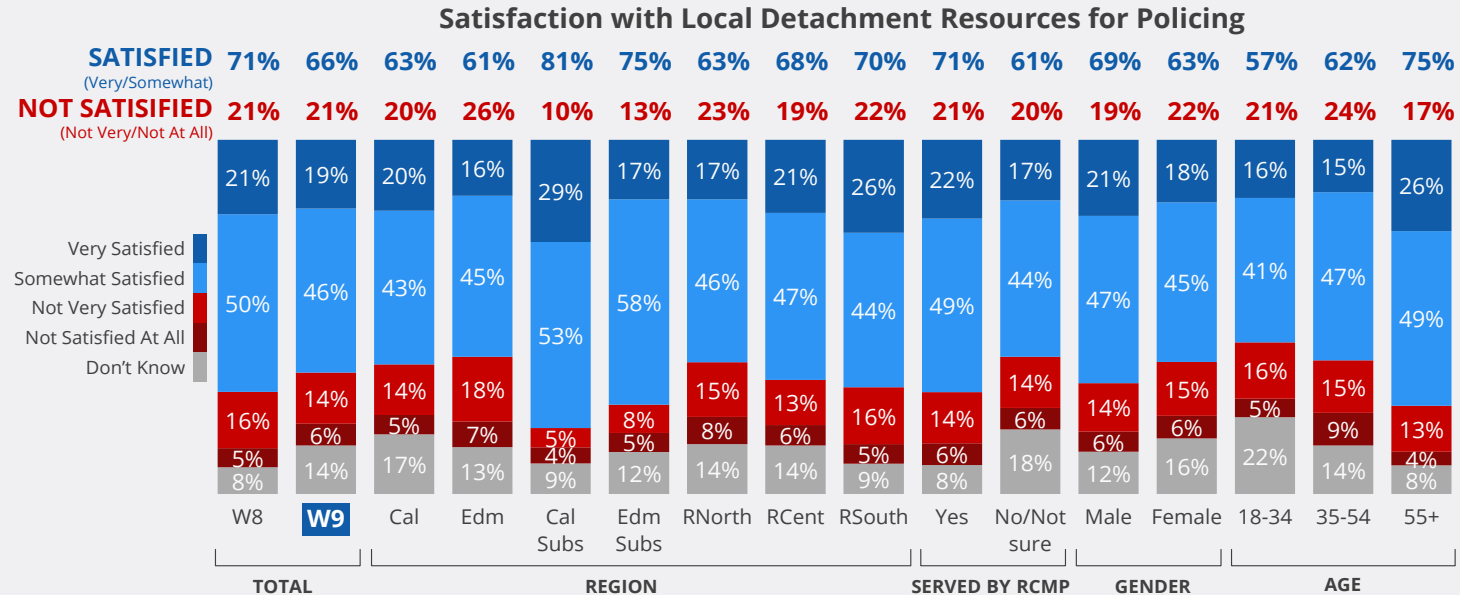


30. Here are some general statements about policing in Alberta. Please indicate whether they make you more supportive or more opposed to the creation of a new Alberta Sheriffs Police Service (ASPS)?
Base: TOTAL W9 (N=1,210); W8 (N=1,200); TOTAL Sample Split W7 (600-601). *Note: The name of the agency has changed from APPS to ASPS.

Two-thirds satisfied that their local detachment has adequate resources to police their community

24

- 66% say they are satisfied with resources for local detachment, with higher level in RCMP-served areas (71%).



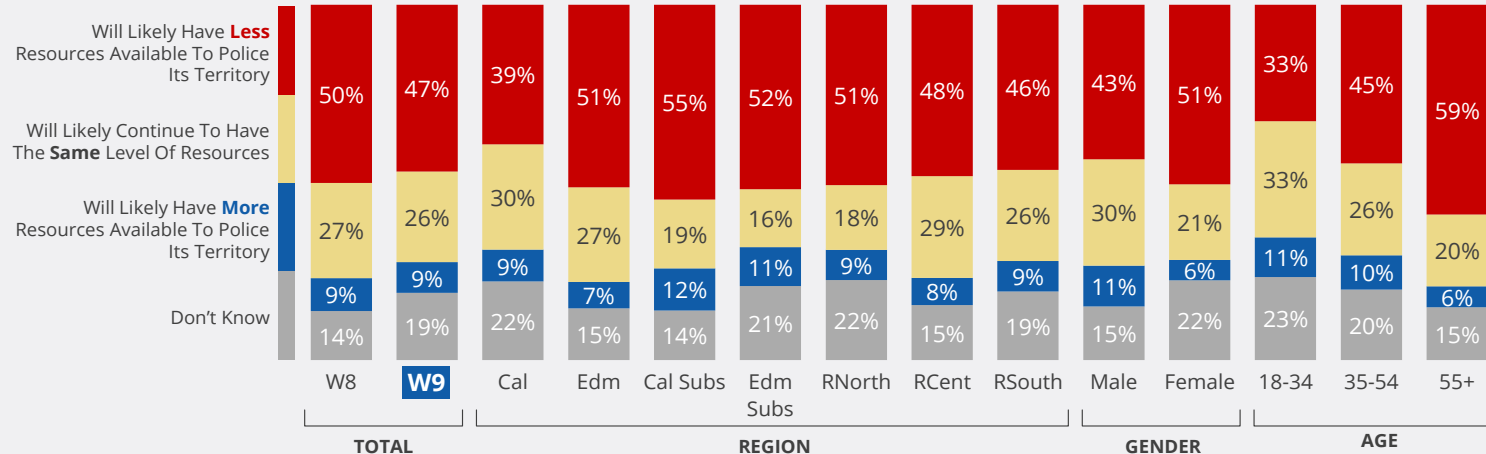
31. Thinking about policing in your community, how satisfied are you with your local detachment having adequate resources to police your community?
Base: TOTAL W9 (N=1,210); W8 (N=1,200).

About half say there will likely be less resources available to police its territory if RCMP is replaced with ASPS

25

- 47% say there will likely be less resources available to police its territory if RCMP is replaced with ASPS, including half of those in RCMP-served areas (50%), women (51%) and 55+ age group (59%).

Expected Resource Levels if RCMP is Replaced with Alberta Sheriffs Police Service



32. Do you feel that your community's police service will have more, less, or the same level of resources available to police its territory?
Base: TOTAL W9 (N=1,210); W8 (N=1,200).

Post-Tests: RCMP Contract Renewal and Alberta Sheriffs Police Service (ASPS)

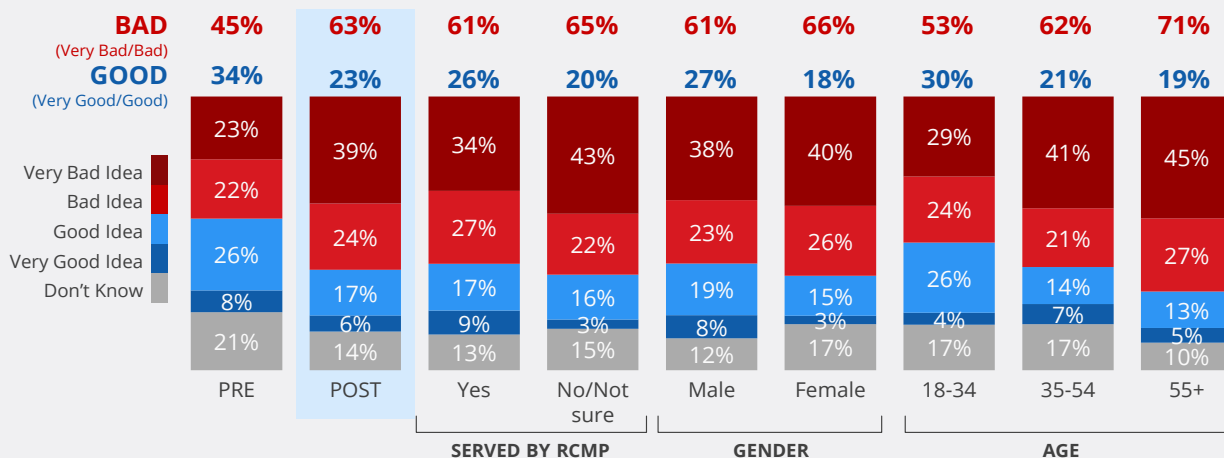


Post-test: Majority now say creating a new ASPS at this time is a “bad idea” after more information is provided

27

- Proportions feeling it's a bad idea increases 19pts from 45% to 63%, with 16pt increase in those who say it's a “very bad idea”.
- Majority of those in RCMP-served areas feel it's a bad idea (61%); increase of 21pts compared to pre-test.
- Increase of +21pts among 18–34-year olds and +20pts among 55+ year olds who feel it is a “bad idea”.

Post Test: Perception of Creating a New Alberta Sheriffs Police Service (ASPS)



23. In February 2026, the Alberta government announced its plan to create a new Alberta Sheriffs Police Service (ASPS). Thinking about this, do you feel the Alberta government creating an additional provincial police service – the Alberta Sheriffs Police Service (ASPS) – at this time is a good idea or a bad idea?

34. Based on the additional information you've reviewed, do you feel the Alberta government creating an additional provincial police service – the Alberta Sheriffs Police Service (ASPS) – at this time is a good idea or a bad idea?

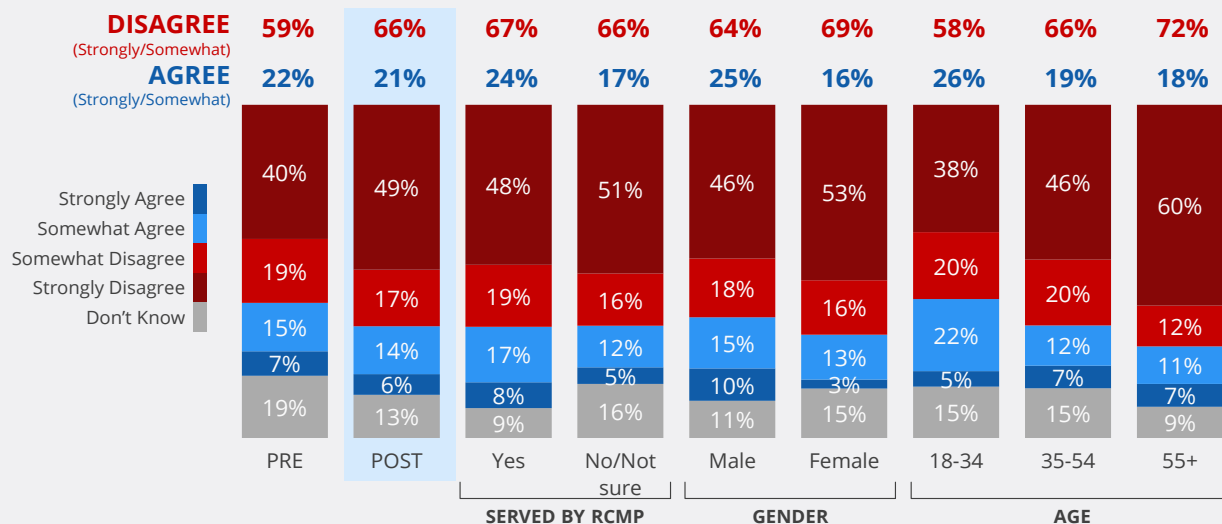
Base: TOTAL W9 (N=1,210)

Post-Test: Majority continue to disagree that ASPS should replace the RCMP; 7pt increase in disagreement, while proportions who agree remain steady

28

- 7pt increase in disagreement among RCMP-served region, and 9pt increase among 18-34 year olds after receiving more information.

Post Test: Perception on Replacing the RCMP with the Alberta Sheriffs Police Service



25. Do you think the Alberta Sheriffs Police Service should replace the RCMP in all RCMP-served communities in Alberta when the RCMPs contract expires in 2032?
 35. And, do you think the Alberta Sheriffs Police Service should replace the RCMP in all RCMP-served communities in Alberta when the RCMPs contract expires in 2032?
 Base: TOTAL W9 (N=1,210).

Public Safety & Politics

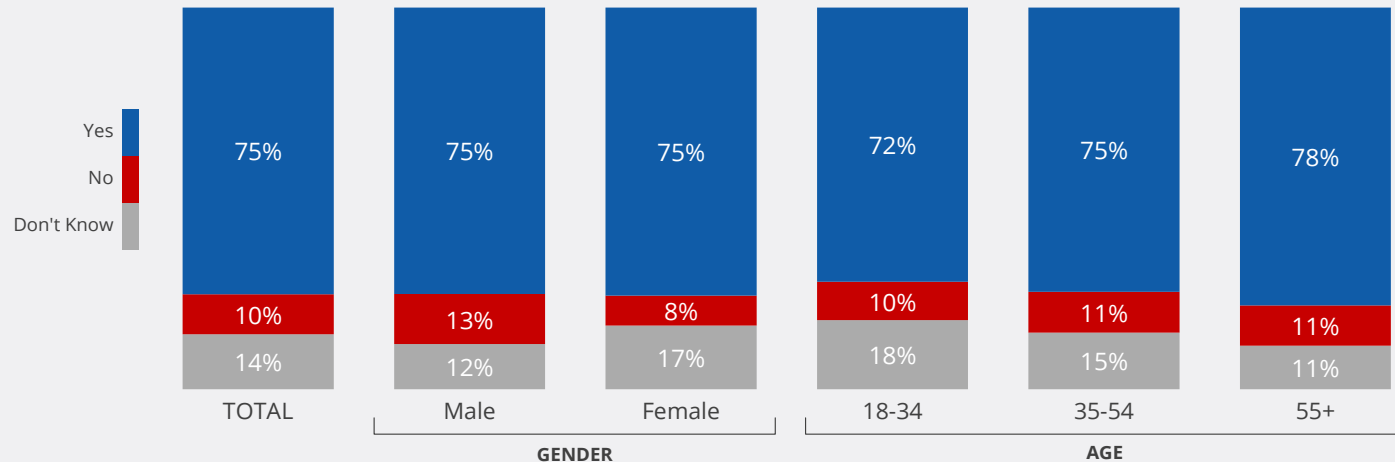


3-in-4 Albertans say the government should ask voters for approval in a province-wide referendum before proceeding with plan to replace the RCMP

30

- Broad consensus (75%) among Albertans to have province-wide referendum before proceeding with any plan to replace the RCMP with a provincially run Alberta Sheriffs Police Service (ASPS). Consistent support among age and gender groups.
- Remain voters (78%) more likely to support province-wide referendum compared to Separatist voters (68%).

Public Views on Whether Alberta Should Replace the RCMP with a Provincially Run Police Service



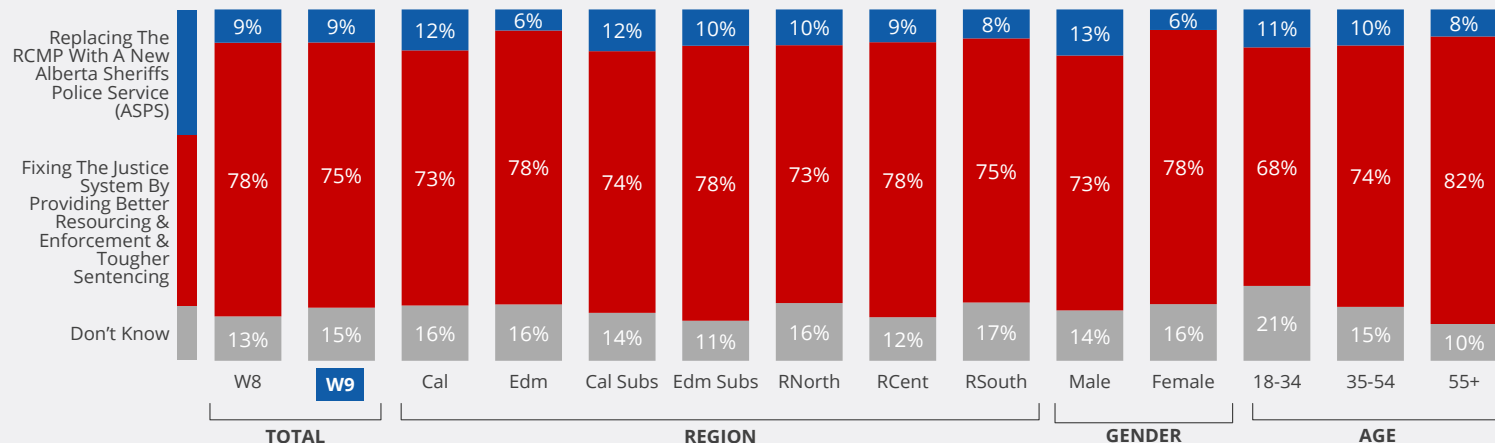
36. The Alberta government is putting forward nine referendum questions to voters this fall, none of which relate to policing. Before proceeding with any plan to replace the RCMP with a provincially run Alberta Sheriffs Police Service (ASPS), should the government ask Alberta voters for their approval in a referendum?
Base: TOTAL W9 (N=1,210).

Almost 3-in-4 Albertans prefer focus on fixing the justice system instead of replacing the RCMP with a new Alberta Sheriffs Police Service (ASPS)

31

- Most Albertans prefer Premier to focus on fixing the justice system by providing better resourcing and enforcement and tougher sentencing (75%) compared to replacing the RCMP with a new ASPS (9%).

Premier Danielle Smith and UCP Government's Focus on Public Safety in Alberta



37. When it comes to public safety in Alberta, do you think the Premier and the United Conservative Party (UCP) governments focus should be on...

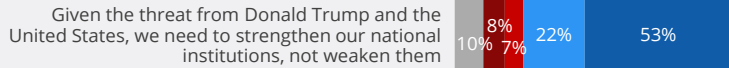
Base: TOTAL W9 (N=1,210); W8 (N=1,200).

3-in-4 agree that we need to strengthen national institutions, not weaken them

32

- Over 8-in-10 (83%) Albertans agree that there needs to be a detailed accounting of costs/impacts to service levels.
- Over 3-in-4 (76%) agree that there are “more important priorities to deal with in Alberta right now than changing who policies local communities”, including 83% of 55+ voters.

Agreement with Policing Statements



% AGREE (Strongly/Somewhat)

TOTAL	GENDER		AGE			REGION							TOTAL		
W9	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South	W8	W7	W6
83	82	85	73	84	91	80	87	89	84	80	84	84	87	89	87
76	72	80	69	75	83	77	81	77	72	69	77	75	81	81	84
75	75	76	73	71	81	77	81	70	74	67	73	70	81	80	-
73	69	76	68	70	79	74	76	75	78	67	71	62	75	75	-

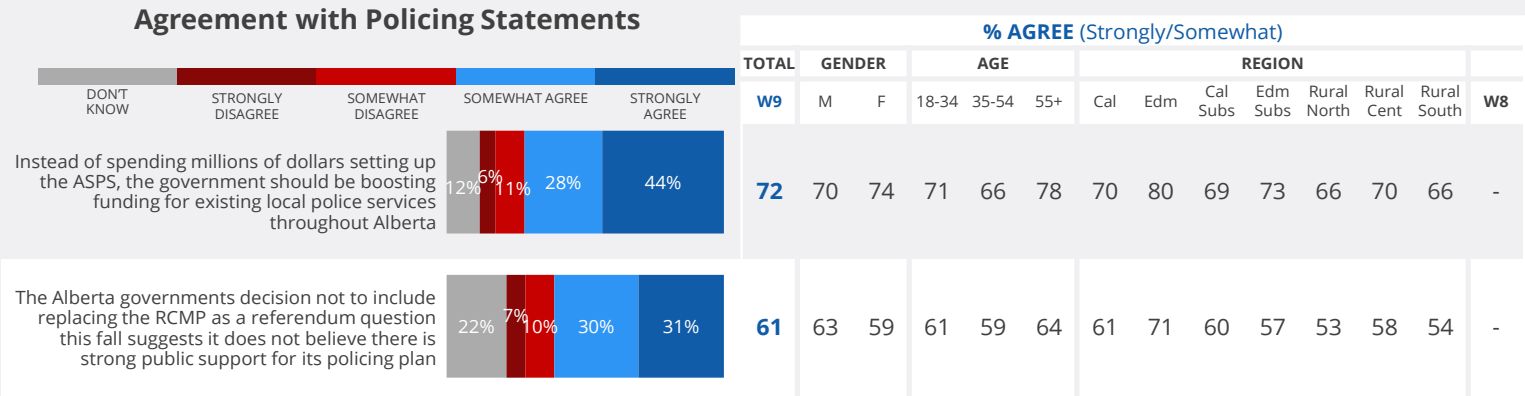


39. Please indicate to what extent do you agree or disagree with the following statements:

Base: TOTAL W9 (N=1,210); W8 (N=1,200); W7 (N=1,201); W6 (N=1,200). *W6 Scale Read: SUPPORT (Much More/Somewhat).

Over 7-in-10 agree government should be boosting funding for existing local police services instead of spending millions of dollars on setting up ASPS

- Majority (72%) agree that Alberta government should be boosting funding for local police services than spending dollars setting up the ASPS and majority (61%) agree that not putting policing on referendum ballot suggests government does not believe its plan has strong support.



Q 39. Please indicate to what extent do you agree or disagree with the following statements:
Base: TOTAL W9 (N=1,210); W8 (N=1,200); W7 (N=1,201); W6 (N=1,200). *W6 Scale Read: SUPPORT (Much More/Somewhat).

Post-Test: Retaining RCMP

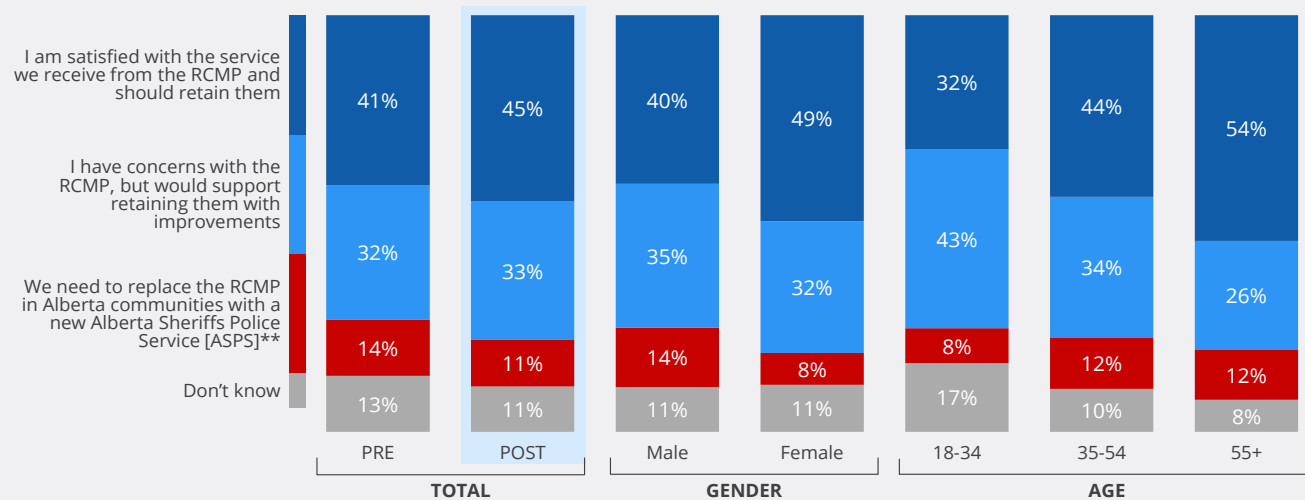


Post-test: Almost 4-in-5 in RCMP-served communities say they are satisfied with the service from RCMP and should retain them / with improvements

35

- In the post-test, those saying that the RCMP needs to be replaced in Alberta communities with a new ASPS drops from 14% to 11%, while retain / retain with improvements rises from a combined 73% to 78%.

Post Test: Viewpoint on Replacing or Retaining the RCMP



26. Which of the following statements best reflects your viewpoint?

40. Now that you reviewed additional information, which of the following statements best reflects your point of view?

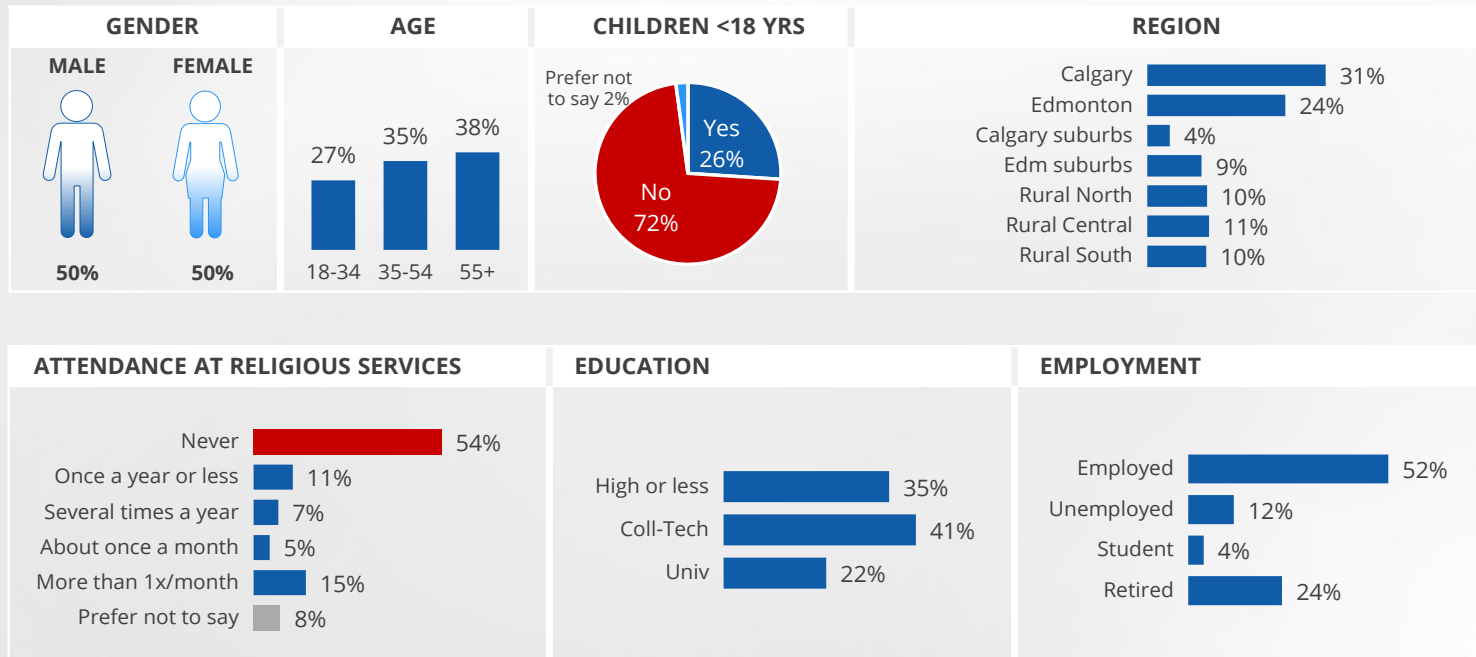
Base: Local Area Served by RCMP (N=687) **Note: The name of the agency has changed from APPS to ASPS.

APPENDIX



Demographics

37

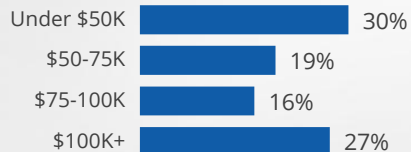


Base: TOTAL W9 (N=1,210).

Demographics

38

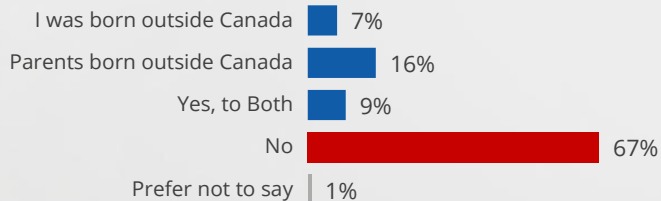
INCOME



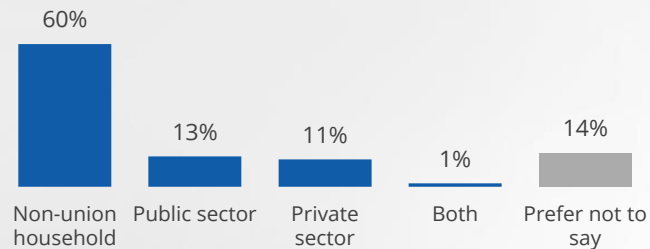
ETHNICITY



BIRTHPLACE OUTSIDE CANADA



UNION MEMBERSHIP



Base: TOTAL W9 (N=1,210).

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE**

National Police Federation Alberta

Wave 9

May 2026

pollara
strategic insights

Hello,

We would like to invite friends from Lethbridge County to join us at our **Chinese Community BBQ Event** on **August 30**, from **12:00 p.m. to 5:00 p.m.** The event poster is attached for your reference.

As Lethbridge County has strong connections with local beef producers, we were hoping you might be able to recommend a supplier where we could purchase beef at a reasonable price. As a non-profit organization, any support or guidance would be sincerely appreciated.

As shown on the poster, the City of Lethbridge sponsored our event last year. We are hoping that Lethbridge County might consider supporting us this year as well. If possible, we would be pleased to include the County's logo on our event poster. We understand this may require discussion with your council, and we would be grateful if you could let us know whether this might be an option.

Thank you very much for your time and support. Looking forward to hearing from you.

Warm regards, Jan

Jan Gong, Southern Alberta Chinese Association



2026 BBQ



August 30th, 2026 (Sunday)
12:00 – 5:00 p.m.

 **Rotary Picnic Shelter**
Giffen Road North

 **Entertainment:**
2:30 – 5:00 p.m.

Lion Dance, Pegaaus Show,
Dragon Boat Games

 **Food Service:**
1:00 – 2:00 p.m.

Salmon, BBQ Chicken,
Salad, Watermelon,
Bottled Water, Tea

 **\$25/Adult**
 **\$15/Children aged 4-11**
 **Children under 4 free**

