



# Agenda

Council Meeting | Thursday, March 6, 2025 | 9:00 AM | Council Chambers

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Page

## A. CALL TO ORDER

## B. ADOPTION OF AGENDA

## C. ADOPTION OF MINUTES

4 - 8

1. **County Council Meeting Minutes**  
[Council Meeting - 06 Feb 2025 - Minutes](#)

## D. DELEGATIONS

9 - 18

1. **9:15 a.m. - RCMP**  
[Q3 2024 Community Letter](#)  
[Q3 2024 Community Report](#)  
[Coaldale Q3 Crime Statistics](#)  
[Coaldale Five Year Provincial Crime Statistics](#)

## E. SUBDIVISION APPLICATIONS

19 - 27

1. **Subdivision Application #2025-0-002 Lutz**  
**- Block 1, Plan 9812179 within SE1/4 1-9-21-W4M**  
[Subdivision Application #2025-0-002 Lutz - Block 1, Plan 9812179 within SE1/4 1-9-21-W4M](#)

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2. **Subdivision Application #2025-0-003 – Frache**  
**- SE1/4 1-9-21-W4M**  
[Subdivision Application #2025-0-003 – Frache - SE1/4 1-9-21-W4M](#)

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3. **Subdivision Application #2025-0-004 – Golden Sky Ventures**  
**- Lot 2, Block 1, Plan 1410983 within NE1/4 33-7-20-W4M**  
[Subdivision Application #2025-0-004 – Golden Sky Ventures - Lot 2, Block 1, Plan 1410983 within NE1/4 33-7-20-W4M](#)

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4. **Subdivision Application #2025-0-008 – De Jonge**  
**- SE1/4 1-9-21-W4M**  
[Subdivision Application #2025-0-008 – De Jonge - SE1/4 1-9-21-W4M](#)

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5. **Subdivision Application #2025-0-012 Marti, Sleepy Hollow Et**

**- Part of NW1/4 24-9-22-W4M, Block 1, Plan 8110350 and Lot 1, Block 1, Plan 9312354 and E1/2 24-9-22-W4M**

[Subdivision Application #2025-0-012 Marti, Sleepy Hollow Et - Part of NW1/4 24-9-22-W4M, Block 1, Plan 8110350 and Lot 1, Block 1, Plan 9312354 and E1/2 24-9-22-W4M](#)

**F. DEPARTMENT REPORTS**

**F.1. DEVELOPMENT & INFRASTRUCTURE**

- 68 - 84                    F.1.1. **Bylaw 25-003 - Re-designate Plan 2410658 Block 5 Lot 1 in the NE 19-10-23-W4 from Rural Agriculture to Direct Control - First Reading**  
[Bylaw 25-003 - Re-designate Plan 2410658 Block 5 Lot 1 in the NE 19-10-23-W4 from Rural Agriculture to Direct Control - First Reading](#)
- 85 - 109                    F.1.2. **Bylaw 25-004 - Re-designate Plan 8811143 Block 1 Lot 7 in the SW 3-10-23-W4 from Direct Control (Bylaw 17-003) to Direct Control - First Reading**  
[Bylaw 25-004 - Re-designate Plan 8811143 Block 1 Lot 7 in the SW 3-10-23-W4 from Direct Control \(Bylaw 17-003\) to Direct Control - First Reading](#)
- 110 - 125                    F.1.3. **Bylaw 25-006 - Re-designate Plan 0210278 Block 1 Lot 1 in the NW 27-11-20-W4 from Rural Agriculture to Rural General Industrial - First Reading**  
[Bylaw 25-006 - Re-designate Plan 0210278 Block 1 Lot 1 in the NW 27-11-20-W4 from Rural Agriculture to Rural General Industrial - First Reading](#)

**F.2. CORPORATE SERVICES**

- 126 - 136                    F.2.1. **Gem of the West Museum Society - Donation Request**  
[Gem of the West Museum Society - Donation Request](#)
- 137 - 143                    F.2.2. **Tax Penalty Waiver Request - Roll #30400933**  
[Tax Penalty Waiver Request - Roll #30400933](#)
- 144 - 147                    F.2.3. **Tax Penalty Waiver Request - Roll #63330600**  
[Tax Penalty Waiver Request - Roll #63330600](#)
- 148 - 150                    F.2.4. **Tax Penalty Waiver Request - Roll #'s 30191200, 30220100 & 30160000**  
[Tax Penalty Waiver Request - Roll #'s 30191200, 30220100 & 30160000](#)

**G. CORRESPONDENCE**

151 1. **Picture Butte Health Professional Recruitment and Retention Committee Invitation**  
[Picture Butte Health Professional Recruitment and Retention Committee Invitation](#)

152 - 155 2. **Sunnyside School Barn Dance**  
[Sunnyside School Barn Dance](#)

156 3. **Lethbridge Polytechnic - Local Producers Gala Dinner**  
[Local Producers Gala Dinner](#)

#### **H. COUNTY COUNCIL AND COMMITTEE UPDATES**

157 - 160 1. **Lethbridge County Council Attendance Update - January 2025**  
[Lethbridge County Council Attendance Update - January 2025](#)

#### **I. NEW BUSINESS**

#### **J. CLOSED SESSION**

1. **Association Membership (FOIP Section 21 - Disclosure harmful to intergovernmental relations)**

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

#### **K. ADJOURN**



# Minutes

Council Meeting | Thursday, February 6, 2025 | 9:00 AM | Council Chambers

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The Council Meeting of Lethbridge County was called to order on Thursday, February 6, 2025, at 9:00 AM, in the Council Chambers, with the following members present:

**PRESENT:**

- Reeve Tory Campbell
- Deputy Reeve John Kuerbis
- Councillor Lorne Hickey
- Councillor Mark Sayers
- Councillor Kevin Slomp
- Councillor Klaas VanderVeen
- Councillor Morris Zeinstra
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Hailey Pinksen
- Director, Operations Ryan Thomson
- Executive Assistant Candice Robison
- Manager, Planning & Development Hilary Janzen
- Planner, Steve Hardy
- Municipal Intern, Planning Hannah Laberge
- Coordinator, Planning and Development Jessica Potack

**A. CALL TO ORDER**

Reeve Tory Campbell called the meeting to order at 9:02 a.m.

Reeve Campbell read the following land acknowledgement:

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

Heath Wright, Manager, Emergency Management introduced Breea Tamminga, the new Coordinator, Emergency Management.

Hailey Pinksen, Director, Corporate Services introduced Tiffany Wald, the new Clerk, Customer Service.

**B. ADOPTION OF AGENDA**

The following item was added to the agenda:

F.6 - Picture Butte Health Professional Attraction & Retention Committee

|         |                   |   |         |
|---------|-------------------|---|---------|
| 23-2025 | Councillor Sayers | MOVED that the February 6, 2025 Lethbridge County Council Meeting Agenda be adopted as amended. | CARRIED |
|---------|-------------------|---|---------|

**C. ADOPTION OF MINUTES**

**C.1. County Council Meeting Minutes**

|         |                      |  |         |
|---------|----------------------|--|---------|
| 24-2025 | Deputy Reeve Kuerbis | MOVED that the January 24, 2025 Lethbridge County Council Minutes be adopted as presented. | CARRIED |
|---------|----------------------|--|---------|

**D. SUBDIVISION APPLICATIONS**

**D.1. Subdivision Application #2024-0-173 Friesen/Bast**

**- Lot 1, Block 1, Plan 9310042 and Lot 3, Block 1, Plan 1211582 within NE1/4 27-9-22-W4M**

25-2025 Councillor Sayers MOVED that the Agricultural & Country Residential subdivision of Lot 1, Block 1, Plan 9310042 and Lot 3, Block 1, Plan 1211582 within NE1/4 27-9-22-W4M (Certificate of Title No. 131 009 489, 131 019 684), to enable a property line adjustment and enlarge an existing title 2.08 acres (0.84 ha) in size, by subdividing and consolidating 0.61 acres (0.248 ha) of adjacent land, resulting in a title 2.69 acres (1.088 ha) 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 0.61 acres at the market value of \$17,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat on the adjacent title (Lot 1, Block 1, Plan 9310042), be adjusted accordingly in the amount of the 0.61 acres difference (approximately 19.60 +/-acres), with the actual acreage and 10% amount to be determined at the final stage, upon receipt of the final subdivision plan.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the 0.61 acre land area being subdivided and consolidated be done by a plan by an Alberta Land Surveyor in a manner such that the title cannot be further subdivided without approval of the Subdivision Authority.

CARRIED

**D.2. Subdivision Application #2024-0-179 – Fehr - SW1/4 15-10-19-W4M**

26-2025 Deputy Reeve Kuerbis MOVED that the Country Residential subdivision of SW1/4 15-10-19-W4M (Certificate of Title No. 201 233 663), to subdivide a 6.51 acre (2.64 ha) first parcel out farmstead subdivision from a title of 154.04 acres (62.34 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant provides a final Plan of Survey to illustrate the exact dimensions and parcel size of the proposed parcel as approved.
4. That the subdivision approval for File 2024-0-179 will supersede the previous approval to subdivide a 4.99 acre (2.02 ha) title (ORRSC File 2024-0-116) and that upon approval of this application the File 2024-0-116 approval shall be null and void.
5. That any easement(s) as required by utility companies, or the municipality shall be established.

CARRIED

**D.3. Subdivision Application #2024-0-181 RSB Landco/Broxburn**

**- SW1/4 7-9-20-W4M**

27-2025 Councillor Slomp MOVED that the Agricultural and Industrial subdivision of SW1/4 7-9-20-W4M (Certificate of Title No. 241 063 491 +1, 931 071 498), to reconfigure the property boundaries (property line adjustment) and size of two adjacent titled properties, by subdividing 0.10 acres (0.040 ha) of land from the remnant of the ¼-section and consolidating to the adjacent rural industrial lot to create an enlarged lot 10.26 acres (4.15 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.
3. That the titles and portions of land (0.10 acres) to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels, is to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That the applicant provides a final plan as prepared by an Alberta Land Surveyor to register the reconfigured titles as approved.
5. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.
6. That any conditions or requirements by Alberta Transportation shall be established prior to finalization of the application.

CARRIED

**D.4. Subdivision Application #2024-0-182 – Klassen  
- Block 1, Plan 9410750 within NW1/4 8-9-20-W4M**

28-2025 Councillor Hickey MOVED that the Country Residential subdivision of Block 1, Plan 9410750 within NW1/4 8-9-20-W4M (Certificate of Title No. 231 170 336), to resplit a title of 7.39 acres (2.99 ha) into two titles, being 2.82 and 4.57 acres (1.14 and 1.85 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 7.39 acres at the market value of \$40,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant 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.
4. That the applicant provides a private easement agreement for the waterline to the dugout to be registered on title with the subdivision, unless the applicant decides to abandon the use of the waterline for the east 4.57 acre lot.
5. That any easement(s) as required by utility companies, or the municipality shall be established.

CARRIED

**E. DEPARTMENT REPORTS**

**E.1. DEVELOPMENT & INFRASTRUCTURE**

**E.1.1. 2024 Planning and Development Department Annual Report**

Hilary Janzen, Manager, Planning and Development presented Council the Planning and Development Department 2024 Annual Report.

29-2025 Deputy Reeve Kuerbis MOVED that County Council accept the 2024 Planning and Development annual report for information. CARRIED

**E.1.2. 2024 Community Peace Officer Annual Report**

David Entz, CPO presented Council the 2024 Community Peace Officer Annual Report.

30-2025 Councillor Sayers MOVED that County Council accept the 2024 Community Peace Officer annual report for information. CARRIED

**E.1.3. Development Permit Application 2025-005 (Vande Heof)**

31-2025 Councillor VanderVeen MOVED that Development Permit Application 2025-005 be approved as drafted. CARRIED

**F. CORRESPONDENCE**

**F.1. Minister of Municipal Affairs - ACP Grant Funding**

Council received correspondence from Alberta Municipal Affairs regarding Alberta Community Partnership (ACP) grant funding for the Accessibility to Water through Enhanced Irrigation Networks Study Project.

**F.2. Minister of Municipal Affairs - Town of Coalhurst ACP Grant Funding**

Council received correspondence from Alberta Municipal Affairs regarding the Town of Coalhurst's Alberta Community Partnership (ACP) grant funding for their Regional Recreation Pathway Study Project.

**F.3. Coaldale & District Handi-Ride Association Invitation - New Bus Ribbon Cutting**

Council received an invitation to the Coaldale & District Handi-Ride Association's Ribbon Cutting of the new Handi-ride bus which will take place during the Pancake Breakfast on Family Day (Monday, February 17) as part of Coaldale Community Fest.

**F.4. Dhillon School of Business Scholarship Dinner Invitation**

Council received an invitation to the 2025 Dhillon School of Business Scholarship Dinner, 6 - 9 p.m. on Friday, March 21, 2025 at the Agri-food Hub and Trade Centre.

**F.5. Rotary Club of Lethbridge East Agriculture Scholarships Program Awards Gala Dinner**

Council received an invitation to the 7th Annual Rotary Club of Lethbridge East \$10,000 Agriculture Scholarships Program Awards Gala Dinner at the Lethbridge Coast Hotel and Convention Centre the evening of March 6th, 2025.

**F.6. Town of Picture Butte Health Professional Attraction & Retention Committee**

Councillor Hickey advised Council that the Health Professional Attraction & Retention Committee has now sent out letters for sponsorship for their upcoming Meet & Greet event.

Councillor Zeinstra left the meeting at 10:18 a.m.

**G. NEW BUSINESS**

**H. CLOSED SESSION**

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

32-2025 Councillor Sayers MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 10:21 a.m. for the discussion on the following:

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

Present during the Closed Session:  
Lethbridge County Council  
Chief Administrative Officer  
Senior Management  
Administrative Staff  
CARRIED

33-2025 Councillor Hickey MOVED that the Lethbridge County Council Meeting move out of the closed session at 10:42 a.m.

CARRIED

**H.1. Lethbridge Firefighters 2025 Gala**

34-2025 Deputy Reeve Kuerbis MOVED that Lethbridge County sponsor the Lethbridge Firefighters Gala in the amount of \$1,000 from the Councillor Discretionary Reserve.

CARRIED

**H.2. 2025 Canadian Produce Marketers Association (CPMA) Convention**

35-2025 Councillor Hickey MOVED that County Council authorize two people to attend the Canadian Produce Marketers Association (CPMA) convention in Montreal in April.

CARRIED

**I. ADJOURN**

36-2025 Deputy Reeve Kuerbis MOVED that the Lethbridge County Council Meeting adjourn at 10:45 a.m.

CARRIED

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO





February 14, 2025

Mr. Cole Beck  
CAO  
County of Lethbridge

Dear Mr. Beck,

Please find attached the quarterly Community Policing Report covering the period from October 1<sup>st</sup> to December 31<sup>st</sup>, 2024. This report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Coaldale municipal detachment.

In the coming weeks and months, we will be engaging with the community and holding town hall meetings as we have done in the past. This will provide us with an opportunity to interact with the community we serve and hear from them directly about what policing issues or priorities they would like our detachment to focus on. I look forward to attending these meetings to connect with our community and will be providing more details as we organize the town hall meetings.

I also want to inform you of the Real Times Operations Centre (RTOC) that is supporting RCMP detachments across Alberta. In October 2022, RTOC was established to optimize our response to incidents around the province. RTOC involves senior police officers monitoring policing operations in real-time, assessing incident risk, coordinating specialized and expert resources, and managing the response. They provide members on the ground with guidance, direction, and support. It is also used to coordinate the deployment of all RCMP resources – federal, provincial, and municipal, both within Alberta and, if required, nationally. The RTOC facility uses cutting-edge technology to provide real time support during emergency situations to RCMP officers across Alberta and is another measure used to enhance public and police officer safety.

I always remain available to discuss your community-identified priorities and any other ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Best regards,

S/Sgt. Mike Numan  
Detachment Commander  
Coaldale-Picture Butte





## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Coaldale Provincial

**Detachment Commander**

S/Sgt. Mike Numan

| Report Date       | Fiscal Year | Quarter                 |
|-------------------|-------------|-------------------------|
| February 14, 2025 | 2024-25     | Q3 (October - December) |

### Community Priorities

**Priority #1: Traffic - Safety (motor vehicles, roads)****Updates and Comments:**

Coaldale Det and Integrated Traffic Services members were on regular patrols during this Quarter. The top 4 violations (seatbelt, speed, electronic device, intersections) resulted in 17 VT's being issued and increased visibility in all communities. Joint efforts with ITU members saw increased police presence during community events in the detachment area. 3x IRS Fails during this period 3 Check stops were completed during the month of December in various area's within our detachment area. Overall great initiatives and results. We will have no issues achieving our targets for the year.

**Priority #2: Police / Community Relations - Police Visibility****Updates and Comments:**

There were a lower than anticipated # of foot patrols due to increased call volume and colder temperatures. There were two presentations within the community during this quarter. The detachment has surpassed our cumulative target status for foot patrols and it is expected that the number will increase in the upcoming final quarter. Presentations were lower than expected and will likely remain under expectation due to the primary member tasked with presentations being ODS on extended maternity leave.





## Priority #3: Intelligence led policing - Crime prevention

### Updates and Comments:

This quarter was highlighted by the apprehension of multiple prolific offenders that was accentuated and aided by shared intelligence and teamwork from several RCMP units and municipal forces. In person/direct meetings have been down this quarter due to scheduling conflicts, but teamwork with units and partners particularly SAD CRU is constant. The Coaldale-Picture Butte Detachment continues to do its part in the community with education. This quarter had officers sit down with seniors to discuss safe strategies to prevent fraud. School visits continue with all members still liaising with their respective school.





## Community Consultations

### Consultation #1

| Date   | Meeting Type         |
|--|----------------------|
| October 23, 2024   | Community Connection |
| <b>Topics Discussed</b>  |                      |
| Education Session; Regular Reporting/Information Sharing   |                      |
| <b>Notes/Comments:</b>   |                      |
| Two members attended the Seniors' Expo at the Coaldale Community Centre. The purpose of the Expo is to connect service provides with seniors in rural southern Alberta, sharing resources and valuable information that will help to maintain and improve the well-being and quality of life of rural seniors. Members interacted with seniors and provided educational material related to fraud, theft, and general crime, and answered any questions. |                      |

### Consultation #2

| Date   | Meeting Type         |
|--|----------------------|
| November 30, 2024  | Community Connection |
| <b>Topics Discussed</b>  |                      |
| Education Session; Regular Reporting/Information Sharing; Youth  |                      |
| <b>Notes/Comments:</b>   |                      |
| Detachment Commander attended the Coaldale Mennonite Church to speak to the Church's men's group. Spoke for approximately 1 hour, providing them with an overview of policing in general and local dynamics. |                      |





### Consultation #3

| Date  | Meeting Type                   |
|---|--------------------------------|
| December 4, 2024  | Meeting with Elected Officials |
| <b>Topics Discussed</b>   |                                |
| Regular Reporting/Information Sharing; Annual Planning; Traffic   |                                |
| <b>Notes/Comments:</b>  |                                |
| Detachment Commander attended the Town of Coalhurst Town Council meeting and presented statistics for the Town for the Jan-Nov 2024 period. Other discussion included the Hwy #3 intersection and the rate of collisions at that location and any measures/partnerships to improve safety at that location. |                                |

### Consultation #4

| Date   | Meeting Type              |
|--|---------------------------|
| December 17, 2024  | Meeting with Stakeholders |
| <b>Topics Discussed</b>  |                           |
| Victim Services; Education Session; Youth  |                           |
| <b>Notes/Comments:</b>   |                           |
| Member took part in virtual meeting with Southern Alberta District officers and the Southern Alberta Regional Victim Services Society to discuss the new victim services model and service delivery. |                           |





## Provincial Service Composition

| Staffing Category  | Established Positions | Working | Soft Vacancies | Hard Vacancies |
|--------------------|-----------------------|---------|----------------|----------------|
| Regular Members    | 8                     | 4       | 2              | 2              |
| Detachment Support | 2                     | 1       | 1              | 0              |

**Notes:**

1. Data extracted on December 31, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

**Comments:**

Police Officers: Of the eight established positions, four officers are currently working. There are two officers on special leave (one Medical and one Parental leave). There are two hard vacancies at this time.

Detachment Support: Of the two established positions, one resource is currently working. One resource is on Leave without Pay. There is no hard vacancy at this time.





## Coaldale Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

| CATEGORY                         | Trend | 2020       | 2021       | 2022       | 2023       | 2024       | % Change<br>2020 - 2024 | % Change<br>2023 - 2024 | Avg File +/-<br>per Year |
|----------------------------------|-------|------------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Offences Related to Death        |       | 0          | 0          | 1          | 0          | 0          | N/A                     | N/A                     | 0.0                      |
| Robbery                          |       | 1          | 0          | 0          | 0          | 0          | -100%                   | N/A                     | -0.2                     |
| Sexual Assaults                  |       | 7          | 4          | 1          | 0          | 1          | -86%                    | N/A                     | -1.6                     |
| Other Sexual Offences            |       | 2          | 0          | 1          | 1          | 0          | -100%                   | -100%                   | -0.3                     |
| Assault                          |       | 16         | 17         | 22         | 28         | 9          | -44%                    | -68%                    | -0.3                     |
| Kidnapping/Hostage/Abduction     |       | 1          | 1          | 1          | 0          | 0          | -100%                   | N/A                     | -0.3                     |
| Extortion                        |       | 0          | 0          | 0          | 1          | 0          | N/A                     | -100%                   | 0.1                      |
| Criminal Harassment              |       | 1          | 2          | 8          | 4          | 3          | 200%                    | -25%                    | 0.6                      |
| Uttering Threats                 |       | 3          | 13         | 3          | 3          | 8          | 167%                    | 167%                    | 0.0                      |
| <b>TOTAL PERSONS</b>             |       | <b>31</b>  | <b>37</b>  | <b>37</b>  | <b>37</b>  | <b>21</b>  | <b>-32%</b>             | <b>-43%</b>             | <b>-2.0</b>              |
| Break & Enter                    |       | 14         | 7          | 20         | 15         | 16         | 14%                     | 7%                      | 1.2                      |
| Theft of Motor Vehicle           |       | 10         | 2          | 14         | 24         | 8          | -20%                    | -67%                    | 1.8                      |
| Theft Over \$5,000               |       | 2          | 3          | 3          | 7          | 5          | 150%                    | -29%                    | 1.0                      |
| Theft Under \$5,000              |       | 23         | 18         | 24         | 24         | 21         | -9%                     | -13%                    | 0.2                      |
| Possn Stn Goods                  |       | 12         | 2          | 13         | 20         | 12         | 0%                      | -40%                    | 1.8                      |
| Fraud                            |       | 10         | 8          | 9          | 15         | 8          | -20%                    | -47%                    | 0.3                      |
| Arson                            |       | 0          | 0          | 0          | 0          | 1          | N/A                     | N/A                     | 0.2                      |
| Mischief - Damage To Property    |       | 10         | 26         | 20         | 12         | 10         | 0%                      | -17%                    | -1.4                     |
| Mischief - Other                 |       | 5          | 3          | 11         | 15         | 6          | 20%                     | -60%                    | 1.4                      |
| <b>TOTAL PROPERTY</b>            |       | <b>86</b>  | <b>69</b>  | <b>114</b> | <b>132</b> | <b>87</b>  | <b>1%</b>               | <b>-34%</b>             | <b>6.5</b>               |
| Offensive Weapons                |       | 3          | 1          | 8          | 6          | 0          | -100%                   | -100%                   | -0.1                     |
| Disturbing the peace             |       | 0          | 6          | 9          | 1          | 5          | N/A                     | 400%                    | 0.5                      |
| Fail to Comply & Breaches        |       | 9          | 28         | 21         | 13         | 5          | -44%                    | -62%                    | -2.3                     |
| <b>OTHER CRIMINAL CODE</b>       |       | <b>15</b>  | <b>7</b>   | <b>16</b>  | <b>16</b>  | <b>8</b>   | <b>-47%</b>             | <b>-50%</b>             | <b>-0.5</b>              |
| <b>TOTAL OTHER CRIMINAL CODE</b> |       | <b>27</b>  | <b>42</b>  | <b>54</b>  | <b>36</b>  | <b>18</b>  | <b>-33%</b>             | <b>-50%</b>             | <b>-2.4</b>              |
| <b>TOTAL CRIMINAL CODE</b>       |       | <b>144</b> | <b>148</b> | <b>205</b> | <b>205</b> | <b>126</b> | <b>-13%</b>             | <b>-39%</b>             | <b>2.1</b>               |



## Coaldale Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

| CATEGORY                               | Trend | 2020       | 2021       | 2022       | 2023       | 2024       | % Change<br>2020 - 2024 | % Change<br>2023 - 2024 | Avg File +/-<br>per Year |
|--|-------|------------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production          |       | 0          | 0          | 0          | 0          | 0          | N/A                     | N/A                     | 0.0                      |
| Drug Enforcement - Possession          |       | 2          | 0          | 5          | 0          | 0          | -100%                   | N/A                     | -0.4                     |
| Drug Enforcement - Trafficking         |       | 0          | 9          | 4          | 0          | 0          | N/A                     | N/A                     | -0.9                     |
| Drug Enforcement - Other               |       | 0          | 0          | 0          | 0          | 0          | N/A                     | N/A                     | 0.0                      |
| <b>Total Drugs</b>                     |       | <b>2</b>   | <b>9</b>   | <b>9</b>   | <b>0</b>   | <b>0</b>   | <b>-100%</b>            | <b>N/A</b>              | <b>-1.3</b>              |
| Cannabis Enforcement                   |       | 0          | 0          | 0          | 0          | 0          | N/A                     | N/A                     | 0.0                      |
| Federal - General                      |       | 0          | 3          | 2          | 2          | 2          | N/A                     | 0%                      | 0.3                      |
| <b>TOTAL FEDERAL</b>                   |       | <b>2</b>   | <b>12</b>  | <b>11</b>  | <b>2</b>   | <b>2</b>   | <b>0%</b>               | <b>0%</b>               | <b>-1.0</b>              |
| Liquor Act                             |       | 0          | 1          | 5          | 2          | 0          | N/A                     | -100%                   | 0.1                      |
| Cannabis Act                           |       | 2          | 0          | 0          | 0          | 0          | -100%                   | N/A                     | -0.4                     |
| Mental Health Act                      |       | 10         | 15         | 21         | 16         | 20         | 100%                    | 25%                     | 2.1                      |
| Other Provincial Stats                 |       | 30         | 27         | 34         | 24         | 19         | -37%                    | -21%                    | -2.5                     |
| <b>Total Provincial Stats</b>          |       | <b>42</b>  | <b>43</b>  | <b>60</b>  | <b>42</b>  | <b>39</b>  | <b>-7%</b>              | <b>-7%</b>              | <b>-0.7</b>              |
| Municipal By-laws Traffic              |       | 1          | 5          | 1          | 1          | 0          | -100%                   | -100%                   | -0.6                     |
| Municipal By-laws                      |       | 4          | 11         | 5          | 3          | 1          | -75%                    | -67%                    | -1.4                     |
| <b>Total Municipal</b>                 |       | <b>5</b>   | <b>16</b>  | <b>6</b>   | <b>4</b>   | <b>1</b>   | <b>-80%</b>             | <b>-75%</b>             | <b>-2.0</b>              |
| Fatals                                 |       | 3          | 1          | 2          | 2          | 0          | -100%                   | -100%                   | -0.5                     |
| Injury MVC                             |       | 5          | 11         | 12         | 17         | 16         | 220%                    | -6%                     | 2.8                      |
| Property Damage MVC (Reportable)       |       | 71         | 70         | 71         | 71         | 50         | -30%                    | -30%                    | -4.1                     |
| Property Damage MVC (Non Reportable)   |       | 19         | 7          | 11         | 11         | 5          | -74%                    | -55%                    | -2.4                     |
| <b>TOTAL MVC</b>                       |       | <b>98</b>  | <b>89</b>  | <b>96</b>  | <b>101</b> | <b>71</b>  | <b>-28%</b>             | <b>-30%</b>             | <b>-4.2</b>              |
| Roadside Suspension - Alcohol (Prov)   |       | 0          | 1          | 4          | 6          | 3          | N/A                     | -50%                    | 1.1                      |
| Roadside Suspension - Drugs (Prov)     |       | 0          | 0          | 2          | 2          | 1          | N/A                     | -50%                    | 0.4                      |
| <b>Total Provincial Traffic</b>        |       | <b>419</b> | <b>364</b> | <b>299</b> | <b>268</b> | <b>167</b> | <b>-60%</b>             | <b>-38%</b>             | <b>-60.0</b>             |
| <b>Other Traffic</b>                   |       | <b>0</b>   | <b>2</b>   | <b>0</b>   | <b>2</b>   | <b>2</b>   | <b>N/A</b>              | <b>0%</b>               | <b>0.4</b>               |
| <b>Criminal Code Traffic</b>           |       | <b>13</b>  | <b>1</b>   | <b>8</b>   | <b>6</b>   | <b>13</b>  | <b>0%</b>               | <b>117%</b>             | <b>0.5</b>               |
| <b>Common Police Activities</b>        |       |            |            |            |            |            |                         |                         |                          |
| False Alarms                           |       | 12         | 13         | 7          | 7          | 9          | -25%                    | 29%                     | -1.2                     |
| False/Abandoned 911 Call and 911 Act   |       | 26         | 29         | 20         | 27         | 28         | 8%                      | 4%                      | 0.2                      |
| Suspicious Person/Vehicle/Property     |       | 31         | 42         | 42         | 54         | 48         | 55%                     | -11%                    | 4.6                      |
| Persons Reported Missing               |       | 2          | 2          | 3          | 4          | 5          | 150%                    | 25%                     | 0.8                      |
| Search Warrants                        |       | 0          | 1          | 1          | 3          | 0          | N/A                     | -100%                   | 0.2                      |
| Spousal Abuse - Survey Code (Reported) |       | 19         | 16         | 25         | 17         | 9          | -53%                    | -47%                    | -1.9                     |
| Form 10 (MHA) (Reported)               |       | 3          | 0          | 0          | 0          | 3          | 0%                      | N/A                     | 0.0                      |





## Coaldale Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

| CATEGORY                         | Trend | 2020       | 2021       | 2022       | 2023       | 2024       | % Change<br>2020 - 2024 | % Change<br>2023 - 2024 | Avg File +/-<br>per Year |
|----------------------------------|-------|------------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Offences Related to Death        |       | 0          | 0          | 1          | 1          | 0          | N/A                     | -100%                   | 0.1                      |
| Robbery                          |       | 2          | 0          | 1          | 1          | 0          | -100%                   | -100%                   | -0.3                     |
| Sexual Assaults                  |       | 13         | 11         | 7          | 5          | 7          | -46%                    | 40%                     | -1.8                     |
| Other Sexual Offences            |       | 6          | 3          | 7          | 5          | 2          | -67%                    | -60%                    | -0.6                     |
| Assault                          |       | 73         | 72         | 76         | 100        | 54         | -26%                    | -46%                    | -1.0                     |
| Kidnapping/Hostage/Abduction     |       | 4          | 5          | 1          | 1          | 0          | -100%                   | -100%                   | -1.2                     |
| Extortion                        |       | 0          | 1          | 1          | 3          | 1          | N/A                     | -67%                    | 0.4                      |
| Criminal Harassment              |       | 18         | 18         | 18         | 32         | 23         | 28%                     | -28%                    | 2.4                      |
| Uttering Threats                 |       | 27         | 27         | 17         | 29         | 29         | 7%                      | 0%                      | 0.6                      |
| <b>TOTAL PERSONS</b>             |       | <b>143</b> | <b>137</b> | <b>129</b> | <b>177</b> | <b>116</b> | <b>-19%</b>             | <b>-34%</b>             | <b>-1.4</b>              |
| Break & Enter                    |       | 53         | 47         | 63         | 51         | 48         | -9%                     | -6%                     | -0.6                     |
| Theft of Motor Vehicle           |       | 38         | 29         | 46         | 73         | 40         | 5%                      | -45%                    | 4.8                      |
| Theft Over \$5,000               |       | 8          | 7          | 8          | 19         | 9          | 13%                     | -53%                    | 1.4                      |
| Theft Under \$5,000              |       | 91         | 66         | 87         | 102        | 68         | -25%                    | -33%                    | -1.0                     |
| Possn Stn Goods                  |       | 31         | 11         | 33         | 51         | 29         | -6%                     | -43%                    | 3.6                      |
| Fraud                            |       | 35         | 24         | 26         | 56         | 31         | -11%                    | -45%                    | 2.4                      |
| Arson                            |       | 0          | 3          | 4          | 2          | 1          | N/A                     | -50%                    | 0.1                      |
| Mischief - Damage To Property    |       | 43         | 67         | 75         | 55         | 60         | 40%                     | 9%                      | 2.2                      |
| Mischief - Other                 |       | 28         | 29         | 40         | 78         | 50         | 79%                     | -36%                    | 9.3                      |
| <b>TOTAL PROPERTY</b>            |       | <b>327</b> | <b>283</b> | <b>382</b> | <b>487</b> | <b>336</b> | <b>3%</b>               | <b>-31%</b>             | <b>22.2</b>              |
| Offensive Weapons                |       | 8          | 5          | 10         | 9          | 2          | -75%                    | -78%                    | -0.8                     |
| Disturbing the peace             |       | 16         | 25         | 21         | 20         | 24         | 50%                     | 20%                     | 1.1                      |
| Fail to Comply & Breaches        |       | 62         | 80         | 38         | 52         | 22         | -65%                    | -58%                    | -10.8                    |
| <b>OTHER CRIMINAL CODE</b>       |       | <b>46</b>  | <b>35</b>  | <b>56</b>  | <b>58</b>  | <b>44</b>  | <b>-4%</b>              | <b>-24%</b>             | <b>1.9</b>               |
| <b>TOTAL OTHER CRIMINAL CODE</b> |       | <b>132</b> | <b>145</b> | <b>125</b> | <b>139</b> | <b>92</b>  | <b>-30%</b>             | <b>-34%</b>             | <b>-8.6</b>              |
| <b>TOTAL CRIMINAL CODE</b>       |       | <b>602</b> | <b>565</b> | <b>636</b> | <b>803</b> | <b>544</b> | <b>-10%</b>             | <b>-32%</b>             | <b>12.2</b>              |



## Coaldale Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

| CATEGORY                               | Trend | 2020         | 2021         | 2022         | 2023         | 2024       | % Change<br>2020 - 2024 | % Change<br>2023 - 2024 | Avg File +/-<br>per Year |
|--|-------|--------------|--------------|--------------|--------------|------------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production          |       | 0            | 0            | 1            | 0            | 1          | N/A                     | N/A                     | 0.2                      |
| Drug Enforcement - Possession          |       | 6            | 3            | 10           | 0            | 1          | -83%                    | N/A                     | -1.3                     |
| Drug Enforcement - Trafficking         |       | 3            | 11           | 6            | 4            | 2          | -33%                    | -50%                    | -0.9                     |
| Drug Enforcement - Other               |       | 0            | 1            | 0            | 0            | 0          | N/A                     | N/A                     | -0.1                     |
| <b>Total Drugs</b>                     |       | <b>9</b>     | <b>15</b>    | <b>17</b>    | <b>4</b>     | <b>4</b>   | <b>-56%</b>             | <b>0%</b>               | <b>-2.1</b>              |
| Cannabis Enforcement                   |       | 1            | 0            | 2            | 0            | 0          | -100%                   | N/A                     | -0.2                     |
| Federal - General                      |       | 5            | 9            | 4            | 11           | 7          | 40%                     | -36%                    | 0.6                      |
| <b>TOTAL FEDERAL</b>                   |       | <b>15</b>    | <b>24</b>    | <b>23</b>    | <b>15</b>    | <b>11</b>  | <b>-27%</b>             | <b>-27%</b>             | <b>-1.7</b>              |
| Liquor Act                             |       | 10           | 3            | 10           | 4            | 5          | -50%                    | 25%                     | -0.9                     |
| Cannabis Act                           |       | 5            | 2            | 1            | 1            | 1          | -80%                    | 0%                      | -0.9                     |
| Mental Health Act                      |       | 50           | 57           | 71           | 58           | 73         | 46%                     | 26%                     | 4.7                      |
| Other Provincial Stats                 |       | 109          | 126          | 125          | 106          | 88         | -19%                    | -17%                    | -6.2                     |
| <b>Total Provincial Stats</b>          |       | <b>174</b>   | <b>188</b>   | <b>207</b>   | <b>169</b>   | <b>167</b> | <b>-4%</b>              | <b>-1%</b>              | <b>-3.3</b>              |
| Municipal By-laws Traffic              |       | 4            | 16           | 5            | 2            | 4          | 0%                      | 100%                    | -1.4                     |
| Municipal By-laws                      |       | 21           | 35           | 27           | 16           | 16         | -24%                    | 0%                      | -2.9                     |
| <b>Total Municipal</b>                 |       | <b>25</b>    | <b>51</b>    | <b>32</b>    | <b>18</b>    | <b>20</b>  | <b>-20%</b>             | <b>11%</b>              | <b>-4.3</b>              |
| Fatals                                 |       | 3            | 2            | 4            | 4            | 3          | 0%                      | -25%                    | 0.2                      |
| Injury MVC                             |       | 18           | 42           | 37           | 40           | 46         | 156%                    | 15%                     | 5.4                      |
| Property Damage MVC (Reportable)       |       | 194          | 192          | 200          | 216          | 153        | -21%                    | -29%                    | -5.8                     |
| Property Damage MVC (Non Reportable)   |       | 34           | 33           | 31           | 36           | 38         | 12%                     | 6%                      | 1.1                      |
| <b>TOTAL MVC</b>                       |       | <b>249</b>   | <b>269</b>   | <b>272</b>   | <b>296</b>   | <b>240</b> | <b>-4%</b>              | <b>-19%</b>             | <b>0.9</b>               |
| Roadside Suspension - Alcohol (Prov)   |       | 0            | 11           | 16           | 21           | 23         | N/A                     | 10%                     | 5.6                      |
| Roadside Suspension - Drugs (Prov)     |       | 0            | 1            | 2            | 3            | 1          | N/A                     | -67%                    | 0.4                      |
| <b>Total Provincial Traffic</b>        |       | <b>1,752</b> | <b>1,580</b> | <b>1,021</b> | <b>1,035</b> | <b>843</b> | <b>-52%</b>             | <b>-19%</b>             | <b>-236.3</b>            |
| <b>Other Traffic</b>                   |       | <b>1</b>     | <b>4</b>     | <b>2</b>     | <b>5</b>     | <b>8</b>   | <b>700%</b>             | <b>60%</b>              | <b>1.5</b>               |
| <b>Criminal Code Traffic</b>           |       | <b>78</b>    | <b>23</b>    | <b>24</b>    | <b>32</b>    | <b>32</b>  | <b>-59%</b>             | <b>0%</b>               | <b>-8.3</b>              |
| <b>Common Police Activities</b>        |       |              |              |              |              |            |                         |                         |                          |
| False Alarms                           |       | 45           | 39           | 30           | 26           | 43         | -4%                     | 65%                     | -1.7                     |
| False/Abandoned 911 Call and 911 Act   |       | 106          | 149          | 95           | 205          | 76         | -28%                    | -63%                    | -0.4                     |
| Suspicious Person/Vehicle/Property     |       | 192          | 185          | 150          | 183          | 194        | 1%                      | 6%                      | 0.2                      |
| Persons Reported Missing               |       | 8            | 16           | 10           | 18           | 17         | 113%                    | -6%                     | 2.0                      |
| Search Warrants                        |       | 0            | 2            | 1            | 3            | 0          | N/A                     | -100%                   | 0.1                      |
| Spousal Abuse - Survey Code (Reported) |       | 62           | 78           | 69           | 84           | 59         | -5%                     | -30%                    | 0.0                      |
| Form 10 (MHA) (Reported)               |       | 4            | 1            | 4            | 2            | 7          | 75%                     | 250%                    | 0.7                      |

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2025-0-002 Lutz  
- Block 1, Plan 9812179 within SE1/4 1-9-21-W4M

**Meeting:** Council Meeting - 06 Mar 2025

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

|  |                        |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development       | Approved - 24 Feb 2025 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 26 Feb 2025 |
| Cole Beck, Chief Administrative Officer              | Approved - 26 Feb 2025 |

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

The application is to subdivide a 7.60-acre title and create lots 3.49 and 4.11 acres in size for grouped country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2025-0-002 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, ASP Bylaw No. 1241, and the municipal GCR subdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council designated the land for Grouped Country Residential in June 2011 and the application complies with the grouped country residential subdivision criteria.
- Land Use Bylaw No. 24-007 contains the GCR subdivision criteria, and the lots meet and exceed the bylaw's minimum 2.0-acre size.
- The proposal conforms to the updated 2014 area structure plan (Pater ASP Bylaw No. 1241) and meets the ASP criteria that enables this type of resplit subdivision.

## BACKGROUND INFORMATION:

Located immediately 2-½ miles east of the City of Lethbridge boundary and just north of Highway 512. The land to be subdivided is located in an ongoing grouped country residential subdivision that

commenced in 1997 (Pater ASP Bylaw No. 1241) for all the land in the ¼-section located to the east of the SMRID canal R/W.

For this application, the southern portion (proposed 3.49-acre Lot 2) contains an existing dwelling and shop building, while the northern 4.11-acre portion (proposed Lot 1) is vacant. The dividing north/south property line will align evenly east-to-west with a similar subdivision that was done on the west of this. A pond is situated midway that crosses the property line (also with the neighbor to the west) and an encroachment/access agreement will be registered amongst the affected parties. Private water and onsite sewage services will be provided for the new vacant north lot. As a condition of approval, the revised 2014 ASP stipulates that a soils analysis will be required for each new lot (proposed Lot 1). The original developer submitted a drainage and storm water management plan to Lethbridge County. The County will need to ensure this subdivision proposal conforms to the overall drainage plan.

The north lot is designed to have access provided from a new internal 20.0 m road to be constructed in conjunction with a separate subdivision occurring on land to the immediate east. A turn-around bulb will be provided and 0.61 acres (0.25 ha) of land will be dedicated as road to the County, which in turn connects to the existing internal road for the Pater subdivision. A Development Agreement will be required to address road construction and storm water management matters.

Overall, the proposal complies to the County land use bylaw criteria for a GCR subdivision. The proposal also conforms to the updated 2014 area structure plan (Pater ASP Bylaw No. 1241). The application was circulated to the required external agencies. No concerns have been expressed and no easements are requested (at time of agenda preparation). Alberta Transportation Economic Corridors has no objections and authorized an approval.

**ALTERNATIVES / PROS / CONS:**

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

Pros:

- there are no advantages to denying the subdivision as it meets the ASP and Grouped Country Residential subdivision criteria of the County.

Cons:

- a refusal would likely be appealed by the applicants as the County's subdivision criteria have been met and it complies with the ASP.

**FINANCIAL IMPACT:**

Non direct, but the future tax situation may increase with additional residential development. (The Municipal Reserve was previously provided.)

**LEVEL OF PUBLIC PARTICIPATION:**

- Inform       Consult       Involve       Collaborate       Empower

**ATTACHMENTS:**

[2025-0-002 Lethbridge County Approval Diagrams 2025-0-002](#)

## RESOLUTION

2025-0-002

**Lethbridge County**                      **Country Residential** subdivision of Block 1, Plan 9812179 within SE1/4 1-9-21-W4M

THAT the Country Residential subdivision of Block 1, Plan 9812179 within SE1/4 1-9-21-W4M (Certificate of Title No. 981 379 325), to subdivide a 7.60-acre title and create lots 3.49 and 4.11 acres (1.41 & 1.66 ha) in size 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. 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 along with the road dedication, as approved by the Subdivision Authority.
4. That a professional soils analysis and report be provided for proposed north 4.11-acre lot (Lot 1) to determine suitability and provide recommendations for private septic system installations.
5. As the land is located within the Malloy Drainage basin, the applicant is responsible for receiving final approval from Lethbridge County regarding storm water drainage or lot grading with respect to consideration of the Malloy Drain Master Drainage Plan.
6. That an encroachment agreement and shared access easement(s) be provided to accommodate the sharing of the dugout pond that straddles the common shared property line between the proposed lots and the neighbor to the west.
7. That any easement(s) as required by utility companies, or the municipality for drainage or utilities, 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 with the conditions imposed 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 proposal conforms to the updated 2014 area structure plan (Pater ASP Bylaw No. 1241) and also meets the criteria of the Lethbridge County's Land Use Bylaw in regard to the subdivision of land designated as grouped country residential.
4. No objections or concerns have been received on the proposal and Alberta Transportation and Economic Corridors has authorized an approval.

### INFORMATIVE:

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

2025-0-002  
Page 1 of 3

(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 Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

(f) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

“Thank you for the opportunity to comment on File No. 2025-0-002. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of application is to subdivide and create two lots for country residential use. The Southern portion has a dwelling, and the Northern portion is vacant. Water services for the existing dwelling are via a rural water co-op and sewer services are a private on-site septic system. The application indicates that the vacant lot will be serviced by a sub-surface treatment field and water will be hauled and stored in a cistern.

AHS-EPH has reviewed the application, and has the following comments:

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. AHS-EPH recommends connection to an approved municipal or regional drinking water system where feasible. The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.

AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.”

(g) 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) 3, 512, 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

FOR INFORMATION PURPOSES ONLY

Lethbridge County should consider collecting an off-site levy for highway intersection improvements when required.

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

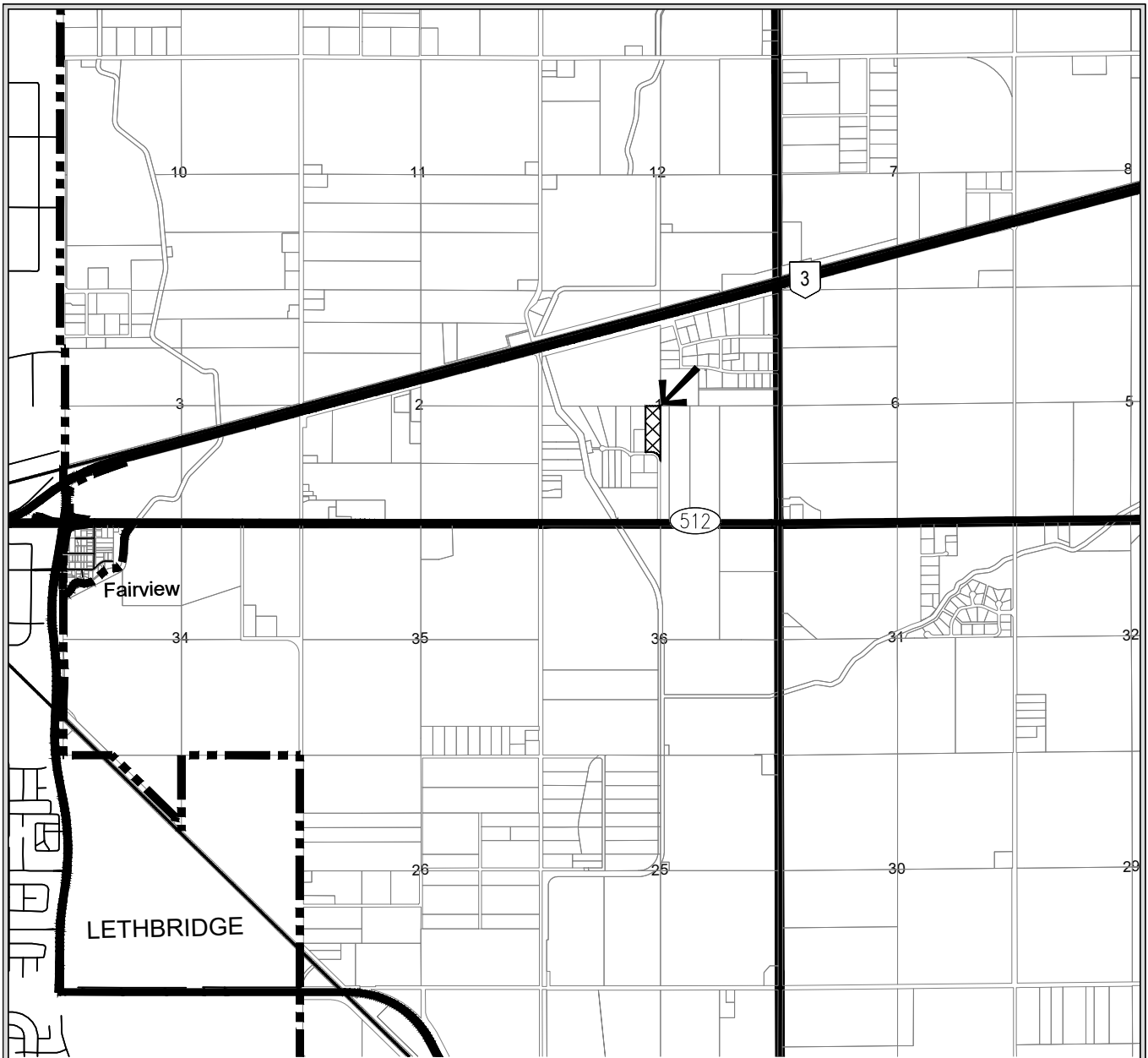
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

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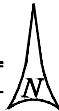


**SUBDIVISION LOCATION SKETCH**  
**BLOCK 1, PLAN 9812179 WITHIN**  
**SW 1/4 SEC 1, TWP 9, RGE 21, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: JANUARY 20, 2025**  
**FILE No: 2025-0-002**

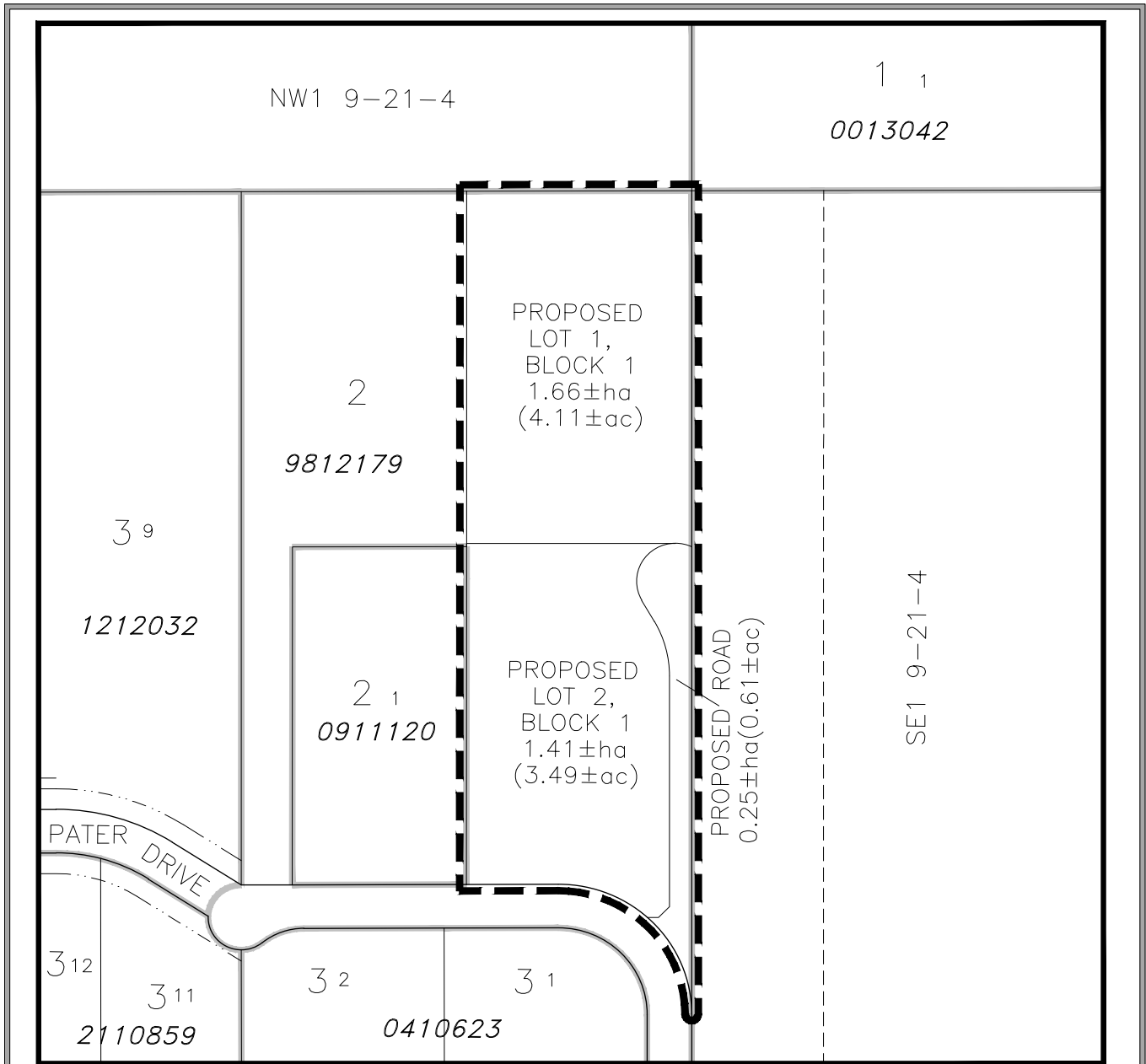
MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 0102 16th AVENUE NORTH, LETHBRIDGE, AB T1H 3E8  
 \*NOT RESPONSIBLE FOR ERRORS OR OMISSIONS\*



January 20, 2025 N:\Subdivision\2025\2025-0-002.dwg







**SUBDIVISION SKETCH**

See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 229729LS

**BLOCK 1, PLAN 9812179 WITHIN**

**SW 1/4 SEC 1, TWP 9, RGE 21, W 4 M**

**MUNICIPALITY: LETHBRIDGE COUNTY**

**DATE: JANUARY 20, 2025**

**FILE No: 2025-0-002**





**SUBDIVISION SKETCH**

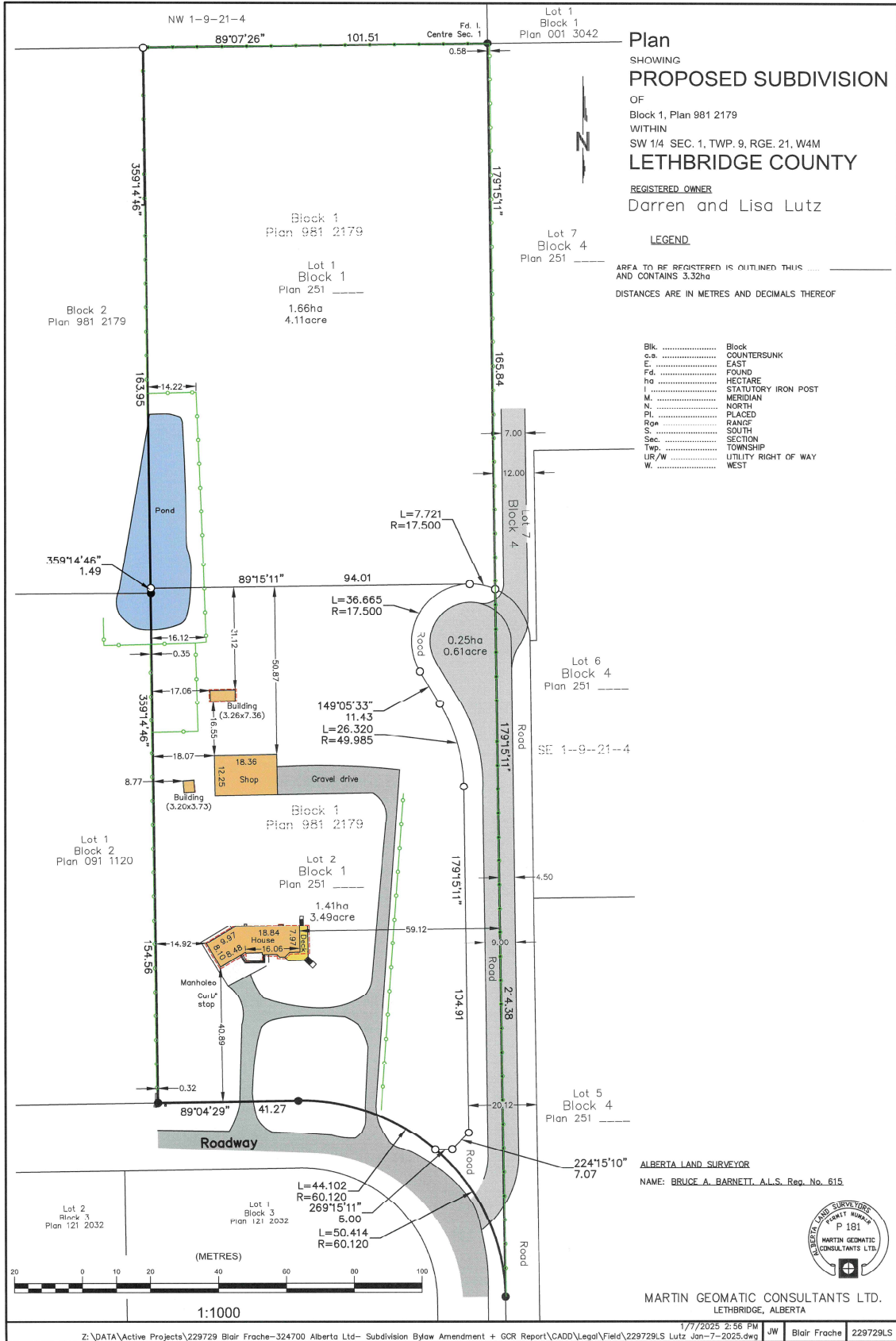
See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 229729LS

**BLOCK 1, PLAN 9812179 WITHIN  
 SW 1/4 SEC 1, TWP 9, RGE 21, W 4 M  
 MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: JANUARY 20, 2025  
 FILE No: 2025-0-002**



January 21, 2025 N:\Subdivision\2025\2025-0-002.dwg

**AERIAL PHOTO DATE: 2018**



# AGENDA ITEM REPORT



**Title:** Subdivision Application #2025-0-003 – Frache  
- SE1/4 1-9-21-W4M  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** ORRSC  
**Report Author:** Steve Harty

## APPROVAL(S):

|  |                        |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development       | Approved - 24 Feb 2025 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 26 Feb 2025 |
| Cole Beck, Chief Administrative Officer              | Approved - 26 Feb 2025 |

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

This application is to create five lots, ranging in size from 6.00 to 6.25 acres in size, from two titles 11.65 & 27.84 acres each respectively in size, for country residential (mixed with light industrial) use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2025-0-003 be approved subject to the conditions as outlined in the draft resolution.

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

The subdivision meets the DC land use district standards, the provincial Subdivision and Development Regulations, the ASP Bylaw No. 23-021, and the municipal subdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council redesignated the land to the 'Direct Control - DC' land use district (Bylaw No. 23-022) in August 2024.
- Council approved an Area Structure Plan (Country Side ASP Bylaw No. 23-021) that was prepared in support of the redesignation and subdivision proposal.
- The land is within the Intermunicipal Development Plan (IDP) area with the City of Lethbridge. With an adopted ASP in place, the City is not a required referral; however, it is noted the proposal does not conflict with any applicable policies.

## BACKGROUND INFORMATION:

The parcel is located 2-½ miles east of the City of Lethbridge boundary and just north of Highway 512, immediately east of the Pater Subdivision. The land is identified in the Country Side ASP (Bylaw No. 23-021) to enable this type of mixed-use subdivision.

The subject land is vacant and intended for a mixed-use purpose of country residential with light-industrial business occurring on each of the five lots. Water is proposed to be provided by the rural water co-op for one lot and the others will be hauled water to a cistern. Sewage is to be treated by private on-site treatment system situated for each lot. A soils analysis was provided at the ASP stage to confirm soil suitability. The proposed lots 3 & 4 will take access off the west Pater subdivision internal municipal road (Range Road 210A). Lots 5, 6, and 7 will have their access off of a new municipal road coming north off Range Road 210A. A cul-de-sac will be constructed at the north end of this road. This new road will be partially on the Country Side ASP site (0.52-acres) and partially along the boundary of the adjacent west lot and will be paved to meet municipal standards. As local traffic must use Highway 512 to enter the subdivision, Alberta Transportation had requested intersection improvements at Highway 512 that the developer is responsible for.

An engineered drainage and storm water management plan was included in the ASP Bylaw No. 23-021. This proposal is included as part of the overall drainage plan with the south GCR lots, consisting of smaller onsite storage ponds and swales directing excess flows for combined storage. Drainage right-of-ways will be required to be registered with the subdivision to protect these areas. A geotechnical engineering report and comprehensive soils analysis was undertaken at the ASP stage.

Overall, the proposal conforms to the Country Side ASP Bylaw No. 23-021 and meets the subdivision criteria of the County's DC Bylaw. The application was circulated to the required external agencies with no concerns expressed and no utility easements are requested (at time of agenda report). AT has granted a conditional approval subject to the intersection improvements at Highway 512 being provided in accordance with the TIA prepared.

**ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve, and the parcel would remain as is.

Pros:

- there are no advantages to denying the subdivision as it meets the subdivision criteria of the County, the DC bylaw, and the adopted ASP.

Cons:

- this would undermine the County's planning processes and contradict Council adopting an ASP and DC district for the proposal.

**FINANCIAL IMPACT:**

None direct, but the County will benefit from future taxes and a municipal reserve payment of approximately \$61,720.

**LEVEL OF PUBLIC PARTICIPATION:**

Inform       Consult       Involve       Collaborate       Empower

**ATTACHMENTS:**

[2025-0-003 Lethbridge County Approval Diagrams 2025-0-003](#)

## RESOLUTION

2025-0-003

**Lethbridge County**

**Country Residential (Mixed with Light Industrial)** subdivision of SE1/4  
1-9-21-W4M

THAT the Country Residential (Mixed with Light Industrial) subdivision of SE1/4 1-9-21-W4M (Certificate of Title No. 211 110 525, 211 110 525 +1), to create five lots, ranging in size from 6.00 to 6.25 acres (2.43 and 2.53 ha) in size, from two titles 11.65 & 27.84 acres (4.71 & 11.23 ha) each respectively in size, for country residential (mixed with light industrial) use; BE APPROVED subject to the following:

**RESERVE:** The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 30.86 acres at the market value of \$20,000 per acre with the actual acreage and amount (approximately \$61,720) to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that any Deferred Reserve caveat registered on title for Municipal Reserve purposes with ORRSC File 2024-0-139 if it was finalized prior to this application, be discharged in its entirety once payment is provided.

### 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 the Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The agreement may address development of the new internal road and cul-de-sac, access approaches, storm water management, TIA requirements, to be provided in accordance with the ASP Bylaw No. 23-021.
3. That the applicant submits a final surveyed plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcels being subdivided as approved.
4. That the applicant is responsible for receiving final approval from Lethbridge County regarding storm water drainage and/or lot grading with respect to the proposal and consideration of the Malloy Drain Master Drainage Plan. The applicant shall provide any additional engineering details or updates to the storm water management plan, as requested by the County prior to final endorsement or as outlined in the Development Agreement.
5. That the applicant shall provide a drainage right-of-way plan to protect run-off storage areas and swales in conjunction with a drainage easement agreement for concurrent registration on title with the subdivision, as permanent buildings and structures and on on-site septic system components shall not be installed in areas designated for stormwater conveyance or detention of runoff.
6. That the applicant provides a copy of architectural controls, to be approved by the municipality, to ensure quality development occurs and that drainage recommendations are registered on title as a restrictive covenant, as required by the County in accordance with the ASP Bylaw No. 23-021.
7. That any requirements or conditions of Alberta Transportation and Economic Corridors shall be met. Confirmation that ATEC's conditions have been satisfied must be provided prior to finalization.
8. That any easement(s) as required by utility companies or the municipality shall be established, if deemed necessary.

**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 the conditions imposed 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 proposal conforms to the Country Side ASP Bylaw No. 23-021 and also meets the criteria of the Lethbridge County's Land Use Bylaw for the approved Direct Control district in regard to subdivision of these lands.
4. The Subdivision Authority has imposed conditions to address specific development matters, such as access, road improvements and storm water management, which must be satisfactorily addressed by the applicant prior to final endorsement or through the terms of the development agreement.

**INFORMATIVE:**

- (a) The payment of the 10% Municipal Reserve is applicable in accordance with section 663 of the MGA and must be provided as cash-in-lieu on the 30.86 acre area (or the land area less the MR payment provided for ORRSC File 2024-0-139). If ORRSC File 2024-0-139 was finalized prior to this application and a deferred reserve caveat was registered, then a discharge of the caveat will be required as part of this process.)
- (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 Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).
- (f) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

“Thank you for the opportunity to comment on File No. 2025-0-003. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of application is to subdivide and create five lots for country residential (mixed with light industrial) use. Proposed water services are via rural water co-op for one lot, and cisterns (hauled water) for the other lots. Sewer services will be a private on-site treatment system for each lot.

AHS-EPH has reviewed the application, and has the following comments:

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. AHS-EPH recommends connection to an approved municipal or regional drinking water system where feasible. The application indicates one lot will be serviced via a rural water co-op, and the other lots will have a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.

- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.

AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.

Please feel free to contact me with any questions or concerns.”

(g) 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) 3, 512, 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. Based on the TIA provided, the department determines that improvements to the highway are required 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. 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 does not grant approval for the subdivision authority to vary the requirements of Section 19 of the Regulation, Transportation and Economic Corridors will accept intersection improvements based on the Traffic Impact Assessment (TIA) and discussions with the landowner and TEC on February 14, 2024. A Roadside Development Application will be required to do these improvements along with detailed design drawings.

**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

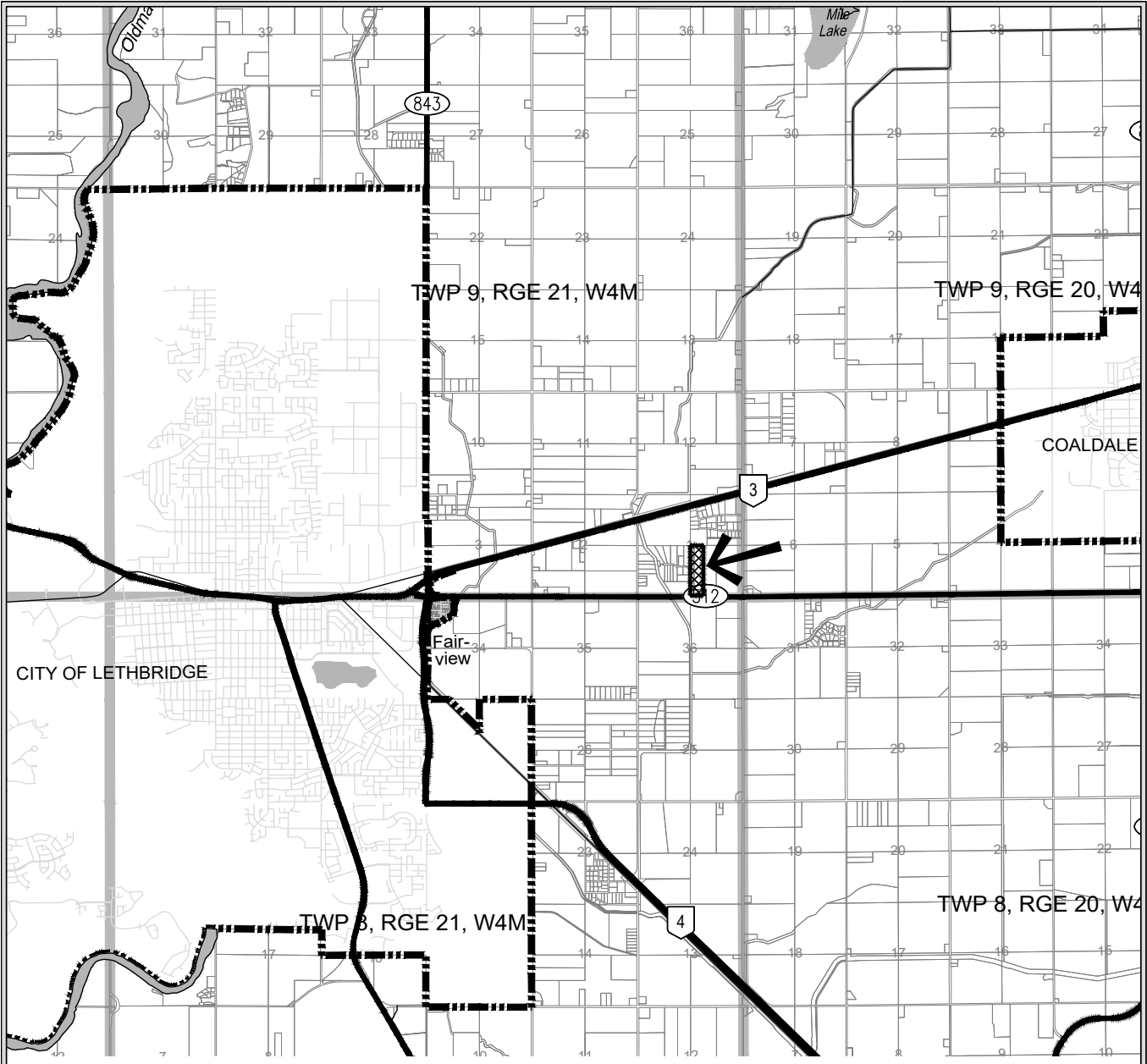
Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information”

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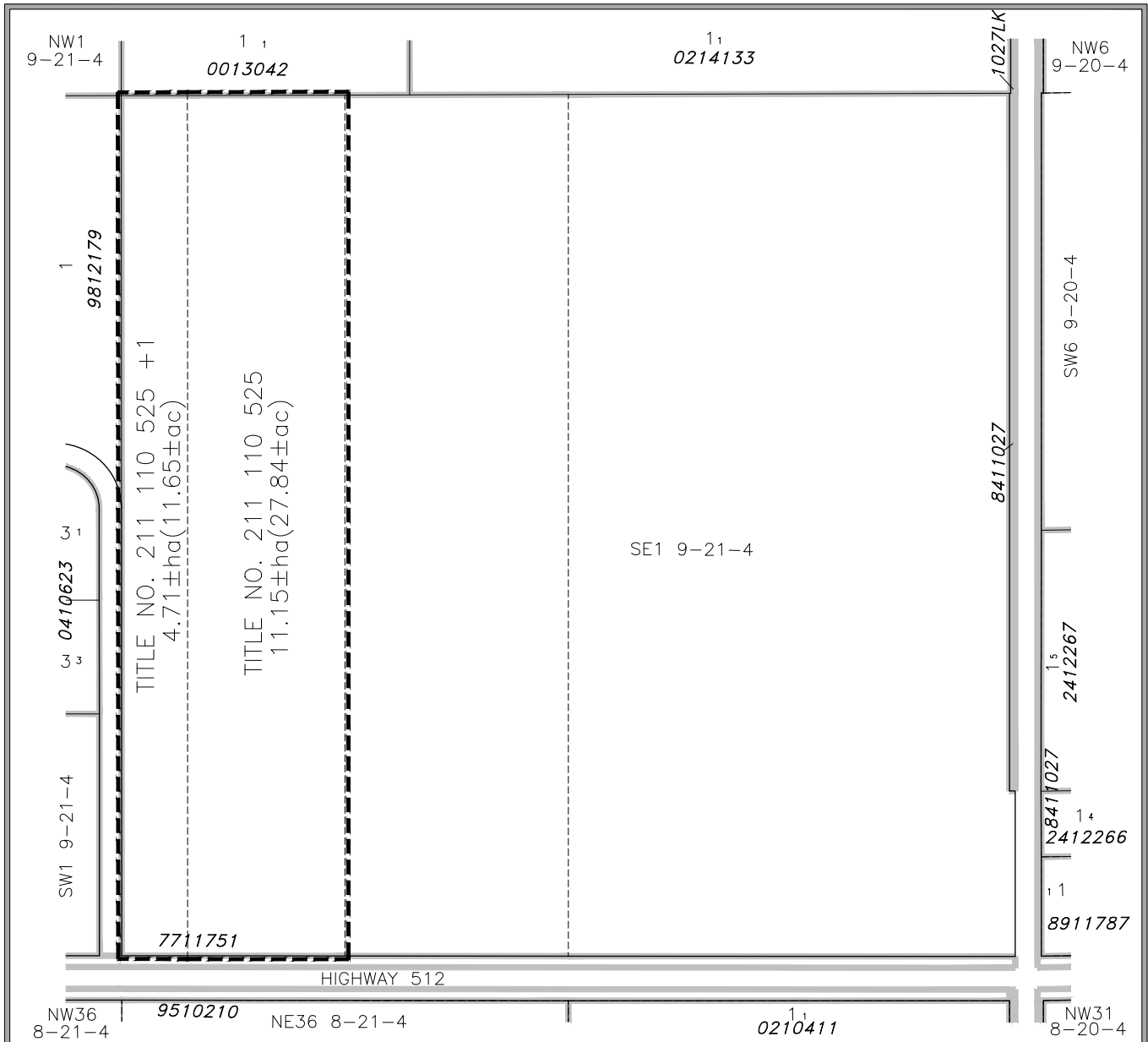




**SUBDIVISION LOCATION SKETCH**  
**PORTIONS OF SE 1/4 SEC 1, TWP 9, RGE 21, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: JANUARY 20, 2025**  
**FILE No: 2025-0-003**

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3105 16th AVENUE NORTH, LETHBRIDGE, AB T1H 3E8  
 \*NOT RESPONSIBLE FOR ERRORS OR OMISSIONS\*





**SUBDIVISION SKETCH - EXISTING**

See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 229729LS

PORTIONS OF SE 1/4 SEC 1, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

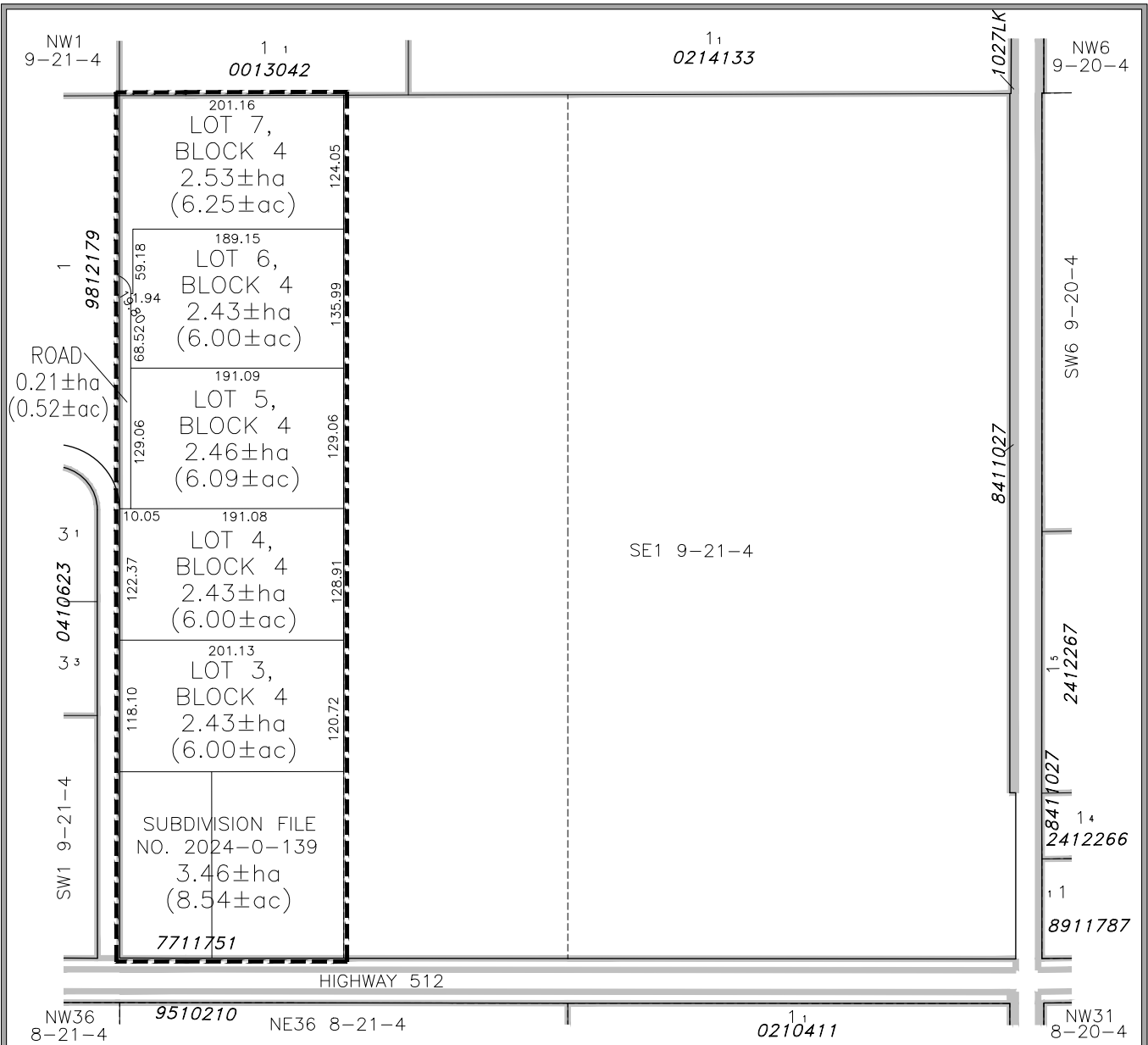
DATE: JANUARY 20, 2025

FILE No: 2025-0-003



January 20, 2025 N:\Subdivision\2025\2025-0-003.dwg





**SUBDIVISION SKETCH - PROPOSED**

See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 229729LS

PORTIONS OF SE 1/4 SEC 1, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

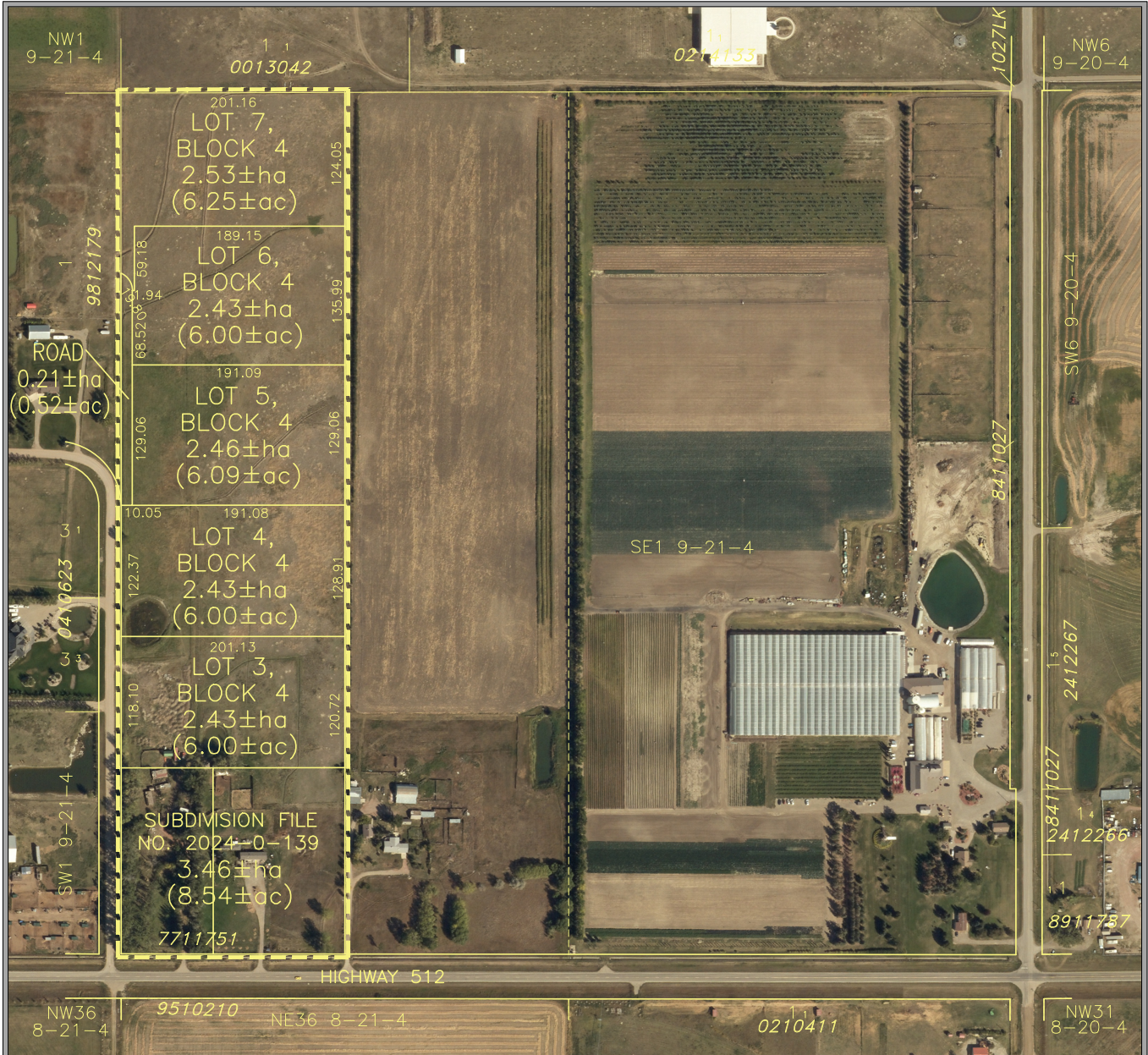
DATE: JANUARY 20, 2025

FILE No: 2025-0-003



February 06, 2025 N:\Subdivision\2025\2025-0-003.dwg





**SUBDIVISION SKETCH - PROPOSED**

See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 229729LS

PORTIONS OF SE 1/4 SEC 1, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 20, 2025

FILE No: 2025-0-003



February 06, 2025 N:\Subdivision\2025\2025-0-003.dwg



**AERIAL PHOTO DATE: 2018**

NW 1-9-21-4

Lot 1  
Block 1  
Plan 001 3042  
201.16

# February 4, 2025 Amended Plan from Application Plan Submitted

SHOWING  
**PROPOSED SUBDIVISION**  
OF A PORTION  
West Half of Legal Subdivision 2 and Legal Subdivision 7  
WITHIN  
SE 1/4 SEC. 1, TWP. 9, RGE. 21, W4M  
**LETHBRIDGE COUNTY**

### LEGEND

AREA TO BE REGISTERED IS OUTLINED THUS .....  
AND CONTAINS 12.28ha  
DISTANCES ARE IN METRES AND DECIMALS THEREOF

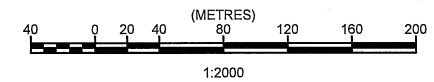
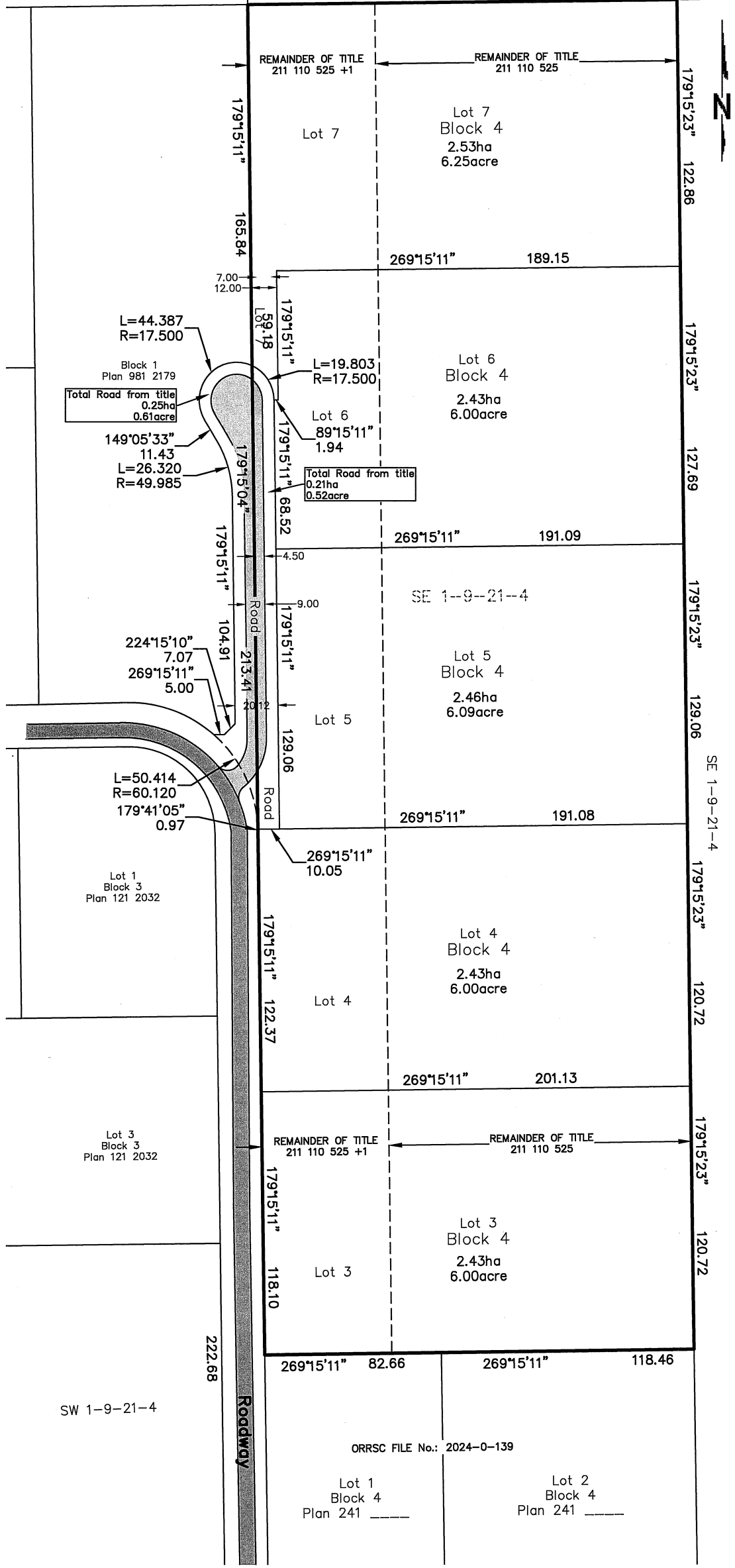
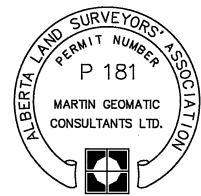
|      |       |                      |
|------|-------|----------------------|
| Blk  | ..... | BLOCK                |
| c.s. | ..... | COUNTERSUNK          |
| E.   | ..... | EAST                 |
| Fd.  | ..... | FOUND                |
| ha   | ..... | HECTARE              |
| I    | ..... | STATUTORY IRON POST  |
| M.   | ..... | MERIDIAN             |
| N.   | ..... | NORTH                |
| Pl.  | ..... | PLACED               |
| Rge  | ..... | RANGE                |
| S.   | ..... | SOUTH                |
| Sec. | ..... | SECTION              |
| Twp. | ..... | TOWNSHIP             |
| UR/W | ..... | UTILITY RIGHT OF WAY |
| W.   | ..... | WEST                 |

### REGISTERED OWNER

BLAIR FRACHE

### ALBERTA LAND SURVEYOR

NAME: BRUCE A. BARNETT, A.L.S. Reg. No. 615



MARTIN GEOMATIC CONSULTANTS LTD.  
LETHBRIDGE, ALBERTA

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2025-0-004 – Golden Sky Ventures  
- Lot 2, Block 1, Plan 1410983 within NE1/4 33-7-20-W4M  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** ORRSC  
**Report Author:** Steve Harty

## APPROVAL(S):

|  |                        |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development       | Approved - 24 Feb 2025 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 26 Feb 2025 |
| Cole Beck, Chief Administrative Officer              | Approved - 26 Feb 2025 |

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The purpose of this application is to resubdivide a 10.00 acre parcel in half and create two 5.00-acre lots for rural light industrial and country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2025-0-004 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, Direct Control Bylaw No. 24-012, and the municipal resubdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Council approved a Direct Control (DC) Bylaw No. 24-012 in August of 2024 to enable this subdivision.
- DC Bylaw No. 24-012 contains policy to consider the subdivision of 10.00 acre parcel to the one additional title (to create the two 5.00-acre lots) as proposed.
- The subdivision aligns with County’s various land use strategies to encourage subdivision of 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).

## BACKGROUND INFORMATION:

Located 5 miles southeast of the City of Lethbridge, situated between the convergence of Highways 4 and 845. The proposal is to accommodate the resplit of a DC parcel into two equal 5.00-acre sized lots.

The previous DC designation was for the specific purposes of allowing a trucking business to operate on the parcel and the applicants applied to amend the DC to enable a residence to be developed on the east vacant portion of the land. The proposed 5.0-acre lot area to be subdivided is presently vacant, while the residual west 5.0-acre lot will be associated with the existing warehouse building. Access to the lots is from the north, off of a developed county road allowance. Water is currently provided by a private hauled to cistern system and sewage disposal is a sub-surface treatment field. The vacant lot will be serviced in the same manner. The DC Bylaw No. 24-012 does stipulate that at the time of subdivision a soils analysis must be undertaken for the east 5.0-acre lot. The applicant will also be required to provide any grading or drainage plans that may be required by the County. There are no confined feeding operations (CFO) or abandoned wells located in proximity of this proposal. The provincial data identifies that the adjacent land potentially contains a historical resource of a HRV category 5a.

Overall, the proposal meets the criteria of the County's DC Bylaw for this type of resplit subdivision. The application was circulated to the required external agencies and no concerns or utility easements are requested (at time of agenda report). Alberta Culture stated that Historical Resources Act approval is not required. Alberta Transportation had no objections and authorized an approval.

**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 DC bylaw and subdivision criteria of the County.

Cons:

- a refusal would be contrary to Council approving the DC bylaw for this purpose and a refusal would be appealed by the applicants.

**FINANCIAL IMPACT:**

None, direct. Municipal Reserve was previously paid, but 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:**

[2025-0-004 Lethbridge County Approval Diagrams 2025-0-004](#)

## RESOLUTION

2025-0-004

**Lethbridge County**

**Rural Light Industrial and Country Residential** subdivision of Lot 2, Block 1, Plan 1410983 within NE1/4 33-7-20-W4M

THAT the Rural Light Industrial and Country Residential subdivision of Lot 2, Block 1, Plan 1410983 within NE1/4 33-7-20-W4M (Certificate of Title No. 241 146 439), to resubdivide a 10.00 acre (4.05 ha) parcel in half and create two 5.00-acre (2.02 ha) lots for rural light industrial 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. This agreement may address any access requirements and drainage or grading plans if required by the County.
3. That the applicant submits a copy of a plan from an Alberta Land Surveyor that certifies the exact location and dimensions of the lots to be subdivided.
4. That the applicant has a professional soils analysis and report completed for the new 5.00 acre vacant east 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.

### 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 is satisfied the subdivision complies with the DC district bylaw which limits subdivision to the one additional title (to create the two 5.00-acre lots) as proposed.

### INFORMATIVE:

- (a) The payment of 10% Municipal Reserve is not applicable in accordance with Section 663(d) of the MGA as it was previously provided with the creation of the parent 10.00 acre title in 2013.
- (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.

2025-0-004  
Page 1 of 3



- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

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

- (f) Triple W Natural Gas Co-op Ltd. has no objection.
- (g) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

“Thank you for the opportunity to comment on File No. 2025-0-004. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that this application is to subdivide a parcel into two lots for rural light industrial and country residential use. Existing water services to one parcel are a cistern (hailed water), and sewer services are a sub-surface treatment field. Proposed services to the vacant lot will be the same.

AHS-EPH has reviewed the application, and has the following comments:

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.

AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.

Please feel free to contact me with any questions or concerns.”

- (h) 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.”

- (i) 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) 508, 845, 4

**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:**

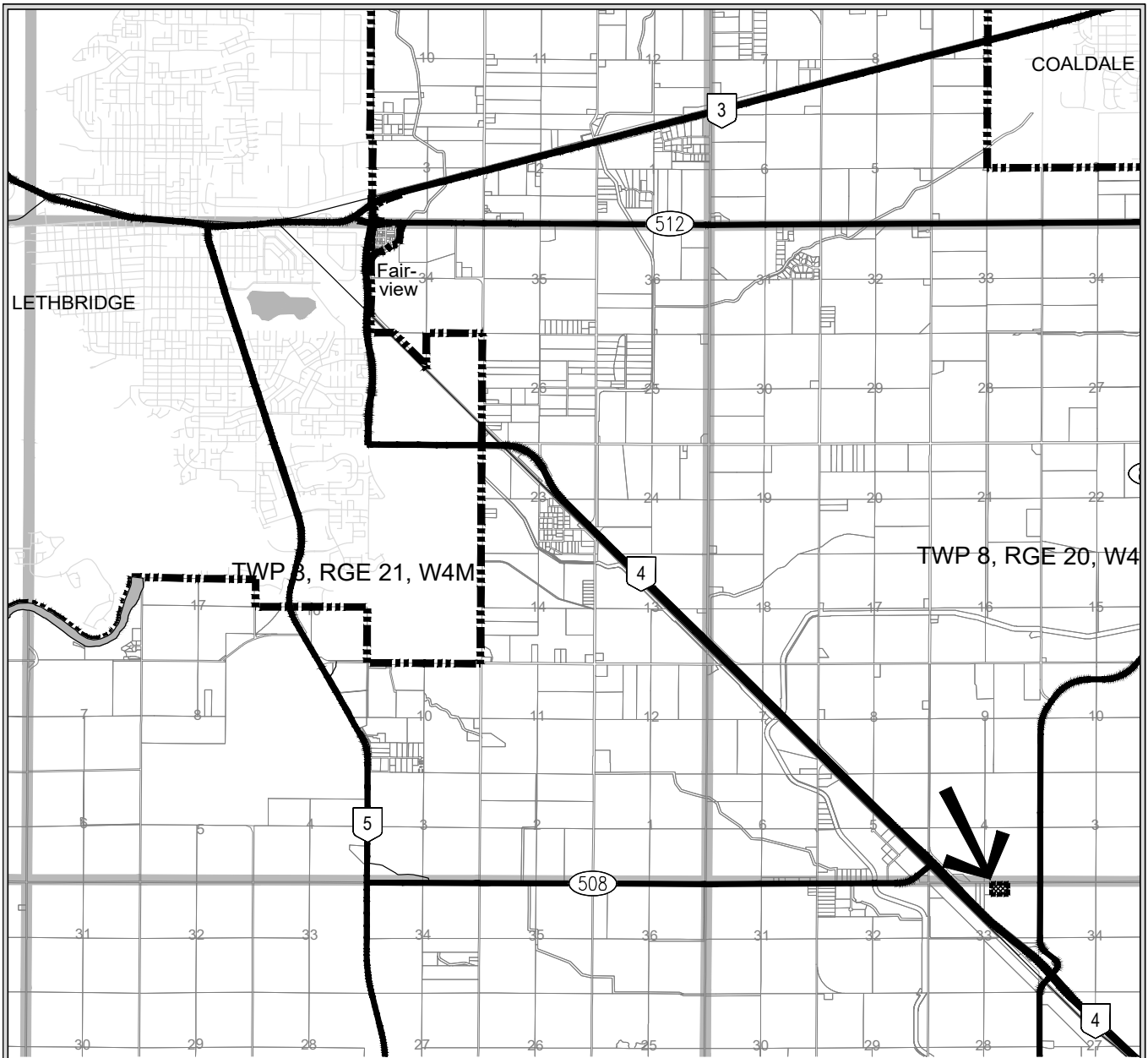
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

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**SUBDIVISION LOCATION SKETCH**

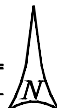
**LOT 2, BLOCK 1, PLAN 1410983  
 WITHIN NE 1/4 SEC 33, TWP 7, RGE 20, W 4 M**

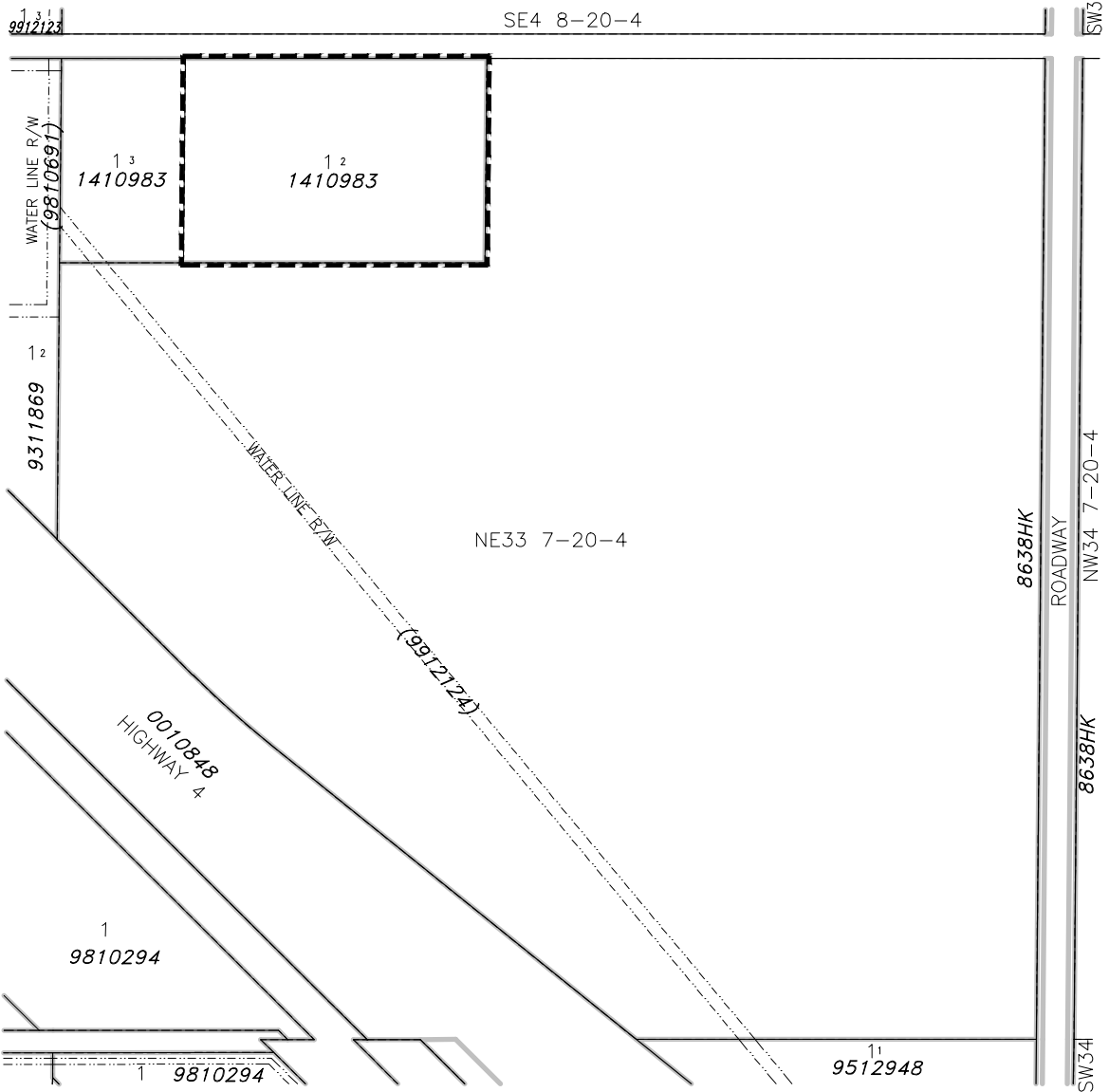
**MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: JANUARY 20, 2025  
 FILE NO: 2025-0-004**

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 0105 10th AVENUE NORTH, LETHBRIDGE, AB T1H 3E3  
 \*NOT RESPONSIBLE FOR ERRORS OR OMISSIONS\*



January 20, 2025 N:\Subdivision\2025\2025-0-004.dwg



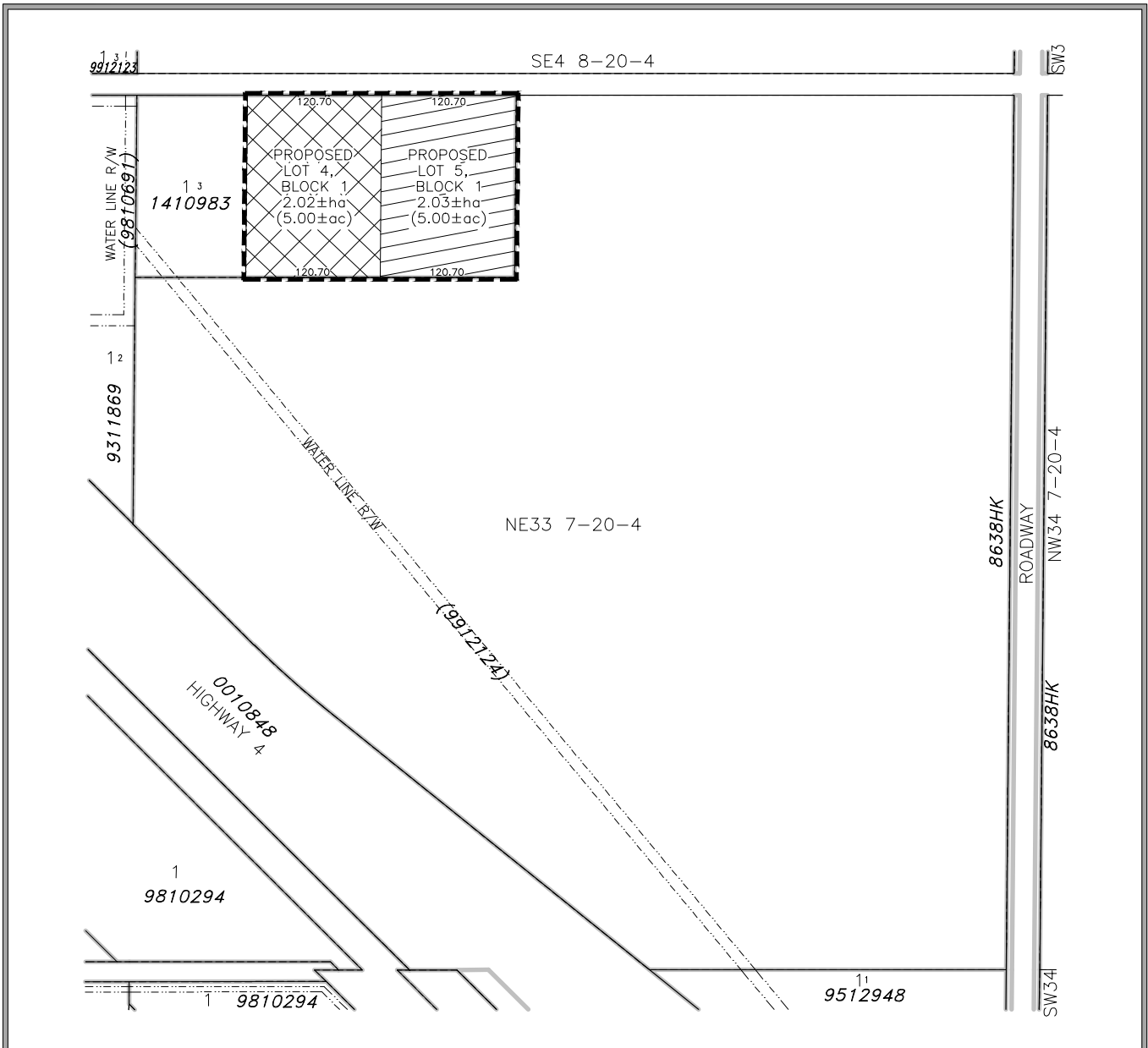


**SUBDIVISION SKETCH - EXISTING**

LOT 2, BLOCK 1, PLAN 1410983  
 WITHIN NE 1/4 SEC 33, TWP 7, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: JANUARY 20, 2025  
 FILE No: 2025-0-004





**SUBDIVISION SKETCH - PROPOSED**

SEE TENTATIVE PLAN OF SUBDIVISION BY BROWN OKAMURA & ASSOCIATES LTD. FILE NO. 24-16414T

LOT 2, BLOCK 1, PLAN 1410983

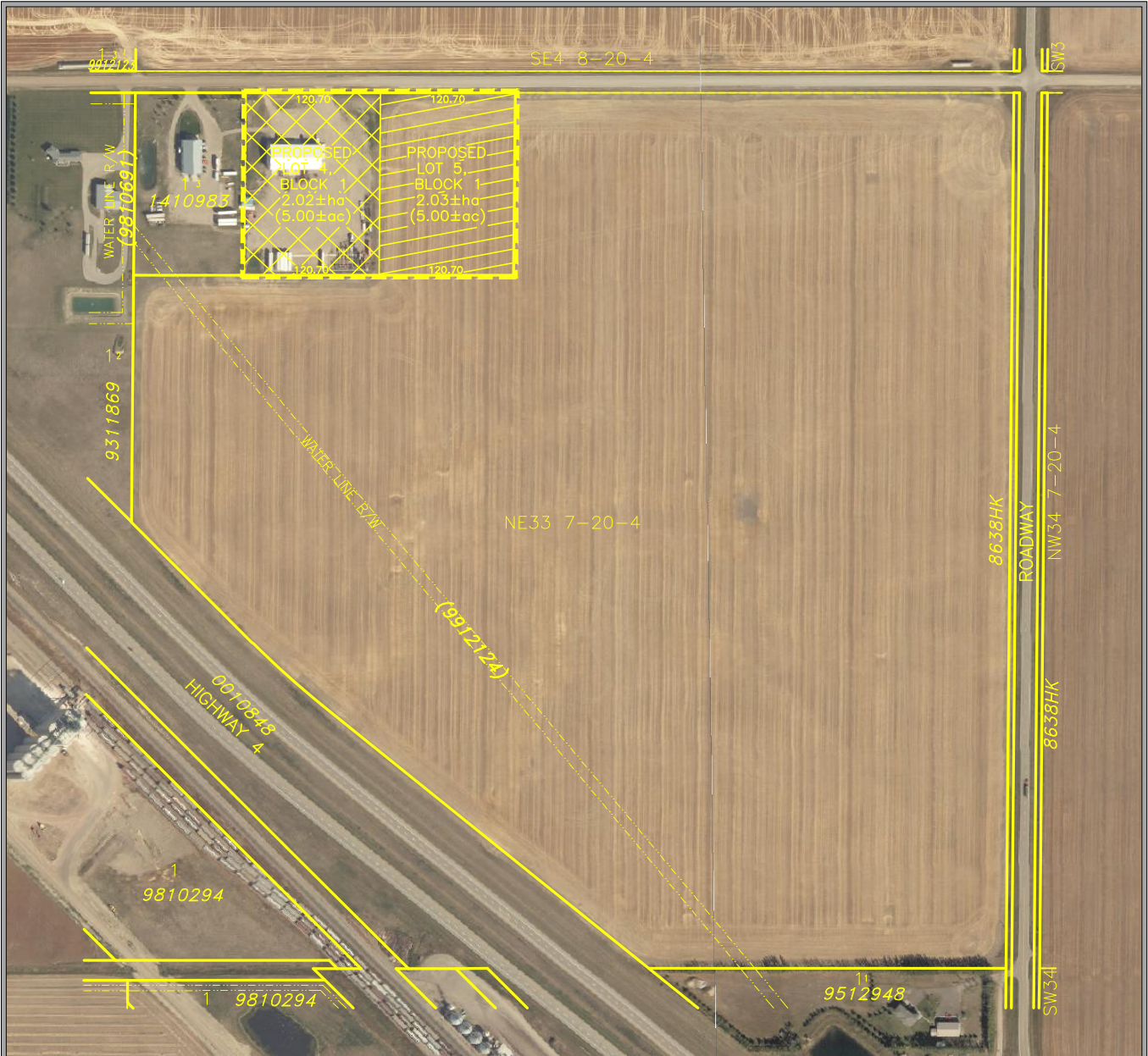
WITHIN NE 1/4 SEC 33, TWP 7, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 20, 2025

FILE No: 2025-0-004





**SUBDIVISION SKETCH - PROPOSED**

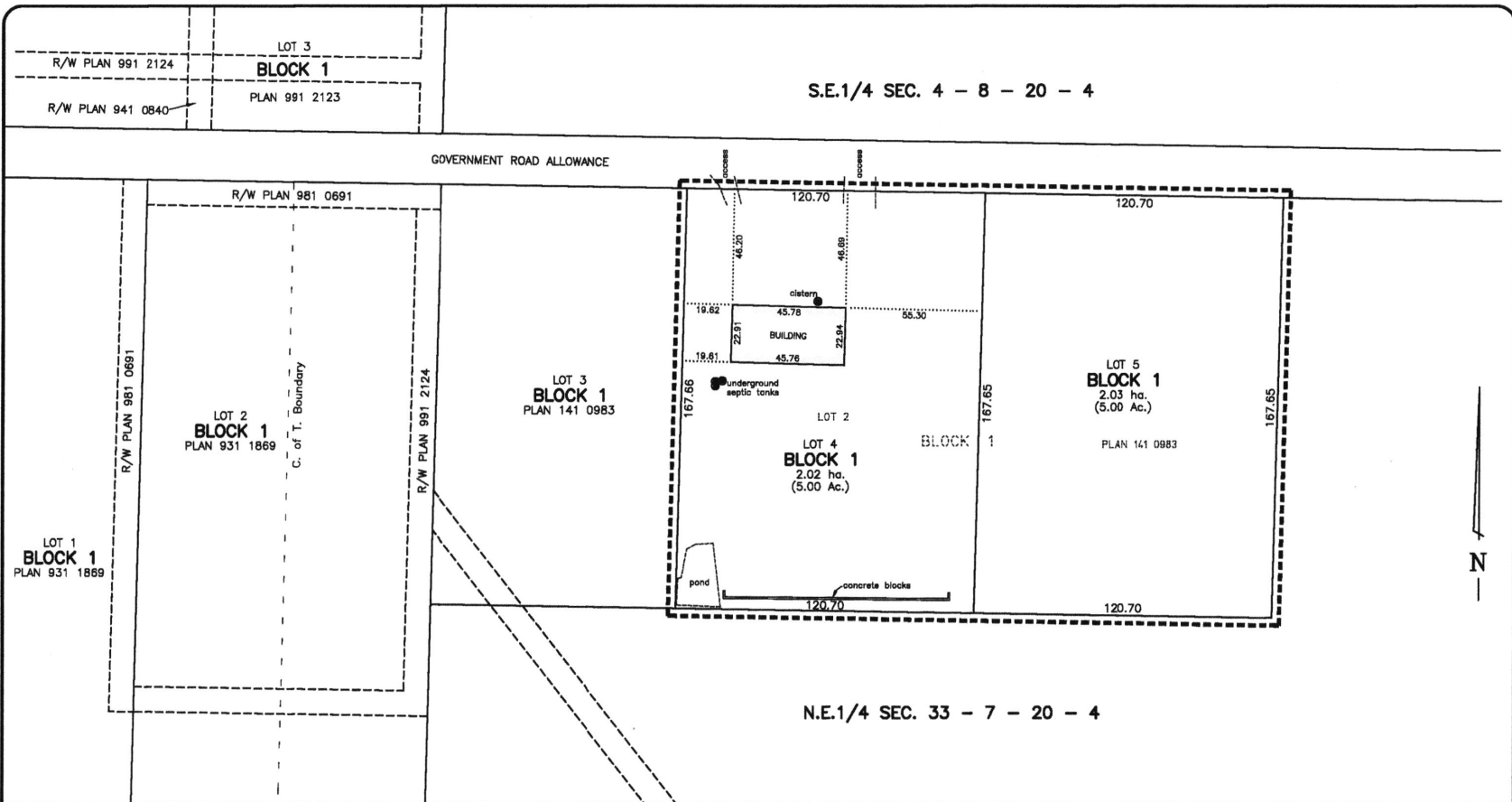
SEE TENTATIVE PLAN OF SUBDIVISION BY BROWN OKAMURA & ASSOCIATES LTD. FILE NO. 24-16414T  
 LOT 2, BLOCK 1, PLAN 1410983  
 WITHIN NE 1/4 SEC 33, TWP 7, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: JANUARY 20, 2025  
 FILE No: 2025-0-004



January 20, 2025 N:\Subdivision\2025\2025-0-004.dwg


**AERIAL PHOTO DATE: 2018**



| NO. | REVISION   | DATE | BY |
|-----|--|------|----|
|     | Improvements shown were surveyed on June 12th, 2024                              |      |    |
|     | NOTE : Portion to be approved is outlined thus -----                             |      |    |
|     | and contains approximately 4.05 ha.  |      |    |
|     | Distances are in metres and decimal parts thereof.                               |      |    |
|     | Distances and areas are approximate and are subject to change upon final survey. |      |    |

**GOLDEN SKY VENTURES**

TENTATIVE PLAN SHOWING SUBDIVISION  
of all of  
**LOT 2; BLOCK 1; PLAN 141 0983**  
all within  
**N.E.1/4 SEC. 33; TWP. 7; RGE. 20; W.4 M.**  
LETHBRIDGE COUNTY

|   |   |                   |                 |
|---|---|-------------------|-----------------|
|  | <b>brown okamura &amp; associates ltd.</b><br><small>Professional Surveyors<br/>2830 - 12th Avenue North, Lethbridge, Alberta</small> |                   |                 |
|   | APPROVED  | DRAWN CJB         | DATE JUNE 17/24 |
|   | CHECKED DJA   | JOB 24-16414      |                 |
| D. J. Amantea, A.L.S.   | SCALE 1:1500  | DRAWING 24-16414T |                 |

# AGENDA ITEM REPORT







**Title:** Subdivision Application #2025-0-008 – De Jonge  
- SE1/4 1-9-21-W4M  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** ORRSC  
**Report Author:** Steve Harty

## APPROVAL(S):

|  |                        |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development       | Approved - 25 Feb 2025 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 26 Feb 2025 |
| Cole Beck, Chief Administrative Officer              | Approved - 26 Feb 2025 |

**STRATEGIC ALIGNMENT:**

|  |  |  |  |
|--|--|--|--|
|  <input type="checkbox"/> |  <input type="checkbox"/> |  <input type="checkbox"/> |  <input checked="" type="checkbox"/> |
| <b>Goverance</b>   | <b>Relationships</b>   | <b>Region</b>  | <b>Prosperity</b>  |

## EXECUTIVE SUMMARY:

This application is to subdivide a 78.15-acre title into two parcels and create lots 44.15 and 35.00 acres in size for rural commercial use and public/institutional use, respectively. The proposal meets the subdivision criteria of the Land Use Bylaw with the exception of a lot size waiver being required.

## RECOMMENDATION:

That S.D. Application #2025-0-008 be approved with a parcel size waiver being granted and subject to the conditions as outlined in the draft resolution.

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

With the waiver granted, the proposed subdivision meets the provincial Subdivision and Development Regulations, the IDP, MDP, and the municipal rural (non-residential) land use subdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The rural (non-residential) land use subdivision policies are within Land Use Bylaw (LUB) No. 24-007 that allows subdivision of land for a rural commercial related business.
- LUB No. 24-007 stipulates the maximum subdivision size for isolated rural commercial use is 10-acres, resulting in a waiver needed to approve the 44.15-acres. Lot sizes for public/institutional uses are at the discretion of the Subdivision Authority.
- The Subdivision Authority has the authority to grant a size waiver for the commercial lot due to the reason the greenhouse business is established and is more land intensive than typical commercial uses.



- The land is located within the IDP boundary between the County and City of Lethbridge and the proposal complies with the applicable IDP policies.

**BACKGROUND INFORMATION:**

Located 3-miles east of the City of Lethbridge and north of Highway 512 on Broxburn Road. The proposal is to separate onto its own title the nursery business and related commercial property on the southern 44.15-acre portion and create a separate 35.00-acre north title.

The northern portion is undeveloped and mainly grass while the southern portion contains multiple improvements, including a café food establishment and market garden building, greenhouses, dwelling, dugout and various other sheds, accessory buildings and structures. The proposed subdivision property line will be situated over 83 m north from the nearest structure. The portion of land that contains the café and vegetable market building is spot zoned as Rural Commercial while the remainder of the parent title is designated as Urban Fringe. The existing development has access to the rural water co-op and irrigation water and sewage is treated by a private onsite system. There are no immediate plans to develop and service the north vacant at this time. Access is provided off the adjacent east municipal road allowance (Broxburn Road).

There are no abandoned gas wells located in proximity of this subdivision and there are also no historical or environmental concerns identified. This proposal is located within the IDP boundary with the City of Lethbridge. This type of rural commercial subdivision from a rural agricultural parcel may be considered under the County’s land use bylaw and it conforms with the IDP policies.

The proposed 44.15-acre size requires a waiver of the LUB maximum 10-acre commercial parcel size. The 35.00-acre lot size for future public/institutional use is at the sole discretion of the Subdivision Authority. With consideration for a waiver, the proposal otherwise meets the criteria of LUB No. 24-007. The application was circulated to the required external agencies with no concerns expressed, including the City of Lethbridge. (ATEC has not yet responded.)

**ALTERNATIVES / PROS / CONS:**

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

Pros:

- There are no advantages to denying the waiver as the subdivision encapsulates the existing commercial business improvements and contains no prime agricultural land.

Cons:

- A refusal would likely be appealed to the LPRT as the subdivision appears reasonable for the existing and proposed use.

**FINANCIAL IMPACT:**

None at this time. It is recommended that the municipal reserve be deferred and registered proportionately on each title (to be addressed in the future).

**LEVEL OF PUBLIC PARTICIPATION:**

- Inform
  Consult
  Involve
  Collaborate
  Empower

**ATTACHMENTS:**

[2025-0-008 Lethbridge County Approval](#)

[Diagrams 2025-0-008](#)

## RESOLUTION

2025-0-008

**Lethbridge County**

**Rural Commercial and Public/Institutional** subdivision of SE1/4 1-9-21-W4M

THAT the Rural Commercial and Public/Institutional subdivision of SE1/4 1-9-21-W4M (Certificate of Title No. 941 140 605), to subdivide a 78.15-acre (31.63 ha) title into two parcels and create lots 44.15 and 35.00 acres (17.49 & 14.16 ha) in size for rural commercial use and public/institutional use respectively; BE APPROVED subject to the following:

**RESERVE:** The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act be Deferred by caveat(s) on the 78.15-acre parcel and registered on each title proportionately, with the 10% on the 44.15 and 35.00 acres, with the actual acreage and amount to be provided to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

### CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required.
3. 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.
4. That any easement(s) as required by utility companies or the municipality shall be established, if deemed necessary.
5. That any conditions or requirements from Alberta Transportation and Economic Corridors must be addressed.

### 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 with a variance approved.
2. The Subdivision Authority is satisfied that the proposed subdivision with the variance granted 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 granted a maximum parcel waiver for the rural commercial lot due to the reason the greenhouse business is well established and is more land intensive and encompasses a larger area of land than typical commercial uses.
4. The Subdivision Authority is satisfied no concerns have been received on the proposal. The land is located within the IDP boundary between the County and City of Lethbridge and the City has no objections as the proposal complies with the applicable IDP policies.

### INFORMATIVE:

- (a) In accordance with Section 663 of the Municipal Government Act, Reserve is to be in the form of deferred reserve caveats registered on title(s).
- (b) The Subdivision Authority has granted a waiver of the maximum commercial parcel size in accordance with section 654(2) of the MGA.

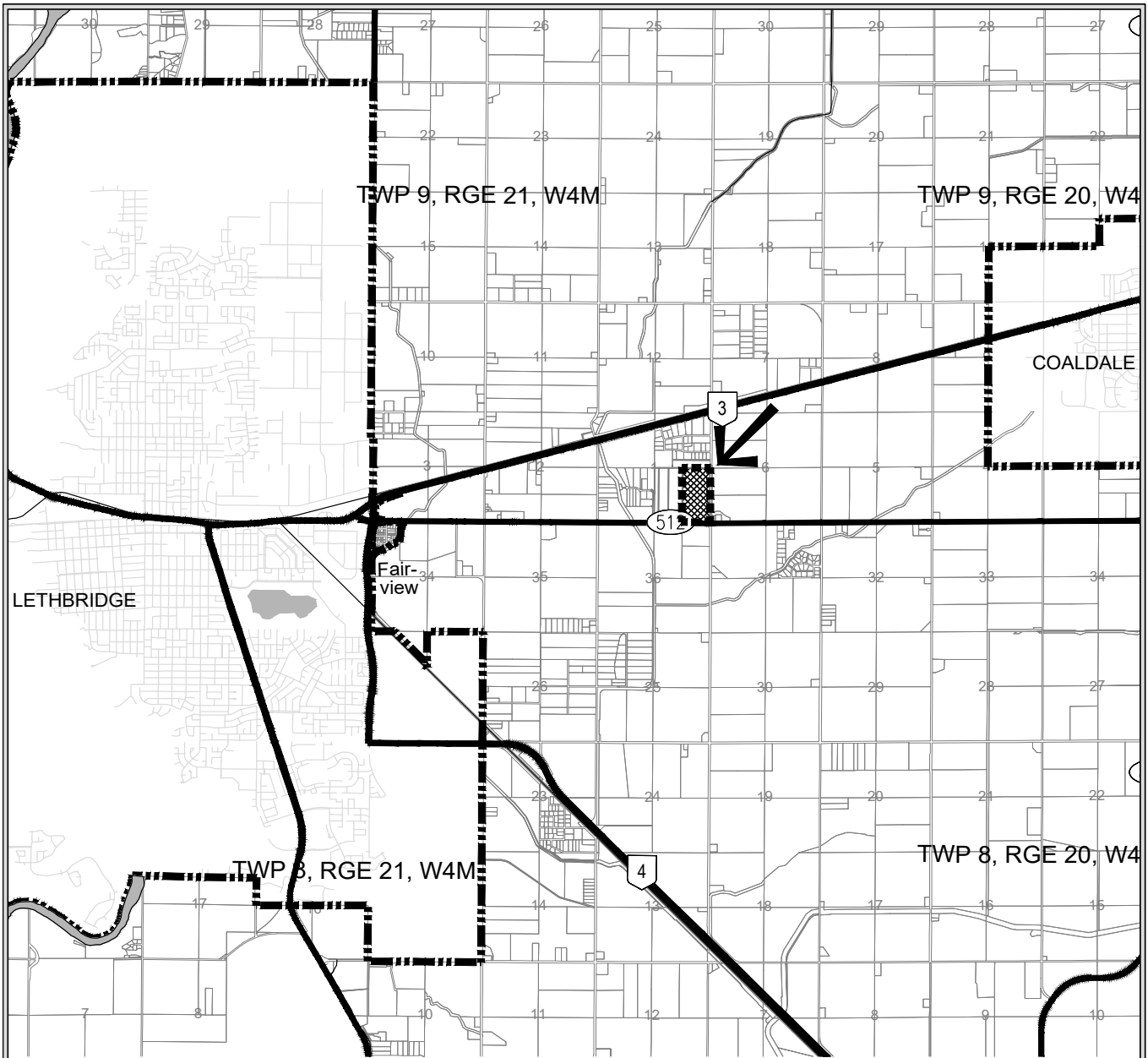
2025-0-008  
Page 1 of 2

- (c) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (d) 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.)
- (e) City of Lethbridge - Janet Gutsell, Senior Subdivision Planner:  
 "The City of Lethbridge has no concerns with the proposed subdivision application with the understanding that this proposal complies with the applicable policies of the Intermunicipal Development Plan adopted by the Lethbridge County and City of Lethbridge."
- (f) Thank you for including TELUS in your circulation.  
 At this time, TELUS has no concerns with the proposed activities.
- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).
- (h) Alberta Health Services – Kristen Dykstra, Public Health Inspector:  
 "Thank you for the opportunity to comment on File No. 2025-0-008. Alberta Health Services – Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.  
 It is understood that the purpose of application is to subdivide and create two lots, one for rural commercial use and one for public/ institutional use. The Southern portion has a nursery business and a commercial property, with multiple improvements including: café food establishment, market garden building, greenhouses, dwelling, dugout and various other sheds, accessory buildings, and structures. The existing development is serviced by a rural water co-op and has a private sewage system. The vacant Northern parcel would likely have the same services, but there are no immediate plans to develop it at this time.  
 AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.  
 Please feel free to contact me with any questions or concerns."

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**SUBDIVISION LOCATION SKETCH**

**PORTION OF SE 1/4 SEC 1, TWP 9, RGE 21, W 4 M**

**MUNICIPALITY: LETHBRIDGE COUNTY**

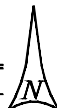
**DATE: JANUARY 20, 2025**

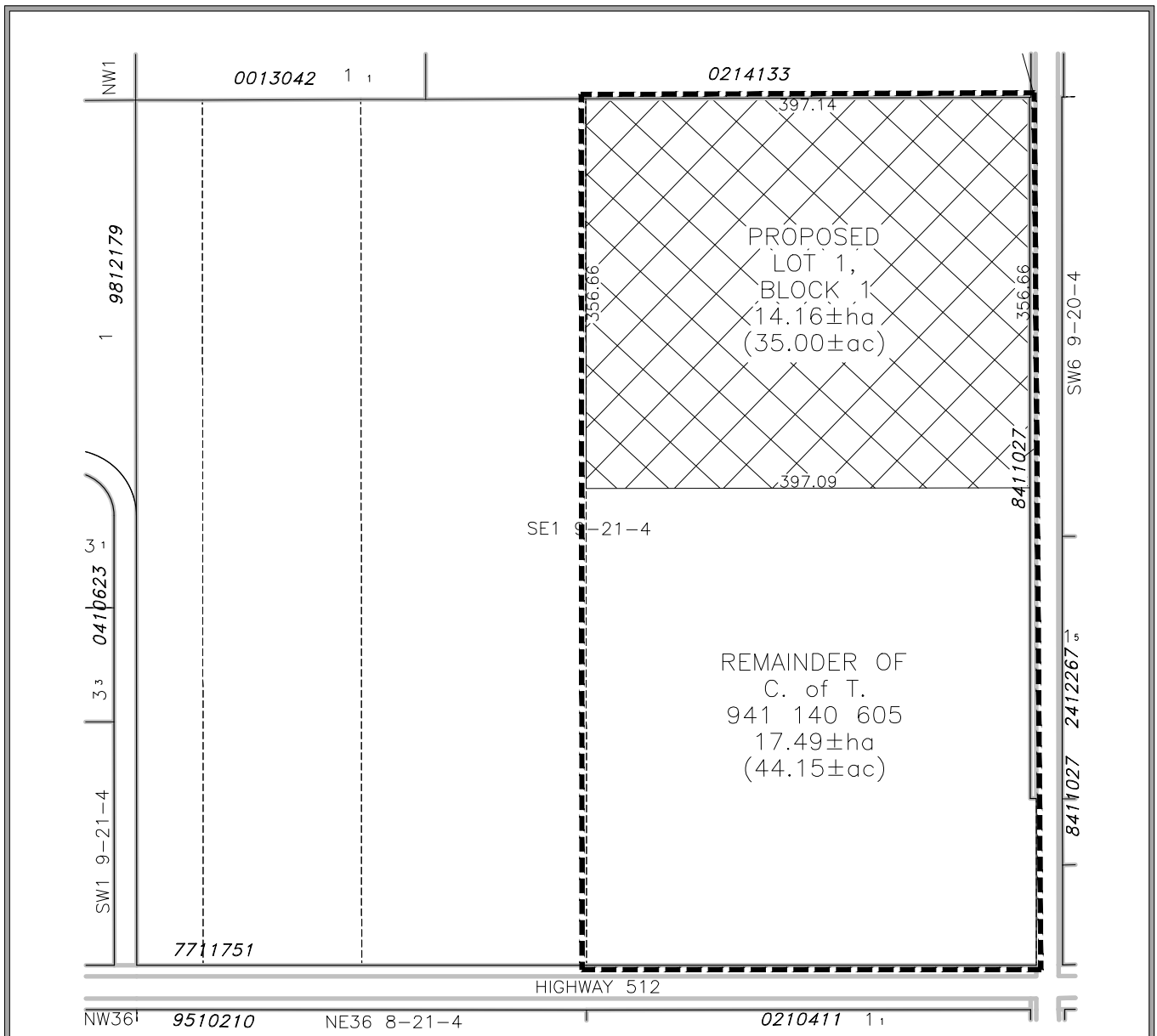
**FILE NO: 2025-0-008**

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 0105 10th AVENUE NORTH, LETHBRIDGE, AB T1H 3E3  
 \*NOT RESPONSIBLE FOR ERRORS OR OMISSIONS\*



January 20, 2025 N:\Subdivision\2025\2025-0-008.dwg





**SUBDIVISION SKETCH**

SEE TENTATIVE PLAN OF SUBDIVISION BY BROWN OKAMURA & ASSOCIATES LTD. FILE NO. 24-16635

PORTION OF SE 1/4 SEC 1, TWP 9, RGE 21, W 4 M

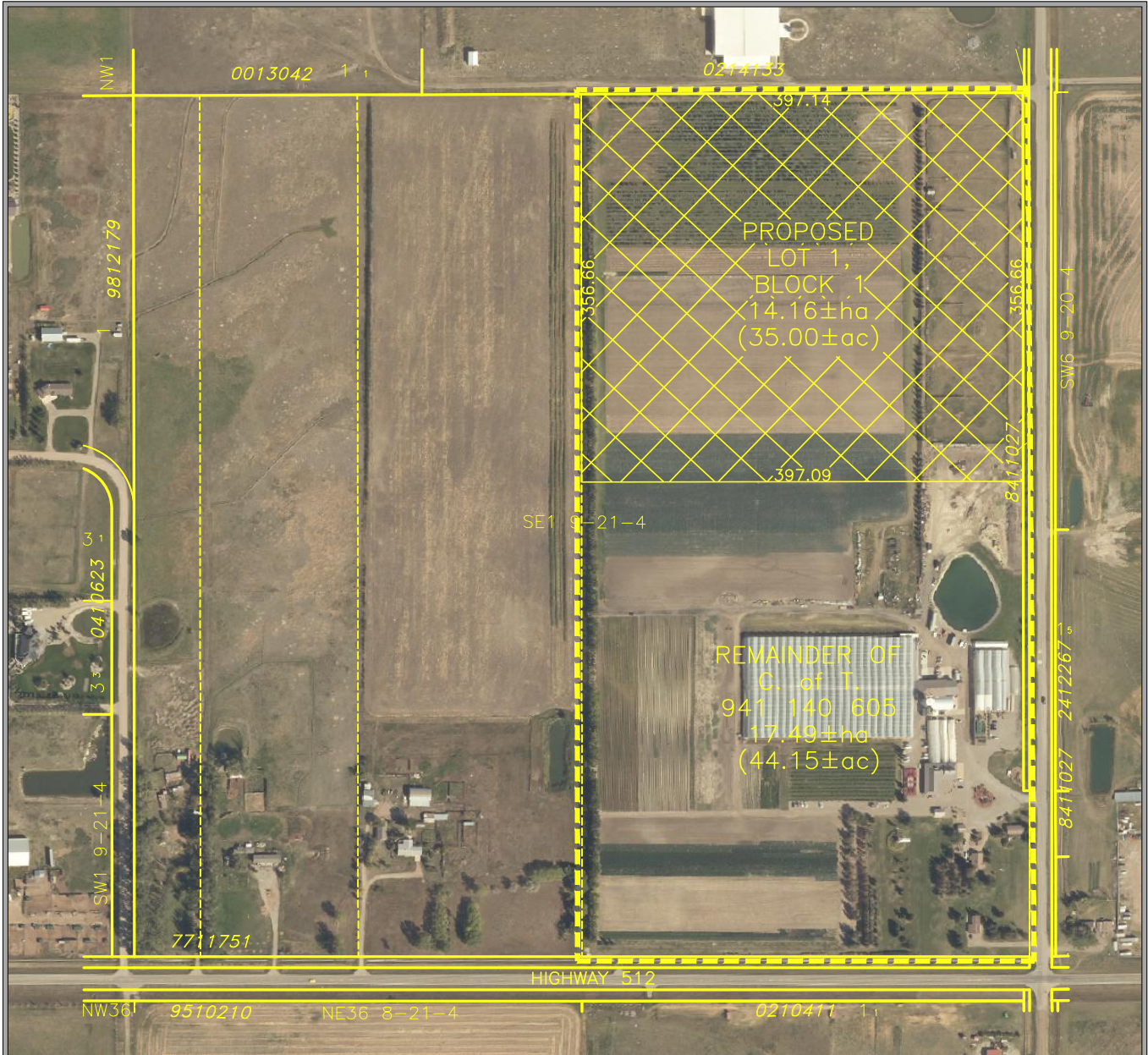
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JANUARY 20, 2025

FILE No: 2025-0-008



January 20, 2025 N:\Subdivision\2025\2025-0-008.dwg



**SUBDIVISION SKETCH**

SEE TENTATIVE PLAN OF SUBDIVISION BY BROWN OKAMURA & ASSOCIATES LTD. FILE NO. 24-16635

PORTION OF SE 1/4 SEC 1, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

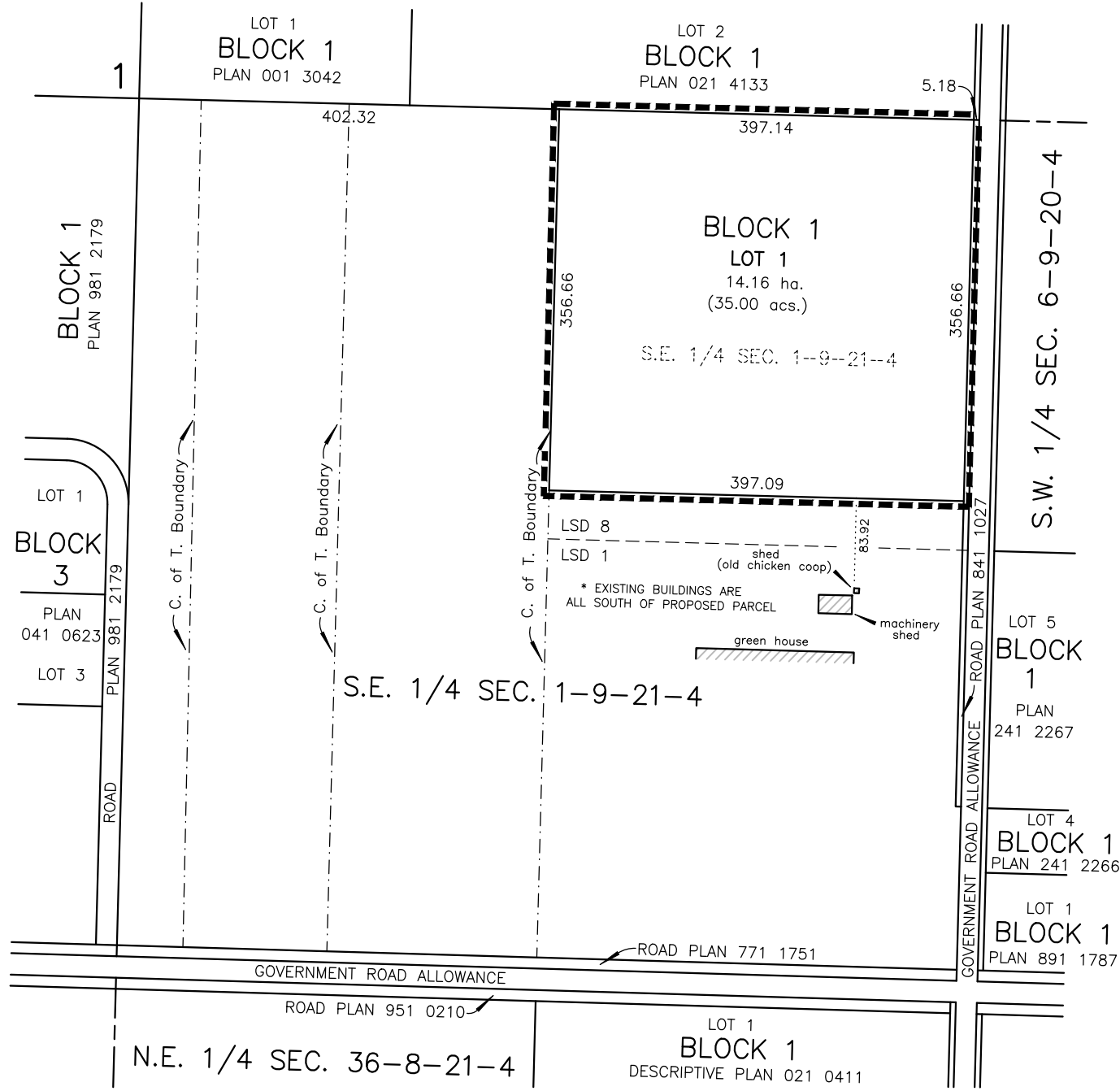
DATE: JANUARY 20, 2025

FILE No: 2025-0-008



January 20, 2025 N:\Subdivision\2025\2025-0-008.dwg

**AERIAL PHOTO DATE: 2018**



| NO.  | REVISION | DATE | BY |
|--|----------|------|----|
| NOTE : Portion to be approved is outlined thus <span style="border-top: 1px dashed black; width: 100px; display: inline-block;"></span> and contains approximately 14.16 ha.<br>Distances are in metres and decimal parts thereof.<br>Distances and areas are approximate and are subject to change upon final survey. |          |      |    |

Davidson & Williams LLP

TENTATIVE PLAN SHOWING SUBDIVISION  
of part of  
S.E. 1/4 SEC. 1, TWP. 9, RGE. 21, W.4 M.

LETHBRIDGE COUNTY

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

|                                      |               |                             |
|--------------------------------------|---------------|-----------------------------|
| APPROVED<br><br>D.J. Amantea, A.L.S. | DRAWN   jn    | DATE   JAN 15 '25           |
|                                      | CHECKED   DJA | JOB   24-16635              |
| SCALE<br>1:5000                      |               | DRAWING<br><b>24-16635T</b> |



# AGENDA ITEM REPORT



**Title:** Subdivision Application #2025-0-012 Marti, Sleepy Hollow Et  
- Part of NW1/4 24-9-22-W4M, Block 1, Plan 8110350 and Lot 1, Block 1, Plan 9312354 and E1/2 24-9-22-W4M

**Meeting:** Council Meeting - 06 Mar 2025

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

|  |                        |
|--|------------------------|
| Hilary Janzen, Manager, Planning & Development       | Approved - 25 Feb 2025 |
| Devon Thiele, Director, Development & Infrastructure | Approved - 26 Feb 2025 |
| Cole Beck, Chief Administrative Officer              | Approved - 26 Feb 2025 |

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The application is to reconfigure (subdivision/consolidation) four titles within Section 24-9-22-4M and create titles 10.80 and 5.31 acres in size for country residential use, and two readjusted agricultural titles 126.11 and 131.54 acres in size. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2025-0-012 be approved subject to the conditions as outlined in the draft resolution.

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

The proposal meets the provincial Subdivision and Development Regulations, the IDP, 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 for a realignment/reconfiguration of titles and property lines without an increase in overall titles.
- The LUB No. 24-007 reconfiguration of titles policy enables property boundaries to be realigned with considerations for intended land use, access, constraints, etc. The subdivision and consolidation will improve the overall situation with regard to proper access and less fragmentation of the coulee and river bottom lands.
- The land is within boundary Policy Area 2 of the City of Lethbridge and Lethbridge County IDP. The IDP policy allows for this type of subdivision consideration.

**BACKGROUND INFORMATION:**

Located 2.5 miles east of the Town of Coalhurst, 1.5 miles east of the Highway 25, and immediately west of the Oldman River. The proposal is to enable a land swap and title reconfiguration between the adjacent parcels and also enable a new county residential title along the north municipal road.

As part of creating the new 5.31-acre yard parcel, 2.0-acres will be subdivided from the existing 12-80-acre title adjacent to the road and a 3.31-acre portion from the NW 24-9-22-W4. Any future servicing will be private systems addressed at the time of development. An Environmental Site Assessment (ESA) was undertaken as an asphalt batch plant operated for several years on the 12.80-acre title, which confirmed no environmental concerns are present for residential use. An additional part of the proposal involves consolidating an existing undeveloped 9.67-acre coulee-top parcel with the adjacent east river side lands to create the enlarged 131.54-acre title bordering the Oldman River. This larger land parcel is primarily native grassland but it also contained a gravel operation on the flood plain adjacent to the river. The existing 9.67-acre parcel also includes the access and private road down to the river bottom. With the consolidation, all the adjusted titles will physically connect to the north road allowance (Twn Rd 9-4) for access. There are no CFOs or abandoned gas wells in proximity. The remainder of the NW 24-9-22-W4 historically contained underground coal mining at one time (J.J. Hamilton Coal Co.) which necessitates the need for a geotechnical analysis. The province identifies that the area potentially contains historical resources (HRV 5a and adjacent to 5p). The applicant will be responsible for obtaining any required Historical Resources Act approval.

Overall, the proposal meets the criteria of the County’s LUB No. 24-007 for a realignment/reconfiguration of titles with no additional titles being created. The application was circulated to the required external agencies with no concerns expressed and no utility easements are requested (at time of agenda report). The City of Lethbridge has no concerns as it conforms with the IDP. Historical Resources did not yet respond.

**ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve if it is determined the proposed reconfiguration 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 fragmentation and lack of suitable access would remain, and the decision could be appealed by the applicants as the County’s criteria are met.

**FINANCIAL IMPACT:**

None direct, but the County will receive a municipal reserve payment on the 5.31 acres at the market value \$6,000.00 per acre (approx. \$3,186.00).

**LEVEL OF PUBLIC PARTICIPATION:**

Inform
  Consult
  Involve
  Collaborate
  Empower

**ATTACHMENTS:**

[2025-0-012 Lethbridge County Approval](#)

[2025-0-012 Diagrams](#)

## RESOLUTION

2025-0-012

**Lethbridge County**

**Agricultural and Country Residential** subdivision of Part of NW1/4 24-9-22-W4M, Block 1, Plan 8110350 and Lot 1, Block 1, Plan 9312354 and E1/2 24-9-22-W4M

THAT the Agricultural and Country Residential subdivision of Part of NW1/4 24-9-22-W4M, Block 1, Plan 8110350 and Lot 1, Block 1, Plan 9312354 and E1/2 24-9-22-W4M (Certificate of Title No. 001 005 221 +1, 231 196 191, 231 327 173, 231 327 173 +1, 001 005 186 (Leasehold)), to reconfigure through subdivision and consolidation portions of four titles within Section 24-9-22-4M and NW 24-9-22-W4 and create reconfigured titles 10.80 and 5.31 acres (4.37 & 2.148 ha) for country residential use, and two readjusted agricultural titles 126.11 and 131.54 acres (51.03 and 53.23 ha) respectively in size; 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 5.31 acres at the market value of \$ 6,000.00 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat on the adjacent Certificate of Title 231 196 191 (Lot 1, Block 1, Plan 9312354), be adjusted accordingly in the amount of the 10% on 2.00 acres difference (the portion forming part of the 5.31 acres), with the actual acreage and amount (approx. 10.8 acres) to be determined at the final stage, upon receipt of the final subdivision plan.

### CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and portions of land to be subdivided to create the 5.31-acre yard title and the consolidation of the land areas being swapped with the agricultural parcels 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. The consolidation is to include the existing C of T No. 231 327 173+1 being consolidated to the east Title No. 231 327 173.
4. That a professional engineered geotechnical analysis for the 5.31 acre parcel be provided to the satisfaction of the Subdivision Authority to establish safe development setback lines and verify soil/foundation stability, due to the coulees and underground coal mining activity in the area. (The report must confirm that the AER identified underground coal mining activity will not negatively impact development on the 5.31 acre lot.)
5. That any easement(s) as required by utility companies, or the municipality shall be established.
6. That the applicant is required to meet any conditions of Alberta Culture, including obtaining any approval or clearance under the Historical Resources Act, prior to final endorsement.
7. That the applicant is required to meet any requirements of Alberta Environment and Protected Areas Water Boundaries Division due to the agricultural parcel boundaries adjoining the boundary of the Oldman River.

2025-0-012  
Page 1 of 2

**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 and reconfiguration is suitable for the purpose for which it is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposal is in accordance with the County's subdivision criteria as a realignment/reconfiguration of titles, and with the consolidation of land(s), there will not be any increase in the number of titles from what presently exists.
4. The Subdivision Authority is satisfied the coulee and river bottom lands being subject to consolidation will help improve the overall situation with regard to proper access and less fragmentation.

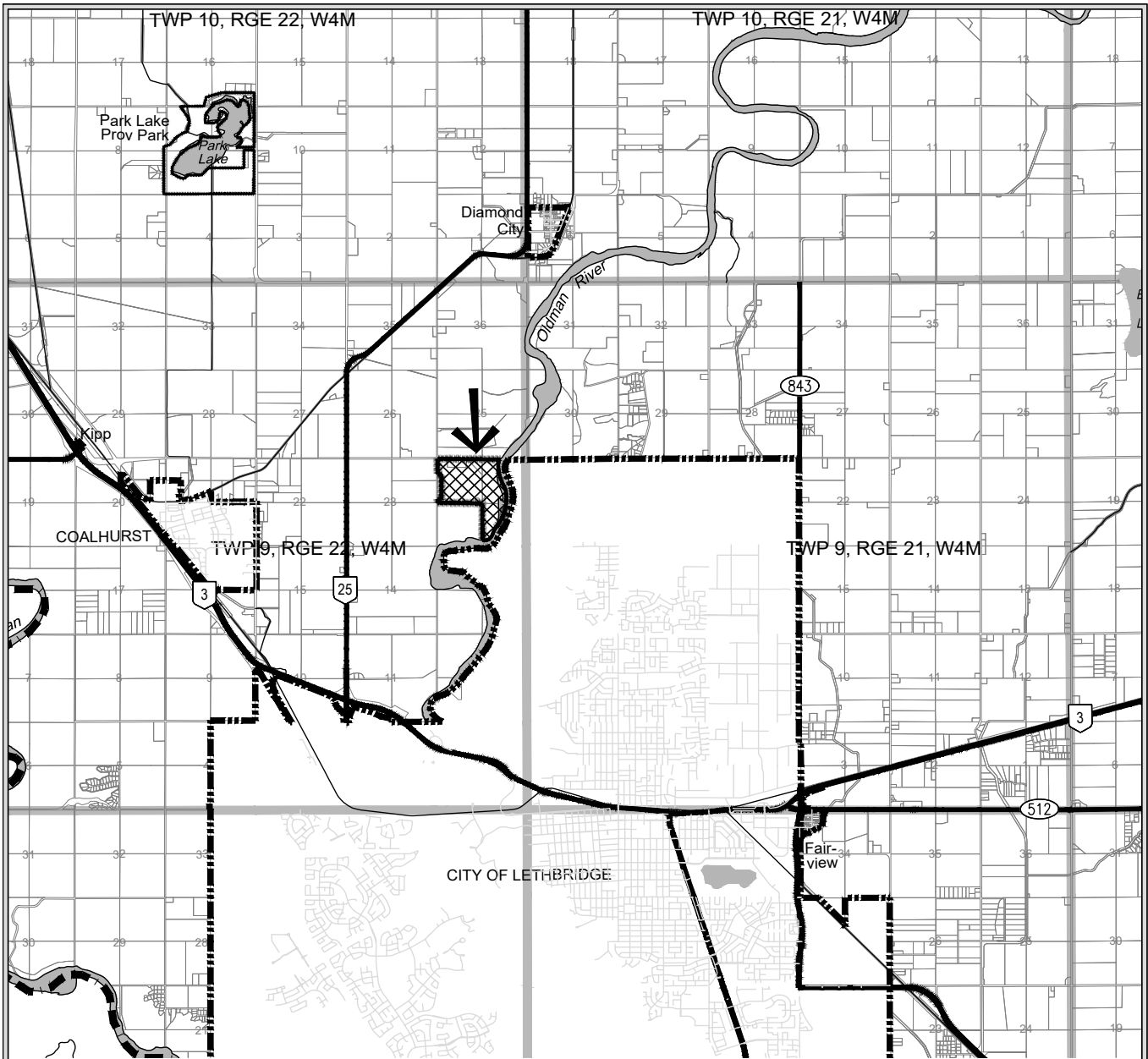
**INFORMATIVE:**

- (a) In accordance with Section 663 of the Municipal Government Act, Reserve is required and is applicable on the 5.31 acre parcel. The existing 12.0-acre lot has a deferred reserve caveat on title from when it was created in 1993 and thus, the 2.0-acres coming from Lot 1, Block 1, Plan 9312354 would need to be removed from the remainder title and the deferred reserve caveat adjusted accordingly.
- (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) City of Lethbridge - Janet Gutsell, Senior Subdivision Planner:  
"The City of Lethbridge has no concerns with the proposed subdivision application with the understanding that this proposal complies with the applicable policies of the Intermunicipal Development Plan adopted by the Lethbridge County and City of Lethbridge."

\_\_\_\_\_  
MOVER

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

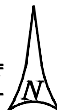


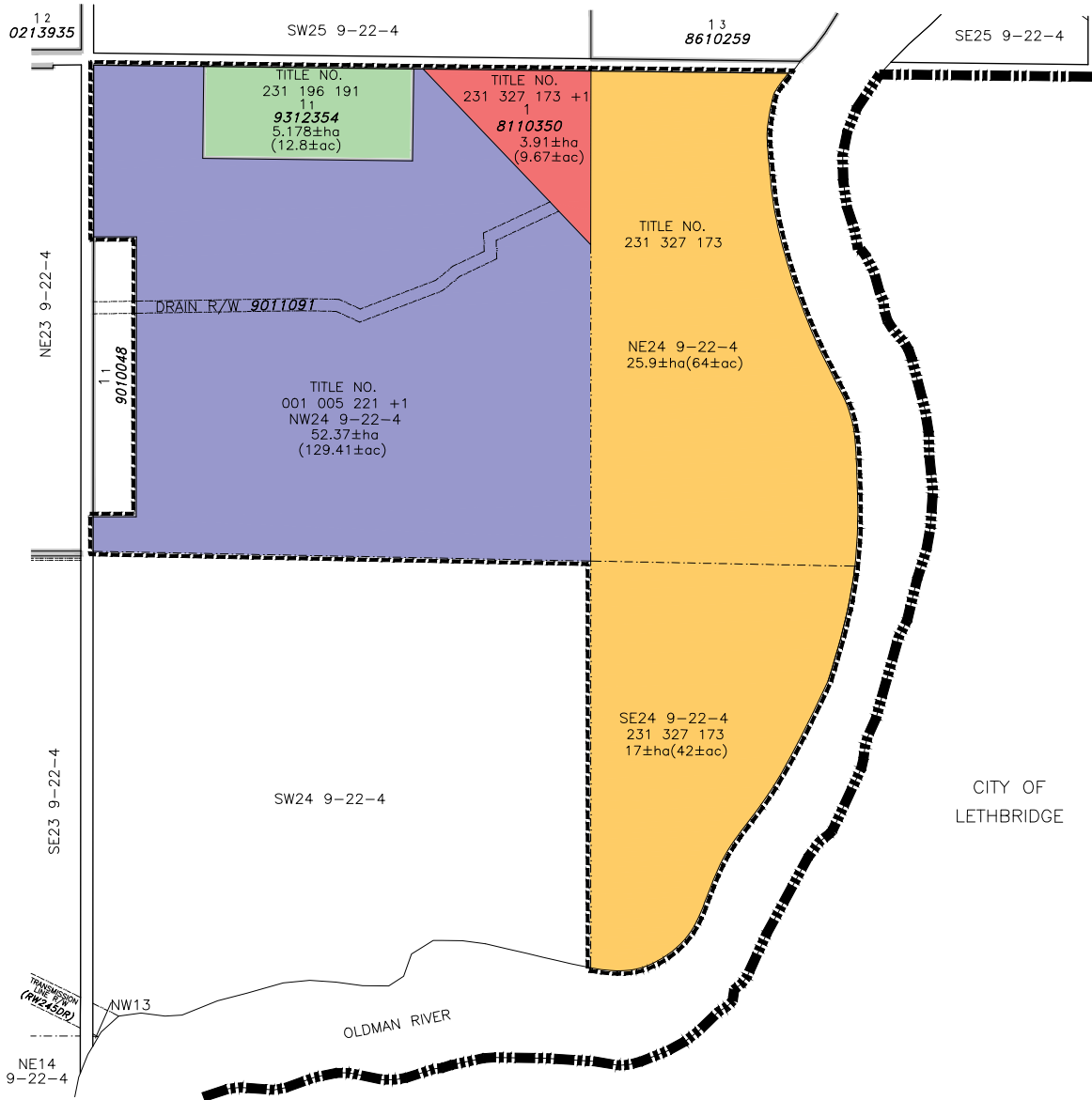
**SUBDIVISION LOCATION SKETCH**  
**BLOCK 1, PLAN 8110350; LOT 1, BLOCK 1, PLAN 9312354 AND**  
**PORTION OF E 1/2 SEC 24 ALL WITHIN TWP 9, RGE 22, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: FEBRUARY 3, 2025**  
**FILE No: 2025-0-012**

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 0105 16th AVENUE NORTH, LETHBRIDGE, AB T1H 5E8  
 \*NOT RESPONSIBLE FOR ERRORS OR OMISSIONS\*



February 04, 2025 N:\Subdivision\2025\2025-0-012.dwg





### SUBDIVISION SKETCH - EXISTING

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 24-16545T

BLOCK 1, PLAN 8110350; LOT 1, BLOCK 1, PLAN 9312354 AND  
PORTION OF E 1/2 SEC 24 ALL WITHIN TWP 9, RGE 22, W 4 M  
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: FEBRUARY 3, 2025

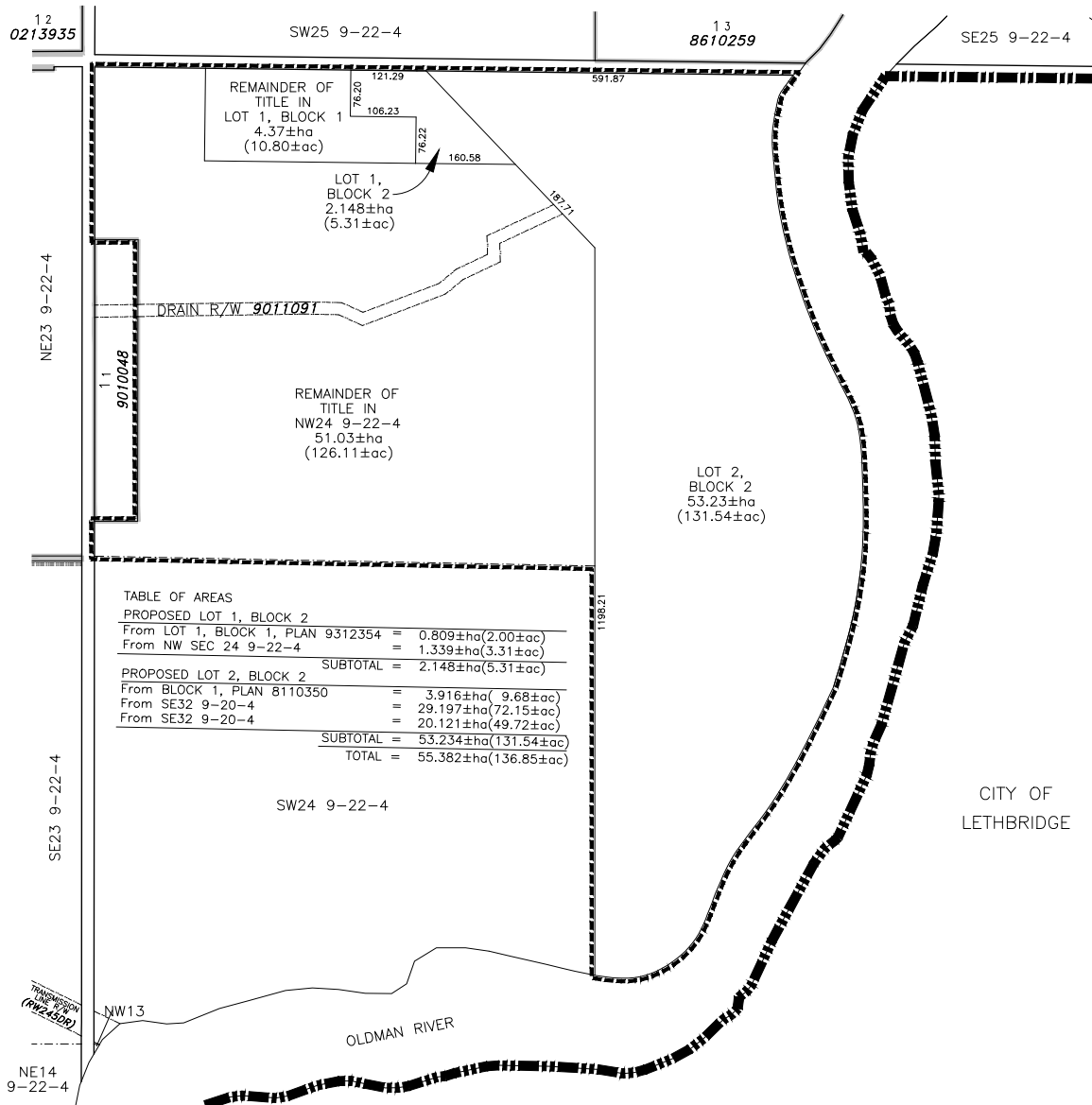
FILE No: 2025-0-012



0 Metres 200 400 600 800

February 04, 2025 N:\Subdivision\2025\2025-0-012.dwg





## SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 24-16545T

**BLOCK 1, PLAN 8110350; LOT 1, BLOCK 1, PLAN 9312354 AND  
PORTION OF E 1/2 SEC 24 ALL WITHIN TWP 9, RGE 22, W 4 M  
MUNICIPALITY: LETHBRIDGE COUNTY**

**DATE: FEBRUARY 3, 2025**

**FILE No: 2025-0-012**

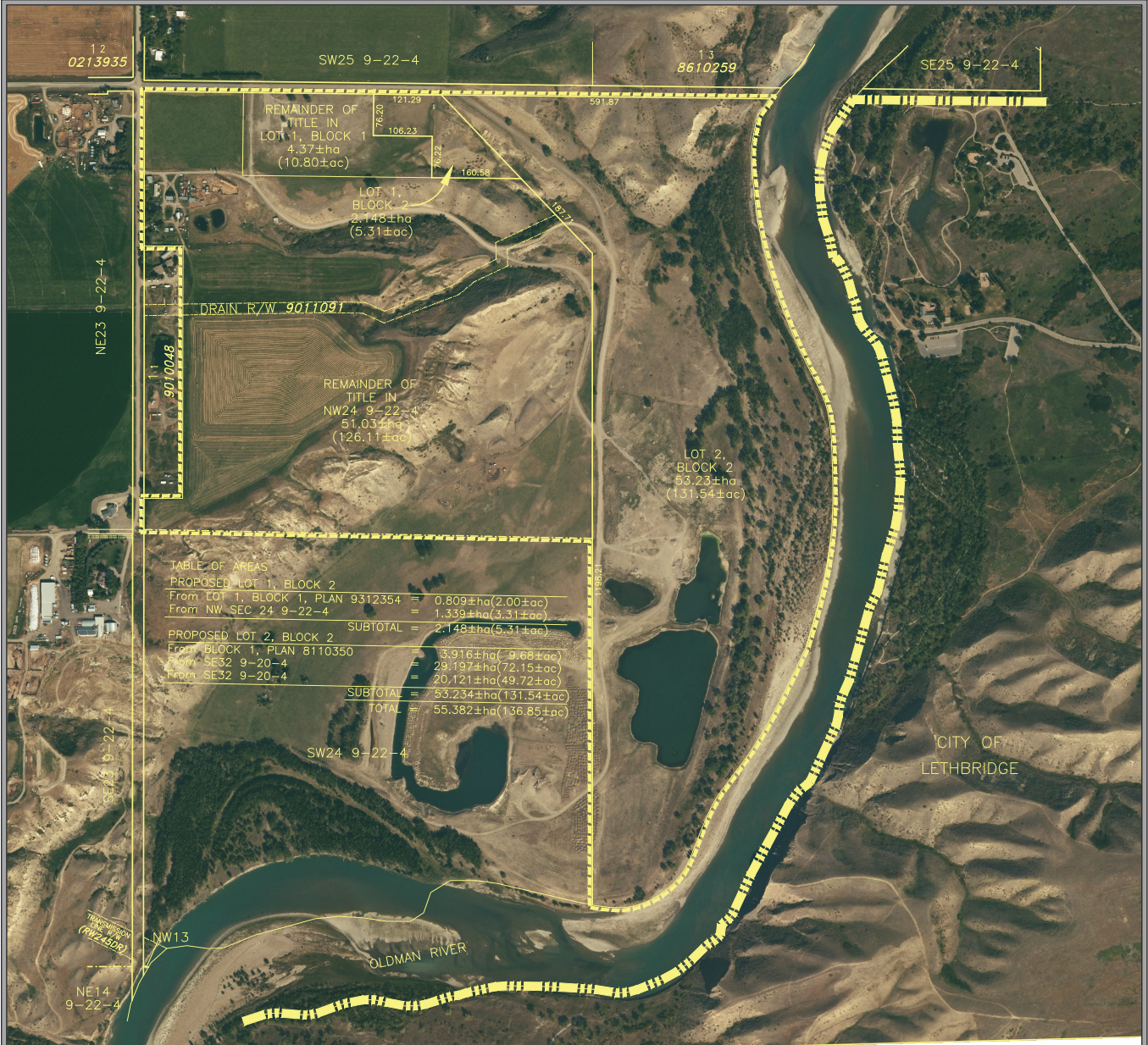


0 Metres 200 400 600 800

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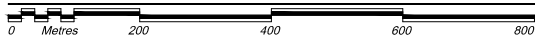
**SUBDIVISION SKETCH**

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 24-16545T

**BLOCK 1, PLAN 8110350; LOT 1, BLOCK 1, PLAN 9312354 AND PORTION OF E 1/2 SEC 24 ALL WITHIN TWP 9, RGE 22, W 4 M MUNICIPALITY: LETHBRIDGE COUNTY**

**DATE: FEBRUARY 3, 2025**

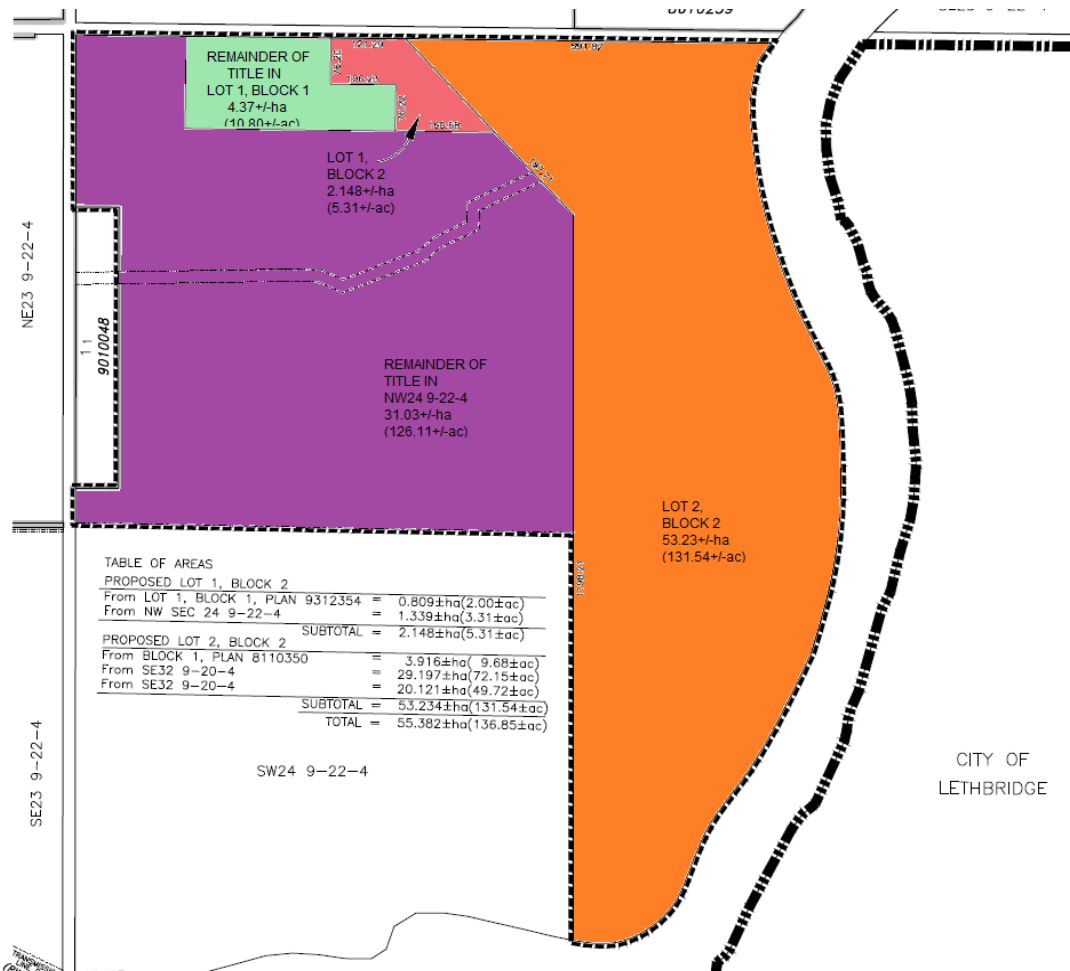
**FILE No: 2025-0-012**



February 04, 2025 N:\Subdivision\2025\2025-0-012.dwg



**AERIAL PHOTO DATE: 2018**



### SUBDIVISION SKETCH - PROPOSED

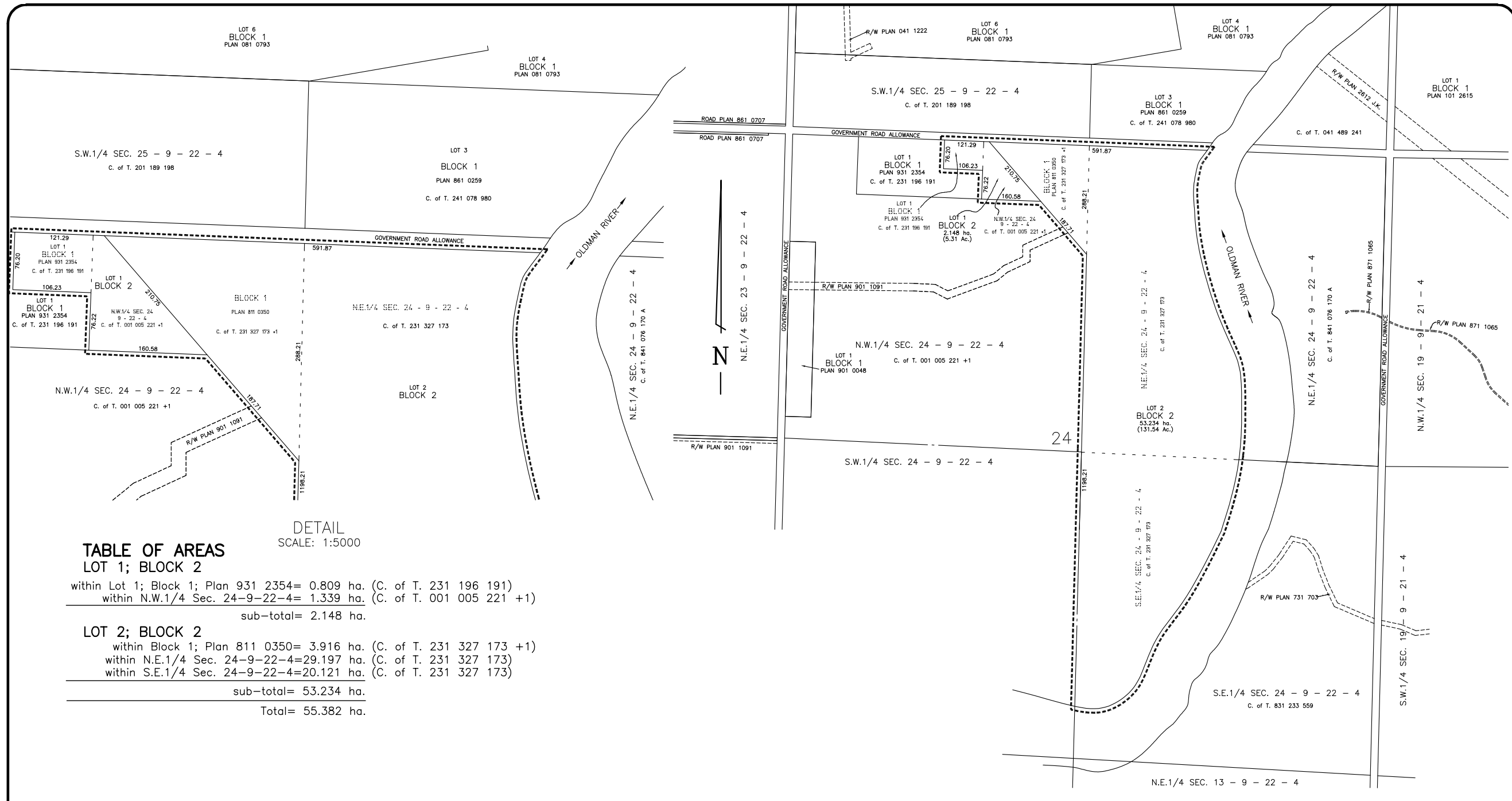
See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 24-16545T

BLOCK 1, PLAN 8110350; LOT 1, BLOCK 1, PLAN 9312354 AND  
PORTION OF E 1/2 SEC 24 ALL WITHIN TWP 9, RGE 22, W 4 M  
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: FEBRUARY 3, 2025

FILE No: 2025-0-012





DETAIL  
SCALE: 1:5000

**TABLE OF AREAS**  
**LOT 1; BLOCK 2**


within Lot 1; Block 1; Plan 931 2354= 0.809 ha. (C. of T. 231 196 191)  
within N.W.1/4 Sec. 24-9-22-4= 1.339 ha. (C. of T. 001 005 221 +1)  
sub-total= 2.148 ha.

**LOT 2; BLOCK 2**

within Block 1; Plan 811 0350= 3.916 ha. (C. of T. 231 327 173 +1)  
within N.E.1/4 Sec. 24-9-22-4=29.197 ha. (C. of T. 231 327 173)  
within S.E.1/4 Sec. 24-9-22-4=20.121 ha. (C. of T. 231 327 173)  
sub-total= 53.234 ha.  
Total= 55.382 ha.

| NO. | REVISION  | DATE | BY |
|-----|---|------|----|
|     | Improvements shown were surveyed between September 12th & November 8th, 2024                      |      |    |
|     | NOTE : Portion to be approved is outlined thus <b>-----</b> and contains approximately 55.382 ha. |      |    |
|     | Distances are in metres and decimal parts thereof.  |      |    |
|     | Distances and areas are approximate and are subject to change upon final survey.                  |      |    |

1714570 ALBERTA LTD.  
TENTATIVE PLAN SHOWING SUBDIVISION  
of all of  
**BLOCK 1; PLAN 811 0350(N.W.1/4 SEC. 24)**  
and part of  
**LOT 1; BLOCK 1; PLAN 931 2354(N.W.1/4 SEC. 24)**  
AND E.1/2 SEC. 24  
all within  
TWP. 9; RGE. 22; W.4 M.  
LETHBRIDGE COUNTY

|   |  |                      |             |                 |
|---|--|----------------------|-------------|-----------------|
|  <b>brown okamura &amp; associates ltd.</b><br>Professional Surveyors<br>2830 - 12th Avenue North, Lethbridge, Alberta |  | APPROVED             | DRAWN CJB   | DATE JAN. 10/25 |
|   |  |                      | CHECKED ZJP | JOB 24-16545    |
|   |  | SCALE                | DRAWING     |                 |
|   |  | Z. J. Prosper A.L.S. | 1:10,000    | 24-16545T       |

# AGENDA ITEM REPORT



**Title:** Bylaw 25-003 - Re-designate Plan 2410658 Block 5 Lot 1 in the NE 19-10-23-W4 from Rural Agriculture to Direct Control - First Reading  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** Development & Infrastructure  
**Report Author:** Hilary Janzen

## APPROVAL(S):

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

Approved - 26 Feb 2025  
Approved - 26 Feb 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

An application has been made to re-designate Plan 2410658 Block 5 Lot 1 in the NE 19-10-23-W4 from Rural Agriculture to Direct Control. The applicant wishes allow for the continued operation of the existing event centre (Country Side Barn) on the property.

## RECOMMENDATION:

That Bylaw 25-003 be read a first time.

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

First reading of Bylaw 25-003 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

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

## BACKGROUND INFORMATION:

An application has been made to re-designate Plan 2410658 Block 5 Lot 1 in the NE 19-10-23-W4 from Rural Agriculture to Direct Control. The applicant wishes allow for the continued operation of the existing event centre (Country Side Barn) on the property.

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

**ALTERNATIVES / PROS / CONS:**

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

**FINANCIAL IMPACT:**

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

**LEVEL OF PUBLIC PARTICIPATION:**

- Inform       Consult       Involve       Collaborate       Empower

**ATTACHMENTS:**

[Bylaw 25-003 Application](#)  
[25\\_003\\_RA\\_to\\_DC Rezoning Map](#)

[Bylaw 25-003 - Eric Van Essesn- Amendment to LUB](#)

**FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT**

Pursuant to Land Use Bylaw No. 24-007

| OFFICE USE  |                                 |   |
|---|---------------------------------|---|
| Date of Application:<br><u>January 24, 2025</u>   | Assigned Bylaw                  | No. <u>25-003</u>   |
| Date Deemed Complete:<br><u>January 27, 2025</u>  | Application & Processing Fee:   | \$ <u>2000.00</u>   |
| <input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment | Certificate of Title Submitted: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

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

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

**APPLICANT INFORMATION**

Name of Applicant: Eric Van Esen

Mailing Address: Box 191 Phone: 403 330 7847  
Picture Butte Phone (alternate): \_\_\_\_\_  
AB Email: eric.van.esen@hstma.com

Postal Code: T0K1N0

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:<br><input type="checkbox"/> Agent<br><input type="checkbox"/> Contractor<br><input type="checkbox"/> Tenant<br><input type="checkbox"/> Other _____ |
| _____                  |   |
| Postal Code: _____     |   |

**PROPERTY INFORMATION**

Municipal Address: 103042 RR255

Legal Description: Lot(s) NE Block 19 Plan 10  
 OR Quarter 23 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
NE 19-10-23 w/4



**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): Country Residential

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

**SITE DESCRIPTION:**

Describe the lot/parcel dimensions 10.60 acres and lot area/parcel acreage \_\_\_\_\_  
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.

**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.*

Eric Van Essen

**APPLICANT**

  
**REGISTERED OWNER** (if not the same as applicant)

23/01/2025

**DATE**

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

---

**TERMS**

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

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



DRAFT

DIRECT CONTROL

**1. PURPOSE**

To provide a means whereby Council may regulate and control the use, development, or subdivision on a site specific basis the following lands:

Lot 1 Block 5 Plan 2410658 in the NE 19-10-23-W4

For the specific purposes of allowing for an Event Centre and accessory uses on the property.

**2. PERMITTED USES**

Accessory Buildings/Structures to the listed Permitted Uses

Office

Events Centre

Single Detached Residence

Signs - Type 2

**3. DEFINITIONS**

Single Detached Residence means residence to be used as B&B/Lodging, personal or caretaker residence, and support space for principal business on the premises.

Events Center means a permanent building on the premises used for events of up to 300 people depending on the activity/event, including holding kitchen and washroom facility for up to 300 people (see attached site plan).

All other words or terms have the same meaning as what is specified in the Land Use Bylaw.

#### 4. MINIMUM LOT SIZE

The minimum lot size shall be 10.60 acres.

#### 5. MINIMUM YARD SETBACK REQUIREMENTS

Side and Rear Yards

- 20 feet (6.1m)

Front Yard (Range Road 23-5)

- 125 feet (38.1m)

#### 6. ACCESSORY BUILDINGS AND STRUCTURES

- Any new or additional accessory buildings or structures shall not be in the required setback from a public road or an easement.
- An accessory building or structure shall be setback a minimum 10 feet from the principal buildings and from all other structures on the same lot.

#### 7. GENERAL STANDARDS OF DEVELOPMENT

- At the discretion of Council or the Development Officer acting as the Development Authority having regard for the Land Use Bylaw.

#### 8. SIGN REGULATIONS

- As per the Lethbridge County Land Use Bylaw.

#### 9. OTHER STANDARDS

- All storm water shall be retained on site to predevelopment levels. A Storm Water Management Plan by a certified professional engineer may be required with a development permit application.
- All finished lot grading shall be constructed and maintained to the satisfaction of Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.

- Approaches and driveway access shall be maintained in the existing pre-approved condition.
- Parking for the parcel will be as per the submitted site plan.
- Any additional standards as required by Lethbridge County Council or the Development Officer.

#### 10. OTHER REQUIREMENTS

- Site, Layout, and Grading Plan – that shows the property dimensions, building locations, parking areas, and utility easements and servicing areas, including the septic field location, and dugouts/storm ponds.
- Landscaping Plan – that shows front yard landscaping and fencing (height and type) on the property, as well as an aerial photograph to help clarify the historic garden. The conceptual design of the historic garden shall be maintained.
- Refuse or solid waste shall be kept in a suitability sized container or enclosure, and the refuse containers shall be in a rear yard only.
- Servicing – the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic.
- Development Agreement – As a condition of a development permit, the applicant may be required to enter into a development agreement with the Lethbridge County, in accordance with the Land Use Bylaw.

#### 11. SUBDIVISION

No further subdivision of this parcel is permitted.

#### 12. DELEGATION OF AUTHORITY

- Lethbridge County Council shall be the Development Authority to decide on Development Permit Applications for application for waivers of development standards. Lethbridge County Council may also decide on Development Permit Applications for permitted uses.
- The Development Officer, in accordance with the Land Use Bylaw, and pursuant to Section 641 (3) of the Municipal Government Act, may, with the direction of Lethbridge County Council, act as the Development Authority and receive and decide upon development permit applications for permitted uses, provided they confirm to the standards of the Bylaw.

### 13. APPROVAL PROCEDURE

- Where the Development Officer, as the Development Authority has been delegated, the Authority to decide upon development permit applications, for permitted uses and has done so, then immediately upon issuance of the development permit, the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the Application has been made and the Use approved.
- Before consideration of a development permit application for development requiring waivers on the subject property, Council shall:
  - Cause a notice to be issued by the designated officer to any person likely to be affected.
  - Ensure that the notice contains the date and time that Council will hear the application for waivers of development standards.
  - To hear any people that claims to be affected by the decision on the application.
- Lethbridge County Council may then approve the development application with or without conditions or refuse the application with reasons.
- Where Lethbridge County Council has made the decision on a development permit application, the Development Officer acting on behalf of Lethbridge County Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County Office.
- When applicable, Council should seek comments from other agencies such as the Planning Advisor, Regional Health Authority, Alberta Transportation and Economic Corridors, or any applicable Provincial Government department.

### 14. APPEAL PROCEDURE

- Pursuant to Section 685(4)(a) of the Municipal Government Act, if a decision with respect to a Development Permit Application is made by Lethbridge County Council, there is no appeal to the Subdivision and Development Appeal Board.
- Pursuant to Section 685(4)(b) of the Municipal Government Act, if the Development Officer has been delegated, the Authority decides upon development permit applications as the Development Authority, then the appeal to the appropriate Appeal Board is limited to whether the Development Officer followed the directions of Lethbridge County Council.



**Site Plan: Bylaw 25-XXX**

**103042 RGE RD 235 (NE-19-10-23-W4M) Approx 10.57 Acres  
Located in Lethbridge County, AB**





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

**RECEIPT OF PAYMENT**

Page 1

ERIC VAN ESSEN

Receipt Number: 26954  
 Tax Number: R106989023  
 Date: January ~~24~~, 2025  
 Initials: TJ <sup>23</sup>

| Type    | Account / Ref. # | Customer ID | Description          | Quantity | Amount Paid | Balance Remaining |
|---------|------------------|-------------|----------------------|----------|-------------|-------------------|
| General | REZO             |             | REZONING APPLICATION | N/A      | \$2,000.00  | N/A               |

Cheque Number: 1083

Subtotal: \$2,000.00  
 Taxes: \$0.00  
 Total Receipt: \$2,000.00  
 Cheque: \$2,000.00

Total Amount Received: \$2,000.00  
 Rounding: \$0.00  
 Amount Returned: \$0.00



**Bylaw 25-003: Rural Agriculture (RA) to Direct Control (DC)**

**103042 RGE RD 235 (NE-19-10-23-W4M) Approx 10.57 Acres  
 Located in Lethbridge County, AB**

 Bylaw 25-003 - Rural Agriculture (RA) to Direct Control (DC)

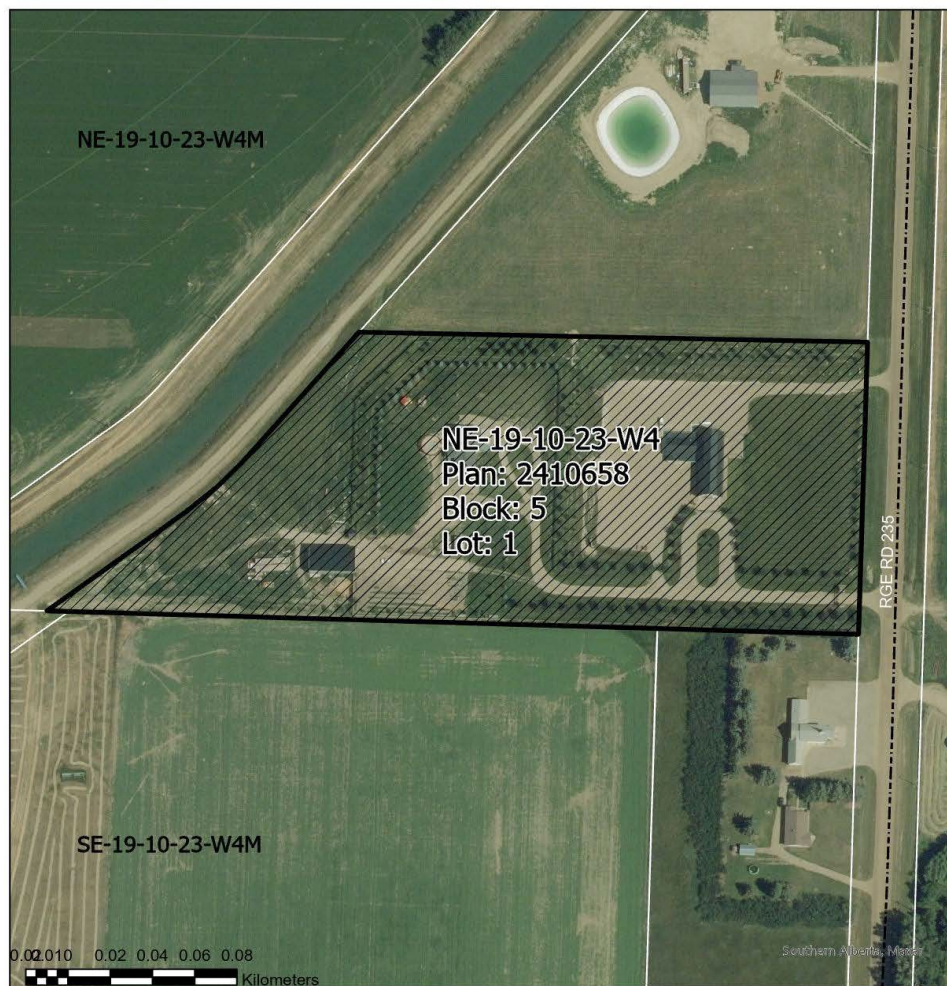


**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 25-003**

Bylaw 25-003 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 25-03 is to re-designate Plan 2410658 Block 5 Lot 1 in the NE 19-10-23-W4, as shown on the sketch below, from Rural Agriculture (R.A.) to Direct Control (D.C.);



|  |              |
|--|--------------|
| <p><b>Bylaw 25-003: Rural Agriculture (RA) to Direct Control (DC)</b></p> <p><b>103042 RGE RD 235 (NE-19-10-23-W4M) Approx 10.57 Acres</b><br/> <b>Located in Lethbridge County, AB</b></p> <p> Bylaw 25-003 - Rural Agriculture (RA) to Direct Control (DC)</p> | <p>N</p><br> |
|--|--------------|

AND WHEREAS the purpose of proposed Bylaw 25-003 is to establish the uses and regulations for a Direct Control district pertaining to the aforementioned land and are as described in Schedule "A" attached hereto;

AND WHEREAS policies in the Municipal Development Plan Bylaw No 22-001 refer to the Direct Control Designation being used by Council to regulate land use;



AND WHEREAS once an application has been submitted 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;

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:

1. The uses and regulations for the Direct Control District shall be as described in Schedule "A" attached hereto and be applied to the lands described above and identified on the above map.
2. Bylaw No 24-007 – The Land Use Bylaw of Lethbridge County is hereby amended.
3. The Bylaw shall come into effect upon third and final reading hereof.

GIVEN first reading this 6<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Reeve

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

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

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

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

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

|                            |               |
|----------------------------|---------------|
| 1 <sup>st</sup><br>Reading | March 6, 2024 |
| 2 <sup>nd</sup><br>Reading |               |
| Public<br>Hearing          |               |
| 3 <sup>rd</sup><br>Reading |               |

## Schedule A

### DIRECT CONTROL

#### 1. PURPOSE

To provide a means whereby Council may regulate and control the use, development, or subdivision on a site specific basis the following lands:

Lot 1 Block 5 Plan 2410658 in the NE 19-10-23-W4

For the specific purposes of allowing for an Event Centre and accessory uses on the property.

#### 2. PERMITTED USES

Accessory Buildings/Structures to the listed Permitted Uses

Office

Events Centre

Single Detached Residence

Signs - Type 2

#### 3. DEFINITIONS

Single Detached Residence means residence to be used as B&B/Lodging, personal or caretaker residence, and support space for principal business on the premises.

Events Center means a permanent building on the premises used for events of up to 300 people depending on the activity/event, including holding kitchen and washroom facility for up to 300 people (see attached site plan).

All other words or terms have the same meaning as what is specified in the Land Use Bylaw.

#### 4. MINIMUM LOT SIZE

The minimum lot size shall be 10.60 acres.

#### 5. MINIMUM YARD SETBACK REQUIREMENTS

Side and Rear Yards

- 20 feet (6.1m)

Front Yard (Range Road 23-5)

- 125 feet (38.1m)

#### 6. ACCESSORY BUILDINGS AND STRUCTURES

- Any new or additional accessory buildings or structures shall not be in the required setback from a public road or an easement.
- An accessory building or structure shall be setback a minimum 10 feet from the principal buildings and from all other structures on the same lot.

## 7. GENERAL STANDARDS OF DEVELOPMENT

- At the discretion of Council or the Development Officer acting as the Development Authority having regard for the Land Use Bylaw.

## 8. SIGN REGULATIONS

- As per the Lethbridge County Land Use Bylaw.

## 9. OTHER STANDARDS

- All storm water shall be retained on site to predevelopment levels. A Storm Water Management Plan by a certified professional engineer may be required with a development permit application.
- All finished lot grading shall be constructed and maintained to the satisfaction of Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- Approaches and driveway access shall be maintained in the existing pre-approved condition.
- Parking for the parcel will be as per the submitted site plan.
- Any additional standards as required by Lethbridge County Council or the Development Officer.

## 10. OTHER REQUIREMENTS

- Site, Layout, and Grading Plan – that shows the property dimensions, building locations, parking areas, and utility easements and servicing areas, including the septic field location, and dugouts/storm ponds.
- Landscaping Plan – that shows front yard landscaping and fencing (height and type) on the property, as well as an aerial photograph to help clarify the historic garden. The conceptual design of the historic garden shall be maintained.
- Refuse or solid waste shall be kept in a suitability sized container or enclosure, and the refuse containers shall be in a rear yard only.
- Servicing – the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic.
- Development Agreement – As a condition of a development permit, the applicant may be required to enter into a development agreement with the Lethbridge County, in accordance with the Land Use Bylaw.

## 11. SUBDIVISION

No further subdivision of this parcel is permitted.

## 12. DELEGATION OF AUTHORITY

- Lethbridge County Council shall be the Development Authority to decide on Development Permit Applications for application for waivers of development standards. Lethbridge County Council may also decide on Development Permit Applications for permitted uses.
- The Development Officer, in accordance with the Land Use Bylaw, and pursuant to Section 641 (3) of the Municipal Government Act, may, with the

direction of Lethbridge County Council, act as the Development Authority and receive and decide upon development permit applications for permitted uses, provided they confirm to the standards of the Bylaw.

Don

### **13. APPROVAL PROCEDURE**

- Where the Development Officer, as the Development Authority has been delegated, the Authority to decide upon development permit applications, for permitted uses and has done so, then immediately upon issuance of the development permit, the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the Application has been made and the Use approved.
- Before consideration of a development permit application for development requiring waivers on the subject property, Council shall:
  - Cause a notice to be issued by the designated officer to any person likely to be affected.
  - Ensure that the notice contains the date and time that Council will hear the application for waivers of development standards.
  - To hear any people that claims to be affected by the decision on the application.
- Lethbridge County Council may then approve the development application with or without conditions or refuse the application with reasons.
- Where Lethbridge County Council has made the decision on a development permit application, the Development Officer acting on behalf of Lethbridge County Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County Office.
- When applicable, Council should seek comments from other agencies such as the Planning Advisor, Regional Health Authority, Alberta Transportation and Economic Corridors, or any applicable Provincial Government department.

### **14. APPEAL PROCEDURE**

- Pursuant to Section 685(4)(a) of the Municipal Government Act, if a decision with respect to a Development Permit Application is made by Lethbridge County Council, there is no appeal to the Subdivision and Development Appeal Board.
- Pursuant to Section 685(4)(b) of the Municipal Government Act, if the Development Officer has been delegated, the Authority decides upon development permit applications as the Development Authority, then the appeal to the appropriate Appeal Board is limited to whether the Development Officer followed the directions of Lethbridge County Council.

# AGENDA ITEM REPORT



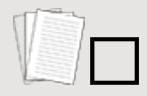
**Title:** Bylaw 25-004 - Re-designate Plan 8811143 Block 1 Lot 7 in the SW 3-10-23-W4 from Direct Control (Bylaw 17-003) to Direct Control - First Reading  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** Development & Infrastructure  
**Report Author:** Hilary Janzen

## APPROVAL(S):

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

Approved - 26 Feb 2025  
Approved - 26 Feb 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

An application has been made to re-designate Plan 8811143 Block 1 Lot 7 in the SW 3-10-23-W4 from Direct Control (Bylaw 17-003) to Direct Control. The applicant wishes amend the Direct Control Bylaw to add the use of a retail store to the land use district and adjust the setbacks. Additional amendments were included by County Administration to update the language of the Direct Control District.

## RECOMMENDATION:

That Bylaw 25-004 be read a first time.

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

First reading of Bylaw 25-003 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

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

## BACKGROUND INFORMATION:

An application has been made to re-designate Plan 8811143 Block 1 Lot 7 in the SW 3-10-23-W4 from Direct Control (Bylaw 17-003) to Direct Control. The applicant wishes amend the Direct Control Bylaw to add the use of a retail store to the land use district and adjust the setbacks. Additional amendments were included by County Administration to update the language of the Direct Control District.

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

**ALTERNATIVES / PROS / CONS:**

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

**FINANCIAL IMPACT:**

There would be no financial impacts resulting from the approval of this bylaw.

**LEVEL OF PUBLIC PARTICIPATION:**

Inform       Consult       Involve       Collaborate       Empower

**ATTACHMENTS:**

- [Bylaw 2025-004 Application](#)
- [Calvin Christian School Direct Control District DRAFT - MARK UP](#)
- [25\\_004\\_DC\\_to\\_DC Rezoning Map](#)
- [Bylaw 2017-003 Amendment to LUB - Calvin Christian School](#)
- [Bylaw 25-004 - Calvin Christian School- Amendment to LUB](#)

**FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT**

Pursuant to Land Use Bylaw No. 24-007

| OFFICE USE  |   |  |
|---|---|--|
| Date of Application:<br><u>January 24, 2025</u>   | Assigned Bylaw No. <u>25-004</u>  |  |
| Date Deemed Complete:<br><u>January 29, 2025</u>  | Application & Processing Fee: <u>\$2000.00</u>  |  |
| <input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment | Certificate of Title Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  |

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

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

**APPLICANT INFORMATION**

Name of Applicant: Lawrence Slingerland  
Mailing Address: PO Box 26 Phone: 403-381-3030  
Coalhurst, AB Phone (alternate): 780-232-8968  
Email: operations@ccschool.ca  
Postal Code: T0L 0V0

Is the applicant the owner of the property?  Yes     No  
IF "NO" please complete box below

|   |  |
|---|--|
| Name of Owner: <u>Calvin Christian School Society</u> | Phone: <u>403-381-3030</u>   |
| Mailing Address: <u>PO Box 26</u>                     | Applicant's interest in the property:<br><input checked="" type="checkbox"/> Agent<br><input type="checkbox"/> Contractor<br><input type="checkbox"/> Tenant<br><input type="checkbox"/> Other _____ |
| <u>Coalhurst, AB</u>                                  |  |
| Postal Code: <u>T0L 0V0</u>                           |  |

**PROPERTY INFORMATION**

Municipal Address: \_\_\_\_\_  
Legal Description: Lot(s) 7 Block 1 Plan 8811143  
OR Quarter SW Section 03 Township 10 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): Direct Control

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

**SITE DESCRIPTION:**

Describe the lot/parcel dimensions \_\_\_\_\_ and lot area/parcel acreage 7.84  
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)

Jan 22, 2025  
\_\_\_\_\_  
**DATE**

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

**TERMS**

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

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



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**Calvin Christian School**

Box 26  
Coalhurst AB T0L 0V0

Phone (403) 381-3030  
Fax (403) 381-4241  
Email office@ccschool.ca

---

January 22, 2025

To Whom it may Concern

Re: Added use to Direct Control Bylaw 17-003

We would like to add to the uses of the Direct Control Bylaw 17-003 on Plan 8811143 Block 1 Lot We would like to add a not-for-profit retail store for the purpose of supporting Calvin Christian School. This store is run by volunteers and all profits are donated to Calvin Christian School.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lawrence Slingerland".

Lawrence Slingerland

Operations Manager



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

**RECEIPT OF PAYMENT**

CALVIN CHRISTIAN SCHOOL SOCIET  
 REFORMED CONGREGATIONS  
 P.O. BOX 26  
 COALHURST, AB T0L 0V0  
 CANADA

Receipt Number: 26950  
 Tax Number: R106989023  
 Date: January 24, 2025  
 Initials: FM

| Type    | Account / Ref. # | Customer ID | Description          | Quantity | Amount Paid | Balance Remaining |
|---------|------------------|-------------|----------------------|----------|-------------|-------------------|
| General | REZO             |             | REZONING APPLICATION | 1        | \$2,000.00  | N/A               |

Subtotal: \$2,000.00

Taxes: \$0.00

Total Receipt: \$2,000.00

M/C: \$2,000.00

Credit Card: MASTERCARD

Total Amount Received: \$2,000.00

Rounding: \$0.00

Amount Returned: \$0.00

**DRAFT Bylaw 25-004**

**Schedule "A" Direct Control District**

**1. Purpose**

To provide a means whereby Council may regulate and control the use and development on a site specific basis for the following lands:

Plan 8811143 Block 1 Lot 7 within SW 3-10-23-W4 consisting of 3.17 hectares (7.84 acres)

For the specific purposes of allowing further additions or accessory uses to the existing institutional operations of Calvin Christian School located on Plan 0610872 Block 2 Lot 6 in SW 3-10-23-W4

**2. Uses**

~~Discretionary Uses~~ — Type A Permitted Uses

- Accessory Buildings/Structures to an approved permitted use
- Dwelling:
  - Single-detached Site Built
  - Single-detached Manufactured Home 1
  - Single-detached Ready-to-Move
- Home Occupation 1
- Outdoor Storage related to the principle institutional/Education Use
- Vehicle Parking
- Playfields/Playgrounds

~~Discretionary Uses~~ — Type B Discretionary Uses

- Accessory Buildings/Structures to an approved discretionary use
- Institutional / Educational Buildings
- Office Administration
- Retail Store

**3. Definitions**

"Accessory Buildings/ Structure" means a building or structure that is incidental or subordinate to and customarily found in connection with a primary structure use, located

on the same lot as the principle building or use but does not include a building or structure for human habitation

“Institutional/Educational Building” means a building for housing a school or school related activities

“Outdoor Storage” means the open storage of goods, merchandize, materials or equipment outside a building

“Vehicle Parking” means an outside area designated or reserved on a parcel or lot for the explicit purpose of parking and storing vehicles associated with an approved institutional type land use on the same or associated parcel of lands

“Office Administration Building” means a building or office space on-site for the coordination of all business activities on the premises and acts to serve the professional, managerial or administrative needs of Calvin Christian School

“Retail Store” means a not-for-profit retail store on site. The store is to be a fundraiser for the Calvin Christian School.

#### 4. Minimum Lot Size

The minimum lot size shall be 3.17 hectares (7.84 acres)

#### 5. Minimum Setback Requirements

- Side and Rear Yard Setbacks – 6.1 metres (20 feet)
- Setback to Range Road 23-2(west property line) – ~~22.9~~15.24 metres (~~75~~50 feet)
- Setback from the Centre line of to-Township Road 10-0A (Westview Road) – 38.1 metres (125 feet)
- Outdoor parking areas and fencing may be permitted to project into the required side and rear yard setback, with fencing allowed on the side and rear property lines
- Fencing along the road sides shall conform to Part 3 of the Lethbridge County Land Use Bylaw

## **6. Maximum Site Coverage**

The Maximum site coverage for all principal and accessory buildings combined is 40 percent.

## **7. Accessory Buildings and Structures**

- a) Accessory buildings or structures shall not be located within a required setback as identified in section 5 or on an easement
- b) An accessory building or structure shall only be constructed after or in conjunction with an approved principal use or building on the parcel.

## **8. General Standards of Development**

At the discretion of Council or the Development Officer acting as the Development Authority having regarding for Part 3 of the Lethbridge County Land Use Bylaw

## **9. Sign Regulations**

All signage shall conform to Part 5 of the Lethbridge County Land Use Bylaw.

## **10. Other Standards**

- a) All finished lot grading shall be constructed and maintained to the satisfaction of Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- b) Approaches and driveway access shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- c) Any additional Standards as required by Council or the Development Officer acting as the Development Authority.

## **11. Other Requirements**

- a) Site, Layout, and Grading Plan – that shows the property dimensions, building locations, student parking area, outdoor storage areas, employee parking areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- b) Landscaping Plan – that shows landscaping and fencing (height and type) on the property.
- c) Refuse or garbage shall be kept in a suitably sized container or enclosure, effectively screened and the refuse containers shall be located in a rear yard only.
- d) Servicing – the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
  - i. Parking and storage or prohibited from being located over any of the septic system including the disposal field area.

## 12. Subdivision

- a) No additional subdivision of lands contained within this bylaw shall be permitted.
- ~~b) Council, acting in the capacity of the Subdivision Authority, shall make decisions on subdivision applications.~~

## 13. Delegation of Authority

- a) The Development Officer, in accordance with Part 1 Section 35 of the Lethbridge County Land Use Bylaw, and pursuant to Section 641(3) of the Municipal Government Act, and under the direction of County Council, shall act as the Development Authority and receive and decide upon development permit applications for ~~Discretionary Uses – Type A~~ permitted uses provided they conform to the standards of this Bylaw.
- b) Council shall be the Development Authority to decide on development permit applications for ~~Discretionary Uses – Type B~~ discretionary uses or applications for waiver of development standards.

## 14. Approval Procedure

- a) Where the Development Officer, as the Development Authority, has been delegated the authority to decide upon development permit applications for ~~Discretionary Uses—Type A~~permitted uses and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- b) Before consideration of a permit application for a discretionary use or a development requiring waivers on the subject property, Council shall:
  - i. Cause a notice to be issued by the designated officer to any person likely to be effective.
  - ii. Ensure that the notice contains the date and time that Council will hear the application for discretionary uses or application for waivers of development standards.
  - iii. Here any persons that claims to be affected by the decision on the application.
- c) Council may then approve the development application with or without conditions or refuse the application with reasons.
- d) Where county has made the decision on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County Office and on the County's website.
- e) When applicable, Council should seek comments from other agencies such as the planning advisor, regional health authority, Alberta Transportation and Economic Corridors or any applicable provincial government department.

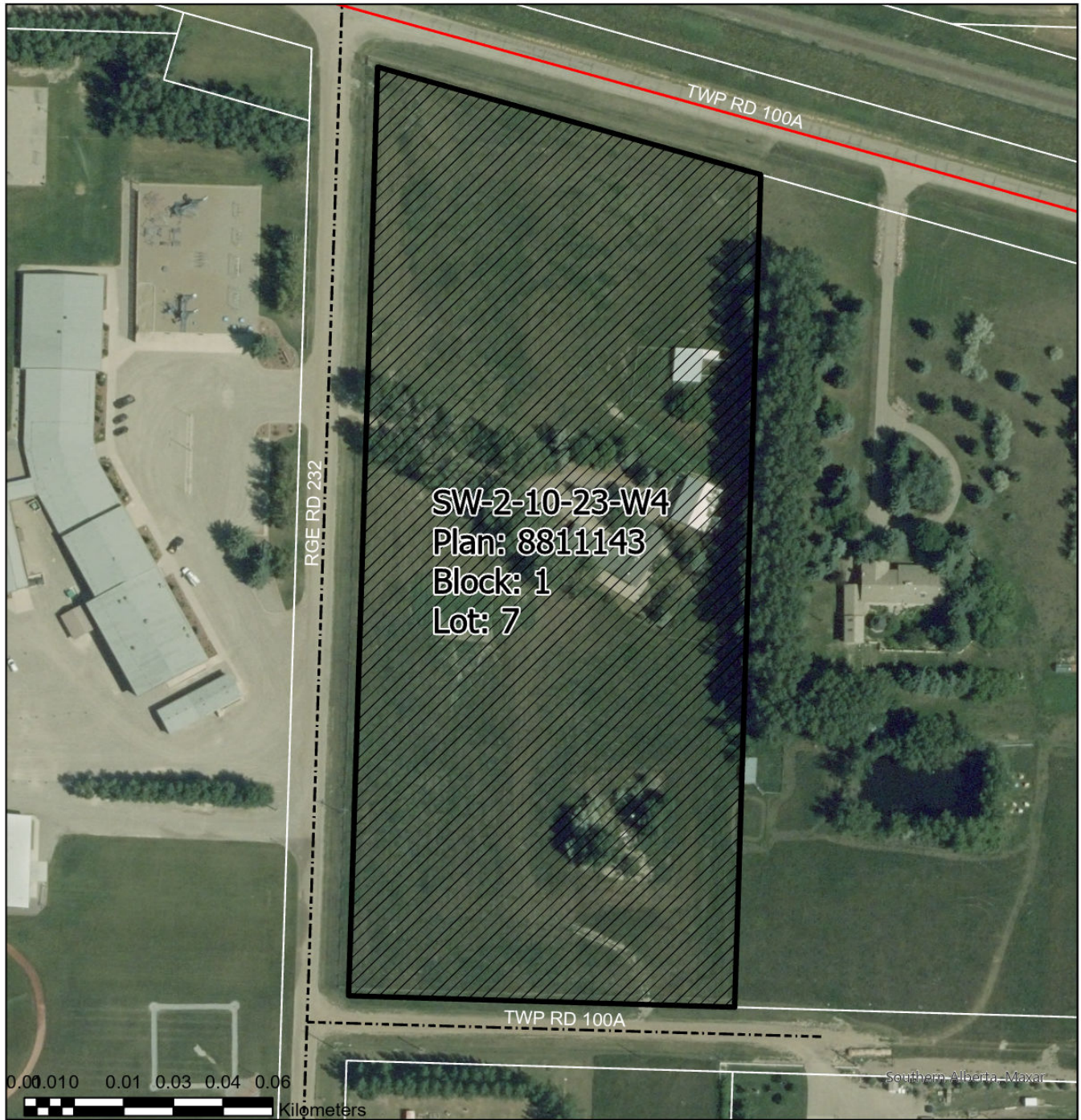
## 15. Appeal Procedure

- ~~a) Pursuant to Section 641(4)(a) of the *Municipal Government Act*, if a decision with respect to a development permit is made by Council, there is no right to appeal to the Subdivision and Development Appeal Board.~~
- ~~b) If the development Officer has been delegated the authority to decide upon development permit applications as the Development Authority, then an appeal to the Subdivision and Development Appeal Board is limited to whether the Development Officer followed the directions of Council.~~



- a) Pursuant to Section 685(4)(a) of the Municipal Government Act, if a decision with respect to a Development Permit Application is made by Lethbridge County Council, there is no appeal to the Subdivision and Development Appeal Board.
- b) Pursuant to Section 685(4)(b) of the Municipal Government Act, if the Development Officer has been delegated the Authority to decide upon development permit applications as the Development Authority, then the appeal to the appropriate Appeal Board is limited to whether the Development Officer followed the directions of Lethbridge County Council.

PROPOSED



**Bylaw 25-004: From Direct Control (Bylaw 17-003) To Direct Control (Bylaw 25-004)**

**100035 RGE RD 232 (SW-2-10-23-W4M) Approx 7.83 Acres  
 Located in Lethbridge County, AB**

 Bylaw 25-004 - Direct Control (DC) to Direct Control (DC)



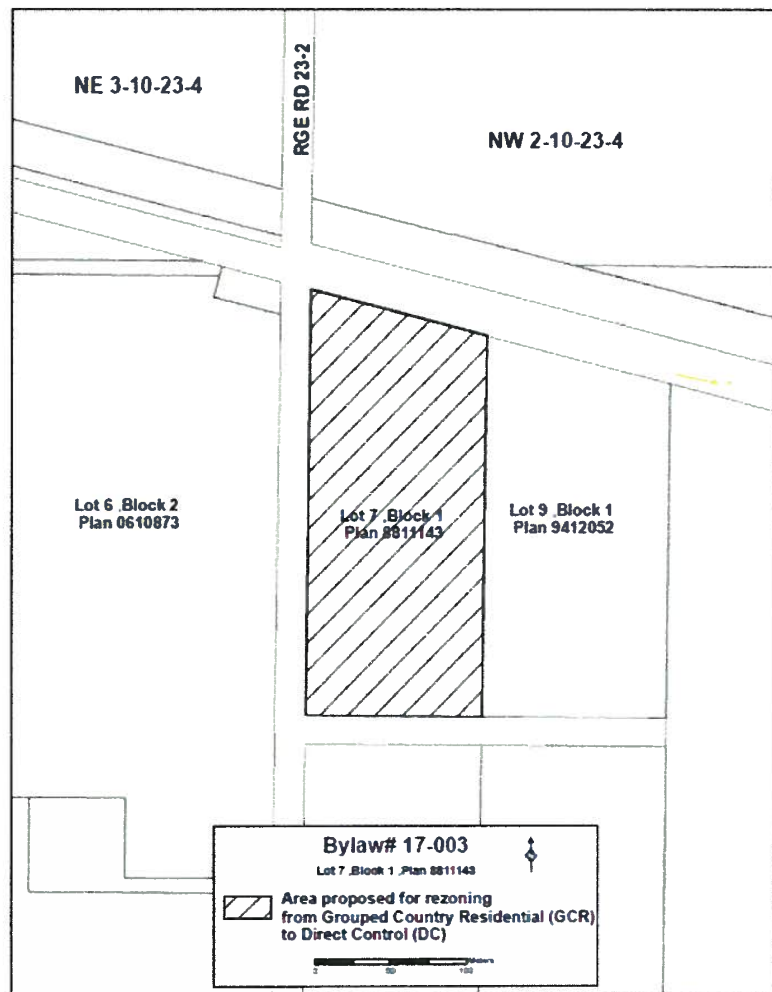
**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 17-003**

Bylaw 17-003 of Lethbridge County being a Bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 17-003 is to re-designate Plan 8811143 Block 1 Lot 7, containing approximately 3.17 hectares (7.8 acres), from Grouped Country Residential (G.C.R.) to Direct Control (D.C.);

(As shown in Schedule 'A')



AND WHEREAS the purpose of proposed Bylaw 17-003 is to establish the uses and regulations for a Direct Control district pertaining to the aforementioned land and are as described in Schedule "B" attached hereto;

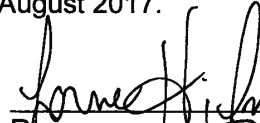
AND WHEREAS policies in the Municipal Development Plan Bylaw No 1331 refer to the Direct Control Designation being used by Council to regulate land use;


AND WHEREAS once an application has been submitted 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:

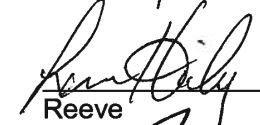
1. The uses and regulations for the Direct Control District shall be as described in Schedule "B" attached hereto and be applied to the lands described above and identified on the above map.
2. Bylaw No 1404 – The Land Use Bylaw of Lethbridge County is hereby amended.
3. The Bylaw shall come into effect upon third and final reading hereof.

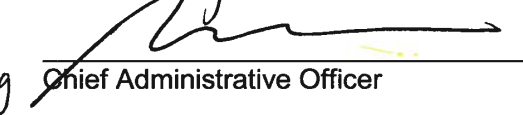
GIVEN first reading this 17<sup>th</sup> day of August 2017.

  
 \_\_\_\_\_  
 Reeve


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

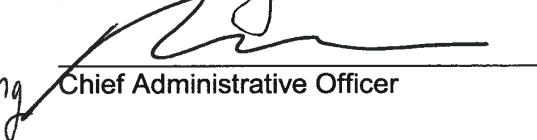
GIVEN second reading this 21st day of September, 2017.  
*As Amended*

  
 \_\_\_\_\_  
 Reeve

*Acting*   
 \_\_\_\_\_  
 Chief Administrative Officer

GIVEN third reading this 21st day of September, 2017.

  
 \_\_\_\_\_  
 Reeve

*Acting*   
 \_\_\_\_\_  
 Chief Administrative Officer

**Notes:**

|                       |             |
|-----------------------|-------------|
| First reading (date)  | Aug 17/17   |
| Public Hearing (date) | Sept. 21/17 |
| Second Reading (date) | Sept 21/17  |
| Third Reading (date)  | Sept 21/17  |

**Bylaw 17-003**  
**Schedule "B"**

**1. Purpose**

To provide a means whereby Council may regulate and control the use and development on a site specific basis for the following lands:

Plan 8811143 Block 1 Lot 7 within SW 3-10-23-W4 consisting of 3.17 hectares (7.84 acres)

For the specific purposes of allowing further additions or accessory uses to the existing institutional operations of Calvin Christian School located on Plan 0610872 Block 2 Lot 6 in SW 3-10-23-W4

**2. Uses**

Discretionary Uses – Type A

- Accessory Buildings/Structures to an approved permitted use
- Dwelling:
  - Single-detached Site Built
  - Single-detached Manufactured Home 1
  - Single-detached Ready-to-Move
- Home Occupation 1
- Outdoor Storage related to the principle institutional/Education Use
- Vehicle Parking
- Playfields/Playgrounds

Discretionary Uses – Type B

- Accessory Buildings/Structures to an approved discretionary use
- Institutional / Educational Buildings
- Office Administration

**3. Definitions**

"Accessory Buildings/ Structure" means a building or structure that is incidental or subordinate to and customarily found in connection with a primary structure use, located on the same lot as the principle building or use but does not include a building or structure for human habitation

"Institutional/Educational Building" means a building for housing a school or school related activities

"Outdoor Storage" means the open storage of goods, merchandize, materials or equipment outside a building

"Vehicle Parking" means an outside area designated or reserved on a parcel or lot for the explicit purpose of parking and storing vehicles associated with an approved institutional type land use on the same or associated parcel of lands

"Office Administration Building" means a building or office space on-site for the coordination of all business activities on the premises and acts to serve the professional, managerial or administrative needs of Calvin Christian School

**4. Minimum Lot Size**

The minimum lot size shall be 3.17 hectares (7.84 acres)

**5. Minimum Setback Requirements**

- Side and Rear Yard Setbacks – 6.1 metres (20 feet)
- Setback to Range Road 23-2 – 22.9 metres (75 feet)
- Setback to Township Road 10-0A (Westview Road) – 38.1 metres (125 feet)
- Outdoor parking areas and fencing may be permitted to project into the required side and rear yard setback, with fencing allowed on the side and rear property lines
- Fencing along the road sides shall conform to Part 3 of the Lethbridge County Land Use Bylaw

**6. Maximum Site Coverage**

The Maximum site coverage for all principal and accessory buildings combined is 40 percent.

**7. Accessory Buildings and Structures**

- a) Accessory buildings or structures shall not be located within a required setback as identified in section 5 or on an easement
- b) An accessory building or structure shall only be constructed after or in conjunction with an approved principal use or building on the parcel.

**8. General Standards of Development**

At the discretion of Council or the Development Officer acting as the Development Authority having regard for Part 3 of the Lethbridge County Land Use Bylaw

**9. Sign Regulations**

All signage shall conform to Part 5 of the Lethbridge County Land Use Bylaw.

**10. Other Standards**

- a) All finished lot grading shall be constructed and maintained to the satisfaction of Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- b) Approaches and driveway access shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- c) Any additional Standards as required by Council or the Development Officer acting as the Development Authority.

**11. Other Requirements**

- a) Site, Layout, and Grading Plan – that shows the property dimensions, building locations, student parking area, outdoor storage areas, employee parking areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- b) Landscaping Plan – that shows landscaping and fencing (height and type) on the property.
- c) Refuse or garbage shall be kept in a suitably sized container or enclosure, effectively screened and the refuse containers shall be located in a rear yard only.
- d) Servicing – the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
  - i. Parking and storage or prohibited from being located over any of the septic system including the disposal field area.

**12. Subdivision**

- a) No additional subdivision of lands contained within this bylaw shall be permitted.
- b) Council, acting in the capacity of the Subdivision Authority, shall make decisions on subdivision applications.

**13. Delegation of Authority**

- a) The Development Officer, in accordance with Part 1 Section 35 of the Land Use Bylaw under the direction of County Council, shall act as the Development Authority and receive and decide upon development permit applications for Discretionary Uses – Type A provided they conform to the standards of this Bylaw.
- b) Council shall be the Development Authority to decide on development permit applications for Discretionary Uses – Type B or applications for wavier of development standards.

#### **14. Approval Procedure**

- a) Where the Development Officer, as the Development Authority, has been delegated the authority to decide upon development permit applications for Discretionary Uses – Type A and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- b) Before consideration of a permit application for a discretionary use or a development requiring waivers on the subject property, Council shall:
  - i. Cause a notice to be issued by the designated officer to any person likely to be effective.
  - ii. Ensure that the notice contains the date and time that Council will hear the application for discretionary uses or application for waivers of development standards.
  - iii. Here any persons that claims to be affected by the decision on the application.
- c) Council may then approve the development application with or without conditions or refuse the application with reasons.
- d) Where county has made the decision on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County Office and on the County's website.
- e) When applicable, Council should seek comments from other agencies such as the planning advisor, regional health authority, Alberta Transportation or any applicable provincial government department.

#### **15. Appeal Procedure**

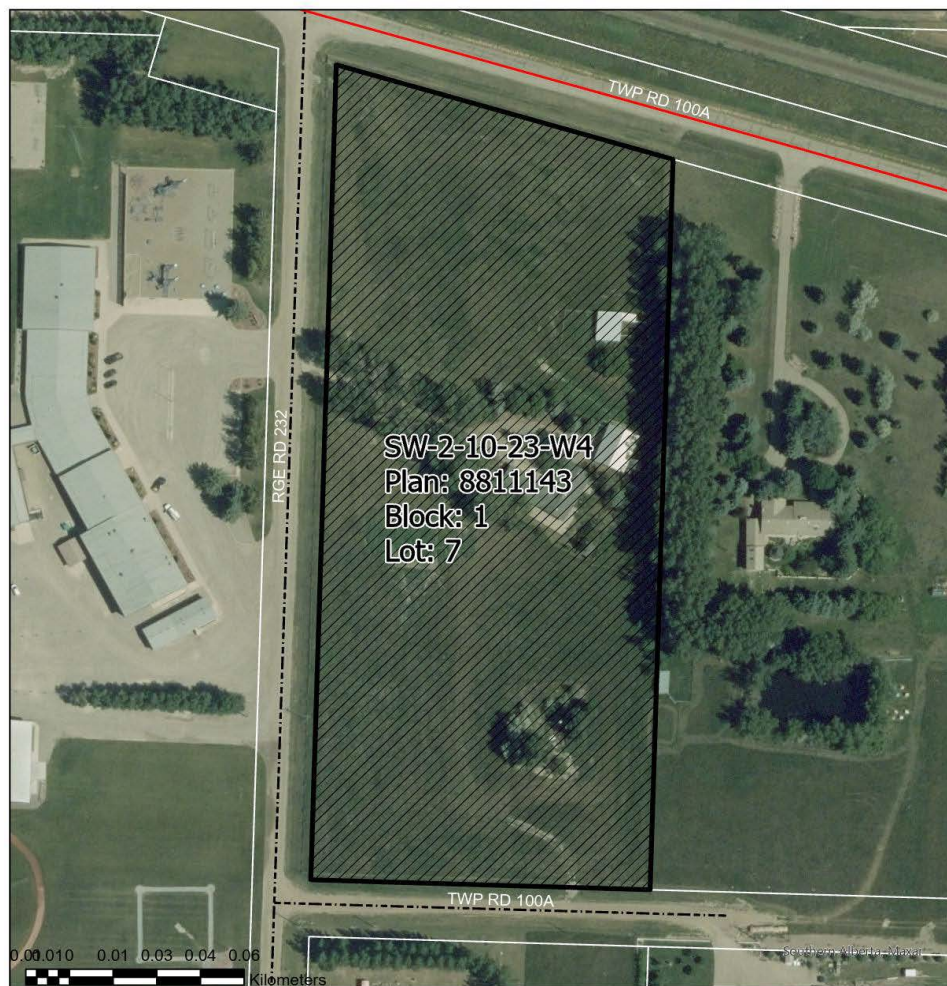
- a) Pursuant to Section 641(4)(a) of the *Municipal Government Act*, if a decision with respect to a development permit is made by Council, there is no right to appeal to the Subdivision and Development Appeal Board.
- b) If the development Officer has been delegated the authority to decide upon development permit applications as the Development Authority, then an appeal to the Subdivision and Development Appeal Board is limited to whether the Development Officer followed the directions of Council.

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 25-004**

Bylaw 25-004 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 25-004 is to re-designate Plan 8811143 Block 1 Lot 7 in the SW 2-10-23-W4, as shown on the sketch below, from Direct Control (D.C. – Bylaw 17-003) to Direct Control (D.C.);



|  |  |
|--|--|
| <b>Bylaw 25-004: From Direct Control (Bylaw 17-003) To Direct Control (Bylaw 25-004)</b>         |  |
| <b>100035 RGE RD 232 (SW-2-10-23-W4M) Approx 7.83 Acres<br/>Located in Lethbridge County, AB</b> |  |
| Bylaw 25-004 - Direct Control (DC) to Direct Control (DC)  |  |

AND WHEREAS the purpose of proposed Bylaw 25-004 is to establish the uses and regulations for a Direct Control district pertaining to the aforementioned land and are as described in Schedule "A" attached hereto;

AND WHEREAS policies in the Municipal Development Plan Bylaw No 22-001 refer to the Direct Control Designation being used by Council to regulate land use;



AND WHEREAS once an application has been submitted 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;

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:

1. The uses and regulations for the Direct Control District shall be as described in Schedule "A" attached hereto and be applied to the lands described above and identified on the above map.
2. Bylaw No 24-007 – The Land Use Bylaw of Lethbridge County is hereby amended.
3. That Bylaw No. 17-003, the former Direct Control Bylaw, is hereby repealed.
4. The Bylaw shall come into effect upon third and final reading hereof.

GIVEN first reading this 6<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Reeve

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

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

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

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

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

|                            |               |
|----------------------------|---------------|
| 1 <sup>st</sup><br>Reading | March 6, 2025 |
| 2 <sup>nd</sup><br>Reading |               |
| Public<br>Hearing          |               |
| 3 <sup>rd</sup><br>Reading |               |

## SCHEDULE A

### DIRECT CONTROL

#### 1. PURPOSE

To provide a means whereby Council may regulate and control the use and development on a site specific basis for the following lands:

Plan 8811143 Block 1 Lot 7 within SW 3-10-23-W4 consisting of 3.17 hectares (7.84 acres)

For the specific purposes of allowing further additions or accessory uses to the existing institutional operations of Calvin Christian School located on Plan 0610872 Block 2 Lot 6 in SW 3-10-23-W4

#### 2. USES

##### Permitted Uses

- Accessory Buildings/Structures to an approved permitted use
- Dwelling:
  - Single-detached Site Built
  - Single-detached Manufactured Home 1
  - Single-detached Ready-to-Move
- Home Occupation 1
- Outdoor Storage related to the principle institutional/Education Use
- Vehicle Parking
- Playfields/Playgrounds

##### Discretionary Uses

- Accessory Buildings/Structures to an approved discretionary use
- Institutional / Educational Buildings
- Office Administration
- Retail Store

#### 3. DEFINITIONS

“Accessory Buildings/ Structure” means a building or structure that is incidental or subordinate to and customarily found in connection with a primary structure use, located on the same lot as the principle building or use but does not include a building or structure for human habitation

“Institutional/Educational Building” means a building for housing a school or school related activities

“Outdoor Storage” means the open storage of goods, merchandize, materials or equipment outside a building

“Vehicle Parking” means an outside area designated or reserved on a parcel or lot for the explicit purpose of parking and storing vehicles associated with an approved institutional type land use on the same or associated parcel of lands

“Office Administration Building” means a building or office space on-site for the coordination of all business activities on the premises and acts to serve the professional, managerial or administrative needs of Calvin Christian School

“Retail Store” means a not-for-profit retail store on site. The store is to be a fundraiser for the Calvin Christian School.

#### **4. MINIMUM LOT SIZE**

The minimum lot size shall be 3.17 hectares (7.84 acres)

#### **5. MINIMUM YARD SETBACK REQUIREMENTS**

- Side and Rear Yard Setbacks – 6.1 metres (20 feet)
- Setback to Range Road 23-2(west property line) – 15.24 metres (50 feet)
- Setback from the Centre line of Township Road 10-0A (Westview Road) – 38.1 metres (125 feet)
  
- Outdoor parking areas and fencing may be permitted to project into the required side and rear yard setback
  
- Fencing along the road sides shall conform the Lethbridge County Land Use Bylaw

#### **6. MAXIMUM SITE COVERAGE**

The Maximum site coverage for all principal and accessory buildings combined is 40 percent.

#### **7. ACCESSORY BUILDINGS AND STRUCTURE**

- Accessory buildings or structures shall not be located within a required setback as identified in section 5 or on an easement
- An accessory building or structure shall only be constructed after or in conjunction with an approved principal use or building on the parcel.

#### **8. GENERAL STANDARDS OF DEVELOPMENT**

At the discretion of Council or the Development Officer acting as the Development Authority having regarding for the Lethbridge County Land Use Bylaw

#### **9. SIGN REGULATIONS**

All signage shall conform to Part 5 of the Lethbridge County Land Use Bylaw.

#### **10. OTHER STANDARES**

- All finished lot grading shall be constructed and maintained to the satisfaction of Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- Approaches and driveway access shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- Any additional Standards as required by Council or the Development Officer acting as the Development Authority.

## 11. OTHER REQUIREMENTS

- Site, Layout, and Grading Plan – that shows the property dimensions, building locations, student parking area, outdoor storage areas, employee parking areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- Landscaping Plan – that shows landscaping and fencing (height and type) on the property.
- Refuse or garbage shall be kept in a suitably sized container or enclosure, effectively screened and the refuse containers shall be located in a rear yard only.
- Servicing – the developer shall be responsible for ensuring all required servicing is provided to the development, including potable water and private septic. If an on-site private septic treatment system is used to handle sewage disposal, then the system and field must be installed by a certified installer licensed with the provincial department of Municipal Affairs.
  - Parking and storage or prohibited from being located over any of the septic system including the disposal field area.

## 12. SUBDIVISION

No additional subdivision of lands contained within this bylaw shall be permitted.

## 13. DELEGATION OF AUTHORITY

- The Development Officer, in accordance with the Lethbridge County Land Use Bylaw, and pursuant to Section 641(3) of the Municipal Government Act, and under the direction of County Council, shall act as the Development Authority and receive and decide upon development permit applications for permitted uses provided they conform to the standards of this Bylaw.
- Council shall be the Development Authority to decide on development permit applications for discretionary uses or applications for waiver of development standards.

## 14. APPROVAL PROCEDURE

- Where the Development Officer, as the Development Authority, has been delegated the authority to decide upon development permit applications for permitted uses and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.
- Before consideration of a permit application for a discretionary use or a development requiring waivers on the subject property, Council shall:
  - Cause a notice to be issued by the designated officer to any person likely to be effective.

- Ensure that the notice contains the date and time that Council will hear the application for discretionary uses or application for waivers of development standards.
  - Here any persons that claims to be affected by the decision on the application.
- Council may then approve the development application with or without conditions or refuse the application with reasons.
- Where county has made the decision on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and post a copy of the decision in the lobby of the County Office and on the County's website.
- When applicable, Council should seek comments from other agencies such as the planning advisor, regional health authority, Alberta Transportation and Economic Corridors, or any applicable provincial government department.

#### 15. APPEAL PROCEDURE

- Pursuant to Section 685(4)(a) of the Municipal Government Act, if a decision with respect to a Development Permit Application is made by Lethbridge County Council, there is no appeal to the Subdivision and Development Appeal Board.
- Pursuant to Section 685(4)(b) of the Municipal Government Act, if the Development Officer has been delegated the Authority to decide upon development permit applications as the Development Authority, then the appeal to the appropriate Appeal Board is limited to whether the Development Officer followed the directions of Lethbridge County Council.

# AGENDA ITEM REPORT



**Title:** Bylaw 25-006 - Re-designate Plan 0210278 Block 1 Lot 1 in the NW 27-11-20-W4 from Rural Agriculture to Rural General Industrial - First Reading  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** Development & Infrastructure  
**Report Author:** Hilary Janzen

## APPROVAL(S):

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

Approved - 26 Feb 2025  
Approved - 26 Feb 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

An application has been made to re-designate Plan 0210278 Block 1 Lot 1 in the NW 27-11-20-W4 from Rural Agriculture to Rural General Industrial. The applicant wishes to re-designate the lands to allow for future subdivision and industrial development on the parcel.

## RECOMMENDATION:

That Bylaw 25-006 be read a first time.

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

First reading of Bylaw 25-006 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

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

## BACKGROUND INFORMATION:

An application has been made to re-designate Plan 0210278 Block 1 Lot 1 in the NW 27-11-20-W4 from Rural Agriculture to Rural General Industrial. The applicant wishes to re-designate the lands to allow for future subdivision and industrial development on the parcel.

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

**ALTERNATIVES / PROS / CONS:**

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

**FINANCIAL IMPACT:**

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

**LEVEL OF PUBLIC PARTICIPATION:**

- Inform       Consult       Involve       Collaborate       Empower

**ATTACHMENTS:**

- [Bylaw 25-006 - Application](#)
- [2025\\_06\\_RA\\_to\\_RGI\\_Rezoning\\_Map\\_\(Updated\\_Version\)](#)
- [Bylaw 25-006 - Independent Crop Inputs Inc - Amendment to LUB](#)



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

**FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT**

Pursuant to Land Use Bylaw No. 24-007

| OFFICE USE  |                                 |   |
|---|---------------------------------|---|
| Date of Application:<br><u>February 6, 2025</u>   | Assigned Bylaw                  | No. <u>25-006</u>   |
| Date Deemed Complete:<br><u>February 7, 2025</u>  | Application & Processing Fee:   | \$ <u>1500.00</u>   |
| <input checked="" type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment | Certificate of Title Submitted: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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

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

**APPLICANT INFORMATION**

Name of Applicant: Independent Contractors Inc.  
 Mailing Address: Box 4690 Phone: 403-315-1940  
Taber, AB Phone (alternate): 403-223-1325  
T1G 2E1 Email: Vaughn@icitabor.com  
 Postal Code: \_\_\_\_\_

Is the applicant the owner of the property?     Yes     No  
 IF "NO" please complete box below

|  |   |
|--|---|
| Name of Owner: <u>Jobe Sand + Gravel Ltd</u> | Phone: <u>403-892-8444</u>  |
| Mailing Address: <u>P.O. Box 420</u>         | Applicant's interest in the property:<br><input type="checkbox"/> Agent<br><input type="checkbox"/> Contractor<br><input type="checkbox"/> Tenant<br><input checked="" type="checkbox"/> Other <u>Buyer</u> |
| <u>Nobleford, AB</u>                         |   |
| <u>T0L 1S0</u>                               |   |
| Postal Code: _____                           |   |

**PROPERTY INFORMATION**

Municipal Address: 202082 HWY 25  
 Legal Description: Lot(s) 1 Block 1 Plan 0210278  
 OR Quarter NW Section 27 Township 11 Range 20  
Portion of





### 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):

Agricultural

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

Rural General

Industrial

#### SITE DESCRIPTION:

Describe the lot/parcel dimensions

See Site Plan

and lot area/parcel acreage

~ 25 acres  
~ 12 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.



**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.

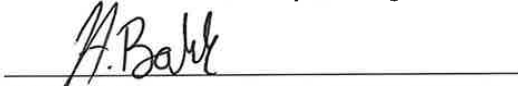
**SITE PLAN**

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)

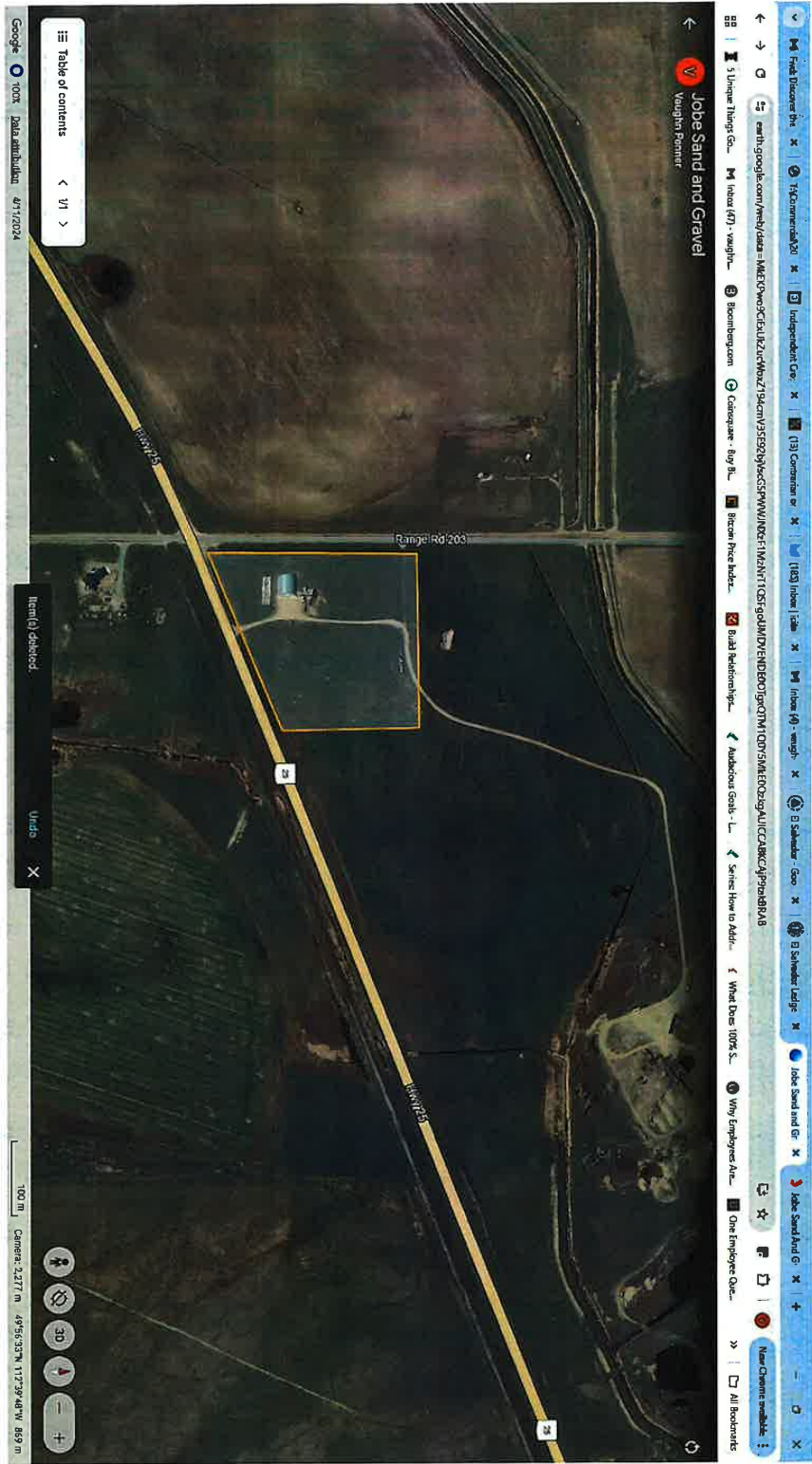
February 5, 2025  
\_\_\_\_\_  
**DATE**

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

**TERMS**

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

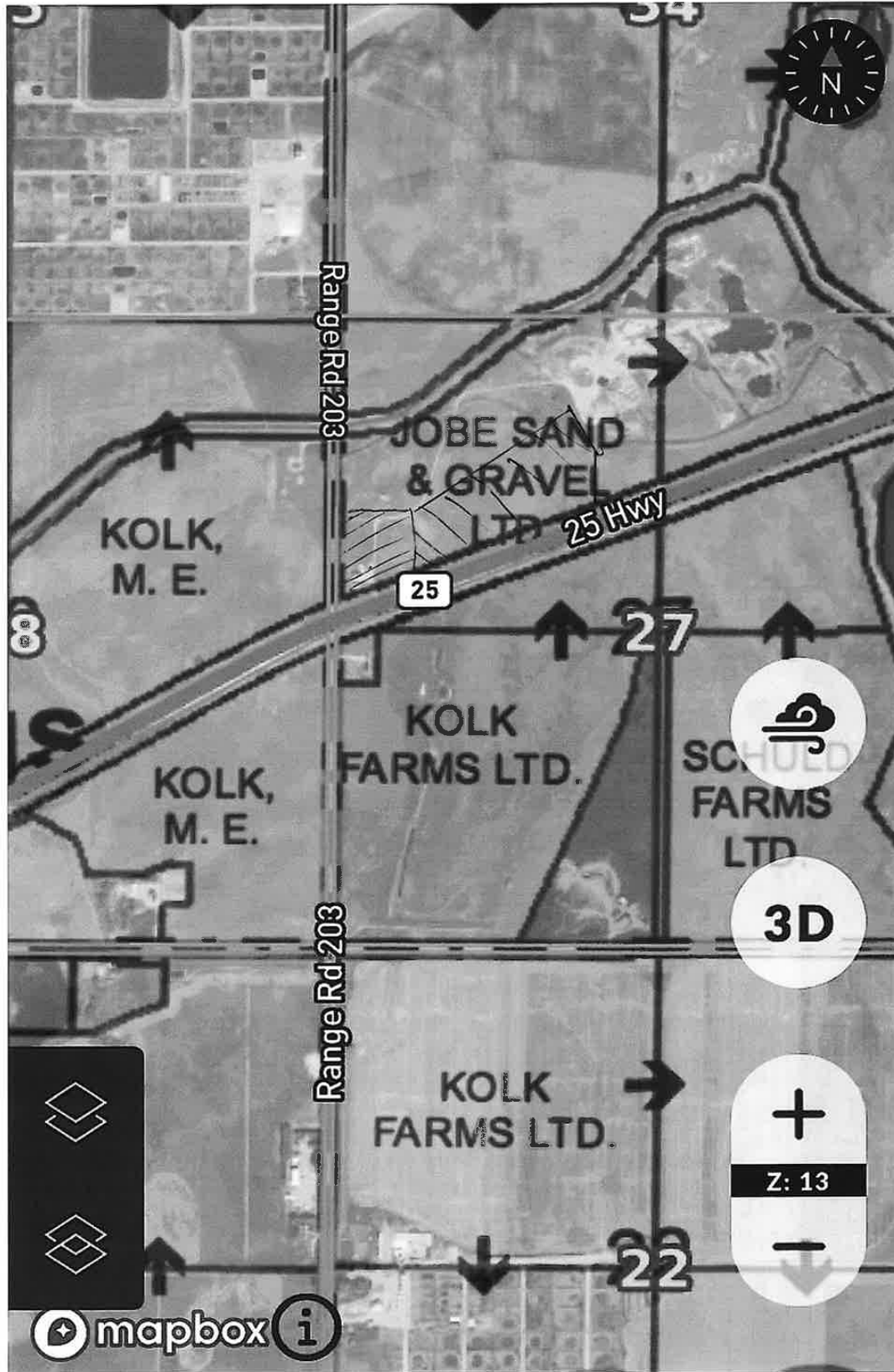
Note: Information provided or generated in this application may be considered at a public meeting.

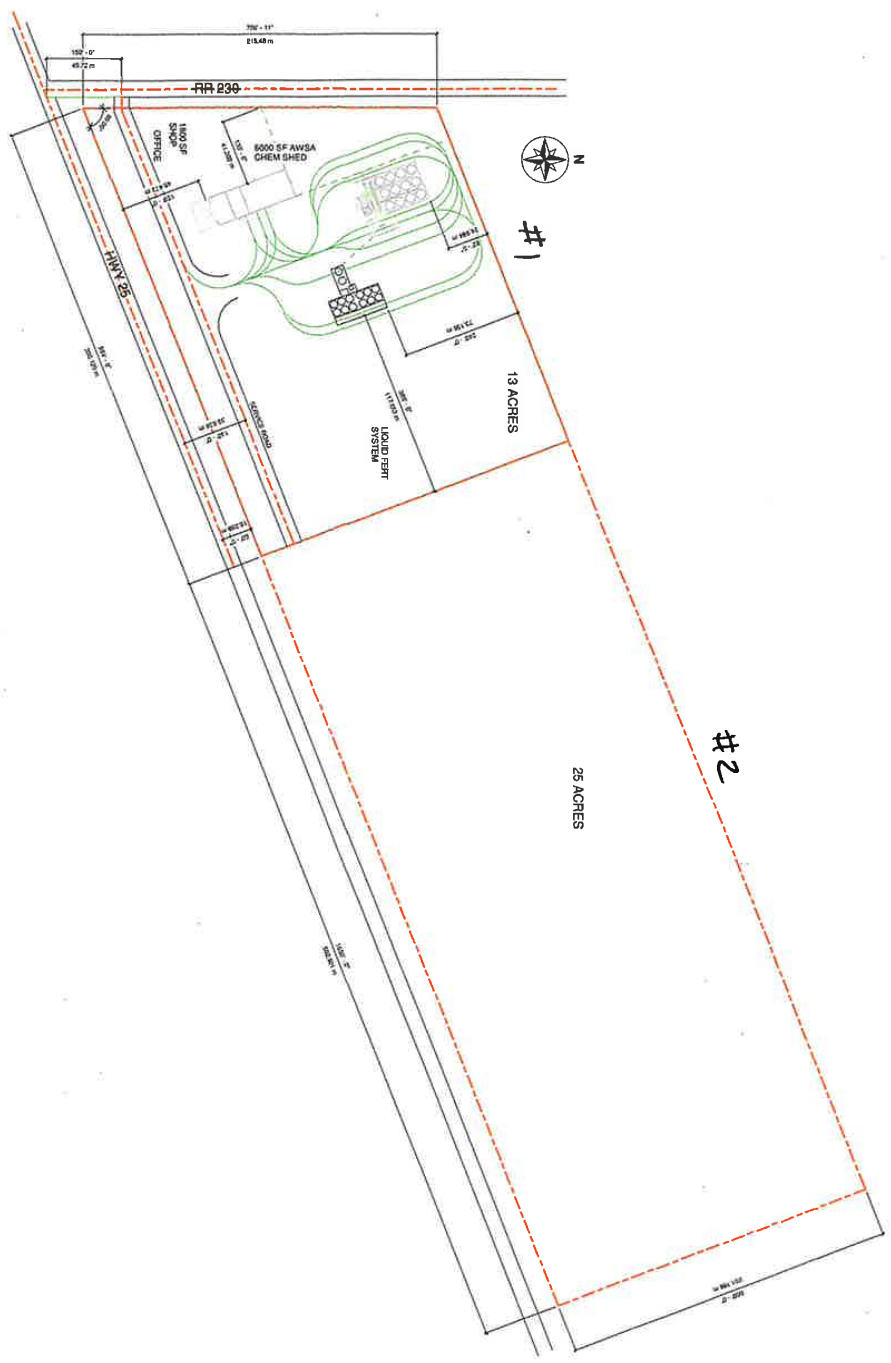




PARCEL #1

PARCEL #2





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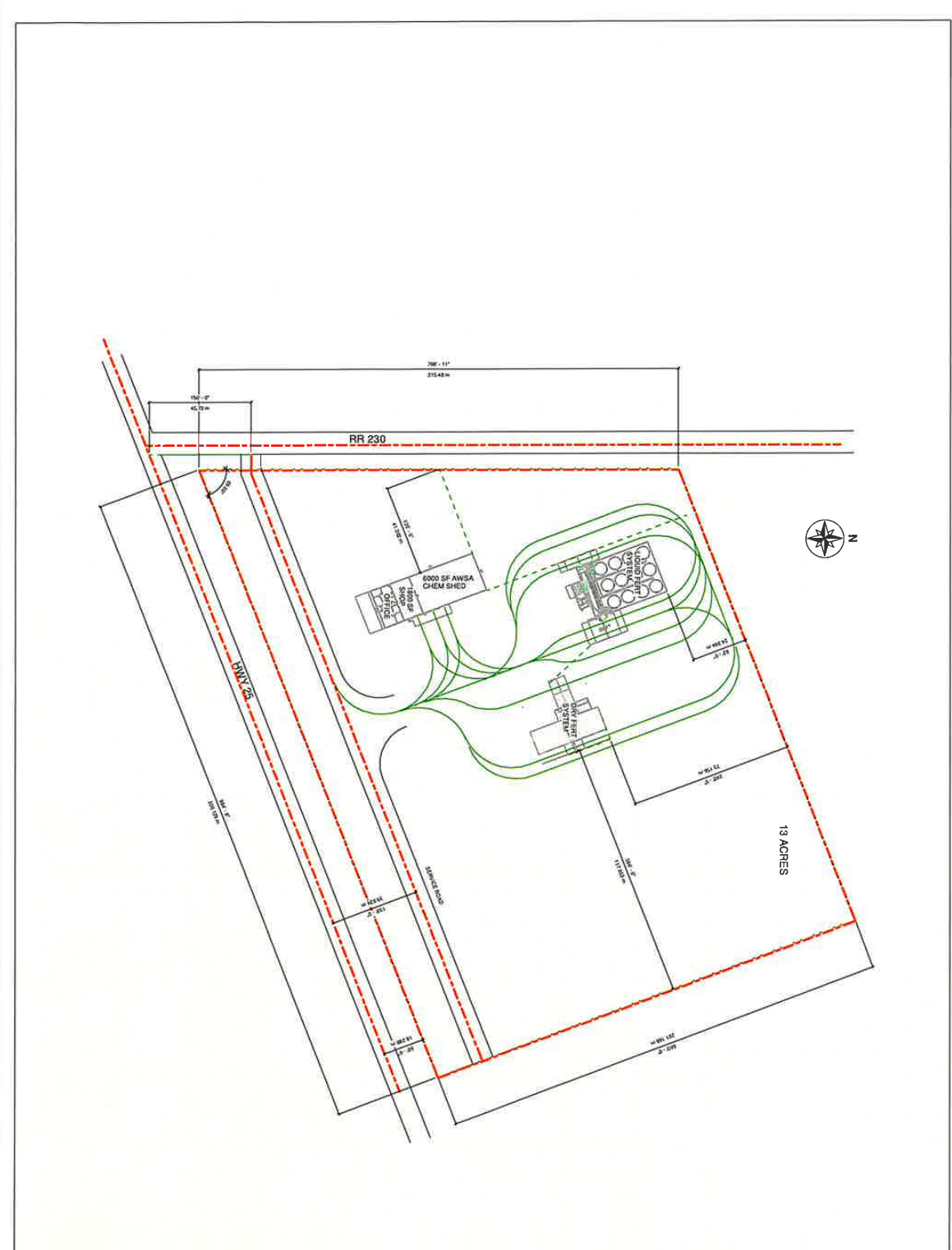
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 P.O. Box 286, 5177 8th Ave.  
 Bow, Alberta, T0E 1Y8, Canada  
 (403) 452-0003  
[www.jaygobuilders.ca](http://www.jaygobuilders.ca)

**C101**  
 1" = 100'-0"  
 1" = 100'-0"



| <p style="text-align: right;"><b>JAYCO</b><br/>builders inc.</p> <p style="font-size: small;">PO Box 206, 617th Ave,<br/>Bowlusland, AK 99602<br/>(907) 545-9010<br/><a href="http://www.jaycobuilders.com">www.jaycobuilders.com</a></p>   |          |          |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <p>THIS PLAN HAS BEEN PREPARED BY THE ENGINEER OR ARCHITECT AT THE ABOVE ADDRESS AND IS NOT TO BE USED FOR ANY OTHER PROJECT. THE ENGINEER OR ARCHITECT ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON, NOR FOR THE RESULTS OF ANY INVESTIGATION OR ANALYSIS CONDUCTED THEREON. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR COMPLYING WITH ALL APPLICABLE REGULATIONS. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION CONCERNING THE PROJECT AND THE SITE. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION CONCERNING THE PROJECT AND THE SITE. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION CONCERNING THE PROJECT AND THE SITE.</p>   |          |          |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <p>NO. _____ DATE: _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>REVISION</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> | NO.      | REVISION | DATE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <p style="text-align: center;"><b>ICJ ALABAMA</b><br/><b>GREENFIELD</b><br/><b>DEVELOPMENT</b></p> <p style="text-align: center;"><b>SITE PLAN</b></p> <p style="font-size: small;">Project Number: _____<br/>Date: 2020-12-29<br/>Drawing: JM<br/>Checked: CJZ<br/><b>C101</b><br/>Scale: 1" = 400'</p> |
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**FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT**

February 6, 2025

SUBMITTED BY INDEPENDENT CROP INPUTS INC. (Applicant)  
JOBE SAND AND GRAVEL LTD (Owner)

PARCEL #1

**Re: Section 55 of the Land Use Bylaw – “Descriptive Narrative”**

1. *The existing and proposed future land use.*  
The existing site is mostly undeveloped and unused grass land. There is a small quonset on the building at this time 68' x 80'. It is used to store and screen sand from the rock quarry on the same quarter. The future ICI site would be developed as an ag-retail location. This would be a full service ICI location meaning it would host a 12 bin blending system, 2 overhead tanks for shipping and weighing blended fertilizer, an AWSA approved shed, a liquid fertilizer tank facility, a shop and an office. See the attached site drawing.
2. *How the proposed redesignation is consistent with the applicable statutory plans.*  
This is a question to discuss with the County. It is our understanding that there are no existing statutory plans for land use, growth or development on this parcel of land or in the surrounding area that may be violated. This parcel is not subject to any intermunicipal development plans that we are aware of.
3. *The compatibility of the proposal with surrounding uses and zoning.*  
The surrounding areas are zoned agricultural (we believe). 1 mile to the north is a feedlot. 1 mile to the east is a feedlot. 185m to the south is an acreage (a conversation with this neighbour is pending at which time we will work with them to be sure the new development is not intrusive with respect to odor, dust, and noise). 2 miles to the east is the village of Iron Springs. Iron Springs hosts an older Nutrien ag-retail location that is still operating. This new ICI facility represents an upgrade in service and equipment for the local agricultural community. Note: a Business Plan can be provided for further information.
4. *The development suitability or potential of the site, including identification of any constraints and/or hazard areas (eg. easements, soil conditions, topography, drainage, etc...)*  
We have asked our contractor (earthwork and construction - Jayco) to look at this site. In their assessment the site is excellent for water drainage, construction and access. It is on a high spot and can be easily graded for drainage. It is on a main Alberta Transportation highway and is suitable for the installation of a service road for access. We see no constraints or hazard areas.
5. *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 developments; and serve the subject property while maintaining adequate levels of service to existing development.*

Sewer management would entail a buried tank with service for maintenance sourced from Picture Butte and from Lethbridge. Potable water will be stored in an above ground tank. Water will be hauled in from Iron Springs to maintain this potable water. Electricity is readily available with power up and down Highway #25. Fire protection will be managed as per consultation and direction from the County Fire Marshall.

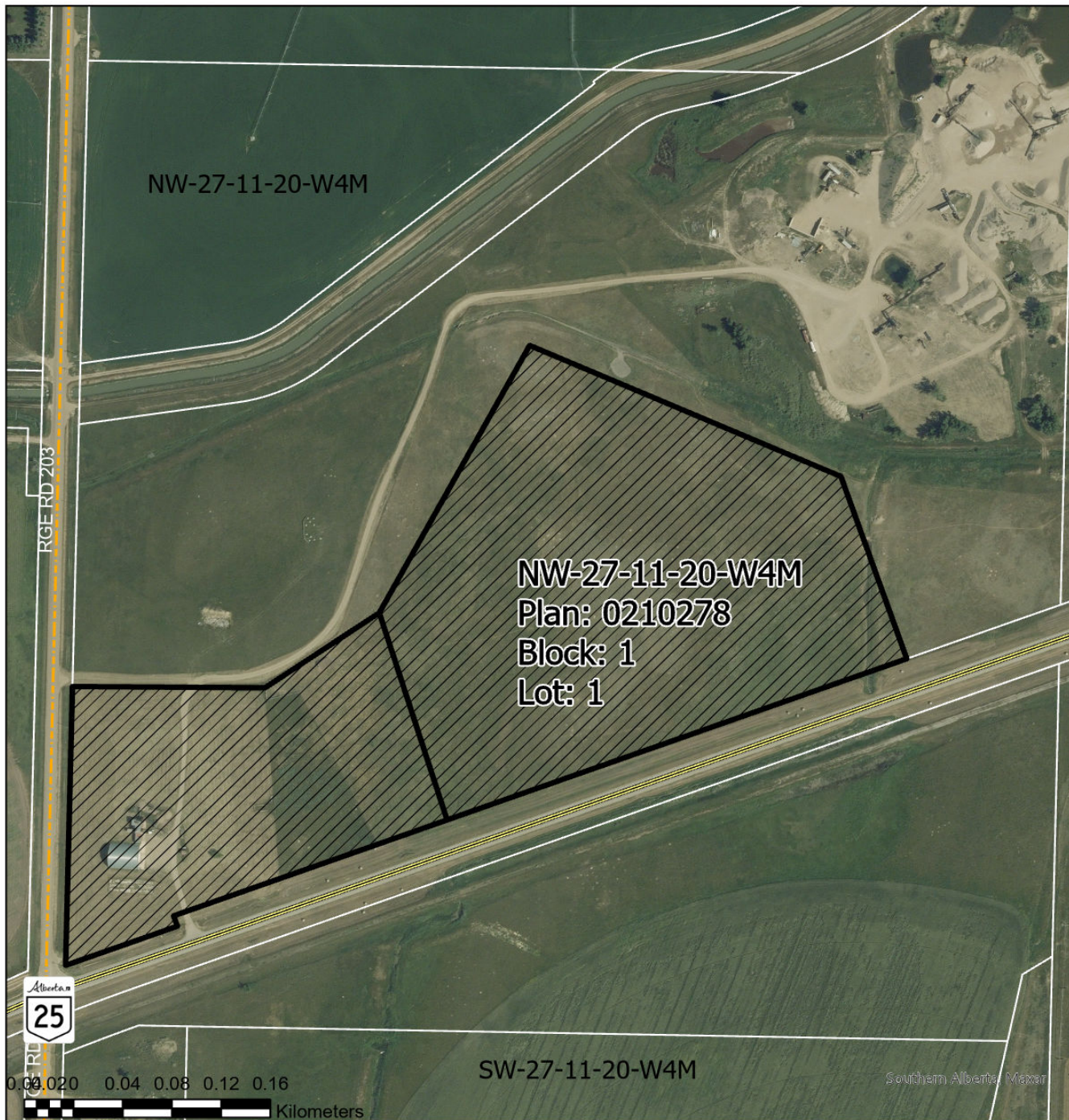
6. *Access and egress from the parcel and any potential impacts on public roads.*  
We are working together with Leah Olsen at AB Transportation with respect to the best solutions to manage traffic from the #25 highway. This could involve the installation of a service road paralleling the highway. We are interested in comments from the County with respect to property access.

## PARCEL #2

7. *The existing and proposed future land use.*  
This parcel of land will be between 20 and 25 acres in size depending on the topography of the land when surveyed. (Note, the site maps show differing parcel configurations for this reason). Existing land is prairie grassland. The proposal is for the future sale of this to develop another additional business.
8. *How the proposed redesignation is consistent with the applicable statutory plans.*  
This is a question to discuss with the County. It is our understanding that there are no existing statutory plans for land use, growth or development on this parcel of land or in the surrounding area that may be violated. This parcel is not subject to any intermunicipal development plans that we are aware of.
9. *The compatibility of the proposal with surrounding uses and zoning.*  
The surrounding areas are zoned agricultural (we believe). 1 mile to the north is a feedlot. 1 mile to the east is a feedlot.
10. *The development suitability or potential of the site, including identification of any constraints and/or hazard areas (eg. easements, soil conditions, topography, drainage, etc...)*  
We have asked our contractor (earthwork and construction - Jayco) to look at this site. In their assessment the site is slightly lower in elevation than Parcel #1 however it is not a water trap and drains well. A map overlay does not show any water trapping on this parcel of land. With respect to access, ICI can imagine leaving enough land open adjacent to the highway to allow for the installation of a service road should it ever be required. We see no constraints or hazard areas.
11. *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 developments; and serve the subject property while maintaining adequate levels of service to existing development.*  
Future development of this site would have access to the services described in Parcel #1.

*12. Access and egress from the parcel and any potential impacts on public roads.*


We are working together with Leah Olsen at AB Transportation with respect to the best solutions to manage traffic from the #25 highway. This could involve the installation of a service road paralleling the highway. We are interested in comments from the County with respect to property access.



**Bylaw 25-006: From Rural Agriculture (RA) to Rural General Industrial (RGI)**

**202082 HWY 25 (NW-27-11-20-W4M) Approx 38 Acres  
 Located in Lethbridge County, AB**



 Bylaw 25-006 - Rural Agriculture (RA) to Rural General Industrial (RGI)

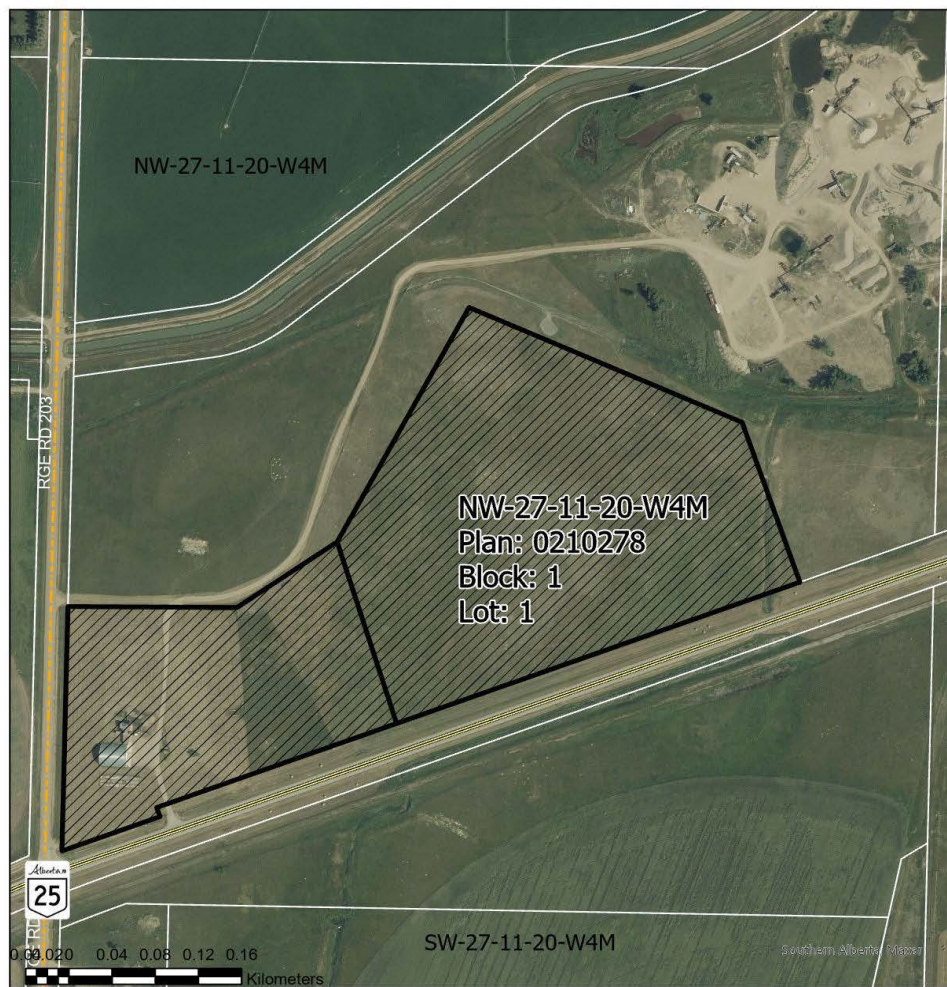


LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-006


Bylaw 25-006 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.


WHEREAS the purpose of Bylaw 25-006 is to re-designate a portion of Plan 0210278 Block 1 Lot 1 in the NW 27-11-20-W4 from Rural Agriculture to Rural General Industrial as shown below;



**Bylaw 25-006: From Rural Agriculture (RA) to Rural General Industrial (RGI)**

**202082 HWY 25 (NW-27-11-20-W4) Approx 38 Acres  
Located in Lethbridge County, AB**

 Bylaw 25-006 - Rural Agriculture (RA) to Rural General Industrial (RGI)



AND WHEREAS the re-designation of the lands will allow for uses as allowed in the Rural General 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;

GIVEN first reading this 6<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Reeve

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

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

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Chief Administrative Officer

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Reeve

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

|                         |                   |
|-------------------------|-------------------|
| 1 <sup>st</sup> Reading | November 21, 2024 |
| Public Hearing          |                   |
| 2 <sup>nd</sup> Reading |                   |
| 3 <sup>rd</sup> Reading |                   |

# AGENDA ITEM REPORT



**Title:** Gem of the West Museum Society - Donation Request  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** Corporate Services  
**Report Author:** Kurtis Krizsan

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 26 Feb 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

The County has received a donation request in the amount of \$2,000.00 from the Gem of the West Museum Society for their free family event being held on May 3, 2025.

## RECOMMENDATION:

That County Council provide a donation to the Gem of the West Museum Society for their free family event in the amount of \$500.00 as per Policy #161.

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

The recommendation to donate \$500.00 rather than the requested \$2,000.00 is based solely on the funding allotment and allocation requirement of Policy #161:

### 4. Funding Allotment & Allocation

a. The County shall support this policy through an annual budget allotment to establish the amount of cash or goods and services in-kind that the County is able to donate, based on the following:

- (i) \$0.50 per capita based on the current year's official population of Lethbridge County. Applicants are able to request a maximum amount of \$500 or up to \$1,000 for in-kind donations. No gravel will be granted. The funds will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from Councillor's Discretionary Reserve funds.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council has a Donations Policy in place and has made various donations in the past.

## BACKGROUND INFORMATION:

Gem of the West Museum Society is holding a family community event on May 3, 2025. The idea of the event is to promote the museum to both municipal and rural communities. It also signifies the

museum opening for the season, where they showcase the work they do in preserving the history of Coaldale and surrounding areas. This event is free, with games, activities and entertainment going on throughout the day. The event for the last two years has had over 400 people visiting throughout the day.

The Gem of the West's mission is to preserve and portray the history and culture of the Coaldale area from its earliest times to the present. They do this in the historic Mennonite Brethren Church building located at the north end of the town of Coaldale.

**ALTERNATIVES / PROS / CONS:**

Alternative: County Council can provide a donation in a different amount.

Con: Would contradict Policy #161.

Alternative: County Council can deny the donation request.

**FINANCIAL IMPACT:**

If funding is approved in the amount of \$500, funding will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from the Councillor's Discretionary Reserve Funds.

**LEVEL OF PUBLIC PARTICIPATION:**

Inform       Consult       Involve       Collaborate       Empower

**ATTACHMENTS:**

[Gem of the West Museum Society Donation Request](#)  
[161 Donations to Community Organizations REVISED 2021](#)



## Lethbridge County Policy Handbook

### --- DONATION REQUEST APPLICATION ---

Community Organization:

Name:

Address:

Phone Number/Cell Number:

Board of Directors (Names & Positions):

Amount of Funding Requested or Description of In-Kind Donation Requested:  
\$

Description of Request including Timelines:

Other sources of funding:

Total cost of program, event or activity: \$

|               |                                 |        |
|---------------|---------------------------------|--------|
| Total Budget: | Decoration and Craft activities | \$ 250 |
|               | Games and entertainment         | \$2500 |
|               | Food                            | \$ 250 |





## Lethbridge County Policy Handbook

Description of how Lethbridge County's contribution may be recognized:

- We advertise on our various social media platforms and printed posters which are distributed amongst the community. We also use community event postings and
- TV media community calenders. We

Other supporting information (Please attach separate sheet if necessary):

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Name (please print)

Craig Day (Society Manager)

Signature on behalf of Community Organization

Date February 14th, 2025

Phone Number: (403) 345 - 1377

Email: gem@coaldale.ca

Address: Box 343 / 1306 - 20th Ave / Coaldale, Alberta / T1M 1M4

**\*\*\* Donations made by Lethbridge County are not to be regarded as a commitment by the County to continue such donations in the future.**



## Lethbridge County Policy Handbook

**EFFECTIVE:** August 1, 2013      **SECTION:** 100 NO. 161 Page 1 of 7  
**APPROVED BY:** County Council      **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities  
**REVISED DATE:** September 2, 2021

---

### **Purpose**

- To establish consistent guidelines for Council to donate financial resources or provide in-kind support to community programs, organizations, events & activities.
- To provide the authority to the Chief Administrative Officer (CAO) regarding requests for donations up to a value of \$200.
- To provide clear procedures for Administration and Council to provide and respond to requests for donations.

### **Policy Statement**

Lethbridge County appreciates the positive contributions that community organizations make to the quality of life in the County, and recognizes that municipal government support may be required to help further the goals of community programs, organizations, events and activities.

### **Policy Guidelines and Procedures**

#### 1. Eligibility

- a. Consideration of providing support of community programs, organizations, events and activities through donations shall be limited to those that demonstrate any of the following:
  - (i) a need for financial support or specific in-kind from the County;
  - (ii) are held for the enjoyment and benefit of the general public;
  - (iii) are hosted on a yearly basis or recognize significant milestones events; and/or
  - (iv) take place within the County boundaries.
- b. The following are not eligible for support under this policy
  - (i) private functions;
  - (ii) capital facilities and equipment including requests for gravel donations;



## Lethbridge County Policy Handbook

**EFFECTIVE:** August 1, 2013      **SECTION:** 100 NO. 161 Page 2 of 7  
**APPROVED BY:** County Council      **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities  
**REVISED DATE:** September 2, 2021

---

- (iii) youth and adult sports teams and associated programs/events, activities and school reunions; and
- (iv) programs, organizations, events and activities that receive support from the County through other programs or policies.
- (v) major County and inter-County events (eg. Lethbridge International Air Show).

### 2. Donations

- a. Donations may be cash or in-kind contributions
- b. In-kind contributions are donations that do not involve a direct cash contribution but instead might include providing promotional items or County services or other materials or supplies.

### 3. Criteria

- a. In evaluating each application, decisions will be based on merit with consideration being given to the following:
  - (i) evidence for the need;
  - (ii) number of local residents served;
  - (iii) quality of management (established track record, proposal well thought out, etc.);
  - (iv) number of local volunteers;



## Lethbridge County Policy Handbook

**EFFECTIVE:** August 1, 2013      **SECTION:** 100 NO. 161 Page 3 of 7  
**APPROVED BY:** County Council      **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities  
**REVISED DATE:** September 2, 2021

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- (v) mitigation of barriers to services for people with mental and physical disabilities and minority groups;
- (vi) level of involvement with other community partners;
- (vii) agreement to acknowledge the County's contribution in all publicity related events or activities relating to the event.

#### 4. Funding Allotment & Allocation

a. The County shall support this based on the following:

- (i) Applicants are able to request a maximum amount of \$500 or up to \$1,000 for in-kind donations.  
No gravel will be granted. The funds will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from Councillor's Discretionary Reserve funds.

#### 5. Grant Applications

a. Applications must be completed in full and contain the following:

- (i) name, address and contact information for the organization;
- (ii) the amount of financial support being requested;
- (iii) a description of the program, event or activity and associated dates and timelines;
- (iv) a budget identifying the proposed revenue and expenditure pertinent to the request;
- (v) an explanation of how the County's support will be recognized during the program, event or activity.



## Lethbridge County Policy Handbook

**EFFECTIVE:** August 1, 2013      **SECTION:** 100 NO. 161 Page 4 of 7  
**APPROVED BY:** County Council      **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities  
**REVISED DATE:** September 2, 2021

---

- (vi) completed application forms must be submitted to the County. If the application is not properly filled-out, the grant application will not be considered.
- (vii) must be received at least 30 days before the date of the need for support.

- b. County Council shall be the deciding authority on all applications, except for donation requests of \$200 or less, which the CAO will have the authority to approve.

### 6. Accountability of Funds

- a. Applicants will be notified in writing once a final decision on their application has been made.
- b. Applicants who are provided with support pursuant to this policy shall be accountable for the expenditures of funds provided.
- c. The entire amount of financial support provided must be used exclusively for the program, organization, event or activity identified in the application.
- d. The community programs, activities and events must be conducted within six months of the date the donation is approved.
- e. If the community programs, activities or events do not occur within the allotted time, a written letter of request for an extension must be submitted. If an extension is not received, or if an extension is not granted, the community organization or group shall return all the funds provided by the County.
- f. The County's support must be recognized during the program, event or activity in the manner described in the application.



## Lethbridge County Policy Handbook

**EFFECTIVE:** August 1, 2013      **SECTION:** 100 NO. 161 Page 5 of 7  
**APPROVED BY:** County Council      **SUBJECT:** Donations to Community  
Organizations, Programs,  
Events & Activities  
**REVISED DATE:** September 2, 2021

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- g. Organizations, programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

### 7. Door Prizes

- a. If the request is for a door prize, silent auction item or other similar promotional item, a written request is required. Funds for door prizes, silent auctions items or promotional items of a value of a \$200 or less shall be decided upon by the CAO.



## Lethbridge County Policy Handbook

### --- DONATION REQUEST APPLICATION ---

Community Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number/Cell Number: \_\_\_\_\_

Board of Directors (Names & Positions): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Funding Requested or Description of In-Kind Donation Requested:  
\$ \_\_\_\_\_

Description of Request including Timelines:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other sources of funding: \_\_\_\_\_

Total cost of program, event or activity: \$ \_\_\_\_\_

Total Budget:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Lethbridge County Policy Handbook

Description of how Lethbridge County's contribution may be recognized:

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Other supporting information (Please attach separate sheet if necessary):

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\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature on behalf of Community Organization

\_\_\_\_\_  
Date

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
**\*\*\* Donations made by Lethbridge County are not to be regarded as a  
commitment by the County to continue such donations in the future.**



# AGENDA ITEM REPORT



**Title:** Tax Penalty Waiver Request - Roll #30400933  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** Corporate Services  
**Report Author:** Kurtis Krizsan

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 26 Feb 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

As per the attached letter, a tax penalty waiver request has been received for roll # 30400933 in the amount of \$2,100.00.

## RECOMMENDATION:

That Council not waive the tax penalty in the amount of \$2,100.00 as requested for tax roll #30400933.

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

Administration has made the recommendation to not waive the tax penalty as penalties have been levied per the Tax Penalty Bylaw #1273. Additionally, a waiver of penalty could set some precedent for future requests of a similar nature

## PREVIOUS COUNCIL DIRECTION / POLICY:

Historically County Council has not waived tax penalties, however, the Municipal Government Act states the following with regards to cancellation, reduction, refund or deferral of taxes;

**Section 347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a)cancel or reduce tax arrears;
- (b)cancel or refund all or part of a tax;
- (c)defer the collection of a tax.

## BACKGROUND INFORMATION:

On February 13, 2025, we received a letter from William Mehlen of 1081856 Alberta Ltd. requesting a waiver of a \$2,100.00 tax penalty for roll #30400933. Mr. Mehlen explained that he owns two properties, units 32 and 33. At some point, the address for unit 33 was incorrectly updated in the

County's records, resulting in him no longer receiving tax bills for that unit. Meanwhile, the address for unit 32 remained accurate, and all payments for that property were made promptly upon receipt.

Mr. Mehlen has provided copies of the tax notices showing the incorrect address associated with unit 33. He is requesting a waiver of the penalty, as he believes the error originated from the County's records and highlights that the \$2,100.00 charge is a significant burden for his small business.

**ALTERNATIVES / PROS / CONS:**

Waive tax penalty in the amount of \$2,100.00 as requested:

PRO - Would satisfy the penalty waiver request.

CON - There is a tax penalty bylaw in place, and waiving the penalty would set a precedent for similar future requests.

**FINANCIAL IMPACT:**

Loss of tax penalty in the amount of \$2,100.00.

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Tax Penalty Waiver Request - Roll #30400933](#)

- William Mehten

1081856 Alberta Ltd

- [REDACTED]

[REDACTED]

"property" Shop address

Mailing address

Lot Block Plan:  
M-Rg-Twp-Sc-PS: SW  
Area: 0.02000

UNIT33 11911231  
110 18 121 14

318 12a street North  
Lethbridg, Alberta T1H 2J3

Dear Reeve and Council I purchased two bays in garage town Building H unit 32 and 33. I have an accountant who pay's all my bills that come To me. However If I don't recieve a bill it doesn't get payed. My address in 2022 for one of my unit's "33" got changed at the county office. An error from someone the "A" was removed from 12A street. And from that point on I never recieved another Bill for unit 33. unit 32's address however remained unchange and those tax's have been payed. I've attach a time line of when my address was in error. And also attached the few Property assesment + tax Notice's I was given with

the incorrect address. This error could have been avoided if I had received a phone call or a email. I'm now glad to have had someone figure out that my mailing address was incorrect.

- I'm asking for your Leniency as my bill now has penalty's of \$2100 on top of the tax owing. I have no problem paying the tax's owed and would pay the penalties if it was my own fault. So please remove the penalties as \$2100 is a lot of money for a small business as mine.

Thank you

William Mehlert

**Roll #** 30400933  
 Qtr Sec Twp Rge Mer SW 10 18 21 14  
 Lot Block Plan UNIT33 1911231  
 Municipal Address

Correct address at this point.

Some how incorrect address here

| Date            | Document Number | Transaction Description     | Amount      | Balance    |
|-----------------|-----------------|-----------------------------|-------------|------------|
| Trx Source      | Tax Year        | Transaction Description 2   | Grid        | Year       |
| 5/26/2020       | LEVY            | 80417 0319629-LT            | \$1,171.75  | \$1,171.75 |
| 8/21/2020       | CRREC           | 2745 PAYMENT                | -\$1,171.75 | \$0.00     |
| 5/20/2021       | LEVY            | 86739 0333017-LT            | \$1,183.05  | \$1,183.05 |
| 7/27/2021       | CRREC           | 2970 PAYMENT                | -\$1,183.05 | \$0.00     |
| 5/26/2022       | LEVY            | 99517 0346129-LT            | \$1,229.56  | \$1,229.56 |
| 8/1/2022        | PNLTY           | 116 Penalty & Interest      | \$61.48     | \$1,291.04 |
| 10/1/2022       | PNLTY           | 117 Penalty & Interest      | \$61.48     | \$1,352.52 |
| 12/1/2022       | PNLTY           | 118 Penalty & Interest      | \$61.48     | \$1,414.00 |
| 2/1/2023        | PNLTY           | 119 Penalty & Interest      | \$212.10    | \$1,626.10 |
| 3/14/2023       | ACHNG           | 2703 Assessment \$107,980   | \$0.00      | \$1,626.10 |
| 3/22/2023       | TXARL           | 30 Arrears Letter Printed   | \$0.00      | \$1,626.10 |
| 6/1/2023        | LEVY            | 104486 Annual Levy 2023     | \$1,336.71  | \$2,962.81 |
| 8/1/2023        | PNLTY           | 120 Penalty                 | \$66.84     | \$3,029.65 |
| 9/8/2023        | TXARL           | 357 Arrears Letter Printed  | \$0.00      | \$3,029.65 |
| 10/1/2023       | PNLTY           | 121 Penalty                 | \$70.18     | \$3,099.83 |
| 12/1/2023       | PNLTY           | 122 Penalty                 | \$66.84     | \$3,166.67 |
| 2/1/2024        | PNLTY           | 123 Penalty                 | \$475.00    | \$3,641.67 |
| 2/15/2024       | TXARL           | 935 Arrears Letter Printed  | \$0.00      | \$3,641.67 |
| 2/16/2024       | TXARL           | 1167 Arrears Letter Printed | \$0.00      | \$3,641.67 |
| 3/31/2024       | TXNOT           | 14 Tax Notification - File  | \$25.00     | \$3,666.67 |
| 5/27/2024       | ACHNG           | 10896 Assessment \$117,280  | \$0.00      | \$3,666.67 |
| 6/6/2024        | LEVY            | 112667 Annual Levy 2024     | \$1,470.57  | \$5,137.24 |
| 8/1/2024        | PNLTY           | 124 Penalty                 | \$73.53     | \$5,210.77 |
| 10/1/2024       | PNLTY           | 125 Penalty                 | \$73.53     | \$5,284.30 |
| 12/1/2024       | PNLTY           | 127 Penalty                 | \$73.53     | \$5,357.83 |
| 12/1/2024       | PNLTY           | 129 Penalty                 | \$73.53     | \$5,431.36 |
| 12/31/2024      | PTVOD           | 185 Void                    | -\$73.53    | \$5,357.83 |
| 2/1/2025        | PNLTY           | 130 Penalty                 | \$803.67    | \$6,161.50 |
| Current Balance |                 |                             |             | \$6,161.50 |

by Roll #



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

**PROPERTY ASSESSMENT & TAX NOTICE**

\*\* REPRINT \*\*

Tax Year **2023**

Mailing Date **June 7, 2023**

Assessment Date **June 15, 2023**

Complaint Deadline **August 14, 2023**

|   |                 |                       |                         |   |                 |   |                   |               |
|---|-----------------|-----------------------|-------------------------|---|-----------------|---|-------------------|---------------|
| <b>Roll No.</b> 30400933  |                 |                       |                         | <b>Mortgage No.</b>   |                 |   |                   |               |
| <b>Mortgage Company</b>   |                 |                       |                         | <b>Municipal Address/Legal Description</b>  |                 |   |                   |               |
| <b>Name and Address</b>   |                 |                       |                         | <b>Municipal Address/Legal Description</b>  |                 |   |                   |               |
| 1081856 ALBERTA LTD<br>318 12 STREET NORTH<br>LETHBRIDGE AB T1H 2G4<br>CANADA<br><i>← Incorrect address No "A" After the 12</i> |                 |                       |                         | Lot Block Plan:  UNIT33  1911231<br>M-Rg-Twp-Sc-PS: SW  10  8  21  4<br>Area: 0.02000                                 |                 |   |                   |               |
| <b>Assessment</b>   |                 |                       |                         | <b>Penalty Dates &amp; Penalties:</b>   |                 |   |                   |               |
| <b>Code</b>   | <b>Land</b>     | <b>Building</b>       | <b>Assessment Class</b> | July 31, 2023 5%<br>Sept 30, 2023 5%<br>Nov 30, 2023 5%<br>Jan 31, 2024 15%   |                 |   |                   |               |
| 63  | \$22,160.00     | \$85,820.00           | Non Residential         | School Support:<br>Public: 0.00%<br>Separate: 0.00%<br>Last year Assessment: \$95,820.00<br>Local Improvement: \$0.00 |                 |   |                   |               |
| <b>Municipal Levy</b>   |                 |                       | <b>Education Levy</b>   |   |                 | <b>Other Levy</b>                       |                   |               |
| <b>Description</b>  | <b>Tax Rate</b> | <b>Amount</b>         | <b>Description</b>      | <b>Tax Rate</b>   | <b>Amount</b>   | <b>Description</b>                      | <b>Tax Rate</b>   | <b>Amount</b> |
| Non Residential   | 8.7576          | \$945.65              | Non Residential         | 3.4763  | \$375.37        | Non Residential                         | 0.1453            | \$15.69       |
| <b>Sub Totals &gt;&gt;&gt;</b>  |                 | <b>Municipal Levy</b> | <b>\$945.65</b>         | <b>Education Levy</b>   | <b>\$375.37</b> | <b>Other Levy</b>                       | <b>\$15.69</b>    |               |
|   |                 |                       |                         |   |                 | <b>Summary</b>                          |                   |               |
|   |                 |                       |                         |   |                 | Property Tax                            | \$1,336.71        |               |
|   |                 |                       |                         |   |                 | Local Improvement Tax                   | \$0.00            |               |
|   |                 |                       |                         |   |                 | Outstanding                             | \$1,626.10        |               |
|   |                 |                       |                         |   |                 | <b>Total Taxes due on July 31, 2023</b> | <b>\$2,962.81</b> |               |

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

For payment details please see reverse

PLEASE DETACH AND SUBMIT WITH PAYMENT

THANK YOU

|                 |   |
|-----------------|---|
| <b>Roll #</b>   | 30400933                                      |
| <b>Name</b>     | 1081856 ALBERTA LTD                           |
| <b>Address</b>  | 318 12 STREET NORTH<br>LETHBRIDGE, AB T1H 2G4 |
| <b>Due Date</b> | <b>Total Due</b>                              |
| July 31, 2023   | \$2,962.81                                    |



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

# PROPERTY ASSESSMENT & TAX NOTICE

\*\* REPRINT \*\*

Tax Year **2024**

Mailing Date **June 12, 2024**

Assessment Date **June 20, 2024**

Complaint Deadline **August 19, 2024**

|   |                 |                       |                         |  |               |                    |   |                     |                   |  |  |
|---|-----------------|-----------------------|-------------------------|--|---------------|--------------------|---|---------------------|-------------------|--|--|
| <b>Roll No.</b> 30400933  |                 |                       |                         | <b>Mortgage Company</b>  |               |                    |   | <b>Mortgage No.</b> |                   |  |  |
| <b>Name and Address</b>   |                 |                       |                         | <b>Municipal Address/Legal Description</b>   |               |                    |   |                     |                   |  |  |
| 1081856 ALBERTA LTD<br>318 12 STREET NORTH<br>LETHBRIDGE AB T1H 2G4<br>CANADA |                 |                       |                         | Lot Block Plan: UNIT33  1911231<br>M-Rg-Twp-Sc-PS: SW  10  8  21  4<br>Area: 0.02000                                   |               |                    |   |                     |                   |  |  |
| <b>Assessment</b>   |                 |                       |                         | <b>Penalty Dates &amp; Penalties:</b>  |               |                    |   |                     |                   |  |  |
| <b>Code</b>   | <b>Land</b>     | <b>Building</b>       | <b>Assessment Class</b> | July 31, 2024 5%<br>Sept 30, 2024 5%<br>Nov 30, 2024 5%<br>Jan 31, 2025 15%  |               |                    |   |                     |                   |  |  |
| 83  | \$22,160.00     | \$95,120.00           | Non Residential         | School Support:<br>Public: 0.00%<br>Separate: 0.00%<br>Last year Assessment: \$107,980.00<br>Local Improvement: \$0.00 |               |                    |   |                     |                   |  |  |
| <b>Municipal Levy</b>   |                 |                       | <b>Education Levy</b>   |  |               | <b>Other Levy</b>  |   |                     |                   |  |  |
| <b>Description</b>  | <b>Tax Rate</b> | <b>Amount</b>         | <b>Description</b>      | <b>Tax Rate</b>  | <b>Amount</b> | <b>Description</b> | <b>Tax Rate</b>                         | <b>Amount</b>       |                   |  |  |
| Non Residential   | 8.8283          | \$1,035.38            | Non Residential         | 3.5735   | \$419.10      | Non Residential    | 0.1372                                  | \$16.09             |                   |  |  |
| <b>Sub Totals &gt;&gt;&gt;</b>  |                 | <b>Municipal Levy</b> | <b>\$1,035.38</b>       | <b>Education Levy</b>  |               | <b>\$419.10</b>    | <b>Other Levy</b>                       |                     | <b>\$16.09</b>    |  |  |
|   |                 |                       |                         |  |               |                    | <b>Summary</b>                          |                     |                   |  |  |
|   |                 |                       |                         |  |               |                    | Property Tax                            |                     | \$1,470.57        |  |  |
|   |                 |                       |                         |  |               |                    | Local Improvement Tax                   |                     | \$0.00            |  |  |
|   |                 |                       |                         |  |               |                    | Outstanding                             |                     | \$3,866.67        |  |  |
|   |                 |                       |                         |  |               |                    | <b>Total Taxes due on July 31, 2024</b> |                     | <b>\$5,137.24</b> |  |  |

PLEASE DETACH AND SUBMIT WITH PAYMENT

THANK YOU

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

For payment details please see reverse

|                 |   |
|-----------------|---|
| <b>Roll #</b>   | 30400933                                      |
| <b>Name</b>     | 1081856 ALBERTA LTD                           |
| <b>Address</b>  | 318 12 STREET NORTH<br>LETHBRIDGE, AB T1H 2G4 |
| <b>Due Date</b> | <b>Total Due</b>                              |
| July 31, 2024   | \$5,137.24                                    |

# AGENDA ITEM REPORT



**Title:** Tax Penalty Waiver Request - Roll #63330600  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** Corporate Services  
**Report Author:** Kurtis Krizsan

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 26 Feb 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

As per the attached letter, a tax penalty waiver request has been received for roll # 63330600 in the amount of \$665.10.

## RECOMMENDATION:

That Council not waive the tax penalty in the amount of \$665.10 as requested for tax roll #63330600.

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

Administration has made the recommendation to not waive the tax penalty as penalties have been levied per the Tax Penalty Bylaw #1273. Additionally, a waiver of penalty could set some precedent for future requests of a similar nature

## PREVIOUS COUNCIL DIRECTION / POLICY:

Historically County Council has not waived tax penalties, however, the Municipal Government Act states the following with regards to cancellation, reduction, refund or deferral of taxes;

**Section 347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a)cancel or reduce tax arrears;
- (b)cancel or refund all or part of a tax;
- (c)defer the collection of a tax.

## BACKGROUND INFORMATION:

On January 24, 2025, we received a letter from Ethan Reed requesting a property tax waiver of \$665.10 for roll #63330600. He stated that he purchased the property in April 2024 and received his first tax bill in June 2024. Believing that his mortgage company would handle the payment, he was advised that no further action was needed on his part.



In January, he was notified of the outstanding tax balance and accrued interest charges. He also noted that he did not receive the two previous notices that should have been sent to him. Given the misunderstanding and lack of prior notice, he is requesting a one-time exception to waive the charges.

**ALTERNATIVES / PROS / CONS:**

Waive tax penalty in the amount of \$665.10 as requested:

PRO - Would satisfy the penalty waiver request.

CON - There is a tax penalty bylaw in place, and waiving the penalty would set a precedent for similar future requests.

**FINANCIAL IMPACT:**

Loss of tax penalty in the amount of \$665.10.

**LEVEL OF PUBLIC PARTICIPATION:**

**Inform**       **Consult**       **Involve**       **Collaborate**       **Empower**

**ATTACHMENTS:**

[Tax Penalty Waiver Request - Roll #63330600](#)

Ethan Reed

[REDACTED]  
[REDACTED]  
[REDACTED]

Reeve Tory Campbell and Council  
Lethbridge County  
#100, 905 4<sup>th</sup> Ave S  
Lethbridge, AB, T1J4E4

**Subject: Request to Waive Incurred Penalties on Property Tax Payment**

Dear Reeve,

I spoke with Amanda on Tuesday January 21<sup>st</sup>, 2025. Following our conversation, I have made the full payment of \$5,099.18, which includes \$665.10 in interest. I have previously sent a screenshot of the payment confirmation for your reference. My Roll # is 63330600.

As discussed with Amanda during our call, I would like to formally request that the incurred interest for this year be waived. Allow me to explain the situation further for your review:

I moved into my property on April 8, 2024, and received the first tax bill in June 2024. I called and spoke to a representative at that time, informing them that my mortgage company would be handling the tax payments. The representative confirmed that it would be taken care of and advised that no further action was required unless I heard otherwise.

Unfortunately, I did not receive any additional correspondence until this week when I was notified of the outstanding amount, including interest. You mentioned that two prior notices were sent, but I did not receive them. Had I been aware earlier, I would have made the payment immediately to avoid any penalties.

I understand the importance of fulfilling my obligations, and I've made the payment in full to avoid further complications, even in the event that my request is not approved. Moving forward, my mortgage company, CMLS, will be responsible for paying the property taxes to ensure this does not happen again.

I respectfully ask that the interest incurred this year be waived as a one-time exception, given the misunderstanding and lack of prior notice on my end. I greatly appreciate your assistance in forwarding this request to counsel for consideration.

Should you require any additional information, please feel free to contact me 403-635-2212. Thank you for your time and understanding.

Sincerely,

Ethan Reed

A handwritten signature in cursive script that reads "Ethan Reed". The signature is written in black ink and is positioned below the typed name.

# AGENDA ITEM REPORT







**Title:** Tax Penalty Waiver Request - Roll #'s 30191200, 30220100 & 30160000  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** Corporate Services  
**Report Author:** Kurtis Krizsan

## APPROVAL(S):

Cole Beck, Chief Administrative Officer Approved - 26 Feb 2025

**STRATEGIC ALIGNMENT:**

|   |   |  |   |
|---|---|--|---|
| <br><b>Goverance</b> | <br><b>Relationships</b> | <br><b>Region</b> | <br><b>Prosperity</b> |
|---|---|--|---|

## EXECUTIVE SUMMARY:

As per the attached letter, a tax penalty waiver request has been received for roll #'s 30191200, 30220100 & 30160000 in the amount of \$6065.19.

## RECOMMENDATION:

That Council not waive tax penalties in the amount of \$6,065.19 as requested for roll numbers 30191200, 30220100 & 30160000.

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

Administration has made the recommendation to not waive the tax penalty as penalties have been levied per the Tax Penalty Bylaw #1273. Additionally, a waiver of penalty could set some precedent for future requests of a similar nature

## PREVIOUS COUNCIL DIRECTION / POLICY:

Historically County Council has not waived tax penalties, however, the Municipal Government Act states the following with regards to cancellation, reduction, refund or deferral of taxes;  
**Section 347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:  
(a)cancel or reduce tax arrears;  
(b)cancel or refund all or part of a tax;  
(c)defer the collection of a tax.

## BACKGROUND INFORMATION:

On February 18, 2025, we received a letter from Patricia Larsen, Office Manager at Southern Aero Aviation, informing us that she recently took over as the company's bookkeeper. Upon reviewing the

records, she discovered a notice from January stating that the company's taxes had not been paid, resulting in an additional interest charge of \$6,065.19.

Ms. Larsen explained that the previous bookkeeper was responsible for making the payment, but no invoices could be found in the office, leaving them uncertain whether they were ever received. She emphasized that Southern Aero Aviation is a small business and that this unexpected expense is a significant financial burden. Given that this is their first instance of a late payment, they are requesting a waiver of the interest charges.

**ALTERNATIVES / PROS / CONS:**

Waive tax penalty in the amount of \$6,065.19 as requested:

PRO - Would satisfy the penalty waiver request.

CON - There is a tax penalty bylaw in place, and waiving the penalty would set a precedent for similar future requests.

**FINANCIAL IMPACT:**

Loss of tax penalty in the amount of \$6,065.19.

**LEVEL OF PUBLIC PARTICIPATION:**

Inform       Consult       Involve       Collaborate       Empower

**ATTACHMENTS:**

[Tax Penalty Waiver Request - Southern Aero Aviation](#)



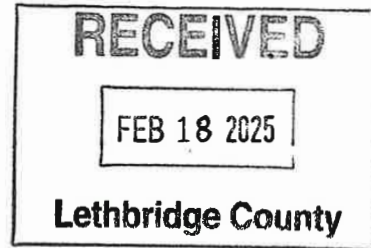
Southern Aero Aviation  
[Redacted]  
[Redacted]

January 31, 2025

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

RE: Roll #'s 30191200; 30220100; 30160000

To whom it may concern:



I am writing this letter regarding the interest charged on the taxes.

In December, I took over for the last bookkeeper who would have overseen making sure these were paid. Unfortunately, that was not the case. As a matter of fact, I did not see the invoices anywhere in the office, but I received the Reminder notice that came in the mail third week into January. By this time the interest had accumulated. This is not a large company and that is a lot of money for the owner to be out due to mismanagement of his former employee, or maybe she just did not receive them, as I stated already, there are no copies in the office.

The total amount of interest paid was \$6065.19. If you can see it to give us a break on this interest, we would be extremely grateful. This is the first time that the payments have ever been late, had there been no postal strike I would have caught this and sent payment in before it accumulated interest.

Thank you for taking the time and consideration to this matter.

Best Regards,

  
Patricia Larsen  
Office Manager

[Redacted]  
[Redacted]  
[Redacted]



# Picture Butte

## *Picture Perfect!*

February 6, 2025

Dear Reeve and Council,

On behalf of the Picture Butte Health Professional Recruitment and Retention Committee, it is my honour to invite you to our upcoming community appreciation event to celebrate our local healthcare professionals. This special event will honour our community's healthcare providers and their service to Picture Butte and Lethbridge County residents.

We will recognize the retirement of physicians Dr. Mohamed and Dr. Leishman, and dentist Dr. Bowden, each serving over twenty years in Picture Butte. We will also welcome our newest healthcare providers, dentist Dr. Lowry, physician Dr. Edegbe and Nurse Practitioner Heidi Veldman who have chosen to practice in our community.

The come and go event will take place on Saturday, March 29, from 1:00 PM to 4:00 PM at the Picture Butte Community Centre (607 Highway Avenue North). We are grateful for the donation you have provided for this event, and would be delighted if you could join us as we show appreciation for those who provide essential care and contribute so deeply to the health and well-being of our communities.

We also greatly appreciate the financial contribution that Lethbridge County has made to help make this event successful.

Warm regards,

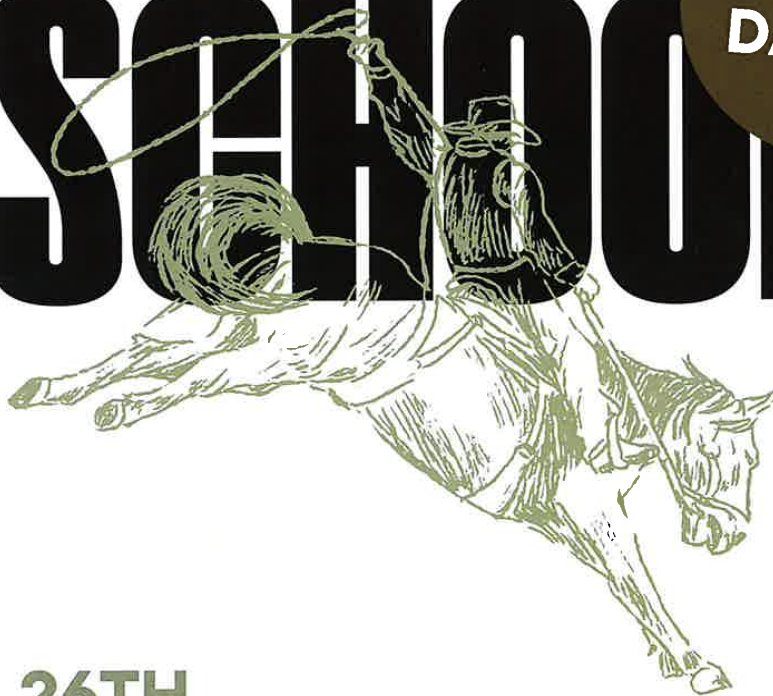
Boyd Folden

Chair, Picture Butte Health Professional Recruitment and Retention Committee

PRESENTING SPONSORS:  
RIVERS ELECTRIC & WEST COAST REDUCTIONS

# SUNNYSIDE SCHOOL

**BARN  
DANCE**



**APRIL 26TH**

**24 205015 HWY 512  
LETHBRIDGE COUNTY  
DOORS OPEN AT 5 PM**

**BRISKET DINNER AT 6 PM  
DESSERT & LIVE AUCTION BY  
PERLICH BROTHERS AT 7 PM  
DANCING IN THE DIRT TO FOLLOW**

**TICKETS \$60**

**PURCHASE AT EVENTBRITE.CA BY  
SEARCHING "SUNNYSIDE SCHOOL  
BARN DANCE" OR BY CONTACTING:**

**RANA KOOPMANS  
403-394-6469**

**MICHELLE PERLICH  
403-915-6513**





**To whom it may concern,**

We are reaching out to invite you to be a part of our upcoming Barn Dance Fundraiser to support Sunnyside School scheduled for April 26th at 24 205015 Hwy 512, Lethbridge County. This event promises a night of country music, dancing, great food, and fun, all while raising funds for important school programs such as skating fields trips, greenhouse projects, free breakfasts, outings to Pavan Park, and more.

As a valued member of our community, we would love for you to consider supporting this event in one or more of the following ways:



1

**SPONSORSHIP OPPORTUNITIES**

By becoming a sponsor, your business will receive prominent recognition at the event and through our promotional materials. Sponsorship levels range from [Bronze, \$250] to [Platinum, \$2000], with varying benefits such as your logo on the running slide show that evening, tickets to the event, and social media shout-outs and more. Please see the attached for more information on each of the sponsorship levels available.

2

**DONATIONS FOR AUCTION/RAFFLE**

We are seeking in-kind donations for our silent auction and live auction. These could be items, services, or gift certificates your business or personally may wish to donate.

3

**ATTENDING AND SPREADING THE WORD**

We would love for you to attend the event and bring your family and friends! Tickets are available for \$60, and all proceeds go directly to supporting our students and programs. Your attendance will help create a lively, successful event. The tickets will be available at the school or on Eventbrite.

4

**VOLUNTEERING**


We are also asking for those who would like to donate time and talents, we would welcome your help with event setup, registration, decorations, or other tasks. Your time and support will help make this event a success.

We believe that community involvement is key to ensuring the success of this event, and we hope you will join us in making this year's Barn Dance Fundraiser a night to remember!  
For more information, to donate, or to discuss sponsorship opportunities, please contact Michelle Perlich at [reaymichelle@hotmail.com](mailto:reaymichelle@hotmail.com). You can also visit [Eventbrite.ca](http://Eventbrite.ca) for more details and ticket information.

Thank you for your consideration and support. We look forward to celebrating with you!

Cheques should be made out to Sunnyside Community Association.



✉ [reaymichelle@hotmail.com](mailto:reaymichelle@hotmail.com)     [eventbrite.ca](http://eventbrite.ca) (search Sunnyside School Barn Dance)

# SUNNYSIDE BARN DANCE SPONSORSHIP LEVELS



**\$5000**

## PRESENTING

- Recognition as presenting sponsor in all advertising leading up to and including the event.
- Business name and logo playing on slideshow throughout the event as the presenting sponsor as well as verbal recognition
- Customized table with business logo and special thanks items at the table
- VIP bar service
- 16 tickets to the event

**\$2000**

## PLATINUM

- Business name and logo playing on the slide show throughout the event
- Customized table with special thank you item included
- Verbal sponsorship recognition throughout the night
- 16 tickets to the event



**\$1000**

## GOLD

- Business name and logo playing on the slide show throughout the event
- 8 tickets to the event
- Verbal sponsorship recognition throughout the night



**\$500**

## SILVER

- Business name and logo playing on the slide show throughout the event
- 4 tickets to the event
- Verbal sponsorship recognition throughout the night

**\$250**

## BRONZE

- Business name and logo playing on the slide show throughout the event
- 2 tickets to the event
- Verbal sponsorship recognition throughout the night



Thank you for your consideration and support. We look forward to celebrating with you!

Cheques should be made out to Sunnyside Community Association.

✉ [reaymichelle@hotmail.com](mailto:reaymichelle@hotmail.com)

🌐 [eventbrite.ca](https://www.eventbrite.ca) (search Sunnyside School Barn Dance)



Join us!

# April 11, 2025 Local Producers *Gala Dinner*

Lethbridge Polytechnic School of Culinary Arts & CPFC invite you to an unforgettable evening celebrating local producers, culinary talent, and innovation!

- Polytechnic Integrated Agriculture Technology Centre (IATC) Pre-Event Tour
- CPFC Tradeshow & Networking Reception:
  - IATC Research in RINSA Discussion Panel, spotlighting client's success
  - CPFC Research Video Launch
  - A Local Producers, Research, and Business Resources Tradeshow
  - Savor students' culinary creations: Appies & Hors d'oeuvres
- Enjoy a gala buffet dinner showcasing students' culinary talent and local ingredients.

Get ready for a memorable evening celebrating local producers, culinary talent, innovation and collaboration!

To buy your ticket or claim your free tour and/or reception tickets

\$115 + GST per person  
Table of 6 15% off



# AGENDA ITEM REPORT



**Title:** Lethbridge County Council Attendance Update - January 2025  
**Meeting:** Council Meeting - 06 Mar 2025  
**Department:** Administration  
**Report Author:** Candice Robison

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 10 Feb 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

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

## RECOMMENDATION:

No motion required.

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

To remain transparent to the citizens of Lethbridge County.

## PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

## BACKGROUND INFORMATION:

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

## ALTERNATIVES / PROS / CONS:

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

## FINANCIAL IMPACT:

None at this time.

## LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[Lethbridge County Council Attendance Update - January 2025](#)

**Lethbridge County Council Attendance  
January 2025**

**Division 1**

**Councillor Lorne Hickey**

|            |   |
|------------|---|
| January 6  | Health Professional Recruitment & Retention Committee |
| January 15 | Green Acres Meeting                                   |
| January 17 | Foothills Little Bow Municipal Association Meeting    |
| January 22 | Green Acres Finance Committee Meeting                 |
| January 24 | Lethbridge County Council Meeting                     |
| January 29 | Green Acres Board Meeting                             |

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**Division 2**

**Reeve Tory Campbell**

|            |   |
|------------|---|
| January 8  | AEP Water Availability Town Hall  |
| January 15 | EDL Board Meeting, Tecconnect   |
| January 17 | Foothills Little Bow Municipal Association Meeting                          |
| January 24 | Lethbridge County Council Meeting   |
| January 25 | State of the Region Address, Town of Taber                                  |
| January 27 | 4 <sup>th</sup> Annual Lethbridge County Nutrient Management Webinar Series |
| January 28 | Team Lethbridge Wrap Up and Debrief   |

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**Division 3**

**Councillor Mark Sayers**

|            |  |
|------------|--|
| January 17 | Foothills Little Bow Municipal Association Meeting |
| January 24 | Lethbridge County Council Meeting                  |

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**Division 4**

**Deputy Reeve John Kuerbis**

|               |  |
|---------------|--|
| January 8     | Community Futures Finance Committee Meeting              |
| January 14    | Weekly Meeting with Community Futures Executive Director |
| January 16    | State of City Breakfast                                  |
| January 17    | Foothills Little Bow Municipal Association Meeting       |
| January 19-23 | Provincial ASB Conference                                |
| January 24    | Lethbridge County Council Meeting                        |
| January 29    | Meeting with Prairies Canada Representative              |
| January 29    | Community Futures Monthly Board Meeting                  |

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**Division 5**

**Councillor Kevin Slomp**

January 8            AEP Water Availability Town Hall  
January 20-23       Provincial ASB Conference

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**Division 6**

**Councillor Klaas VanderVeen**

January 17           Foothills Little Bow Municipal Association Meeting  
January 20-23       Provincial ASB Conference  
January 24           Lethbridge County Council Meeting  
January 24           SAEWA Board Meeting

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**Division 7**

**Councillor Morris Zeinstra**

January 17           Foothills Little Bow Municipal Association Meeting  
January 19-23       Provincial ASB Conference  
January 24           Lethbridge County Council Meeting

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