



Agenda

Council Meeting | Thursday, December 4, 2025 | 9:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

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

D. DELEGATIONS

9 - 18

1. **9:00 a.m. - RCMP - Sgt. Sean Dutch**
[Q2 2025-26 Lethbridge County Community Letter](#)
[Q2 2025-26 Coaldale Provincial Community Report](#)
[Coaldale Q2 Provincial Crime Statistics](#)

E. SUBDIVISION APPLICATIONS

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1. **Subdivision Application #2025-0-133 Slingerland - Lot 1, Block 1, Plan 0811894 within SE1/4 28-10-22-W4M**
[Subdivision Application #2025-0-133 Slingerland - Lot 1, Block 1, Plan 0811894 within SE1/4 28-10-22-W4M](#)

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2. **Subdivision Application #2025-0-137 De Wilde - W1/2 3-11-23-W4M**
[Subdivision Application #2025-0-137 De Wilde - W1/2 3-11-23-W4M](#)

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3. **Subdivision Application #2025-0-150 - Klok - Lot 1, Block 2, Plan 1511177 within NE1/4 29 & SE1/4 32-10-23-W4M**
[Subdivision Application #2025-0-150 - Klok - Lot 1, Block 2, Plan 1511177 within NE1/4 29 & SE1/4 32-10-23-W4M](#)

F. DEPARTMENT REPORTS

F.1. CORPORATE SERVICES

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- F.1.1. **2026-2028 Operating Budget & 2026-2030 Capital Budget**

F.2. DEVELOPMENT & INFRASTRUCTURE

- 181 - 199 F.2.1. **Bylaw 25-025 - Amendment to the Land Use Bylaw to Redesignate 230019 River Ridge Road (Plan 9312230 Block 1 Lot 1) from Grouped Country Residential (GCR) to Direct Control (DC) - First Reading**
[Bylaw 25-025 - Amendment to the Land Use Bylaw to Redesignate 230019 River Ridge Road \(Plan 9312230 Block 1 Lot 1\) from Grouped Country Residential \(GCR\) to Direct Control \(DC\) - First Reading](#)
- 200 - 212 F.2.2. **Bylaw 25-027 - Amendment to the Land Use Bylaw to Redesignate SE-1-9-21-W4 from Direct Control to Direct Control - First Reading**
[Bylaw 25-027 - Amendment to the Land Use Bylaw to Redesignate SE 1-9-21-W4 from Direct Control to Direct Control - First Reading](#)
- 213 - 217 F.2.3. **Land Disposition Policy 172 - Amendment**
[Land Disposition Policy 172 - Amendment](#)
- 218 - 230 F.2.4. **Use of Undeveloped Road Rights-of-Way Policy (Replacement of Policy 109 License of Undeveloped Road Allowances Policy)**
[Use of Undeveloped Road Rights-of-Way Policy \(Replacement of Policy 109 License of Undeveloped Road Allowances Policy\)](#)
- 231 - 232 F.2.5. **Alberta Community Partnership Grant Application - Rural Water Supply Study**
[Alberta Community Partnership Grant Application - Rural Water Supply Study](#)
- 233 - 234 F.2.6. **Town of Nobleford Alberta Community Partnership Application - Letter of Support**
[Town of Nobleford Alberta Community Partnership Application - Letter of Support](#)

F.3. OPERATIONS

- 235 - 236 F.3.1. **Appointment of Agricultural Service Board Chair**
[Appointment of Agricultural Service Board Chair](#)

F.4. ADMINISTRATION

- 237 - 243 F.4.1. **Bylaw 25-030 - Bursary Award Committee Bylaw & Terms of Reference**
[Bylaw 25-030 - Bursary Award Committee Bylaw & Terms](#)

[of Reference](#)

- 244 - 251 F.4.2. **Bylaw 25-031 - Strategic Planning Committee Bylaw & Terms of Reference**
[Bylaw 25-031 - Strategic Planning Committee Bylaw & Terms of Reference](#)
- 252 - 261 F.4.3. **Bylaw 25-032 - Governance & Human Resources Committee Bylaw & Amended Terms of Reference**
[Bylaw 25-032 - Governance & Human Resources Committee Bylaw & Amended Terms of Reference](#)
- 262 - 268 F.4.4. **Bylaw 25-033 - Access to Information Act (ATIA) Bylaw & Bylaw 25-034 Protection of Privacy Act (POPA) Bylaw**
[Bylaw 25-033 - Access to Information Act \(ATIA\) Bylaw & Bylaw 25-034 Protection of Privacy Act \(POPA\) Bylaw](#)
- 269 - 281 F.4.5. **Bylaw 25-035 - 2026 Schedule of Fees Bylaw**
[Bylaw 25-035 - 2026 Schedule of Fees Bylaw](#)
- 282 - 289 F.4.6. **Bylaw 25-036 - 2026 Utility Rate Bylaw**
[Bylaw 25-036 - 2026 Utility Rate Bylaw](#)

G. CORRESPONDENCE

- 290 - 292 1. **University of Lethbridge - Integrated Engineering Program Support**
[University of Lethbridge - Integrated Engineering Program Support](#)
- 293 - 294 2. **Rotary Club of Lethbridge East's \$10,000 Agriculture Scholarship Program**
[Agriculture Scholarship Letter to Supporters](#)
[Sponsorship Opportunities for 2026 Lethbridge East Rotary Agriculture Scholarships](#)
- 295 3. **4 Our Veterans Coalhurst**
[4 Our Veterans Coalhurst](#)
- 296 - 297 4. **Southern Alberta Group for the Environment - Palliser Airshed**
[Palliser Airshed](#)
- 298 - 301 5. **Lethbridge Polytechnic - Modernization of Centre Core - Letter of Support**
[Lethbridge Polytechnic - Modernization of Centre Core - Letter of Support](#)
[LP Centre Core Modernization Support Letter - DRAFT](#)
- 302 - 303 6. **Lethbridge Chamber of Commerce**
[Lethbridge Chamber of Commerce](#)

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H. COUNTY COUNCIL AND COMMITTEE UPDATES

1. **Lethbridge County Council Attendance Update - October 2025**
[Lethbridge County Council Attendance Update - October 2025](#)

I. NEW BUSINESS

J. CLOSED SESSION

1. **Community Group Insurance Coverage Request (ATIA Section 19 - Disclosure harmful to business interests of a third party)**
2. **Potable Water (ATIA Section 19 - Disclosure harmful to business interests of a third party)**

K. ADJOURN



Minutes

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

The Council Meeting of Lethbridge County was called to order on Thursday, November 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 Eric Van Essen
- Councillor Tony Ankermann
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Hailey Pinksen
- Director, Operations Ryan Thomson
- Legislative Coordinator & Executive Assistant Candice Robison

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:00 a.m.

Reeve Campbell read the following land acknowledgement:

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

B. ADOPTION OF AGENDA

300-2025 Councillor MOVED that the November 6, 2025 Lethbridge County Council Meeting
Van Essen Agenda be adopted as presented.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

301-2025 Councillor MOVED that the October 16, 2025 Lethbridge County Council Minutes be
Sayers adopted as presented.

CARRIED

C.2. Organizational Meeting Minutes

302-2025 Councillor MOVED that the October 16, 2025 Lethbridge County Organizational
Hickey Meeting Minutes be adopted as amended.

CARRIED

D. SUBDIVISION APPLICATIONS

D.1. Subdivision Application #2025-0-021 – Van Schothorst - Portion of NW1/4 3-10-22-W4M

303-2025 Deputy MOVED that the Industrial subdivision of NW1/4 3-10-22-W4M
Reeve (Certificate of Title No. 941 327 262), to subdivide a 12.54-acre (5.08
Kuerbis ha) parcel from a title comprised of 101.48 acres (41.00 ha) for rural
general 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 12.54-acres at the market value of \$15,000 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 registered on title (Registration No. 4242LO) shall be discharged and new deferred reserve caveat be registered on the residual title with the actual acreage owing 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. The agreement may address the requirements for an approach access to the remnant 88.94-acre parcel.
- 3. That the applicant provides a final Plan of Survey as prepared by an Alberta Land Surveyor to illustrate the exact dimensions and parcel size of the proposed parcel as approved.
- 4. That any easement(s) as required by utility companies, or the municipality shall be established.
- 5. That the applicant provides, at their expense, a legal private access easement agreement to be registered across the new west 12.54-acre title to enable continued legal and physical access to the east 88.94-acre title, to the satisfaction of the Subdivision Authority, to be registered concurrently with the final endorsement of the subdivision.

CARRIED

E. DEPARTMENT REPORTS

E.1. OPERATIONS

E.1.1. Memorandum of Understanding between Lethbridge County and the Alberta Conservation Association (ACA) – Corporate Partner in Conservation Program (2026–2031)

304-2025 Councillor Slomp MOVED that County Council approve the Memorandum of Understanding between Lethbridge County and the Alberta Conservation Association for participation in the Corporate Partners in Conservation Program for the period of April 1, 2026 to March 31, 2031, with an annual contribution of \$1,000, to be funded from the Donations Reserve.

CARRIED

E.2. CORPORATE SERVICES

E.2.1. Tax Penalty Waiver Request - Roll# 11100000 & 11110000

305-2025 Councillor Slomp MOVED that Council deny the request from Ms. Tamara Berezay to waive the tax penalty interest for Roll Numbers 11100000 and 11110000.

CARRIED

E.3. DEVELOPMENT & INFRASTRUCTURE

E.3.1. Bylaw 25-023 - Amendment to the Land Use Bylaw to Redesignate Plan 9910323 Block 1 Lot 2 in NW 30-9-22-W4 from Rural Agriculture (RA) to Direct Control (DC) - First Reading

306-2025 Councillor MOVED that Bylaw 25-023, be read a first time.

- Hickey CARRIED
- E.3.2. Bylaw 25-024 - Amendment to the Land Use Bylaw to Redesignate 95012 River Ridge Road (Plan 8710514 Block 1 Lot 4, SW-31-9-22-W4) from Rural Agriculture (RA) to Grouped Country Residential (GCR) - First Reading**
- 307-2025 Deputy Reeve Kuerbis MOVED that Bylaw 25-024, be read a first time. CARRIED
- E.3.3. Bylaw 25-026 - Development Authority**
- 308-2025 Deputy Reeve Kuerbis MOVED that Bylaw 25-026, being the Development Authority Bylaw be read a first time. CARRIED
- 309-2025 Councillor Sayers MOVED that Bylaw 25-026, being the Development Authority Bylaw be read a second time. CARRIED
- 310-2025 Councillor Van Essen MOVED that Bylaw 25-026, being the Development Authority Bylaw be considered for third reading. CARRIED
- 311-2025 Councillor Slomp MOVED that Bylaw 25-026, being the Development Authority Bylaw be read a third time. CARRIED UNANIMOUSLY
- E.4. ADMINISTRATION**
- E.4.1. Interim Electoral Boundaries Report**
- 312-2025 Deputy Reeve Kuerbis MOVED that County Council provide a letter under the Reeve's signature to the Electoral Boundaries Commission. CARRIED
- F. CORRESPONDENCE**
- F.1. Coaldale Public Library - November-December Newsletter**
- Council reviewed the Coaldale Public Library's November-December newsletter.
- F.2. Oldman River Regional Services Commission**
- Council reviewed correspondence from the Oldman River Regional Services Commission regarding the announcement of their new Chief Administrative Officer – Tracy Thomas.
- F.3. Readymade Community Association**
- Council reviewed correspondence from the Readymade Community Association regarding their Silent Auction Fundraiser and A Night for Light Gala.
- F.4. Alberta Municipal Affairs**
- Council reviewed correspondence from Minister Dan Williams, Minister of Municipal Affairs which congratulated Council on their recent election.
- Reeve Camobell recessed the meeting at 9:48 a.m.
Reeve Campbell reconvened the meeting at 10:02 a.m.
- G. CLOSED SESSION**
- G.1. - Delegation - 10:00 a.m. - Fortis Alberta (ATIA Section 19 - Disclosure harmful to business interests of a third party)**

G.2. - Land Disposition - Declare Surplus (ATIA Section 30 - Disclosure harmful to economic and other interests of a third party)

G.3. - Northern Regional Economic Development Grant (ATIA Section 26 - Disclosure harmful to intergovernmental relations)

G.4. - CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)

- 313-2025

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 10:03 a.m. for the discussion on the following:

G.1. - Delegation - 10:00 a.m. - Fortis Alberta (ATIA Section 19 - Disclosure harmful to business interests of a third party)

G.2. - Land Disposition - Declare Surplus (ATIA Section 30 - Disclosure harmful to economic and other interests of a third party)

G.3. - Northern Regional Economic Development Grant (ATIA Section 26 - Disclosure harmful to intergovernmental relations)

G.4. - CAO Report - C. Beck (ATIA Section 19, 20, 28 and 29)

Present during the Closed Session:
Lethbridge County Council
Chief Administrative Officer
Senior Management
Administrative Staff
CARRIED
- 314-2025

Councillor
Sayers

MOVED that the Lethbridge County Council Meeting move out of the closed session at 12:09 p.m.

CARRIED

H. ADJOURN

- 317-2025

Councillor
Slomp

MOVED that the Lethbridge County Council Meeting adjourn at 12:10 p.m.

CARRIED

Reeve

CAO



2025-10-30

Mr. Cole Beck
CAO
County of Lethbridge, AB

Dear Mr. Beck,

Please find attached the quarterly Community Policing Report covering the period from July 1st to September 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Coaldale/Picture Butte detachment.

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any other questions or concerns.

Best regards,

Sgt. Sean Dutch
Chief of Police
Coaldale Detachment



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Coaldale/Lethbridge County

Detachment Commander

Sgt. Sean Dutch

Report Date

October 30, 2024

Fiscal Year

2025-26

Quarter

Q2 (July - September)

Community Priorities

Priority #1: Traffic - Safety (motor vehicles, roads)

Updates and Comments:

Coaldale Detachment met our traffic enforcement initiatives for this quarter. A check stop was conducted on Labour day long weekend on Saturday Aug 30, where our integrated traffic unit (ITU) held a check-stop at the entrance to Stafford lake for approx. 4.5 hours.

Members routinely patrol the Lethbridge county service areas and issue traffic tickets and warnings as required.

Priority #2: Police / Community Relations - Police Visibility

Updates and Comments:

Members continue to participate in local community events including presentations and school visits. A member attended the Baron;s Day parade and let the parade in a marked police cruiser.

Priority #3: Intelligence led policing - Crime prevention

Updates and Comments:

The second quarter reflects regular formal meetings and intelligence sharing with partners including Lethbridge Police Service (LPS) and Crime Reduction Unit (CRU) as well as information gathering from





our Crime Analyst. Coaldale detachment continues to attend the LPS High Risk Offender monthly meetings. Partnerships have been made with the Lethbridge Correctional Centre to obtain information on inmates and their release dates, conditions, etc. Coaldale continues to attend monthly meetings with the CRU intel sharing and the Youth High Risk Committee.

I believe that we are on track to meet or exceed our intelligence sharing initiatives.





Community Consultations

Consultation #1

Date	Meeting Type
July 1, 2024	Community Connection
Topics Discussed	
Canada Day Parade Coalhurst	
Notes/Comments:	
Members participated in color party and met with members of the community.	

Consultation #2

Date	Meeting Type
July 5, 2024	Community Connection
Topics Discussed	
Baron's Family Fun Day	
Notes/Comments:	
Two members attended and led the parade and mingled with the families in attendance.	

Consultation #3

Date	Meeting Type
July 16, 2024	Meeting with Stakeholders
Topics Discussed	
Procurement of former Lethbridge RCMP building	
Notes/Comments:	
Met with senior Lethbridge Property manager for final walkthrough of former RCMP detachment in Lethbridge and turned over possession of building to City of Lethbridge	





Consultation #4

Date	Meeting Type
July 26, 2024	Community Connection
Topics Discussed	
Miner's Day Parade Coalhurst	
Notes/Comments:	
Member led the parade in a marked PC.	

Consultation #5

Date	Meeting Type
August 16, 2024	Community Connection
Topics Discussed	
Picture Butte Jamboree Days	
Notes/Comments:	
Member attended and led parade in a marked PC. Two members marched in the parade in Red Serge.	

Consultation #6

Date	Meeting Type
September 4, 2024	Community Connection
Topics Discussed	
Francophone community celebration	
Notes/Comments:	
Francophone member attended community event at l'Ecole La Verendrye in Lethbridge. Member engaged with youth by playing soccer and mingled with community members.	





Consultation #7

Date	Meeting Type
September 4, 2024	Community Connection
Topics Discussed	
Dorothy Dalglish School visit	
Notes/Comments:	
Member visited the school and met with staff regarding school concerns and beginning of the year planning.	

Consultation #8

Date	Meeting Type
September 12, 2024	Meeting with Stakeholders
Topics Discussed	
Lethbridge Correctional Tabletop Exercise	
Notes/Comments:	
Yearly tabletop exercise to strengthen connections with Corrections and Lethbridge police services for emergency planning.	

Consultation #9

Date	Meeting Type
September 18, 2024	Community Connection
Topics Discussed	
Coalhurst High School Visit	
Notes/Comments:	
Member attended and met with principal and toured the school.	





Consultation #10

Date	Meeting Type
September 22, 2024	Community Connection
Topics Discussed	
Barons School Visit	
Notes/Comments:	
Member attended school and met with school staff.	

Consultation #11

Date	Meeting Type
September 25, 2024	Community Connection
Topics Discussed	
St. Catherine's School visit	
Notes/Comments:	
Member attended the school and participated in a lock down drill. Member met with the school staff and admin members.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	8	5	1	2
Detachment Support	2	1	1	0

Notes:

1. Data extracted on September 29, 2025 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, five officers are currently working. There is one officer on Medical leave. There is one additional position with two officers assigned to that position. There are two hard vacancies at this time.



























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



Coaldale Provincial Detachment
Crime Statistics (Actual)
July - September: 2021 - 2025

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

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	3	1	2	2	N/A	0%	0.3
Other Sexual Offences		2	0	0	1	0	-100%	-100%	-0.3
Assault		14	20	27	20	17	21%	-15%	0.6
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		0	1	1	0	0	N/A	N/A	-0.1
Criminal Harassment		5	5	13	9	8	60%	-11%	1.0
Uttering Threats		2	5	6	13	5	150%	-62%	1.4
TOTAL PERSONS		23	34	48	45	33	43%	-27%	3.1
Break & Enter		16	23	17	14	10	-38%	-29%	-2.1
Theft of Motor Vehicle		15	15	18	13	7	-53%	-46%	-1.8
Theft Over \$5,000		2	2	1	4	2	0%	-50%	0.2
Theft Under \$5,000		15	28	24	12	20	33%	67%	-0.6
Possn Stn Goods		6	8	15	8	3	-50%	-63%	-0.6
Fraud		7	7	11	9	9	29%	0%	0.6
Arson		3	1	1	0	0	-100%	N/A	-0.7
Mischief - Damage To Property		20	23	19	18	7	-65%	-61%	-3.1
Mischief - Other		7	13	26	13	14	100%	8%	1.4
TOTAL PROPERTY		91	120	132	91	72	-21%	-21%	-6.7
Offensive Weapons		2	0	2	0	0	-100%	N/A	-0.4
Disturbing the peace		8	7	7	9	9	13%	0%	0.4
Fail to Comply & Breaches		26	11	11	5	5	-81%	0%	-4.8
OTHER CRIMINAL CODE		6	15	18	16	5	-17%	-69%	-0.1
TOTAL OTHER CRIMINAL CODE		42	33	38	30	19	-55%	-37%	-4.9
TOTAL CRIMINAL CODE		156	187	218	166	124	-21%	-25%	-8.5

Coaldale Provincial Detachment
Crime Statistics (Actual)
July - September: 2021 - 2025

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

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	2	0	0	1	-67%	N/A	-0.6
Drug Enforcement - Trafficking		0	1	2	0	0	N/A	N/A	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	3	2	0	1	-67%	N/A	-0.7
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	2	2	1	0	N/A	-100%	-0.1
TOTAL FEDERAL		3	5	4	1	1	-67%	0%	-0.8
Liquor Act		1	0	0	2	0	-100%	-100%	0.0
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		21	28	14	20	14	-33%	-30%	-2.2
Other Provincial Stats		30	32	31	28	35	17%	25%	0.6
Total Provincial Stats		52	61	45	50	49	-6%	-2%	-1.7
Municipal By-laws Traffic		5	3	0	4	0	-100%	-100%	-0.9
Municipal By-laws		13	8	5	6	5	-62%	-17%	-1.8
Total Municipal		18	11	5	10	5	-72%	-50%	-2.7
Fatals		0	1	0	2	1	N/A	-50%	0.3
Injury MVC		15	10	8	13	14	-7%	8%	0.1
Property Damage MVC (Reportable)		50	44	49	44	38	-24%	-14%	-2.4
Property Damage MVC (Non Reportable)		7	7	7	9	6	-14%	-33%	0.0
TOTAL MVC		72	62	64	68	59	-18%	-13%	-2.0
Roadside Suspension - Alcohol (Prov)		9	5	7	4	2	-78%	-50%	-1.5
Roadside Suspension - Drugs (Prov)		0	0	1	0	0	N/A	N/A	0.0
Total Provincial Traffic		358	271	249	227	238	-34%	5%	-28.4
Other Traffic		0	2	1	3	1	N/A	-67%	0.3
Criminal Code Traffic		9	6	10	7	11	22%	57%	0.5
Common Police Activities									
False Alarms		10	10	6	12	8	-20%	-33%	-0.2
False/Abandoned 911 Call and 911 Act		50	24	49	36	41	-18%	14%	-0.6
Suspicious Person/Vehicle/Property		44	41	51	67	22	-50%	-67%	-1.8
Persons Reported Missing		4	4	3	1	5	25%	400%	-0.1
Search Warrants		1	0	0	0	1	0%	N/A	0.0
Spousal Abuse - Survey Code (Reported)		21	22	18	15	22	5%	47%	-0.5
Form 10 (MHA) (Reported)		0	2	2	1	0	N/A	-100%	-0.1

AGENDA ITEM REPORT



Title: Subdivision Application #2025-0-133 Slingerland - Lot 1, Block 1, Plan 0811894 within SE1/4 28-10-22-W4M
Meeting: Council Meeting - 04 Dec 2025
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

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

Approved - 25 Nov 2025
Approved - 25 Nov 2025
Approved - 26 Nov 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The purpose of this application is to subdivide a 5.38-acre farmyard from a 78.55-acre agricultural title and consolidate the remainder 73.17-acres to an adjacent east agricultural 78.55-acre title, for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw (LUB).

RECOMMENDATION:

That subdivision application #2025-0-133 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Matters Related to Subdivision and Development Regulations and the municipal subdivision and reconfiguration of title policies as stated in the LUB.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007, Schedule 8, contains policies to allow for adjacent lands to be reconfigured and consolidated to achieve the minimum required parcel size to enable subdivision, provided there is not an overall increase in the number of titles.
- LUB 24-007 outlines rural servicing criteria and a flexible parcel size (a minimum 2.0-acre to maximum 10.0-acre size) for country residential uses which the application meets.
- The County's subdivision criteria includes a requirement that subdivisions must meet Minimum Distance Separation (MDS) measurements from a residential dwelling to all Confined Feeding Operations (CFO) located in the vicinity, which this application does.

BACKGROUND INFORMATION:

Located 2-miles north of Park Lake Provincial Park and 3-miles west of the Hamlet of Shaughnessy. The proposal is to enable the creation of a separate title for the existing residential yard.

The W½ of the ¼-section contains a farmyard, situated adjacent to the south municipal road allowance, that contains a dwelling with other improvements and an extensive tree shelterbelt. The applicant would like to include the corner land to the west of the yard (approx. 175 m width) as it is outside the irrigation pivot system and is not part of the main cultivated agricultural land. The bylaw criteria does stipulate that in instances where a subdivision may result in a remnant land area that would be less than 100 m (328 ft.) in width, the Subdivision Authority may approve the proposal on the condition that the parcel being subdivided is to be squared-off or extended to the closest quarter section line. The applicants do propose to leave a 10 m wide strip along the ¼-section line with the agricultural title where an existing field access approach is in place. To conform to policy, the application includes consolidating the remnant 73.17-acres to a separate title for the E½ of the ¼-section, resulting in an enlarged agricultural title 151.72-acres in size. All required servicing is in place for the residence and there is an existing approach to the yard from the south Township Rd 104.

There is an identified abandoned gas well located within the W½ of the ¼-section that is over 350 m from the existing dwelling and outside any required development setback. There are several CFOs in proximity (beef in the NW 22-10-22-W4 & SE 29-10-22-W4, a dairy in the NW 21-10-22-W4); however, based on livestock permit numbers and reciprocal MDS calculations, the proposal exceeds all applicable separation measurements to the dwelling.

Overall, the proposal meets the criteria of the County's LUB No. 24-007. With the consolidation of the remnant 73.17-acres to the E½ of the ¼-section, the existing yard parcel may be approved for a subdivision and reconfiguration of titles. The application was circulated to the required external agencies with no concerns and no utility easements requested (at time of agenda report).

ALTERNATIVES / PROS / CONS:

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

Pros:

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

Cons:

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

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-133 Lethbridge County Approval Diagrams 2025-0-133](#)

RESOLUTION

2025-0-133

Lethbridge County

Country Residential subdivision of Lot 1, Block 1, Plan 0811894 within SE1/4 28-10-22-W4M

THAT the Country Residential subdivision of Lot 1, Block 1, Plan 0811894 within SE1/4 28-10-22-W4M (Certificate of Title No. 101 165 638), to subdivide a 5.38-acre (2.18 ha) farmyard from a 78.55-acre (31.78 ha) agricultural title for country residential use, and consolidate the remainder 73.17-acres (29.61 ha) to an adjacent east agricultural 78.55-acre (31.78 ha) title; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required.
3. That the remnant 73.17-acre title is consolidated to the adjacent east 78.55-acre (C of T 081159177) title and 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 submits a final plan as prepared by an Alberta Land Surveyor for the yard parcel being subdivided as approved, acceptable for registration at Land Titles.
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 has determined the proposal conforms to the subdivision criteria as a reconfiguration of titles with no additional titles created as result of the subdivision and consolidation.
4. The proposal exceeds all applicable minimum distance separation measurements from the dwelling to all confined feeding operations (CFO) located in the vicinity.

INFORMATIVE:

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

2025-0-133
Page 1 of 2

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

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

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

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

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

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

“Thank you for the opportunity to comment on File No. 2025-0-133. 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 this application is to subdivide a farmyard from an agricultural title for country residential and consolidate the remainder with an adjacent agricultural parcel. The existing dwelling has a cistern (filled from a rural water co-op) and onsite septic field.

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.
- The application noted an abandoned oil or gas well nearby. AHS-EPH recommends that abandoned wells be appropriately addressed according to regulatory requirements.
- The application indicated a Confined Feeding Operation (CFO) in proximity to the proposed subdivision. The Natural Resources Conservation Board should be consulted for any comments regarding the subdivision as they are the regulatory agency for CFOs.

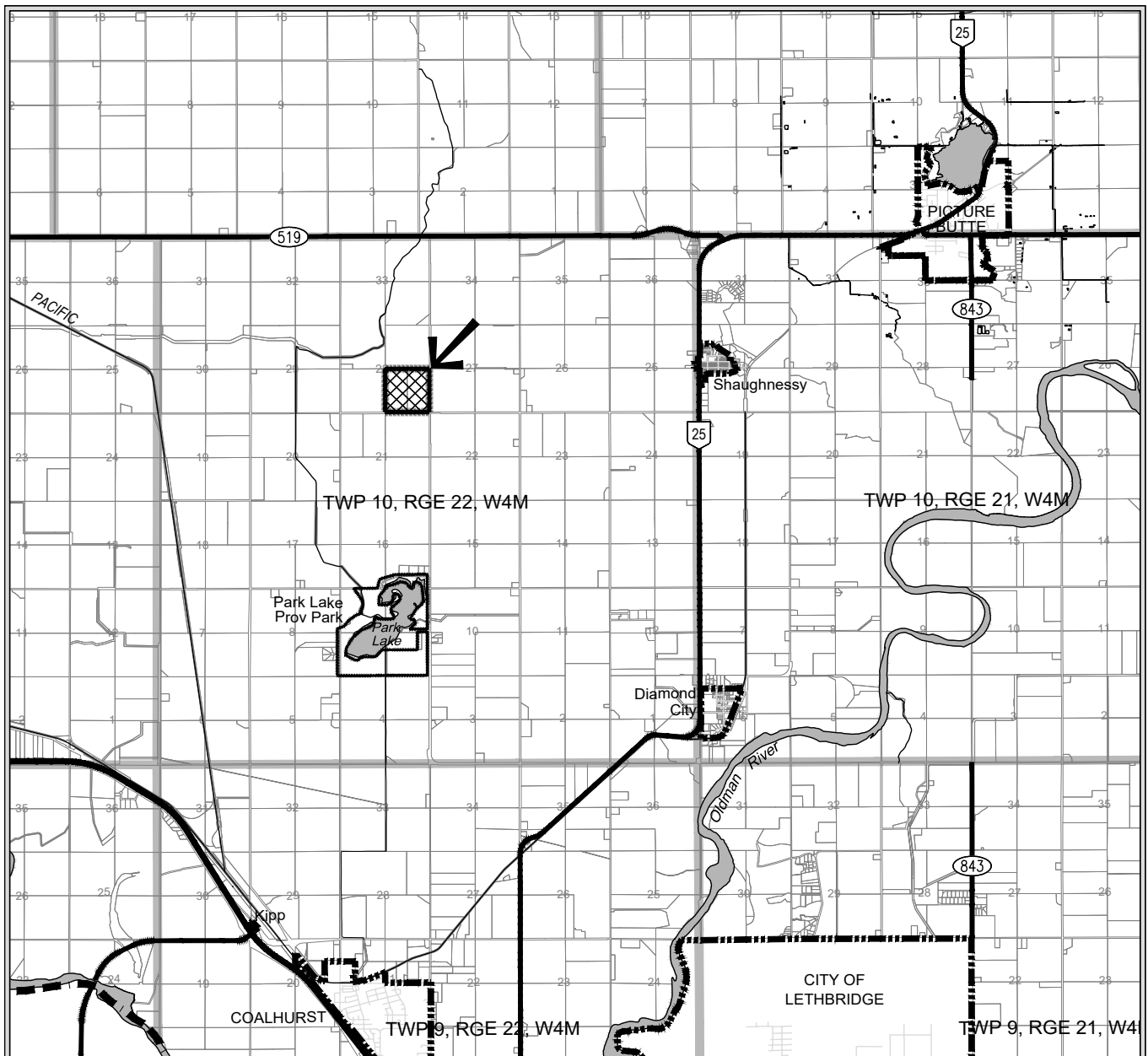
AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.

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

MOVER

REEVE

DATE

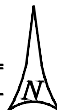


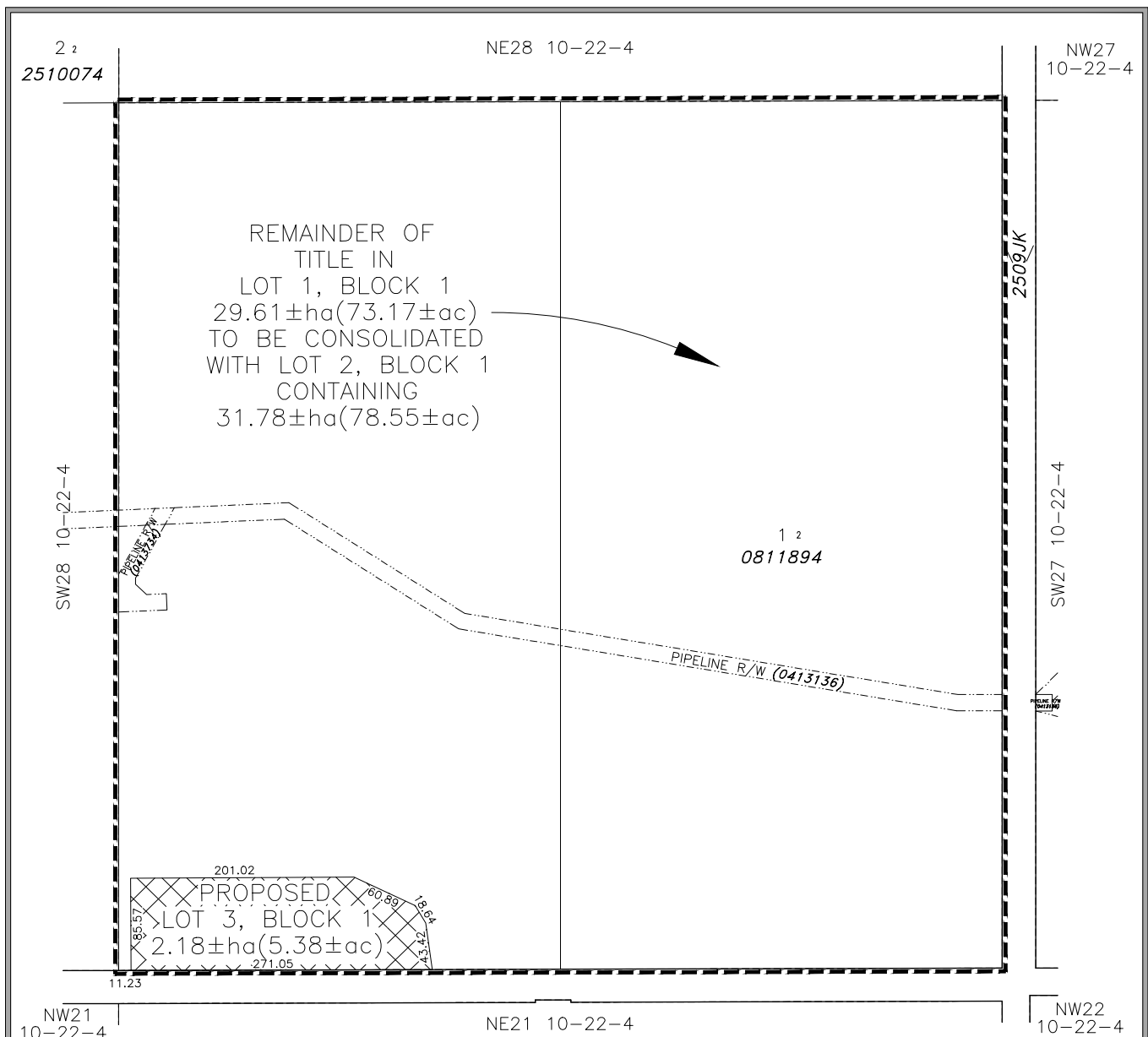
SUBDIVISION LOCATION SKETCH
LOTS 1 & 2, BLOCK 1, PLAN 0811894 WITHIN
SE 1/4 SEC 28, TWP 10, RGE 22, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: SEPTEMBER 8, 2025
FILE No: 2025-0-133

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 16th AVENUE NORTH, LETHBRIDGE, AB T1V 5B5
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



September 08, 2025 N:\Subdivision\2025\2025-0-133.dwg





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16814T

LOTS 1 & 2, BLOCK 1, PLAN 0811894 WITHIN

SE 1/4 SEC 28, TWP 10, RGE 22, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

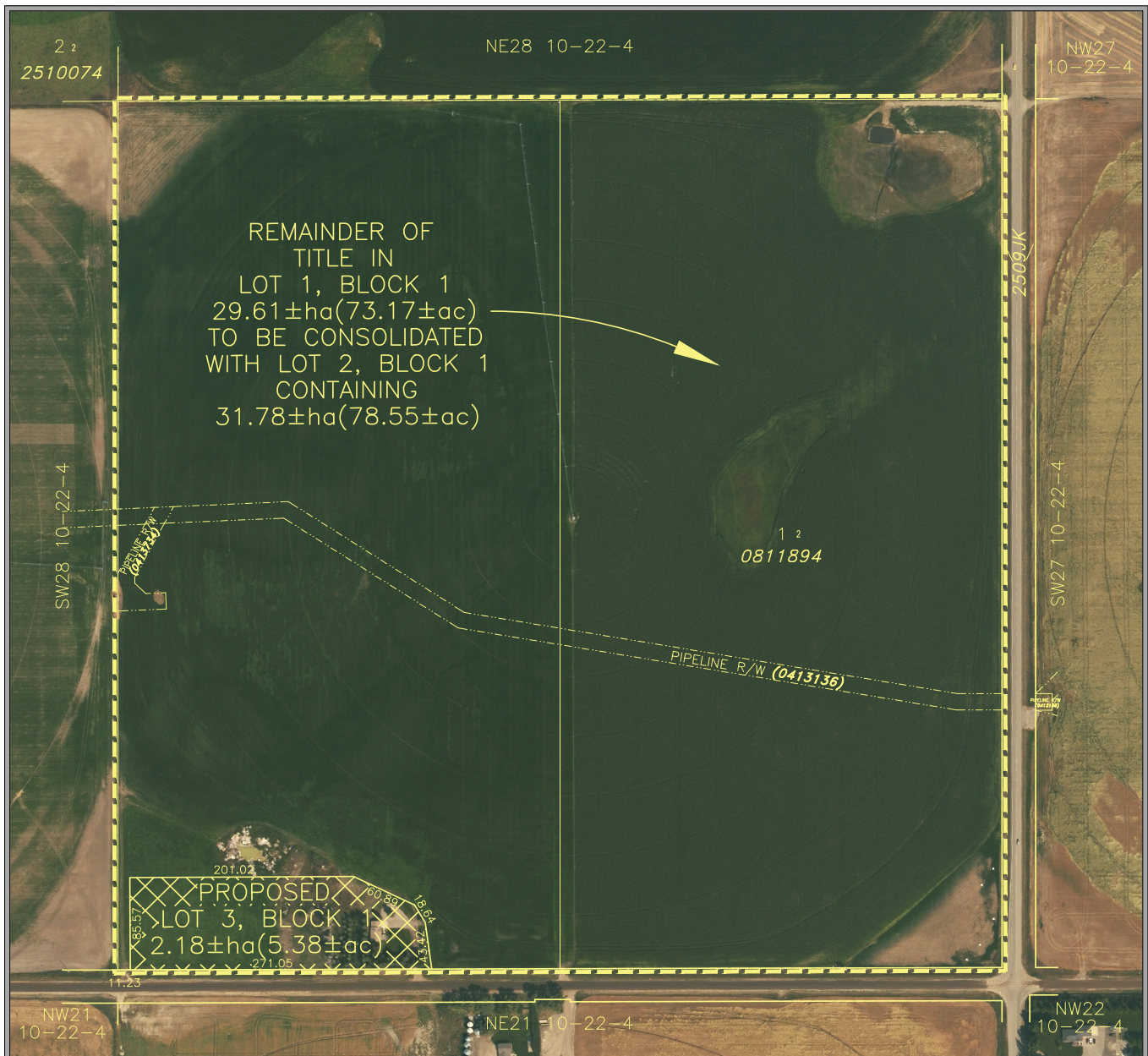
DATE: SEPTEMBER 8, 2025

FILE No: 2025-0-133



September 23, 2025 N:\Subdivision\2025\2025-0-133.dwg





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16814T

LOTS 1 & 2, BLOCK 1, PLAN 0811894 WITHIN

SE 1/4 SEC 28, TWP 10, RGE 22, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: SEPTEMBER 8, 2025

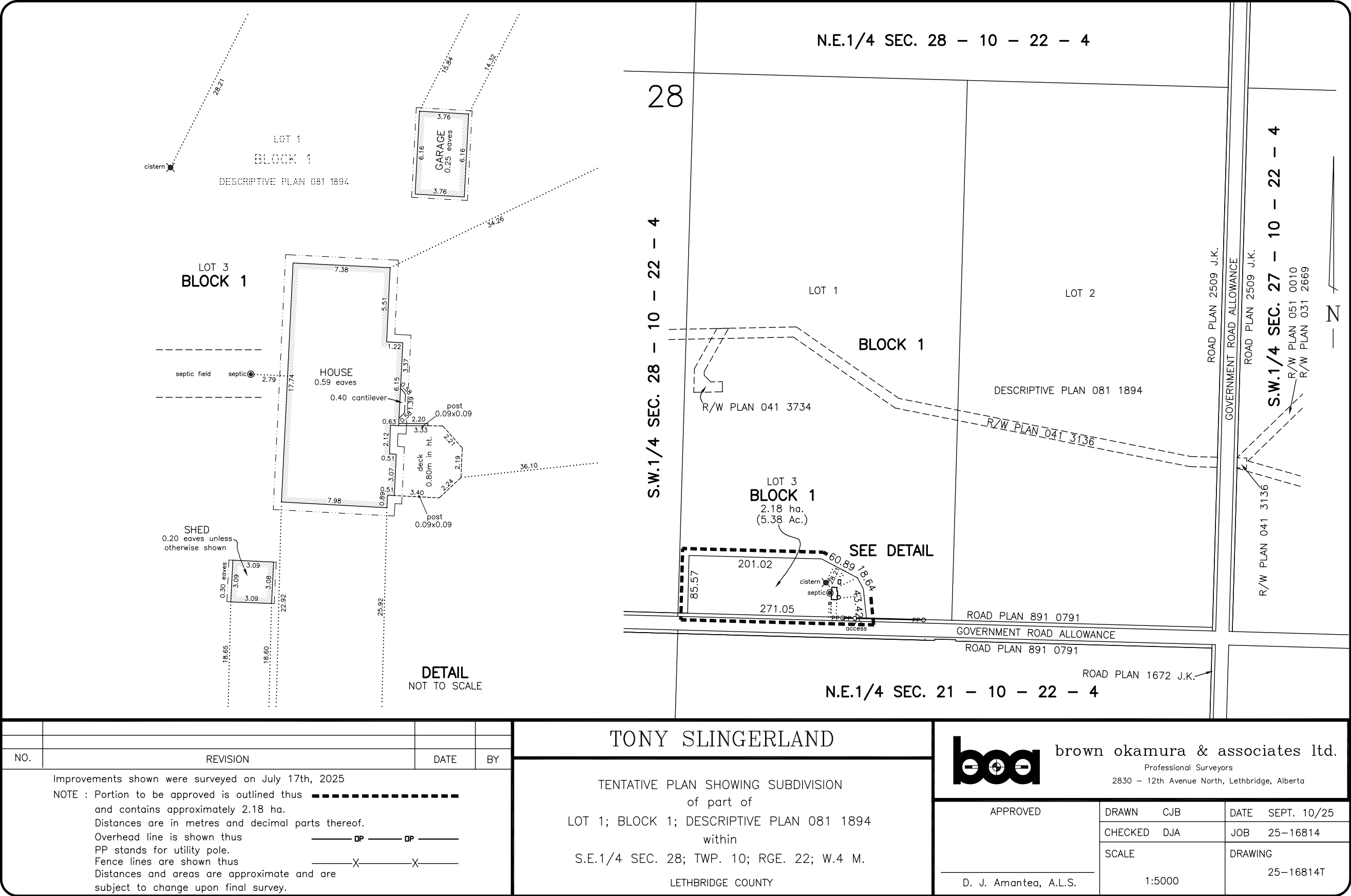
FILE No: 2025-0-133



September 23, 2025 N:\Subdivision\2025\2025-0-133.dwg



AERIAL PHOTO DATE: 2018



AGENDA ITEM REPORT



Title: Subdivision Application #2025-0–137 De Wilde
- W1/2 3-11-23-W4M
Meeting: Council Meeting - 04 Dec 2025
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

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

Approved - 25 Nov 2025
Approved - 25 Nov 2025
Approved - 26 Nov 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The application is to reconfigure the property boundaries and size of two adjacent titled agricultural parcels, by subdividing 64.25-acres from the SW $\frac{1}{4}$ 3-11-23-W4 and consolidating it to the north $\frac{1}{4}$ -section (NW $\frac{1}{4}$ 3-11-23-W4) resulting in agricultural titles 224.25-acres and 93.18-acres in size. The proposal meets the subdivision criteria of the Land Use Bylaw (LUB).

RECOMMENDATION:

That subdivision application #2025-0-137 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Matters Related to Subdivision and Development Regulations, the IDP, and the municipal realignment/reconfiguration of title subdivision policies as stated in the LUB.

PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains subdivision policies to allow a realignment/ reconfiguration of agricultural titles and property lines without an increase in overall titles.
- The LUB No. 24-007 reconfiguration of titles policy enables parcel boundaries to be realigned with considerations for land use. This subdivision/consolidation is to assemble similar agricultural lands and there will be no additional titles created above what presently exists. All the readjusted titles exceed the minimum agricultural title parcel size of 80-acres.

- The land is within Planning Area 1A of the Town of Nobleford and Lethbridge County Intermunicipal Development Plan (IDP). The IDP policy allows for this type of subdivision and reconfiguration of agricultural land scenario.

BACKGROUND INFORMATION:

Located ¼-mile west of the Town of Nobleford boundary, ½-mile east of the intersection of Highways 23 and 519. The proposal is to accommodate the reconfiguration of agricultural land of the same owner and amalgamate the similar cultivated cropland and separate the grassland.

The proposed boundary will occur along an existing fence line that separates the two types of agricultural land. The proposed 93.18-acre parcel contains an existing yard on the northern portion which contains two dwellings, a dugout, and multiple out buildings along with the grassland. The residences are served by the rural water co-op and sewer is managed by individual onsite private septic fields. There is an existing access for the SW¼ 3-11-23-W4 directly to Highway 519 along the east boundary which will be associated with the 93.18-acre parcel. There is an undeveloped municipal road allowance along the west boundary of both ¼-sections that currently has an approach to Highway 519 that may provide access to the reconfigured 224.25-acre agricultural title.

There are no abandoned gas wells located in proximity. The north ¼-section (NW¼ 3-11-23-W4) is identified for potentially containing historic resources of a category 5a. The province responded that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.

Overall, the proposal meets the criteria of the County's LUB No. 24-007 for a realignment/reconfiguration of agricultural 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). Alberta Transportation and Economic Corridors (ATEC) has no concerns and granted a variance so that the County may grant an approval. The Town of Nobleford has not responded. (It is noted that a reconfiguration of agricultural land in the IDP area may be considered without the need for an Area Structure Plan (ASP); however, an ASP will be required for any other further subdivision in the SW¼ 3-11-23-W4).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is determined the proposed agricultural 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 IDP criteria are met.

Cons:

- the applicant would not be able to assemble their agricultural holdings as desired, and the decision could be appealed to LPRT by the applicants as the County's criteria are met.

FINANCIAL IMPACT:

None.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-137 Lethbridge County Approval](#)

[Diagrams 2025-0-137](#)

[De Wilde - colour and photo images](#)

RESOLUTION

2025-0-137

Lethbridge County

Agricultural subdivision of W1/2 3-11-23-W4M

THAT the Agricultural subdivision of W1/2 3-11-23-W4M (Certificate of Title No. 251 202 753, 251 202 753 +1), to reconfigure the property boundaries and size of two adjacent titled agricultural properties, by subdividing 64.25-acres (26.04 ha) from the SW¼ 3-11-23-W4 and consolidating it to the north ¼-section (NW¼ 3-11-23-W4) resulting in agricultural titles 224.25-acres (90.75 ha) and 93.18-acres (37.71 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. This agreement may address access provisions that may be required for the reconfigured 224.25-acre agricultural title.
3. That the titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent ¼-section 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 any easement(s) as required by utility agencies shall be established prior to finalization of the application.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined that with the consolidation, all the readjusted titles exceed the minimum agricultural title parcel size of 80-acres and there will be no additional titles created above what presently exists, which conforms to the criteria as a property realignment/reconfiguration of titles subdivision.
4. The proposal is within the Intermunicipal Development Plan (IDP) boundary with the Town of Nobleford and is situated within Planning Area 1A which allows for a reconfiguration of agricultural land with no additional titles being created.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(c) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.

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

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

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

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

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

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

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

“Thank you for the opportunity to comment on File No. 2025-0-137. 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 this application is to reconfigure the property boundaries and size of two adjacent agricultural parcels. The proposal will accommodate the reconfiguration of agricultural land of the same owner and amalgamate the similar cultivated cropland and separate the grassland. One parcel contains an existing farmyard, with two dwellings. The two residences are served by a rural water co-op and a dugout, and each has its own private septic field.

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 that private drinking water systems (ex: cisterns, wells) 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) 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.”

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

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

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

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

The requirements of Section 19 of the Regulation are not met. The existing direct access could remain on a temporary basis. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

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

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

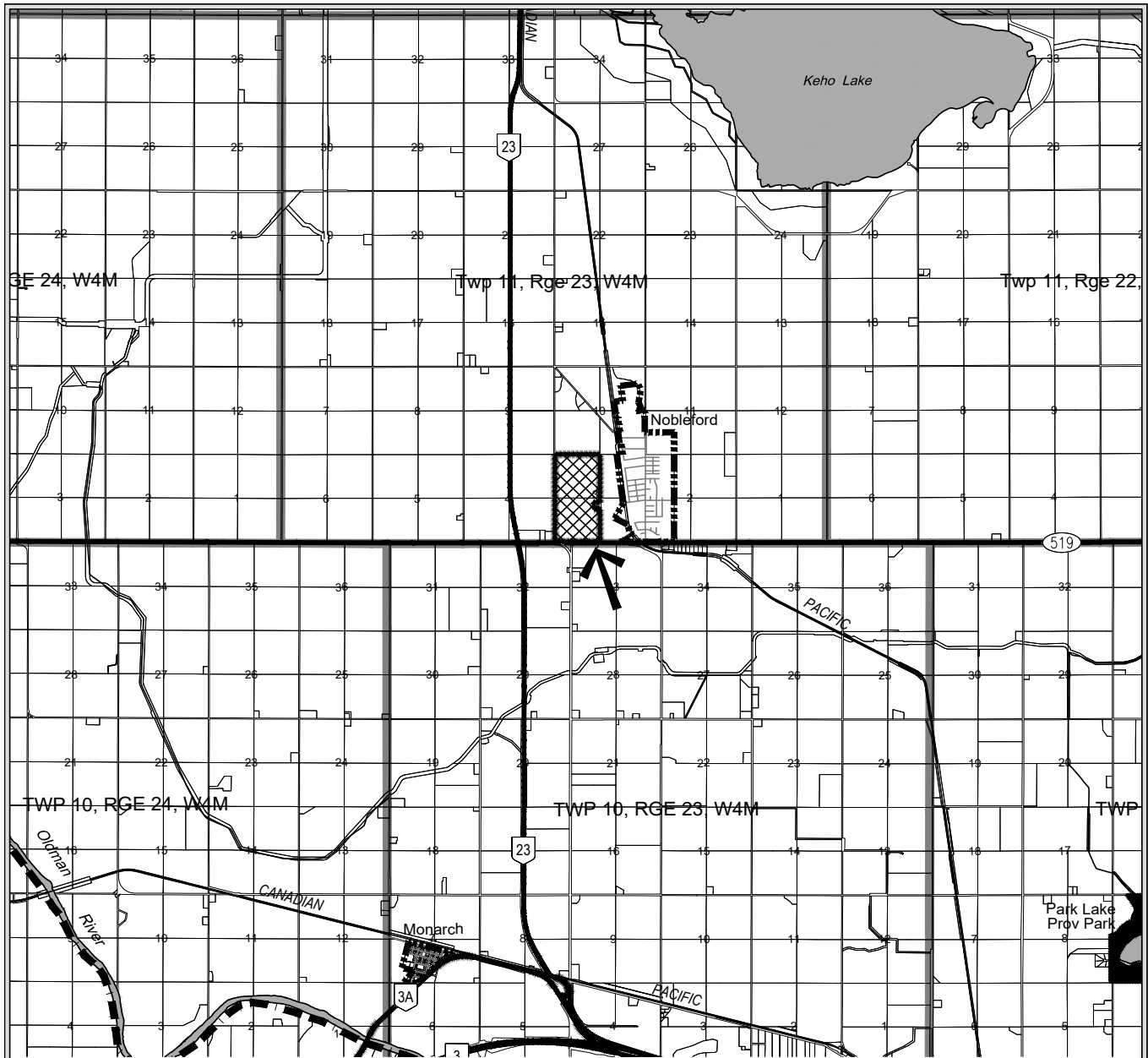
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

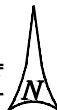
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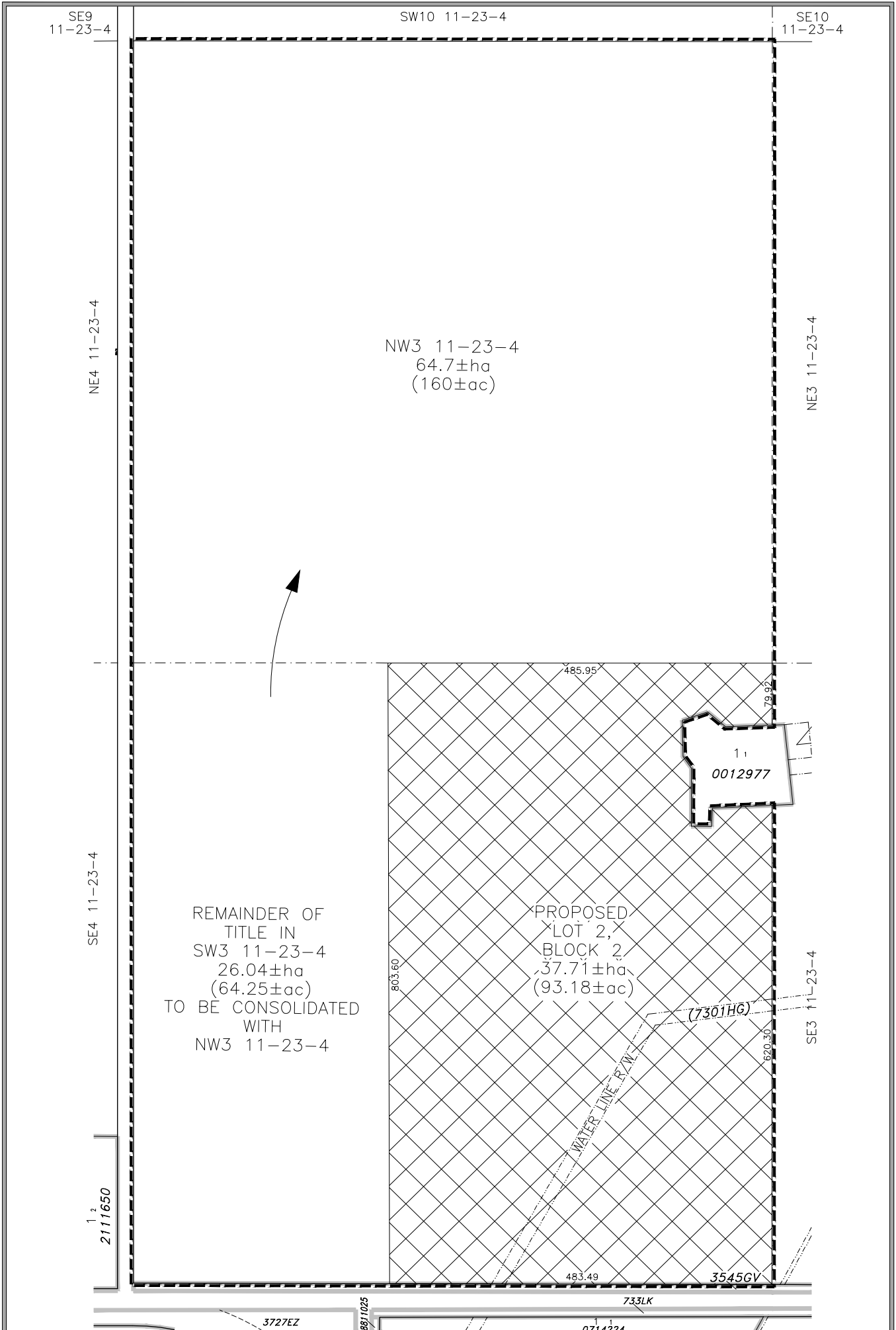
REEVE

DATE



SUBDIVISION LOCATION SKETCH
W 1/2 SEC 3, TWP 11, RGE 23, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: SEPTEMBER 12, 2025
FILE No: 2025-0-137





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16826T
W 1/2 SEC 3, TWP 11, RGE 23, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: SEPTEMBER 12, 2025
FILE No: 2025-0-137

AERIAL PHOTO DATE: 2018



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 100 200 300 400

September 12, 2025 N:\Subdivision\2025\2025-0-137.dwg



SUBDIVISION SKETCH
See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16826T
W 1/2 SEC 3, TWP 11, RGE 23, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: SEPTEMBER 12, 2025
FILE No: 2025-0-137

AERIAL PHOTO DATE: 2018

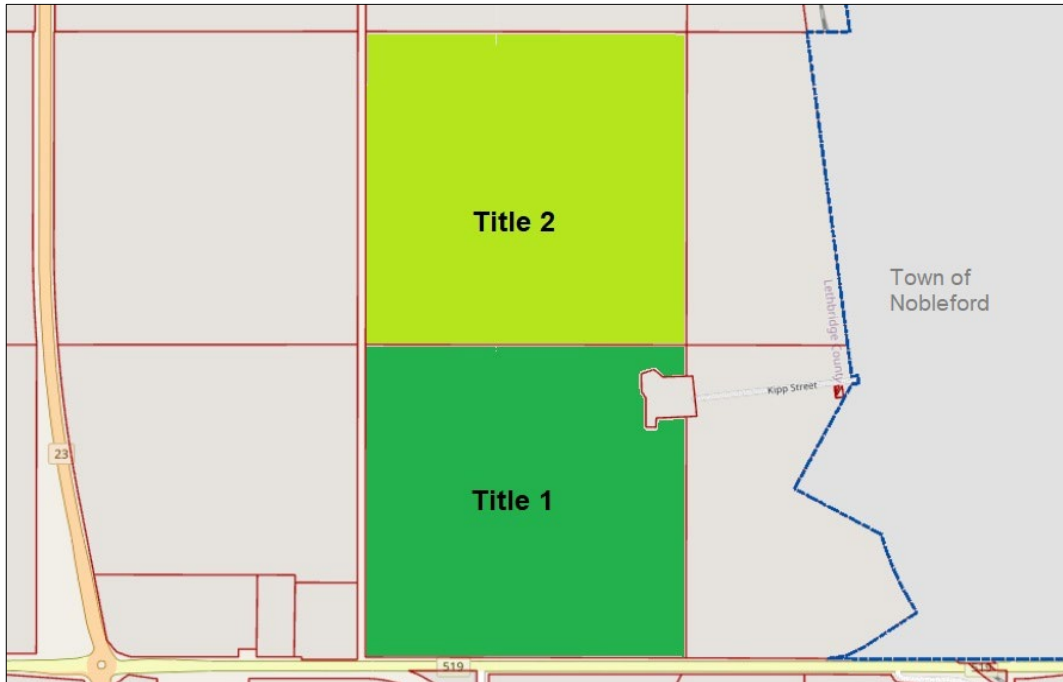
OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 100 200 300 400 Metres

September 12, 2025 N:\Subdivision\2025\2025-0-137.dwg

SUBDIVISION 2025-0-137

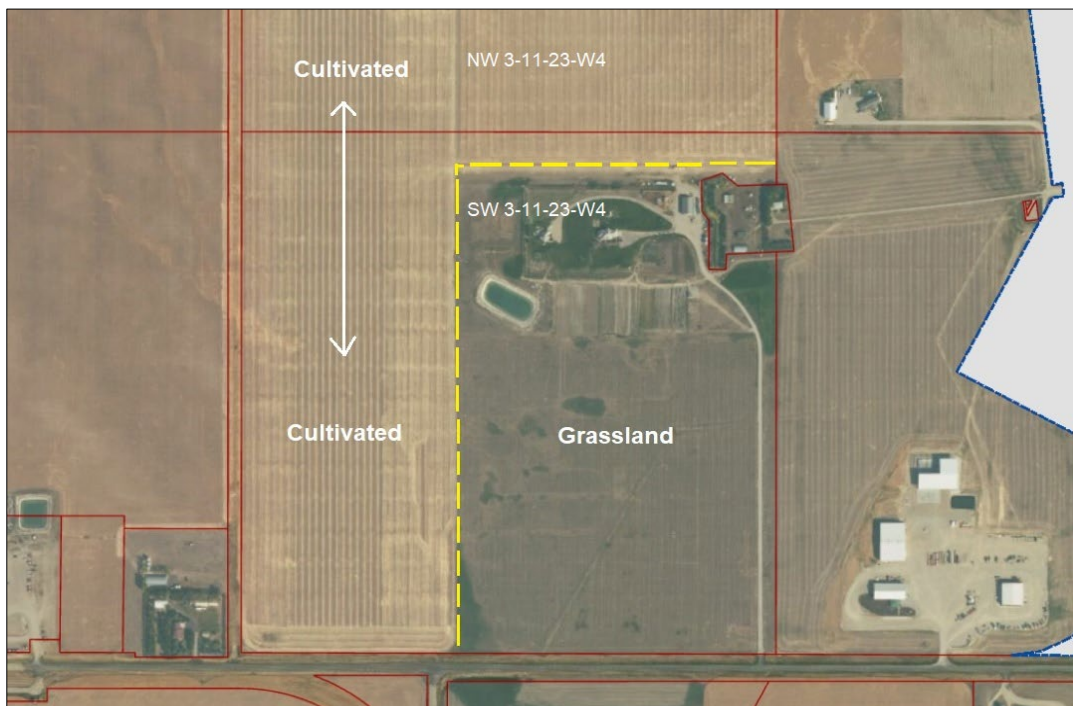
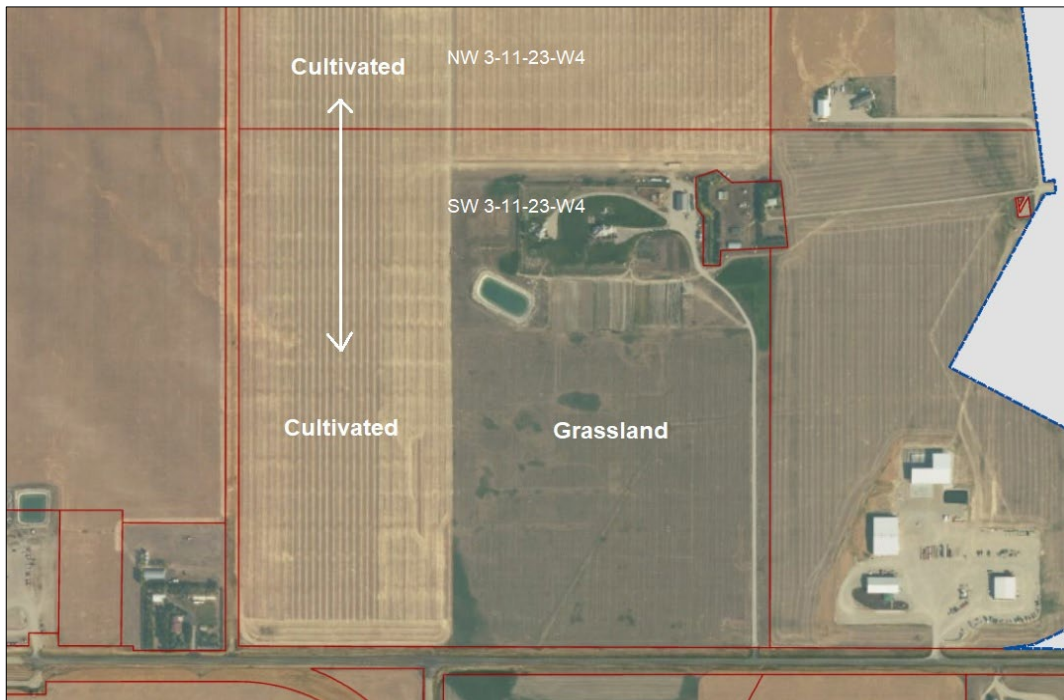
Existing



Proposed



SUBDIVISION 2025-0-137



AGENDA ITEM REPORT



Title: Subdivision Application #2025-0-150 – Klok - Lot 1, Block 2, Plan 1511177 within NE1/4 29 & SE1/4 32-10-23-W4M
Meeting: Council Meeting - 04 Dec 2025
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

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

Approved - 25 Nov 2025
Approved - 25 Nov 2025
Approved - 26 Nov 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This application is to subdivide 9.54-acres from a previously subdivided ¼-section and reconfigured title of 167.78-acres for county residential use. The proposal does not meet the subdivision criteria and policies of the Land Use Bylaw (LUB).

RECOMMENDATION:

That subdivision application #2025-0-150 be refused for approval for the reasons as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision does not meet the intent and requirements of the municipal subdivision policies as stated in both the Municipal Development Plan and the LUB.

PREVIOUS COUNCIL DIRECTION / POLICY:

- A 2014 application to subdivide a 12.44-acre vacant parcel from the SE¼ 32-10-23-W4M was refused for approval by the Lethbridge County Subdivision Authority, as it was deemed the land was good quality agricultural land and a separate 5.56-acre title was already subdivided out of the parent ¼-section.
- The Appeal Board overturned the refusal on appeal, on the reasoning that the SDAB accepted that the applicant intended the 12.44 acres was to be irrigated and used for agricultural purposes. A yard was later subsequently developed which is the subject of the application.
- The two adjacent ¼-sections have been previously subdivided and reconfigured in 2015 to accommodate the landowner, and an additional separate yard title from a ¼-section (which would otherwise be from the SE1/4 32-10-23-W4M) is ineligible for subdivision.

BACKGROUND INFORMATION:

Located to the east side of Highway 23, 1-mile southwest of the Town of Nobleford. The application is to subdivide a portion of an established yard on the north-end of the parent agricultural title.

The yard has been developed over the last 10-years and contains a dwelling, large shop, chicken coops and two dugouts. The parcel is long in length as the main yard is setback over 330 m from the road. The residence is serviced by the rural water co-op and sewage by a private on-site subsurface field situated to the east of the dwelling. Access is provided from the east municipal Range Road 23-4 (old highway road). There are no abandoned gas wells located in proximity, but there is a natural gas pipeline that runs SW to NE through the ¼-section and yard. There are no historical features and no Confined Feeding Operations (CFOs) located in proximity.

At issue with the proposal is that the parent title was enlarged in 2015 on an appeal to the SDAB after the Subdivision Authority refused to approve the subdivision. At the time, the subdivision and consolidation were viewed by the Subdivision Authority to be a way to circumvent the policies, as the land intended to be used for a residential yard could not be subdivided as its own title. The appeal decision allowed subdividing the ¼-section to the north (SE 32-10-23-W4) and consolidating 12.44 acres of land to the ¼-section to the south (former NE 29-10-23-W4, now Lot 1, Block 2, Plan 1511177) which is the subject land. The current application applied for is a slight variation of the original proposal refused by the Subdivision Authority 10-years ago (i.e., a yard has been developed instead of being vacant). Due to the past history and subdivisions allowed out of a ¼-section with respect to County policies, the applicant was advised the proposal may be refused. The applicant is of the opinion the proposal has merit in consideration of the yard established and offers he would accept the subdivision would preclude any further subdivision of the NE 29-10-23-W4.

The proposal does not meet the intent of the subdivision policies of LUB No. 24-007 as the 9.54-acre title would essentially be an additional separate subdivision out of the ¼-section had the land/titles not previously been reconfigured. The application was circulated to the required external agencies and no concerns were expressed regarding the application and no easements are requested (at time of agenda preparation). Alberta Transportation and Economic Corridors (ATEC) has no concerns and granted a variance if the County Subdivision Authority decides to grant an approval.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to approve the application in making a determination the proposal is similar to a subdivision that could be allowed out of the NE 29-10-23-W4 and on the basis the yard is established.

Pros:

- there are none direct to the County, but it would support the applicant's desired subdivision for the yard.

Cons:

- an approval contradicts the Subdivision Authority's previous decision and could be perceived as a way to circumvent the subdivision policies over time.

FINANCIAL IMPACT:

None direct on a Refusal. If approving, a Municipal Reserve payment of \$12,000 per acre (approx. \$11,448 at the 10%) would be required.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025-0-150 Lethbridge County Refusal](#)

[Diagrams 2025-0-150](#)

[2025-0-150 - Illustrative Subdivision Diagrams](#)

RESOLUTION

2025-0-150

Lethbridge County: **Country Residential** subdivision of Lot 1, Block 2, Plan 1511177 within NE1/4 29 & SE1/4 32-10-23-W4M

THAT the Country Residential subdivision of Lot 1, Block 2, Plan 1511177 within NE1/4 29 & SE1/4 32-10-23-W4M (Certificate of Title No. 151 109 929), subdivide 9.54 acres (3.86 ha) from a 167.78 acre (67.9 ha) previously subdivided quarter-section title for county residential use; BE REFUSED for the following reasons:

REASONS:

1. The Subdivision Authority has determined that the two adjacent ¼-sections have been previously subdivided and reconfigured in 2015 to accommodate the landowner, as a separate yard title is in the SE1/4 32-10-23-W4M which made the ¼-sections ineligible to be further subdivided to create another country residential yard title.
2. The subdivision is viewed to be a way to circumvent the subdivision policies. A similar proposal, but for vacant land, was refused by the Lethbridge County Subdivision Authority in 2014. The parent agricultural title was enlarged in 2015 on an appeal to the Subdivision and Development Appeal Board (SDAB). This appeal decision allowed subdividing the ¼-section to the north (SE 32-10-23-W4) and consolidating 12.44 acres of land to the ¼-section to the south (former NE 29-10-23-W4, now Lot 1, Block 2, Plan 1511177) which is the subject land. The SDAB overturned the refusal, on the reasoning that the Board accepted that with the consolidation the applicant intended the 12.44 acres was to be irrigated and used for agricultural purposes. However, yard was subsequently developed which is the subject of the latest submitted application.

INFORMATIVE:

- (a) The Lethbridge County Subdivision and Development Appeal Board (SDAB) decision 2014-0-174 created the current 167.78 acre title comprised of land from the NE1/4 29 & SE1/4 32-10-23-W4M (Certificate of Title No. 151 109 929).

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

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

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

“Thank you for the opportunity to comment on File No. 2025-0-150. 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 this application is to subdivide for country residential use. The land contains an existing dwelling, with water services provided by a rural water co-op and sewer services via a subsurface treatment field.

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.
- 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.”

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

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

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

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

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

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

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

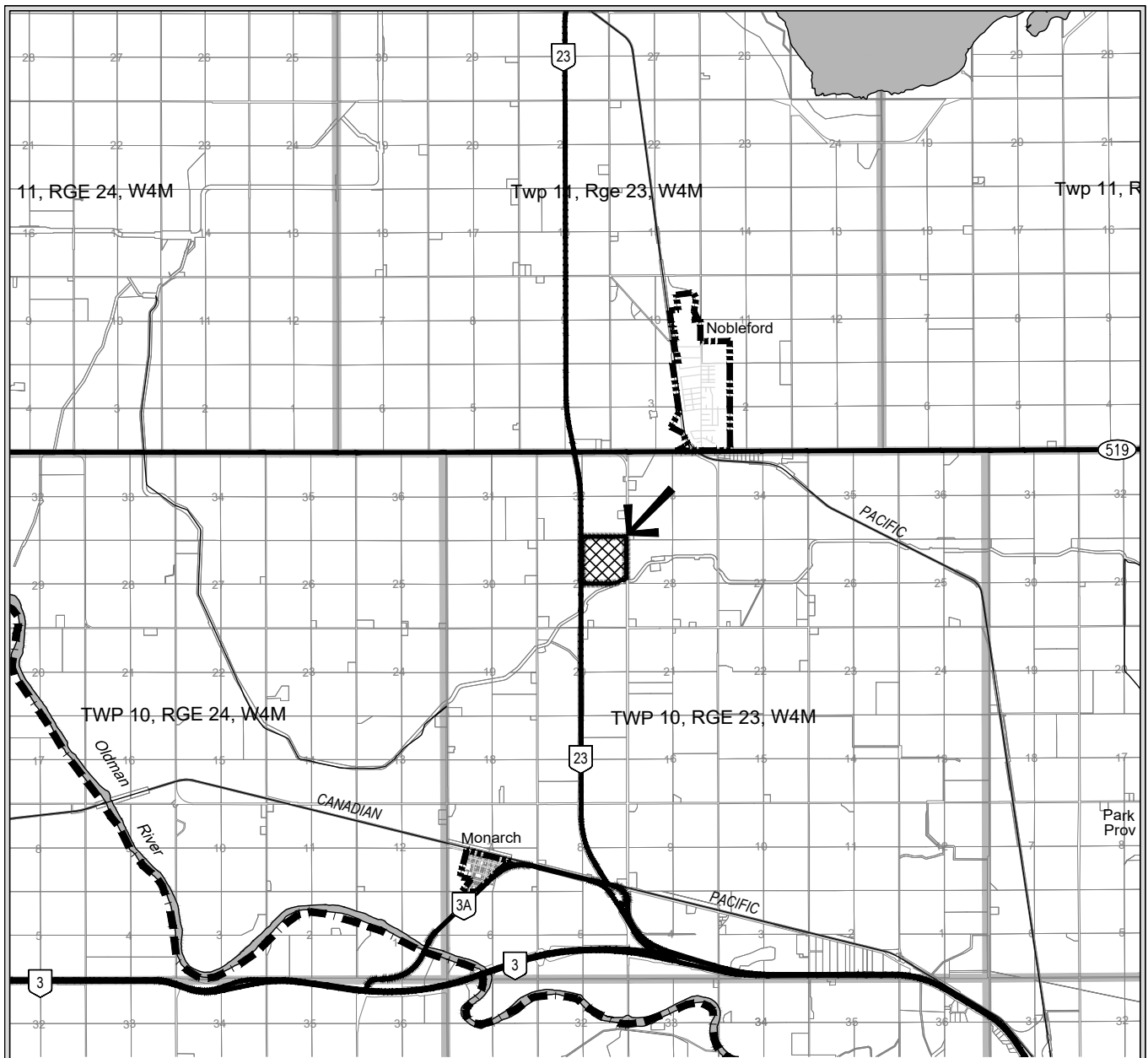
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

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

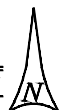
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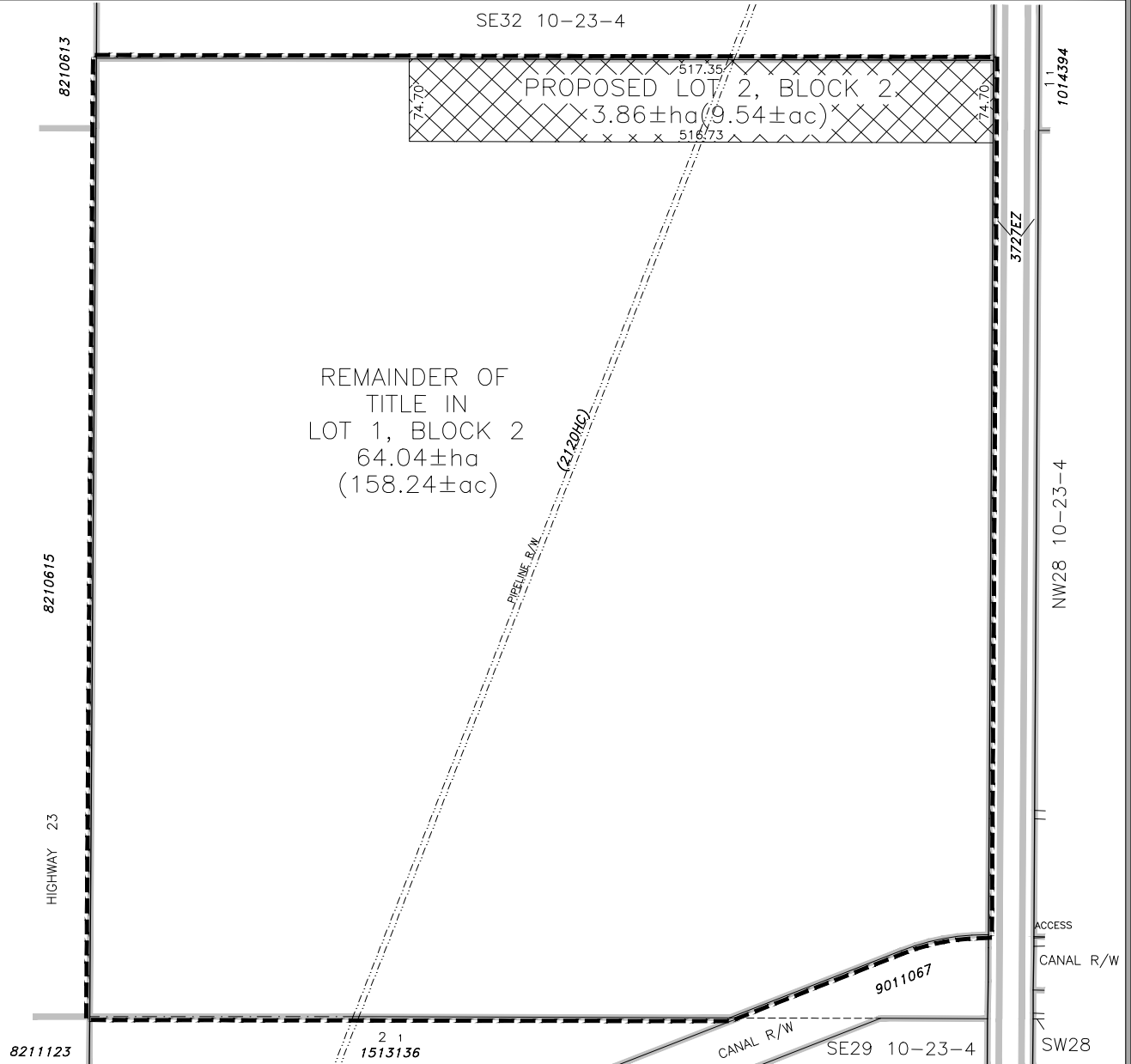
REEVE

DATE



SUBDIVISION LOCATION SKETCH
LOT 1, BLOCK 2, PLAN 1511177 WITHIN
NE 1/4 SEC 29 & SE 1/4 SEC 32, TWP 10, RGE 23, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: SEPTEMBER 24, 2025
FILE No: 2025-0-150





SUBDIVISION SKETCH

LOT 1, BLOCK 2, PLAN 1511177 WITHIN

NE 1/4 SEC 29 & SE 1/4 SEC 32, TWP 10, RGE 23, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

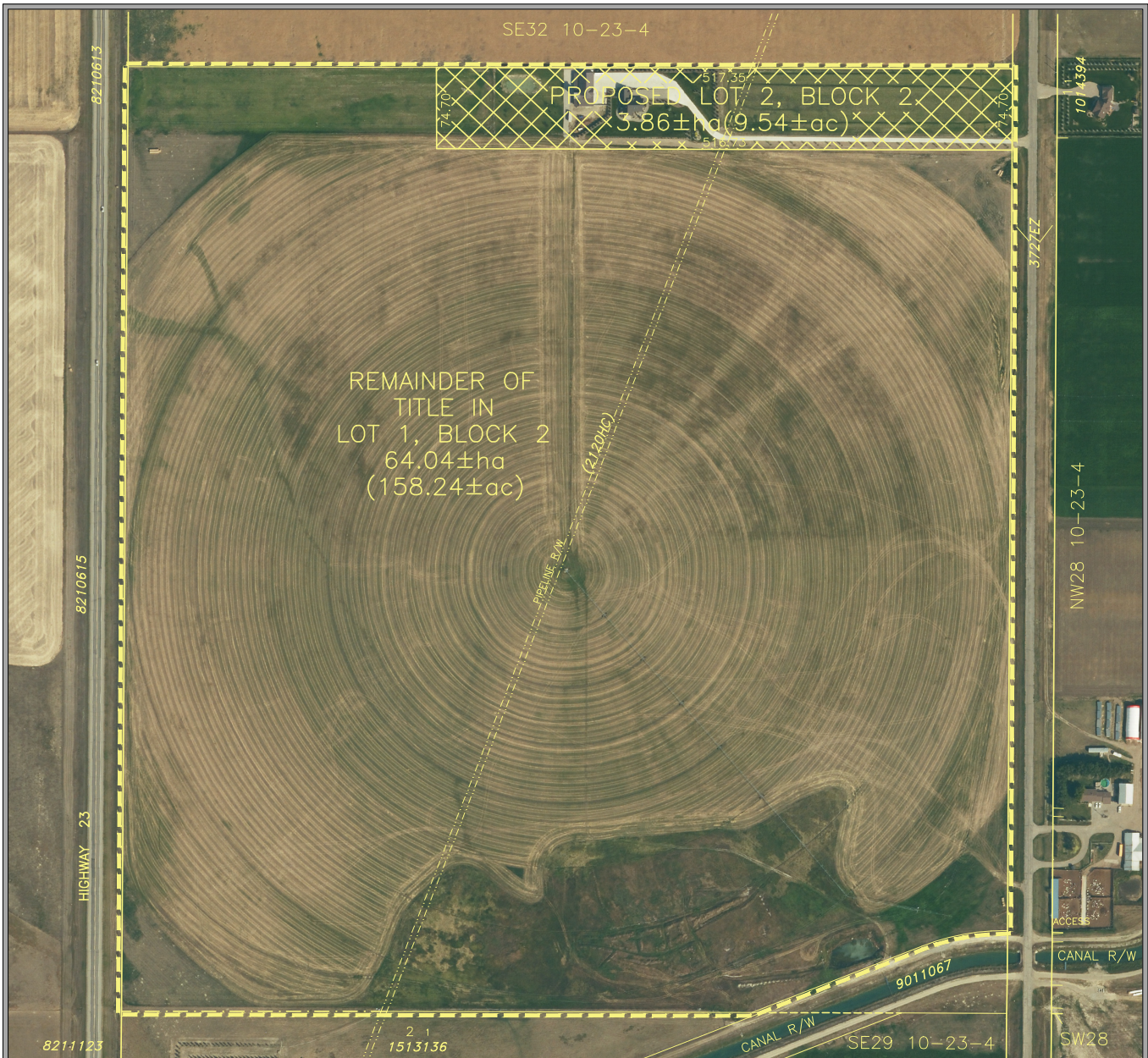
DATE: SEPTEMBER 24, 2025

FILE No: 2025-0-150



September 24, 2025 N:\Subdivision\2025\2025-0-150.dwg





SUBDIVISION SKETCH

LOT 1, BLOCK 2, PLAN 1511177 WITHIN

NE 1/4 SEC 29 & SE 1/4 SEC 32, TWP 10, RGE 23, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: SEPTEMBER 24, 2025

FILE No: 2025-0-150

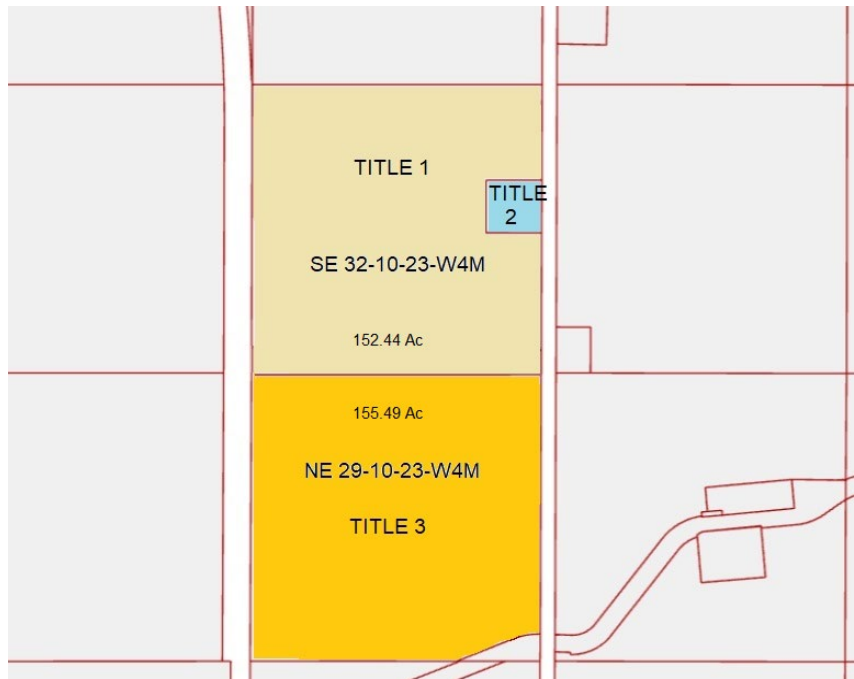


2025-0-150 - Illustrative Subdivision Diagrams

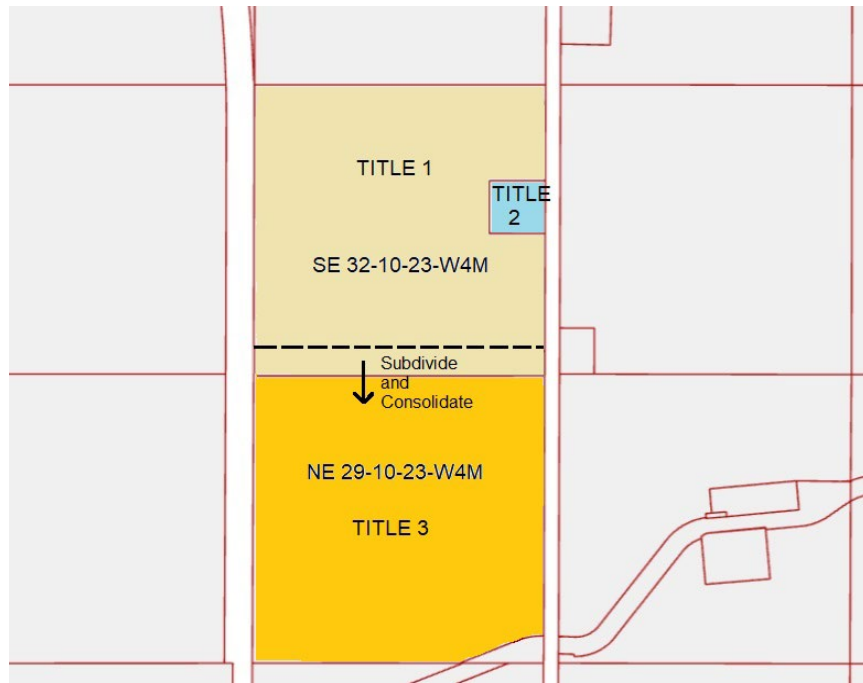
Existing Titles



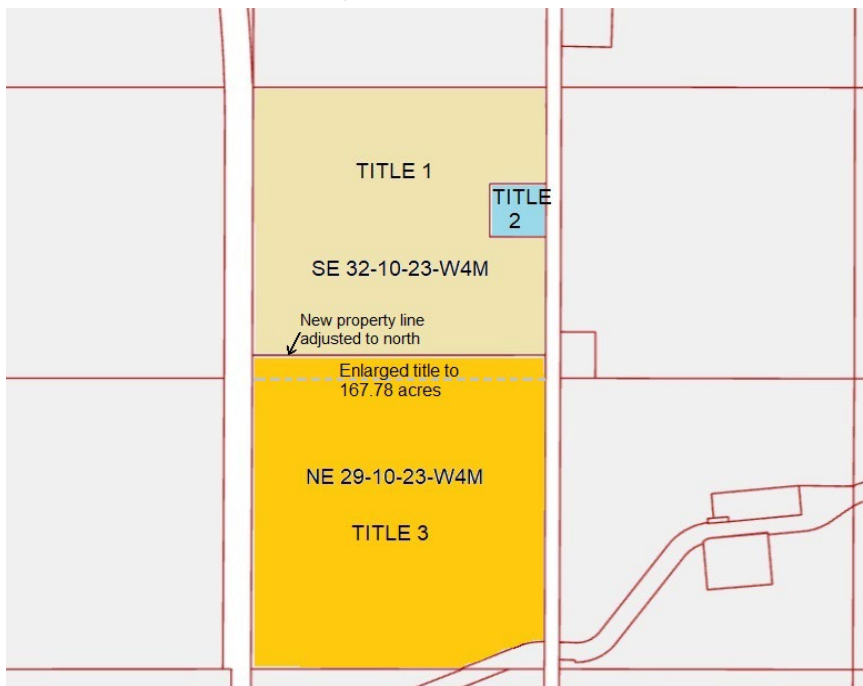
Titles Prior to 2015



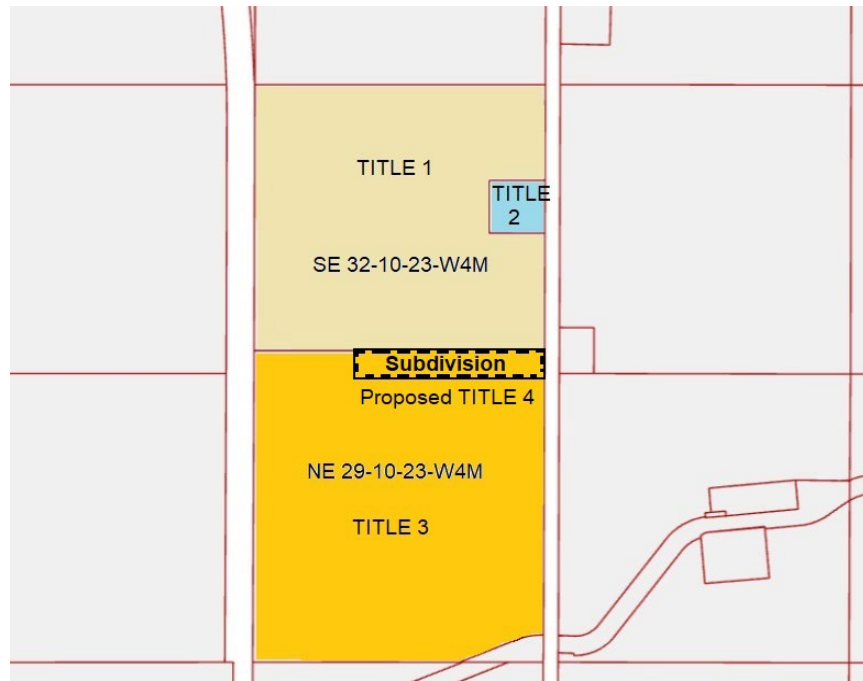
2015 SDAB Approval Decision (12.44 acres subdivided & consolidated)



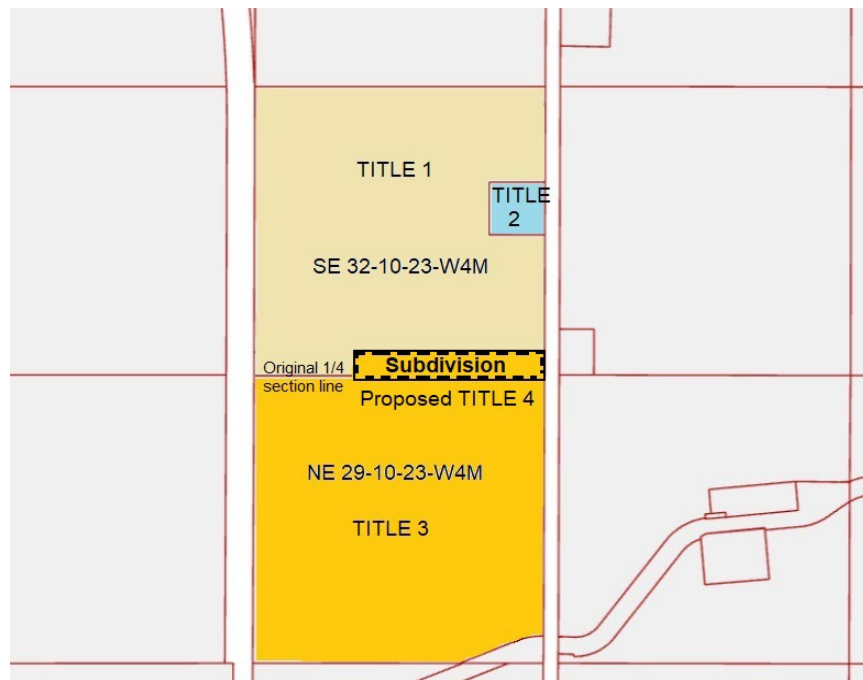
Resulting Titles (NE 29-10-23-W4 enlarged to 167.78 acres)



New 2025 Subdivision Proposal (subdivision from 167.78 acre title created from appeal)



Illustrative Comparison from 2015 Proposal to 2025 Proposal (¼-section line location)



AGENDA ITEM REPORT



Title: 2026-2028 Operating Budget & 2026-2030 Capital Budget
Meeting: Council Meeting - 04 Dec 2025
Department: Corporate Services
Report Author: Hailey Pinksen

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 02 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The 2026 - 2028 Proposed Operating and 2026 - 2030 Proposed Capital Budgets were presented to Council on November 28th for review and consideration. Upon completion of the budget deliberations, Council provided their feedback and direction which Administration has incorporated into the budget and is now bringing forward for final approval.

The proposed 2026 operating budget has a total projected tax support increase from 2025 to 2026 is 7.9% or \$1,579,219 (with an after growth tax support increase of 3%).

This increase represents Council's commitment to its strategic pillars of Governance, Relationships, Region and Prosperity by investing in the County's infrastructure to ensure the communities best interests are represented, that ratepayers have the services they require, and that the County fosters an environment that will attract, expand and retain businesses.

RECOMMENDATION:

MOVED that the 2026 Operating Budget expenses in the amount of \$42,812,682 be approved, and that the 2027 and 2028 Operating Budget expenses in the amounts of \$41,835,443 and \$41,904,088 respectively be approved in principle.

MOVED that the 2026 Capital Budget expenses in the amount of \$13,750,000 be approved, and that the 2027, 2028, 2029 and 2030 Capital Budget expenses in the amounts of \$11,473,000, \$11,073,000, \$13,163,000 and \$6,705,000 respectively be approved in principle.

REASON(S) FOR RECOMMENDATION(S):

As per the Municipal Government Act, a municipal may only make an expenditure that is included in an operating budget as stated below:

248(1) A municipality may only make an expenditure that is
(a) included in an operating budget, interim operating budget
or capital budget or otherwise authorized by the council,
(b) for an emergency, or
(c) legally required to be paid.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council direction was provided to administration following the Budget Deliberation Meetings.

The Municipal Government Act, Section 242 and 245 states the following with regards to the adoption Budgets:

242(1) Each council must adopt an operating budget for each calendar year by January 1 of that calendar year.

and Section 245 - Each council must adopt a capital budget for each calendar year by January 1 of that calendar year.

BACKGROUND INFORMATION:

The budget is utilized as a guide to allow staff to deliver programs and services within the County. The operating budget details projected revenues and expenditures for all departments and activities within the organization. As in previous years a three year operating and five year capital budget is prepared for all County departments and was presented to Council for deliberations on November 28th.

Upon completion of the budget deliberation meetings, Council provided direction to staff, which has been included in the attached proposed budget summaries for approval consideration.

ALTERNATIVES / PROS / CONS:

N/A

FINANCIAL IMPACT:

An operating budget must be approved by Council to ensure County operations can carry on status quo as of January 1, 2026.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[2026 Budget Presentation](#)

2026 Budget

Lethbridge County

Presented to
Lethbridge County Council
December 4, 2025



Deep roots, bright future



Executive Summary

Focused on long-term sustainability through strategic reinvestment and modernized systems.

This budget reflects a balanced approach: managing ongoing operational pressures while investing in the infrastructure, technology, and people needed to support growth and deliver high-quality service.

Fiscal Approach

- Proposed 3% tax increase after growth, supporting core service levels and long-term financial stability.
- Strategic use of reserves to normalize large cyclical expenditures while planning for future sustainability.

Operational Highlights

- Careful management of competing cost pressures, including rising service demands and lingering inflationary and tariff impacts.
- Continued efficiencies through optimized workflows, digital processes, and modernized systems (e.g., ERP transition, digital forms, long-term asset management planning tools).
- Strengthened organizational capacity through improved training, cross-functional integration, and system stabilization.

Capital & Growth Investments

- Significant capital reinvestment in roads, bridges, water, wastewater, stormwater, and hamlets, aligned with long-term asset management.
- Supporting the needs of a growing and industrially active County while maintaining service quality.
- Advancing development and economic growth initiatives to position the County for future opportunities.

Forward-Looking & Innovative

- This budget builds on strong internal progress and positions the County to operate more effectively, engage residents digitally, and support heavy-intensity operations.



2025 Key Accomplishments

- Implemented budgeting software, enabling monthly budgeting, real-time visibility, and stronger financial decision-making.
- Advanced digital service delivery, implementing automated forms for service requests and payments. (ongoing)
- Initiated Phase 2 of Asset Management (CMMR) with 2025 foundational asset management work setting the stage for 2026 multi-year project implementation.
- Completed Eastern Industrial Transmission Pipeline, significantly expanding agri-food production in the region.
- Expanded cost-effective road renewal through cement stabilization projects.
- Increased base stabilized mile productivity by ~45%.
- Modernized Public Operations staffing model, introducing rotational backfilling to ensure service continuity and operational resilience ultimately improving grading efficiency and productivity.
- Secured long-term fire service agreements with Picture Butte, Nobleford and Coalhurst, strengthening stability and rural emergency response capacity.
- Launched a renewed public engagement strategy, including outreach channels that expanded our reach and visibility.
- Led the Regional Emergency Management Partnership implementation, coordinating five municipalities in a major joint initiative for regional preparedness.
- Collaborated with regional partners to improve critical stormwater infrastructure across the region (e.g. Malloy Drain, Horsefly Spillway, etc.)
- Completed the POS system conversion for bulk water stations.



2026 Key Priorities

- **ERP System Planning & Implementation**
Initiate review process to establish future needs necessary to modernize internal workflows, financial processes, and service delivery through a new enterprise system.
- **Asset Management Phase 2 – Maintenance Manager**
Multi-year rollout to strengthen long-term planning, lifecycle budgeting, and operational efficiency.
- **Public Operations: Gravel Crushing Program**
Executing planned crushing activities to meet operational demand and maintain core infrastructure.
- **Assessment Services Transition**
Shifting tax assessment to a third-party provider to enhance service capacity, manage workload, and support long-term sustainability.
- **Council Strategic Planning**
Renewing Council's priorities and long-range direction to guide budgeting, capital planning, and service levels.
- **Growth & Engagement Initiatives**
Advancing regional collaboration, engagement, improving resident access to services, and supporting economic growth in key areas across the County.



Agenda

Agenda

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Budget Overview

Summary – Revenues & Expenditures Overview

REVENUES

Council	32,000
Administrator's Office	40,000
Emergency Services	1,042,515
Growth & Engagement	10,000
Public Operations	11,517,959
Municipal Development & Infrastructure	313,000
Corporate Services	2,523,976
Total Revenues	15,479,450

EXPENDITURES

Council	717,769
Administrator's Office	1,617,314
Emergency Services	3,069,917
Growth & Engagement	370,800
Public Operations	23,098,854
Municipal Development & Infrastructure	2,151,984
Corporate Services	4,540,745
Total Expenditures	35,567,382

Tax Support

<i>Before Growth Percent Increase (Decrease) from previous year's budget</i>	5.9%
<i>After Growth Percent Increase (Decrease)</i>	3.9%

2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget
32,000	69,000	55,620	57,289
40,000	16,000	16,480	16,974
1,042,515	2,697,202	1,193,443	917,721
10,000	-	-	53,045
11,517,959	14,903,998	13,970,387	14,328,587
313,000	513,733	275,700	236,045
2,523,976	2,945,598	3,447,407	2,611,579
15,479,450	21,145,531	18,959,036	18,221,239
717,769	773,579	728,654	738,169
1,617,314	1,619,390	1,955,279	2,263,420
3,069,917	5,241,674	3,968,063	3,785,231
370,800	722,249	742,520	853,480
23,098,854	26,679,214	26,582,023	27,027,512
2,151,984	2,532,768	2,160,750	2,155,669
4,540,745	5,243,808	5,698,154	5,080,607
35,567,382	42,812,682	41,835,443	41,904,088
(20,087,932)	(21,667,151)	(22,876,407)	(23,682,849)
5.9%	7.9%	5.6%	3.5%
3.9%	3.0%	1.1%	1.8%



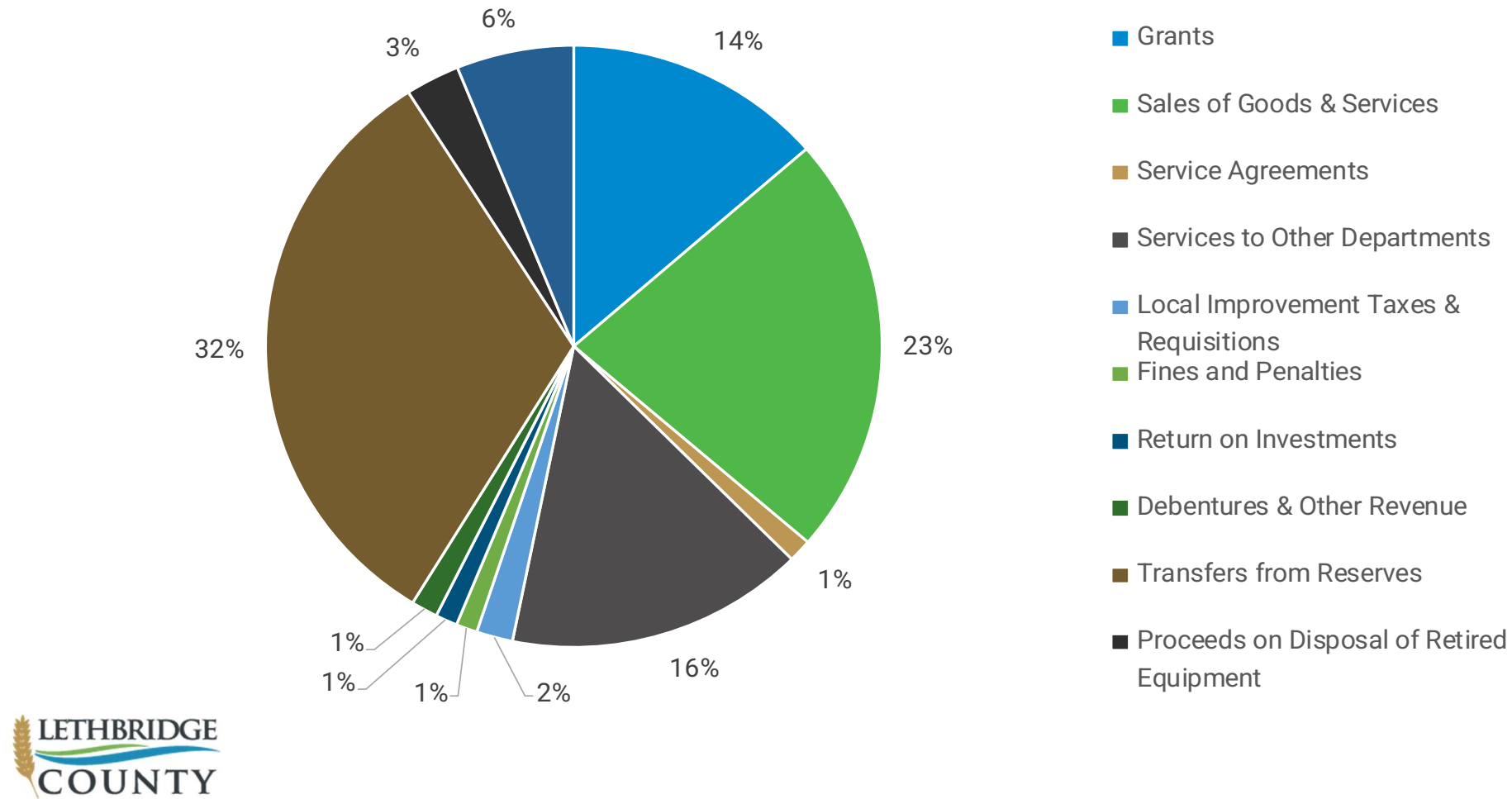
Revenue Summary

Summary – Revenues 1 of 2

	2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget
REVENUES				
Property Taxes (Tax Support)	20,087,932	21,667,151	22,876,407	23,682,849
Grants	756,730	666,110	454,377	454,377
Sales of Goods & Services	5,844,581	7,897,737	8,259,791	8,467,950
Service Agreements	434,544	427,560	440,022	452,858
Services to Other Departments	5,111,010	5,467,451	5,613,995	5,853,075
Fines and Penalties	390,000	390,750	390,750	390,750
Return on Investments	400,000	400,000	400,000	400,000
Other Revenue*	1,164,300	1,148,857	1,168,783	1,023,307
Transfers from Reserves	629,895	4,041,836	1,526,087	473,692
Market Access Network Reserve Transfer	748,390	705,230	705,230	705,230
Total Revenues	35,567,382	42,812,682	41,835,443	41,904,088

* Includes Local Improvement Taxes, Road Agreements, misc revenues

Summary – Revenues 2 of 2



Expense Summary

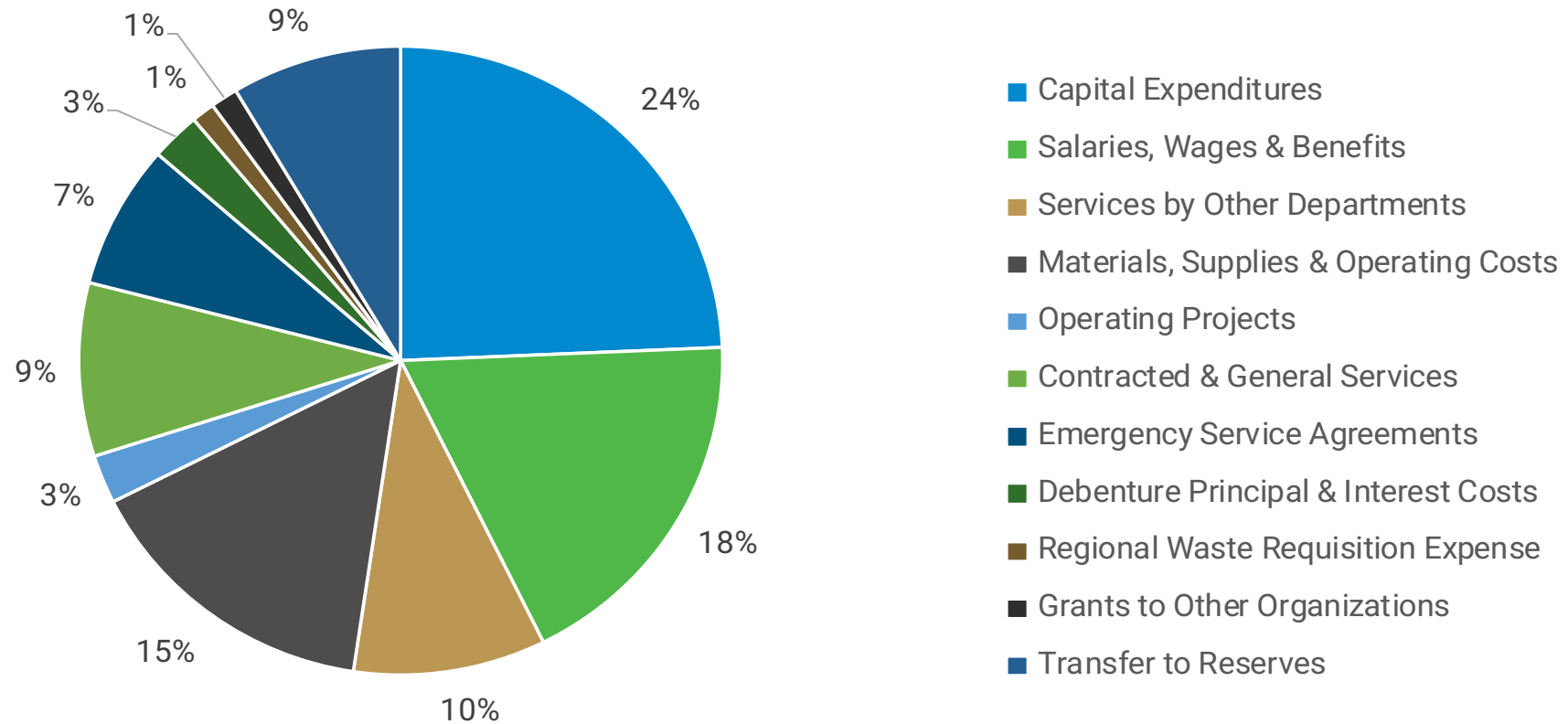
Summary – Expense (by object code) 1 of 2

	2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget
EXPENDITURES - by object code				
Salaries, Wages & Benefits	9,856,177	10,374,241	10,295,410	10,291,745
Contracted & General Services	3,238,855	5,043,022	4,606,822	4,782,044
Materials, Supplies & Operating Costs	6,647,597	8,607,174	9,133,655	9,431,046
Services by Other Departments	5,111,010	5,467,451	5,613,995	5,853,075
Operating Projects*	650,000	1,405,833	767,350	373,575
Emergency Service Agreements	2,160,000	4,176,982	2,742,087	2,537,297
Debenture Principal & Interest Costs	1,455,041	1,414,118	1,404,062	1,273,805
Other Expenditures**	1,427,884	1,438,321	1,487,402	1,531,798
Transfers to Reserves	5,020,819	4,840,541	5,566,659	5,771,703
Transfers to Capital	-	45,000	218,000	58,000
Total Expenditures	35,567,382	42,812,682	41,835,443	41,904,088

* Operating Projects are One Time Expenses in addition to regular operations.

** Includes Regional Waste Requisitions, Grants to other Organizations, etc.

Summary – Expense (by object code) 2 of 2



Property Taxes

Property Taxes Summary

The budget, if approved as proposed, will require a 3% increase in taxation – after growth.

General taxation represents the largest percentage of Lethbridge County's total income each year. These funds are utilized not only for current operations, but also to ensure sufficient reserve funding as allocated for future growth and replacement costs. This does not include requisitions for Public and Separate School Boards, designated industrial properties, or the Green Acres Foundation. In 2025, Lethbridge County collected \$7,150,694 on behalf of the Alberta School Foundation Fund, \$26,968 in provincial Designated Industrial Property Tax, and an additional \$370,581 on behalf of Green Acres Foundation. While each of these items are levied alongside municipal taxes each May, revenue collected must be remitted to the appropriate body. It is expected these contributions will remain approximately consistent in each of the following four years.

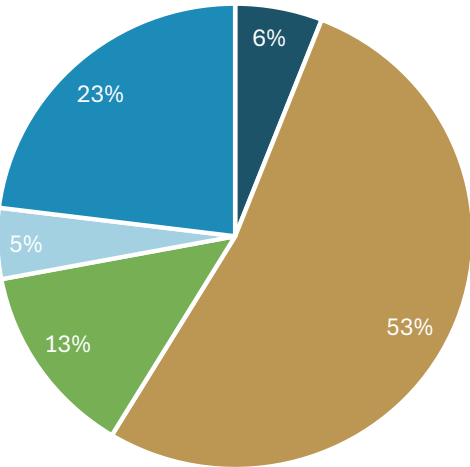
General Municipal Revenues include taxes, investment income, and any other revenues that are deemed collectable by county bylaws and policies. Revenues which are a direct result of a specific function such as utilities are recorded in the corresponding department budget. Property taxes are calculated by multiplying the annual property assessment value by the municipal tax rate. Rate payers may still see an increase/decrease in their annual levy depending on assessment related changes or fluctuations in provincial requisitions. Graphs on the next page display the total source of Lethbridge County taxation revenue by assessment class in 2025.



Property Taxes and Assessment Breakdowns

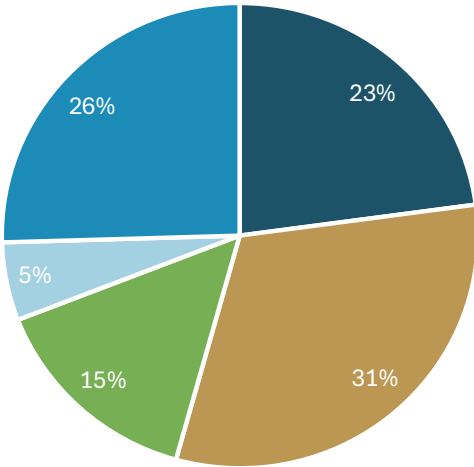
2025 ASSESSMENT BREAKDOWN

■ Farmland ■ Residential ■ Linear ■ Machinery & Equipment ■ Non-Residential



2025 PROPERTY TAX REVENUE BREAKDOWN

■ Farmland ■ Residential ■ Linear ■ Machinery & Equipment ■ Non-Residential



Property Taxes – Summary by Department

	2025 APPROVED TAX LEVY	2026 PLANNED TAX LEVY	2027 PLANNED TAX LEVY	2028 PLANNED TAX LEVY
Council	685,769	704,579	673,034	680,880
Administrator's Office	1,577,314	1,603,390	1,938,799	2,246,446
Emergency Services	2,027,402	2,544,472	2,774,620	2,867,510
Growth & Engagement	360,800	722,249	742,520	800,435
Public Operations	11,580,895	11,775,217	12,611,636	12,698,925
Municipal Development & Infrastructure Services	1,838,984	2,019,035	1,885,050	1,919,624
Corporate Services	2,016,769	2,298,210	2,250,747	2,469,028
Total Tax Support	20,087,932	21,667,151	22,876,407	23,682,849
<i>Percent change from previous year's budget before growth</i>	5.9%	7.9%	5.6%	3.5%
<i>Percent change from previous year's budget after growth</i>	3.9%	3.0%	1.1%	1.8%

Reserve Fund Summary

Reserve Summary

2026 Budgeted Transactions			
2026 Starting Balance	IN	OUT	Budgeted 2026 Ending
37,359,366	5,858,321	(8,291,836)	34,925,852

* The reserve estimates are for information only and are based on budget. They do not account for any resolutions, final project costs, or any yearend surplus/deficit transfers. They also do not include revenues from the Municipal Reserve fund balance.



County Reserves Policy

Section 100 NO. 169 | Effective September 21, 2017 | Approved By County Council
 Revised June 3, 2021

PURPOSE

The purpose of the Reserve Policy is to develop a standard practice that will enhance Lethbridge County's financial strength, flexibility and cash flow management as well as to help sustain infrastructure needs at an adequate level to ensure delivery of services and support of the County's Strategic Long Range Plan.

The policy will establish consistent standards and guidelines for the management of existing reserves and the establishment of new reserves.

A Reserve Policy is required to establish, maintain and manage reserve funds that:

- maintain and improve Lethbridge County's working capital requirements;
- provide for future operating and capital requirements;
- address the overall current and future initiatives of Lethbridge County; and
- provide for offsetting unanticipated fluctuations in operating and capital activities.

DEFINITIONS:

Operating Reserves - Operating reserves are those reserves that are generally established to fund one-time expenditures of an operating nature or to provide stabilization to the budget as required.

Capital Reserves - Capital reserves are those reserves that are generally established to fund expenditures of a capital nature, support grant funding and provide funding for capital deficits or for a specified purpose.

Committed Reserves – Committed reserves are reserves that have been established for a very specific project/purpose or long term receivable/lending purpose, such as a local improvement (offsite levy) as determined by bylaw. These reserves are not to be considered for additional funding purposes.

Carryover Projects - Carryover projects are projects approved in the current year's operating and/or capital budgets but have not been expended due to various circumstances.

Summary – Reserve Funds 1 of 2

Reserve Name	2026 Budgeted Transactions			2026 Ending Balance
	2026 Starting Balance	IN	OUT	
ADMINISTRATION RESERVE	1,322,438	200,000	(250,000)	1,272,438
ASB FUTURE PROJECTS RESERVE	136,172	-	(70,000)	66,172
IT CAPITAL RESERVE	376,948	284,955	(76,000)	585,903
COUNCIL DISCRETIONARY RESERVE	146,519	96,250	(69,000)	173,769
DONATION RESERVE	25,215	10,000	-	35,215
DRAINAGE RESERVE	747,940	-	-	747,940
SRSDC RESERVE	-	148,800	-	148,800
COMMUNITY GRANT RESERVE	34,588	-	-	34,588
UTILITIES CAPITAL RESERVE	5,347,109	868,220	-	6,215,329
FLEET SERVICES	3,225,885	1,212,411	(1,095,000)	3,343,296
GRAVEL PIT RECLAMATION RESERVE	58,860	-	-	58,860
COMMERCIAL/INDUSTRIAL LAND	2,625,869	500,000	-	3,125,869
LANDFILL (KEDON) RESERVE	902,292	-	-	902,292
TAX EQUALIZATION RESERVE	2,880,368	56,000	(50,000)	2,886,368
EMERGENCY SERVICES PROJECTS RESERVE	300,219	-	-	300,219
EMERGENCY SERVICES EARS PROGRAM RESERVE	2,070,210	250,000	(1,785,336)	534,874
EMERGENCY SERVICES CONTINGENCY RESERVE	757,977	-	-	757,977
REGIONAL EMERGENCY MANAGEMENT	10,000	10,000	-	20,000

Summary – Reserve Funds 2 of 2

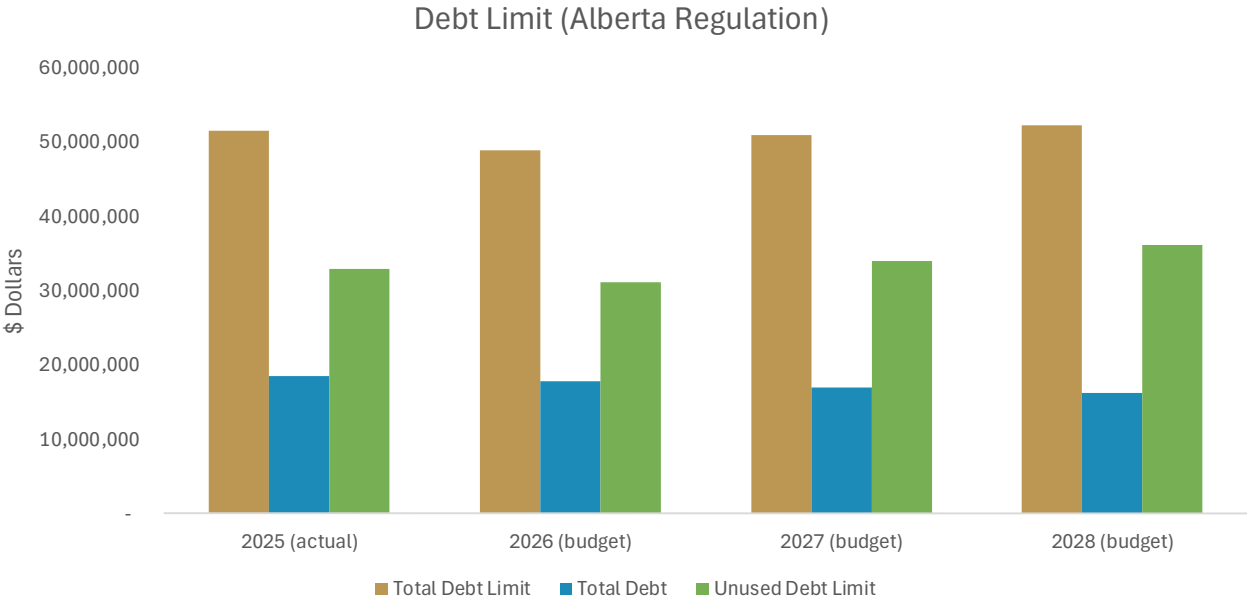
2026 Budgeted Transactions

Reserve Name	2026 Starting Balance	IN	OUT	2026 Ending Balance
PW CAPITAL PROJECTS RESERVE	5,556,026	776,905	(1,498,000)	4,834,931
RECREATION RESERVE	102,400	-	-	102,400
SAFETY PROGRAM RESERVE	136,900	-	(16,000)	120,900
SNOW REMOVAL	974,842	-	-	974,842
43rd STREET INTERSECTION	418,512	-	-	418,512
MARKET ACCESS NETWORK - BASE STABILIZATION	1,806,912	-	(1,100,000)	706,912
MARKET ACCESS NETWORK - BRIDGES/H.T. ROADS	6,211,252	1,444,780	(2,170,000)	5,486,032
TAX RECOVERY - HENSCHER	17,406	-	-	17,406
TOTAL OPERATING & CAPITAL RESERVES	36,192,858	5,858,321	(8,179,336)	33,871,844
DESIGNATED RESERVES				
DIAMOND CITY PREPAID FRONTAGE	152,934	-	(40,500)	112,434
MONARCH LIT RESERVE	119,266	-	-	119,266
MOUNTAIN MEADOWS LIT RESERVE	120,728	-	(20,500)	100,228
TURIN LIT RESERVE	676,648	-	(51,500)	625,148
SUNSET ACRES LIT RESERVE	85,111	-	-	85,111
RIVERBRINK LIT RESERVE	11,821	-	-	11,821
TOTAL DESIGNATED RESERVES	1,166,508	-	(112,500)	1,054,008

Debt

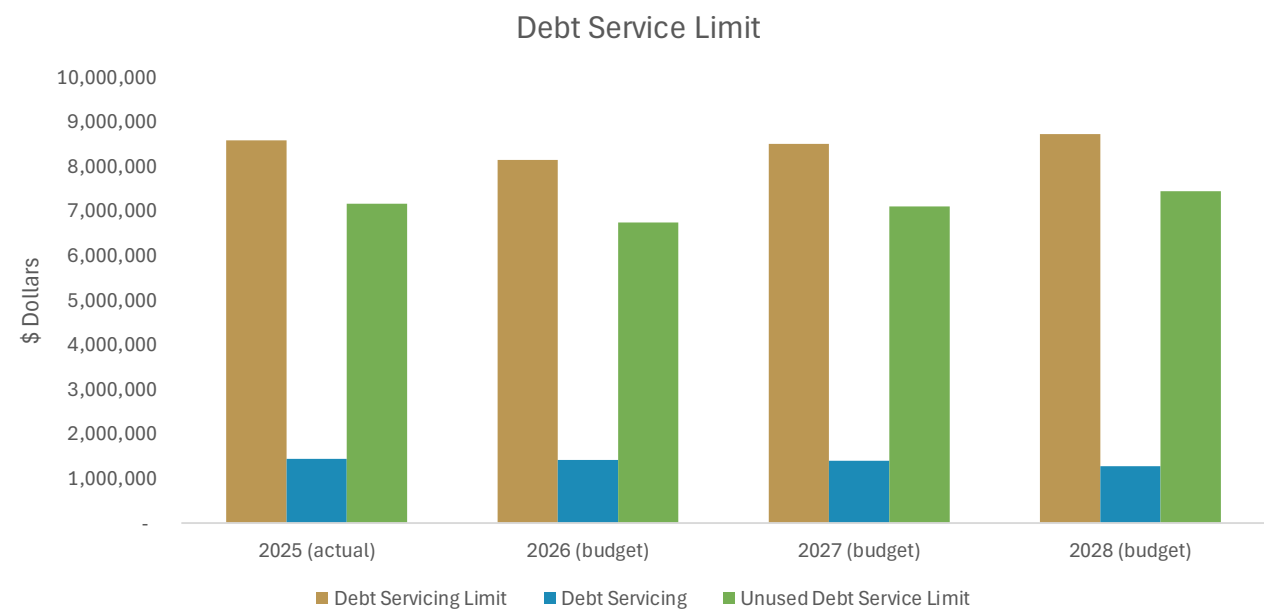
Debt – Limit (Alberta Regulation)

Provincial Debt Limit: Established under the MGA and related regulations, this limit caps the total amount a municipality can borrow to ensure long-term fiscal stability.



Debt – Service Limit

Debt Service Limit: This measures the County's ability to meet annual repayment obligations (principal and interest). Lethbridge County continues to maintain a healthy buffer below this threshold, demonstrating strong repayment capacity.



Debt – Schedule of Outstanding

Project Name	Initial Principal	Year Issued	Year of Maturity	Interest Rate	Balance at Dec 31, 2025	2026 Payment	2027 Payment	2028 Payment
North County Water Line	\$ 1,555,000	2002	2027	5.875%	\$ 220,763	\$ 120,202	\$ 120,202	\$ -
Mountain Meadows	\$ 303,000	2011	2031	3.145%	\$ 111,439	\$ 20,526	\$ 20,526	\$ 20,526
Turin Sewer Upgrade	\$ 957,106	2011	2030	4.124%	\$ 327,488	\$ 73,153	\$ 73,153	\$ 73,153
Stewart Siding	\$ 200,000	2014	2034	3.239%	\$ 100,822	\$ 13,664	\$ 13,664	\$ 13,664
2017 Base Stabilization #1	\$ 3,250,000	2017	2047	3.300%	\$ 2,657,333	\$ 171,488	\$ 171,488	\$ 171,488
2017 Base Stabilization #2	\$ 2,060,000	2017	2047	3.164%	\$ 1,684,097	\$ 106,839	\$ 106,839	\$ 106,839
2018 Base Stabilization #1	\$ 4,200,000	2018	2048	3.204%	\$ 3,543,797	\$ 218,937	\$ 218,937	\$ 218,937
2018 Base Stabilization #2	\$ 3,490,000	2018	2048	3.367%	\$ 2,956,639	\$ 185,713	\$ 185,713	\$ 185,713
2019 Base Stabilization	\$ 454,000	2019	2049	2.726%	\$ 384,278	\$ 22,253	\$ 22,253	\$ 22,253
E.I.T. Waterline	\$ 6,000,000	2024	2049	4.190%	\$ 5,760,000	\$ 481,344	\$ 471,288	\$ 461,232
Total:					\$ 17,746,658	\$ 1,414,118	\$ 1,404,062	\$ 1,273,805

Council

Council – Services & Programs Provided

The Council section captures the direct costs of Council operations and the committees that support governance and decision-making. Council provides strategic direction, sets organizational priorities, approves policies, allocates resources through the annual budget, and oversees the overall governance of Lethbridge County.

Lethbridge County is divided into seven electoral divisions, each represented by an elected Councillor who resides in their division. The County's population is 10,120 (2021 Census), with the next census scheduled for 2026.

Council selects a Reeve (Chief Elected Official) and Deputy Reeve at the annual organizational meeting and appoints members to required boards and committees.

In addition to governance, Council also administers grant support and discretionary initiatives from their budget, enabling responsive community funding and strategic investment in local priorities.



Council – Cost Slide

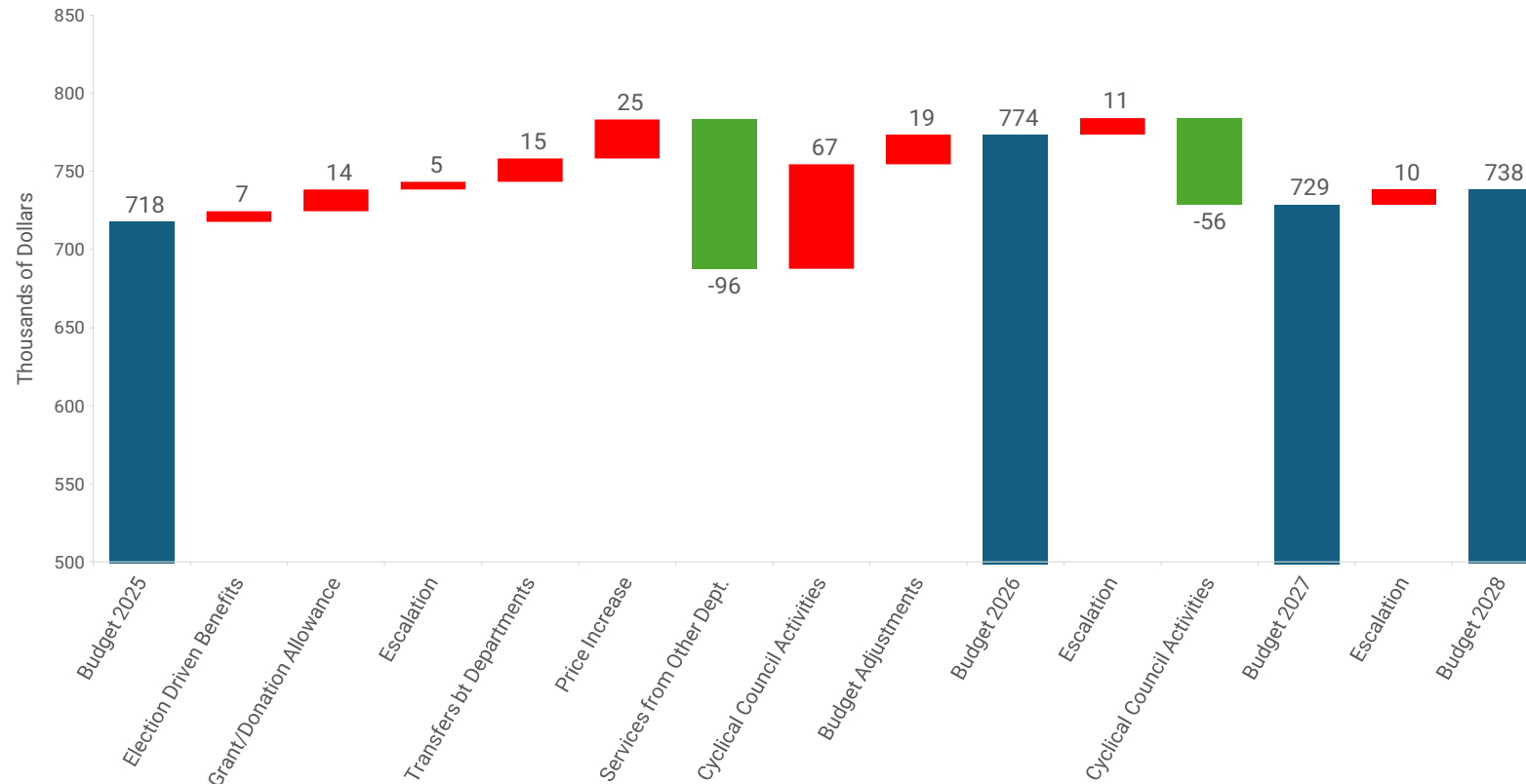
	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Transfers from Reserves	32,000	69,000	116%	55,620	57,289
Total Revenues	32,000	69,000	116%	55,620	57,289
EXPENDITURES					
Salaries, Wages & Benefits	417,584	426,797	2%	426,797	426,797
Contracted & General Services	95,230	134,358	41%	140,346	144,556
Services by Other Departments	117,955	22,874	-81%	22,925	24,072
* Operating Projects	25,000	55,000	120%	-	-
Grants to Other Organizations	15,500	28,300	83%	29,149	30,023
Transfers to Reserves	46,500	106,250	128%	109,438	112,721
Total Expenditures	717,769	773,579	8%	728,654	738,169
Total Tax Support	(685,769)	(704,579)	3%	(673,034)	(680,880)

Council Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$56K // 2027 vs 2026 = -\$45K // 2028 vs 2027 = +\$10K

■ Increase ■ Decrease ■ Total



Key Variance Drivers:

2026 vs 2025

- \$7K increase tied to benefit changes.
- Allowance for grants / donations adjusted to align with historical resolutions.
- 2% Escalation
- Increased cost for council election cycle activities (strategic planning & orientation).
- Lower due to redistribution of allocation for internally provided IT services.
- Balanced contributions to reserves for cyclical activities related to four-year election cycle.

2027 vs 2026

- 3% Escalation
- Cyclical scope for activities related to four-year election cycle funded by reserves.

2028 vs 2027

- 3% Escalation

Administrators Office

CAO Office

CAO Office – Services & Programs Provided

The CAO's Office serves as Council's primary link to administration and provides strategic leadership across the organization. This department includes CAO Services, Legislative Services, Strategic Initiatives, and Administrative Support, all working together to align Council's direction with operational execution.

The CAO is responsible for coordinating Council agendas, providing recommendations on matters requiring Council direction, guiding strategic planning, and ensuring the implementation of corporate priorities such as service delivery, assessment, and service standards.

In addition to governance support, Legislative Services manages Council's legislative processes, bylaw and policy administration, and compliance with provincial legislation.

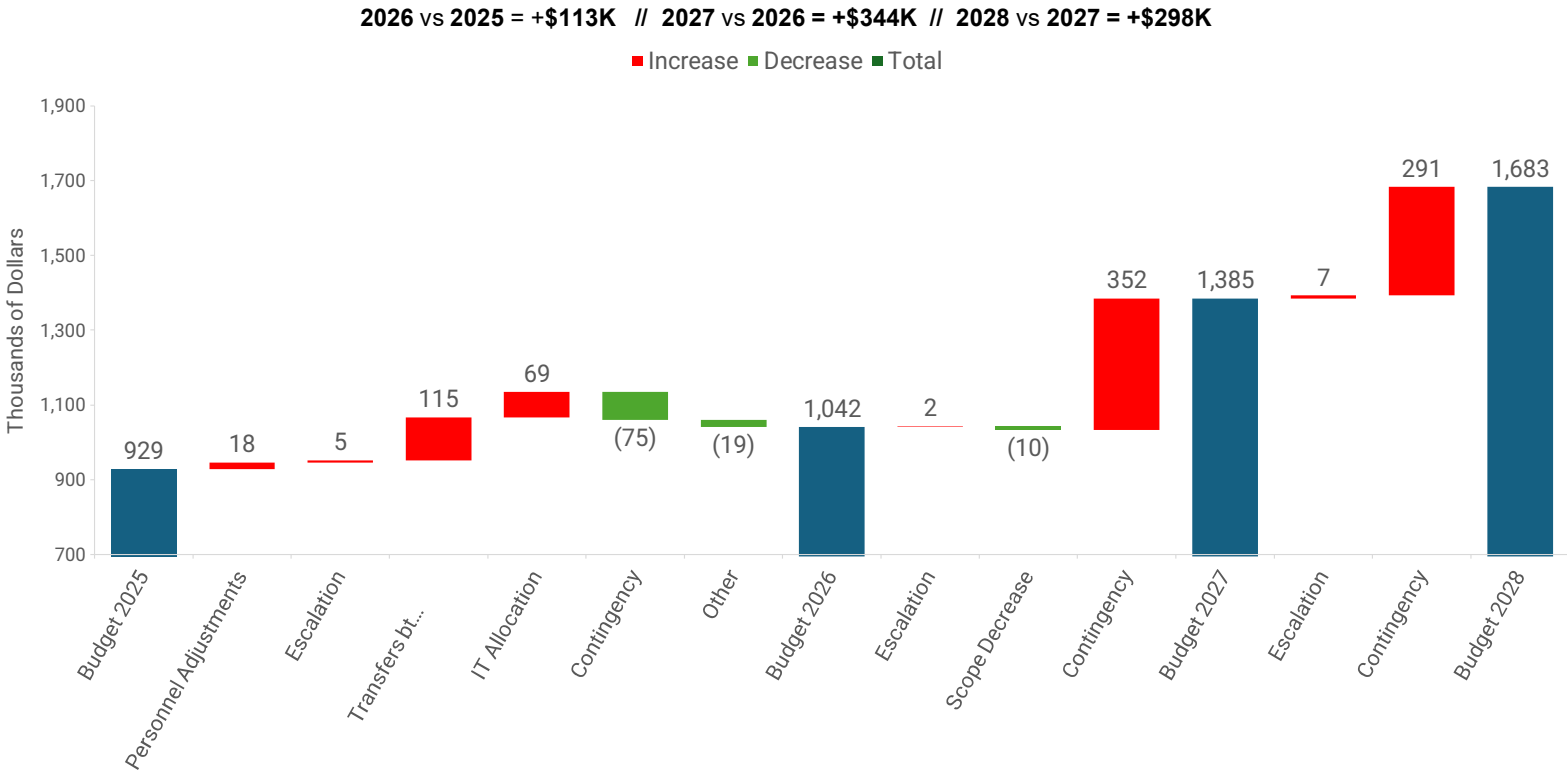
Strategic Initiatives leads major cross-functional and interdepartmental projects, including asset management advancement, budgeting system implementation, organizational workflow improvements, and long-term planning initiatives. This work ensures the County continues to modernize systems, strengthen collaboration across departments, and deliver on Council's strategic priorities.

CAO Office Expenditures – Cost Slide

	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Transfers from Reserves	10,000	-	-100%	-	-
Total Revenues	10,000	-	-100%	-	-
EXPENDITURES					
Salaries, Wages & Benefits	589,085	716,893	22%	707,493	708,111
Contracted & General Services	262,500	189,728	-28%	541,998	832,194
Services by Other Departments	61,722	129,959	111%	130,498	136,958
* <i>Operating Projects</i>	10,000	-	-100%	-	-
Materials, Supplies & Operating Costs	5,000	5,000	0%	5,150	5,305
Total Expenditures	928,307	1,041,580	12%	1,385,138	1,682,568
Total Tax Support	(918,307)	(1,041,580)	13%	(1,385,138)	(1,682,568)

CAO Office Expenditures

Year-Over-Year Budget Variances



Key Variance Drivers:

2026 vs 2025

- Canada Summer Student Jobs Grant Program
- 2% Escalation and Cost of Living Adjustment
- Internal employee transfer between departments
- Redistribution of allocation for internally provided IT services.
- Management Contingency

2027 vs 2026

- 3% Escalation
- Management Contingency

2028 vs 2027

- 3% Escalation
- Management Contingency



People & Culture

People, Culture, Health & Safety – Services & Programs Provided

People & Culture supports the organization by attracting, developing, and retaining qualified staff who deliver essential local services. This function includes recruitment and onboarding, administering employee benefits and compensation, supporting labour relations, ensuring compliance with provincial employment legislation, coordinating training and professional development, and fostering a safe, respectful workplace. Additionally, this human resource function guides managers on performance management, workplace policies, and organizational planning, helping the municipality maintain an effective workforce that can meet community needs efficiently and responsibly.

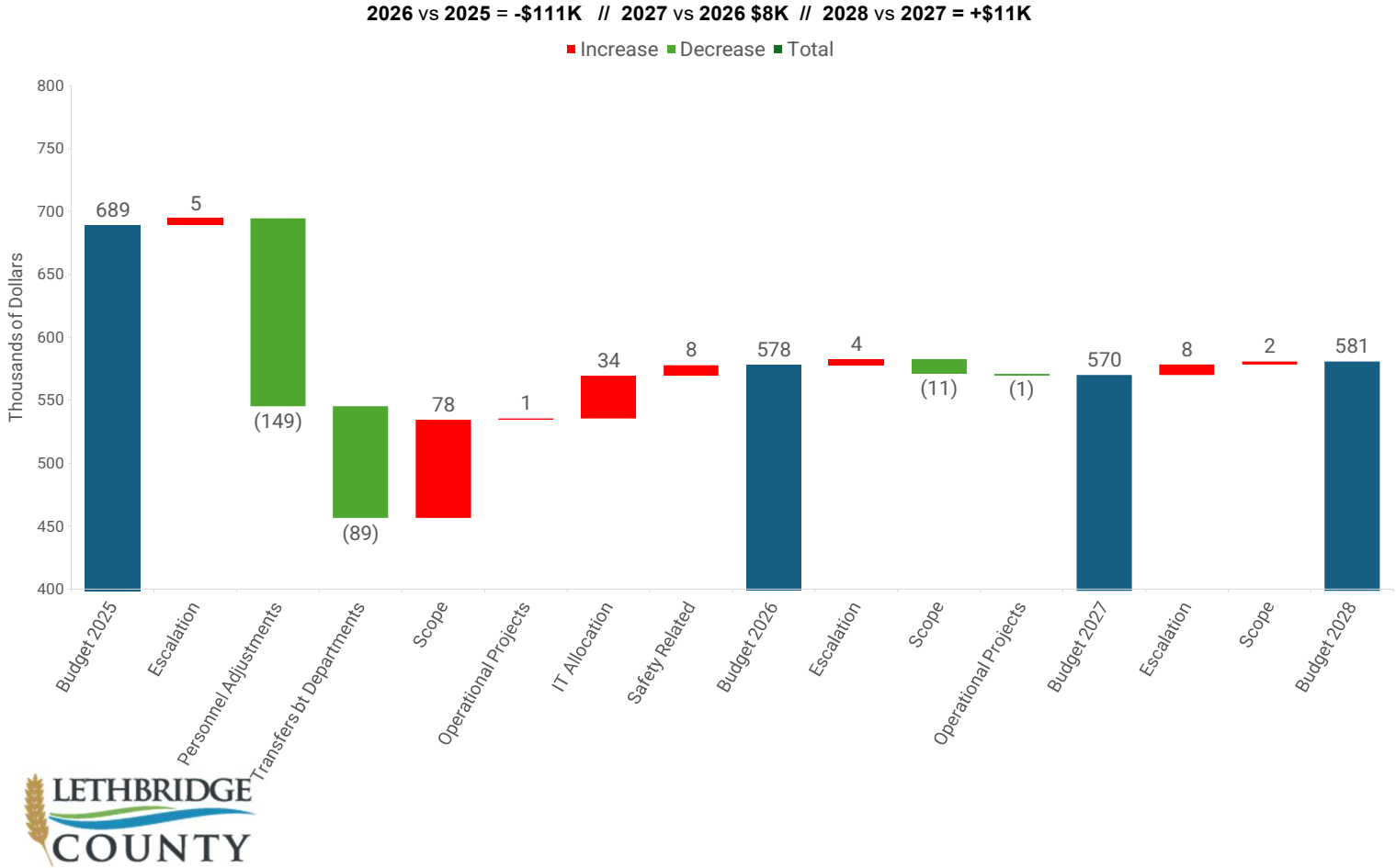
Health & Safety oversees the corporate safety management system which is dedicated to ensuring a safe and healthy workplace environment. This minimizes both the frequency and severity of workplace incidents. Safety personnel work with staff at all levels to ensure the county's safety directives and safe work behaviors meet the organization's expectations and comply with Alberta occupational health and safety legislative requirements.

People, Culture, Health & Safety – Cost Slide

	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Grants	25,000	-	-100%	-	-
Transfer from Reserve	5,000	16,000	220%	16,480	16,974
Total Revenues	30,000	16,000	-47%	16,480	16,974
EXPENDITURES					
Salaries, Wages & Benefits	604,630	397,367	-34%	394,475	396,363
Contracted & General Services	16,500	75,585	358%	70,643	64,275
Services by Other Departments	39,877	73,858	85%	74,226	77,885
Materials, Supplies & Operating Costs	3,000	4,900	63%	5,047	5,198
* Operating Projects	25,000	26,100	4%	25,750	37,132
Total Expenditures	689,007	577,810	-16%	570,141	580,852
Total Tax Support	(659,007)	(561,810)	-15%	(553,661)	(563,878)

People, Culture, Health & Safety Expenditures

Year-Over-Year Budget Variances



Key Variance Drivers:

2026 vs 2025

- 2% Escalation and cost of living adjustment
- Personnel Adjustments
- Partially due to internal reallocation of personnel between departments
- Redistribution of allocation for internally provided IT services.

2027 vs 2026

- 3% Escalation

2028 vs 2027

- 3% Escalation

People, Culture, Health & Safety – Proposed Operational Projects

In a rural municipal context like Lethbridge County, Operational Projects refers to projects carried out by departments as part of their annual operational work, rather than long-term capital construction or major infrastructure investments. These projects often support service delivery, maintenance, regulatory compliance, or internal process improvements.

Common characteristics include:

- Funded from the operating budget, not the capital budget
- Short- to medium-term initiatives (often completed within the year)
- Focused on improving or maintaining municipal services
- Non-tangible outcomes (policies, studies, plans, software, equipment replacement, safety initiatives, program development)

This budget proposes council approve \$41K for the following Operational Projects in 2026:

- \$25K to continue Records Management Scanning Program (digitizing historical records)
- \$16K for implementation of a Corporate Safety Management Software (CSMS).



Public Operations

Public Works (consolidated)

Public Works – Programs & Services Provided

Public Works is the County's largest department and is responsible for managing, maintaining, and upgrading the core infrastructure that residents, businesses, and industry rely on every day. The team delivers essential services across a vast geographic area, supporting nearly 2,500 km of roads and an extensive network of above-ground and underground assets.

Public Works crews grade, gravel, plow, patch, reconstruct, sign, and service the infrastructure that keeps the County moving. Their work includes:

- Summer and winter road maintenance (grading, plowing, sanding, dust control, patching, crack sealing, minor rehabilitation).
- Management of drainage systems, culverts, and water flow to protect roads and private property.
- Fleet maintenance and equipment servicing to keep the County's machinery operational year-round.
- Road signage and traffic control installation/maintenance to ensure safety throughout the network.

With the County's size and its heavy agricultural and agri-food activity, gravel road maintenance is one of the most significant and ongoing operational challenges. Public Works' efforts directly influence safety, mobility, economic activity, and quality of life across all rural communities.



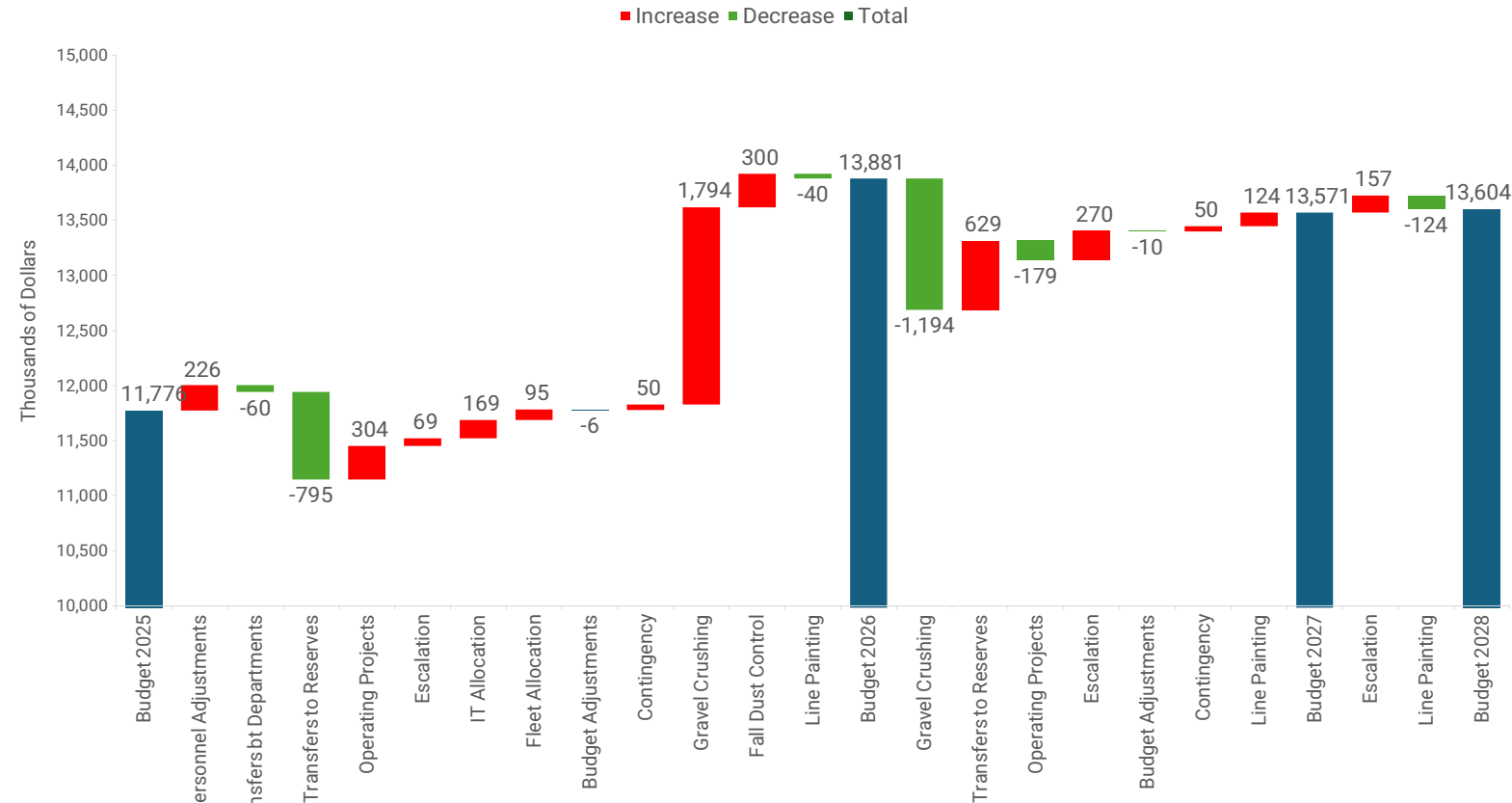
Public Works – Cost Slide

	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Grants	248,950	210,780	-15%	210,780	210,780
Sales of Goods & Services	573,000	780,000	36%	800,760	822,143
Other Revenue	280,570	282,654	1%	282,654	282,654
Transfers from Reserves	50,000	1,498,000	2896%	51,500	-
Market Access Network Reserve Transfer	748,390	705,230	-6%	705,230	705,230
Total Revenues	1,900,910	3,476,664	83%	2,050,924	2,020,807
EXPENDITURES - by object code					
Salaries, Wages & Benefits	3,203,001	3,444,415	8%	3,436,060	3,437,605
Contracted & General Services	324,250	1,499,233	362%	437,930	281,264
Materials, Supplies & Operating Costs	2,340,415	2,594,575	11%	2,723,539	2,678,014
Services by Other Departments	3,779,720	4,043,405	7%	4,192,467	4,364,417
* <i>Operating Projects</i>	-	304,000	100%	128,750	132,613
Transfers to Reserves	1,409,820	1,303,905	-8%	1,961,022	2,019,853
Debenture Principal & Interest Costs	718,895	718,894	0%	718,894	718,894
Total Expenditures	11,776,101	13,908,426	18%	13,598,662	13,632,658
Tax Support					
	(9,875,191)	(10,431,762)	6%	(11,547,737)	(11,611,851)

Public Works Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$2,105K // 2027 vs 2026 -\$311K // 2028 vs 2027 = +\$33K



Key Variance Drivers:

2026 vs 2025

- 2% Escalation and cost of living adjustment
- Internal transfer between departments
- Gravel Crushing (3-year crush cycle)
- Redistribution of allocation for internally provided IT services.
- Transfers to reserves
- Expansion of Residential Dust Control Program to offer a Fall Application.

2027 vs 2026

- 3% Escalation

2028 vs 2027

- 3% Escalation

Public Works – Proposed Operational Projects

In a rural municipal context like Lethbridge County, Operational Projects refers to projects carried out by departments as part of their annual operational work, rather than long-term capital construction or major infrastructure investments. These projects often support service delivery, maintenance, regulatory compliance, or internal process improvements.

Common characteristics include:

- Funded from the operating budget, not the capital budget
- Short- to medium-term initiatives (often completed within the year)
- Focused on improving or maintaining municipal services
- Non-tangible outcomes (policies, studies, plans, software, equipment replacement, safety initiatives, program development)

This budget proposes council approve \$304K for the following Operational Projects in 2026:

- \$120K - Deep Base Stabilized Road Treatment (entails 2 miles per year for 5 years)
- \$60K – Installation of Livestock Fencing (Fence & Gate) on Pothole Creek Road (as per Bylaw 903 (1989), etc.)
- \$42K - Enhance traffic count program (includes purchasing six (6) Armadillos @ \$7K each)
- \$35K - Lafarge Road one-way traffic system to Hudson Pit off TWP RD 9-5
- \$30K - Hard surface consultant, create plan, assess current state, increase capacity (use of zipper)
- \$12K – Installation of Fence for Shaughnessy Pump Station
- \$5K – Stand-up a temporary seasonal Grader Camp for Division 1



Fleet Services

Fleet Services – Services & Programs Provided

The fleet services department provides servicing and repairs to small engines, light duty fleet trucks, and heavy-duty fleet trucks along with various equipment. Small engine assets include weed trimmers, chainsaws, water pumps, fire equipment, and other miscellaneous equipment. Light duty fleet trucks are classified as mid-size to full-size trucks with the purpose to transport operators and laborers to and from job sites. Heavy duty fleet trucks and equipment trucks range in size from 3-6 tons, equipment for hauling and transporting materials, and construction equipment. During the spring, summer, and fall season, the primary purpose of heavy-duty fleet trucks is to transport aggregates from resource pits and stockpiles to road surfaces. In winter, these same trucks are equipped with plows, salt/sand, and sanding equipment. Total fleet services costs are allocated to various departments via “Equipment Rental” to better represent individual department costs.

Preventative Maintenance and Repairs

Fleet services provides preventative maintenance and repairs to small engines and equipment, light and heavy-duty trucks, and heavy equipment and attachments. Servicing and repairs may be contracted out when service capacity is not available, or the expertise of the manufacturer is required.

Vehicle Inspections

Fleet services is responsible for maintaining all commercial vehicle files, conducting commercial vehicle inspections (CVIP’s) including administering warranties and recalls. Preventative maintenance of all fleet and equipment is key in keeping the fleet operational and maintaining low repair costs.



Fleet Services – Cost Slide

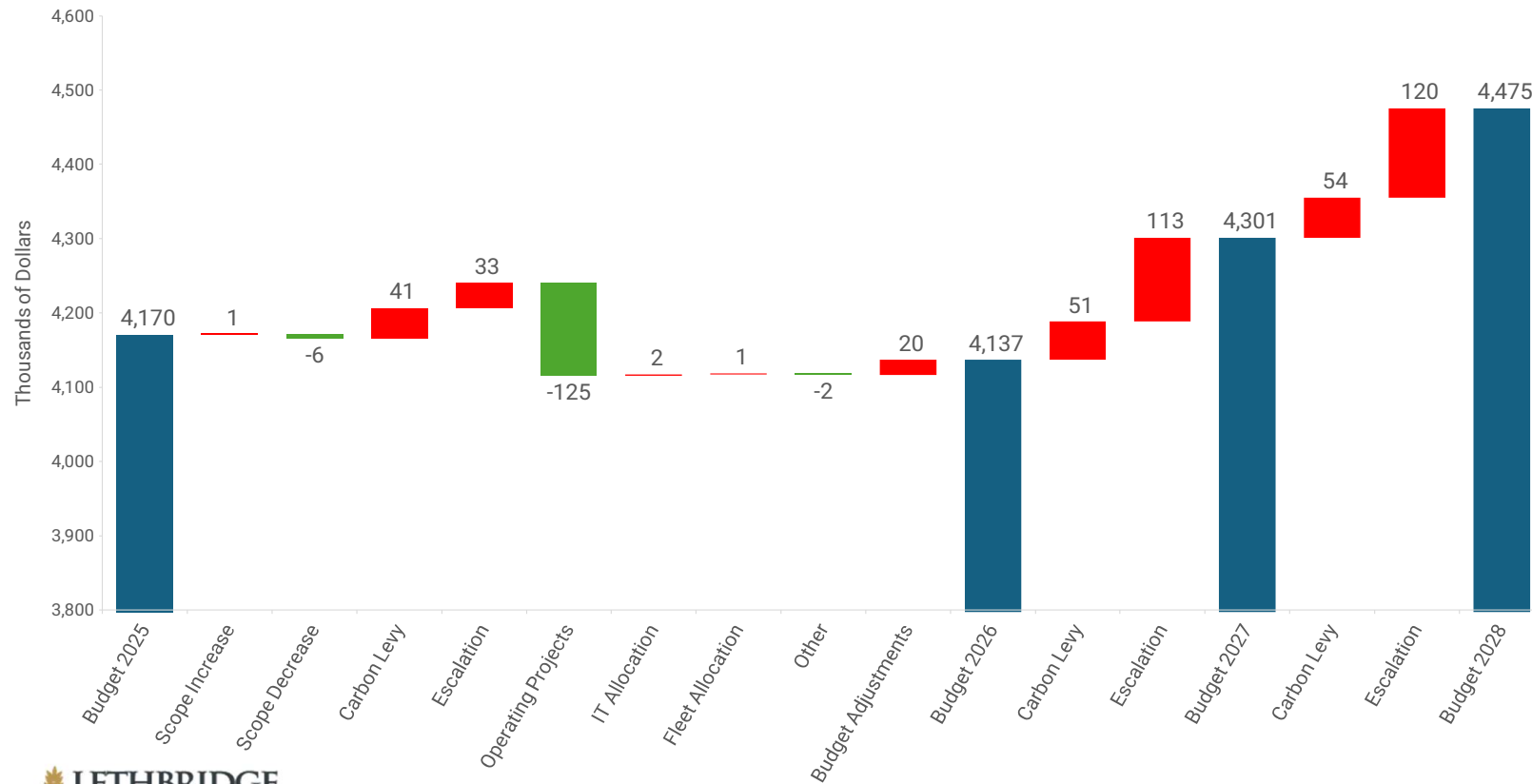
	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Sales of Goods & Services	106,890	93,522	-13%	98,988	104,710
Services to Other Departments*	3,938,555	4,043,311	3%	4,202,036	4,370,495
Transfers from Reserves	125,000	-	-100%	-	-
Total Revenues	4,170,445	4,136,833	-1%	4,301,024	4,475,205
EXPENDITURES					
Salaries, Wages & Benefits	422,830	378,095	-11%	378,055	378,012
Contract & General Services	394,815	423,402	7%	446,608	471,031
Materials, Supplies & Operating Costs	1,913,772	1,995,870	4%	2,098,336	2,205,151
Services by Other Departments	112,339	115,635	3%	117,708	123,109
Safety Program	11,305	11,420	1%	11,535	11,655
<i>Operating Projects</i>	125,000	-	-100%	-	-
Transfers to Reserves	1,190,384	1,212,411	2%	1,248,783	1,286,247
Total Expenditures	4,170,445	4,136,833	-1%	4,301,024	4,475,205
Tax Support	-	-	0%	-	-

Fleet Services Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = -\$34K // 2027 vs 2026 +\$164K // 2028 vs 2027 = +\$174K

■ Increase ■ Decrease ■ Total



Key Variance Drivers:

2026 vs 2025

- Carbon Levy increasing each year until 2030
- 2% Escalation and cost of living adjustment
- Operational Project: Favourable variance of (\$125K) for completion of Fuel Master Upgrade in 2025.
- Budget adjustments based on coding.

2027 vs 2026

- 3% Escalation
- Carbon Levy increasing each year until 2030

2028 vs 2027

- 3% Escalation
- Carbon Levy increasing each year until 2030

Utilities (consolidated)

Utilities – Services & Programs Provided

Water Distribution: The Water Distribution program is responsible for operating, maintaining, and servicing Lethbridge County’s geographically expansive regional water system. This includes routine system monitoring, regulatory testing, line repairs, valve and hydrant maintenance, and ensuring consistent service to residents, businesses, and agricultural operations.

In recent years, the County has made significant investments in strengthening this regional network to support the growing agri-food processing sector and the producers that rely on it. Continued operational attention—alongside planned capital maintenance and replacement—is critical to ensuring the long-term sustainability and performance of the system.

Wastewater Management: Lethbridge County manages the essential systems that keep our hamlets and business parks healthy, safe, and functioning. Our team oversees the day-to-day operation of an extensive sanitary sewer network, including collection mains, lift stations, and multiple lagoon treatment systems.

These lagoons use natural and engineered processes to safely treat wastewater before it returns to the environment, ensuring compliance, public health, and environmental protection. This work supports residents, businesses, and agri-food operations across the County and represents a critical service that often goes unseen but underpins quality of life in our communities.

Solid Waste Management: Lethbridge County’s Operations department oversees the County’s waste management programs, including access to multiple regional transfer sites for household waste disposal and contracted curbside collection in designated residential areas.

The Lethbridge Regional Waste Management Services Commission (LRWMSC) manages the planning and operation of the broader regional waste system and operates as a separate entity with its own audited financial statements.



Utilities – Cost Slide

REVENUES

Sales of Goods & Services	
Other Revenue	
Service Agreements	
Local Improvement Taxes & Requisitions	
Transfers from Reserves	
Total Revenues	

EXPENDITURES - by object code

Salaries, Wages & Benefits	
Contract & General Services	
Materials, Supplies & Operating Costs	
Services by Other Departments	
Regional Waste Requisition Expense	
Debenture Principal & Interest Costs	
*Operating Projects	
Transfers to Reserves	
Total Expenditures	

Tax Support

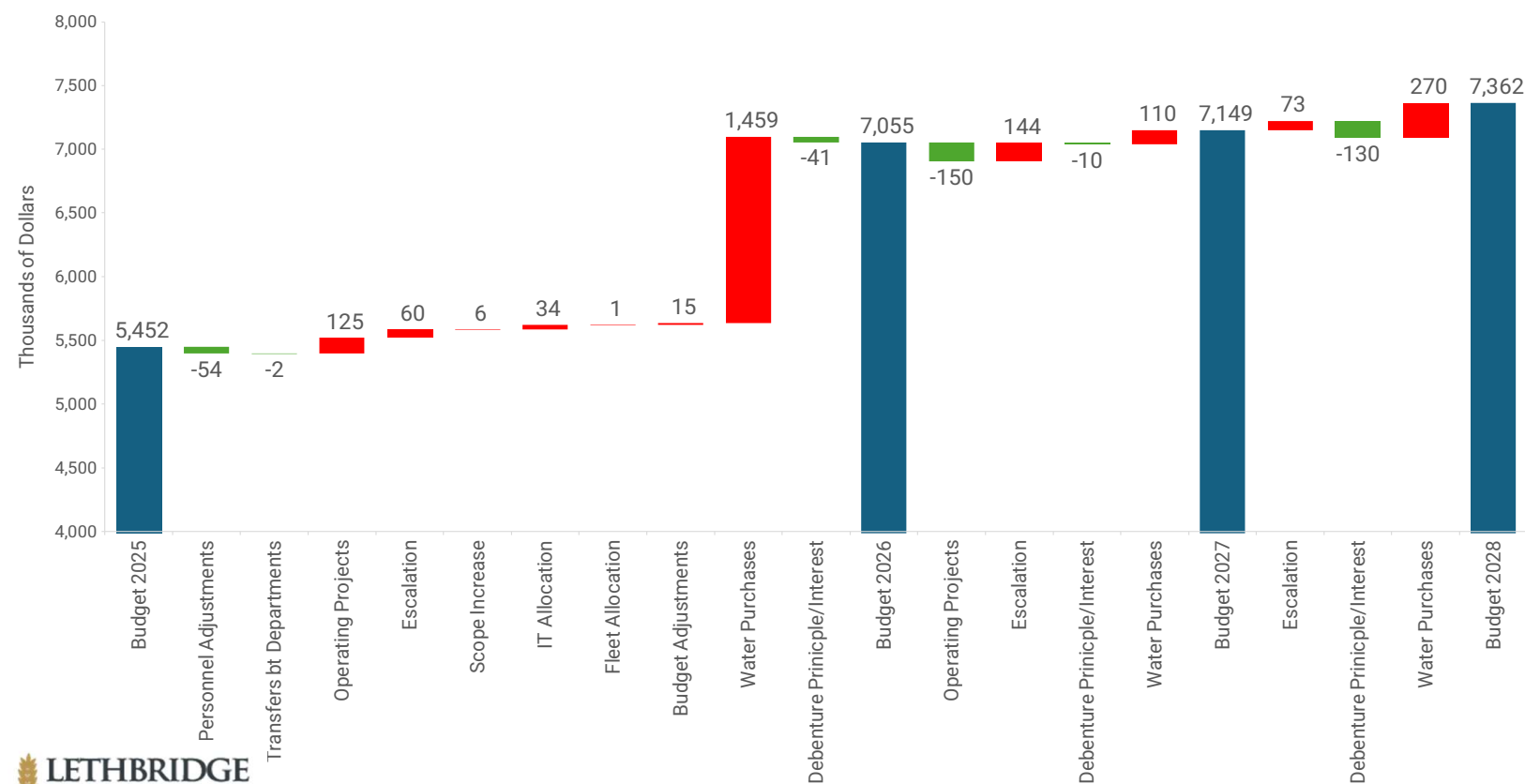
2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
3,607,755	5,702,140	58%	5,873,295	6,049,545
68,000	36,000	-47%	36,000	36,000
434,544	427,560	-2%	440,022	452,858
652,400	664,203	2%	684,129	704,653
137,500	112,500	-18%	115,875	119,351
4,900,199	6,942,403	42%	7,149,321	7,362,407
622,815	631,155	1%	631,151	631,151
294,570	399,117	35%	412,049	424,410
1,972,205	3,490,228	77%	3,683,931	3,959,941
188,162	160,000	-15%	161,757	169,471
652,400	661,164	1%	680,999	701,429
736,146	695,224	-6%	685,168	554,911
25,000	150,000	500%	-	-
960,450	868,220	-10%	894,267	921,095
5,451,748	7,055,108	29%	7,149,321	7,362,407
(551,549)	(112,705)	-80%	-	-

Utilities Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$1,603K // 2027 vs 2026 -\$330K // 2028 vs 2027 = +\$259K

■ Increase ■ Decrease ■ Total



Key Variance Drivers:

2026 vs 2025

- 2% Escalation and cost of living adjustment
- Increased water purchases from the City with the expansion of regional agri-food processing

2027 vs 2026

- 3% Escalation

2028 vs 2027

- 3% Escalation

Utilities– Proposed Operational Projects

In a rural municipal context like Lethbridge County, Operational Projects refers to projects carried out by departments as part of their annual operational work, rather than long-term capital construction or major infrastructure investments. These projects often support service delivery, maintenance, regulatory compliance, or internal process improvements.

Common characteristics include:

- Funded from the operating budget, not the capital budget
- Short- to medium-term initiatives (often completed within the year)
- Focused on improving or maintaining municipal services
- Non-tangible outcomes (policies, studies, plans, software, equipment replacement, safety initiatives, program development)

This budget proposes council approve \$150K for the following Operational Projects in 2026:

- \$75K for Iron Springs Water Reservoir Parging
- \$75K Broxburn Raw Water Management Nanobubbles

Agriculture Services (consolidated)

Agriculture Services – Services & Programs Provided

Lethbridge County Agriculture Service Board (ASB) activities are a balance between legislated responsibility and levels of service defined by Council as representatives of the public. The province requires annual reporting on ASB activities to demonstrate that the County's commitments are met for both the Legislative and Resource Management Grant funding streams.

Our regular activities include:

- Park maintenance and enhancement
- Weed control
- Pest inspection and monitoring
- Soil conservation measures and education
- Roadside mowing
- Riparian management
- Nutrient management

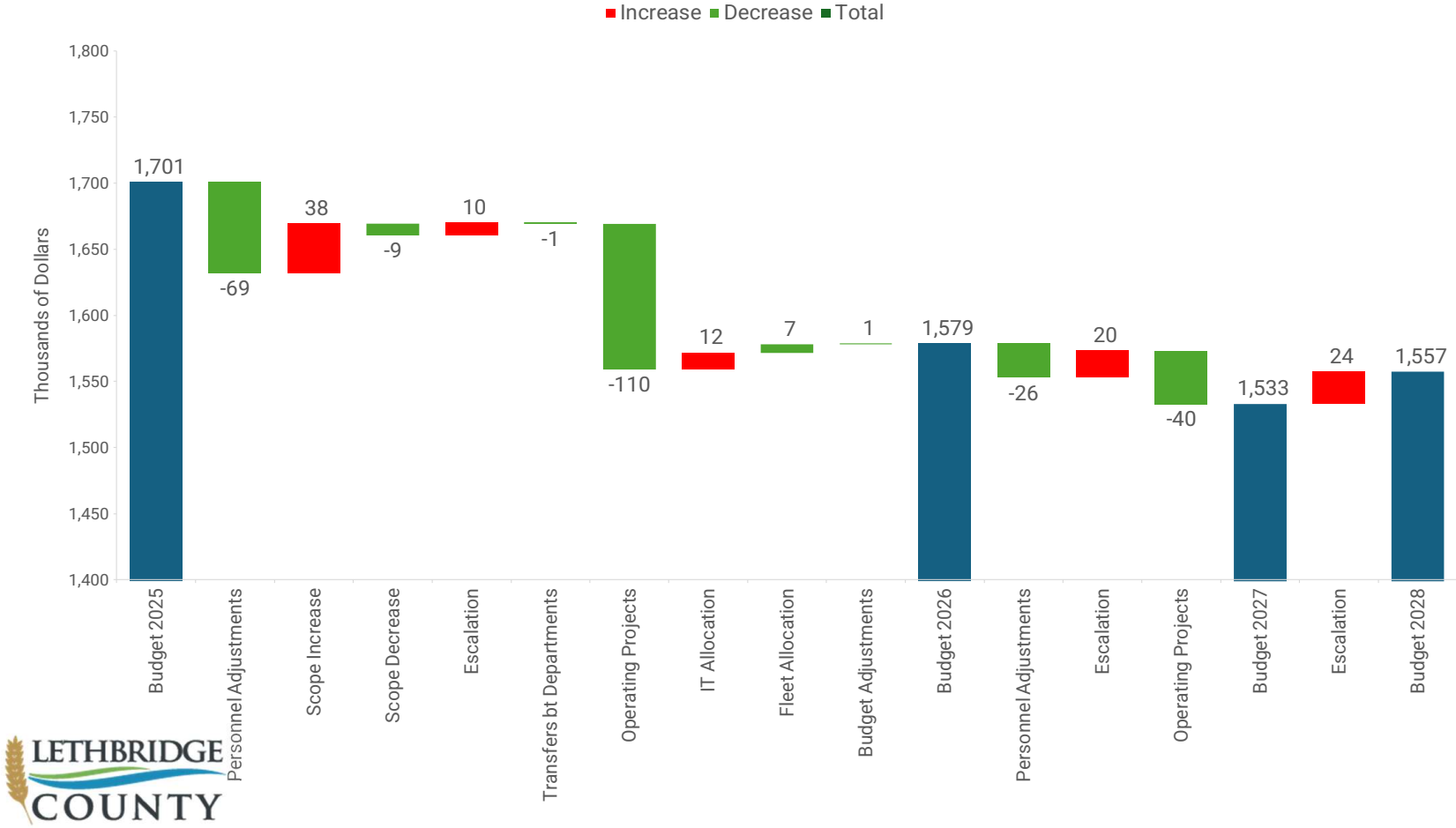
Agriculture Services – Cost Slide

	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Grants	257,000	243,597	-5%	243,597	243,597
Sales of Goods & Services	196,000	34,500	-82%	194,620	194,744
Services to Other Departments	63,405	-	-100%	-	-
Transfers from Reserves	30,000	70,000	133%	30,900	31,827
Total Revenues	546,405	348,097	-36%	469,117	470,168
EXPENDITURES - by object code					
Salaries, Wages & Benefits	964,880	892,327	-8%	866,704	867,013
Contracted & General Services	57,280	68,243	19%	70,337	71,890
Materials, Supplies & Operating Costs	162,435	188,270	16%	193,918	199,736
Services by Other Departments	325,965	345,006	6%	355,708	370,863
* Operating Projects	190,000	85,000	-55%	46,350	47,741
Total Expenditures	1,700,560	1,578,846	-7%	1,533,016	1,557,242
Tax Support	(1,154,155)	(1,230,749)	7%	(1,063,899)	(1,087,074)

Agriculture Services Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = **-\$122K** // 2027 vs 2026 = **-\$146K** // 2028 vs 2027 = **+\$24K**



Key Variance Drivers:

2026 vs 2025

- Redistribution of personnel
- Chemical increased scope
- 2% Escalation and cost of living adjustment

2027 vs 2026

- 3% Escalation

2028 vs 2027

- 3% Escalation

Agriculture Services – Proposed Operational Projects

In a rural municipal context like Lethbridge County, Operational Projects refers to projects carried out by departments as part of their annual operational work, rather than long-term capital construction or major infrastructure investments. These projects often support service delivery, maintenance, regulatory compliance, or internal process improvements.

Common characteristics include:

- Funded from the operating budget, not the capital budget
- Short- to medium-term initiatives (often completed within the year)
- Focused on improving or maintaining municipal services
- Non-tangible outcomes (policies, studies, plans, software, equipment replacement, safety initiatives, program development)

This budget proposes council approve \$50K for the following Operational Projects in 2026:

- \$40K for contracting services to remove trees near power lines
- \$10K Manure Bypass Crossing

Development & Infrastructure

Infrastructure Services

Infrastructure Services – Services & Programs Provided

Infrastructure Services oversees the planning, delivery, and long-term asset management of the County's physical infrastructure. This includes leading capital project management to ensure roads, bridges, and all other infrastructure are replaced and upgraded responsibly and efficiently. This management doesn't stop at the County border. There are several regional projects that the County is actively participating in and/or managing such as Malloy, SRSDC, Regional Water Efficiency Studies, and other regional initiatives.

The department provides technical services such as asset management, GIS, and operational support to guide evidence-based decision-making and support day-to-day operations. In addition, the department manages and supports planning and development functions, ensuring growth is well-coordinated, compliant with regulations, and aligned with the County's long-term vision. The County's potable water treatment and distribution agreements and license oversight is managed by the department which is critical in ensuring the long-term sustainability and strategic growth of the County.

Core Activities:

- Capital Project Management – Regional and Local
- Engineering Studies – Regional and Local
- Water Treatment and Distribution Agreement Management
- Potable Water Sustainability (License management and acquisition)
- Lethbridge Regional Water Services Commission Management
- Operational Project Planning Collaboration
- Procurement
- Asset Management
- Geographical Information System (GIS)
- Operational Planning & Support
- Development & Engineering Oversight
- Crossing Agreement Management
- Gravel Pit Management



Infrastructure Services – Cost Slide

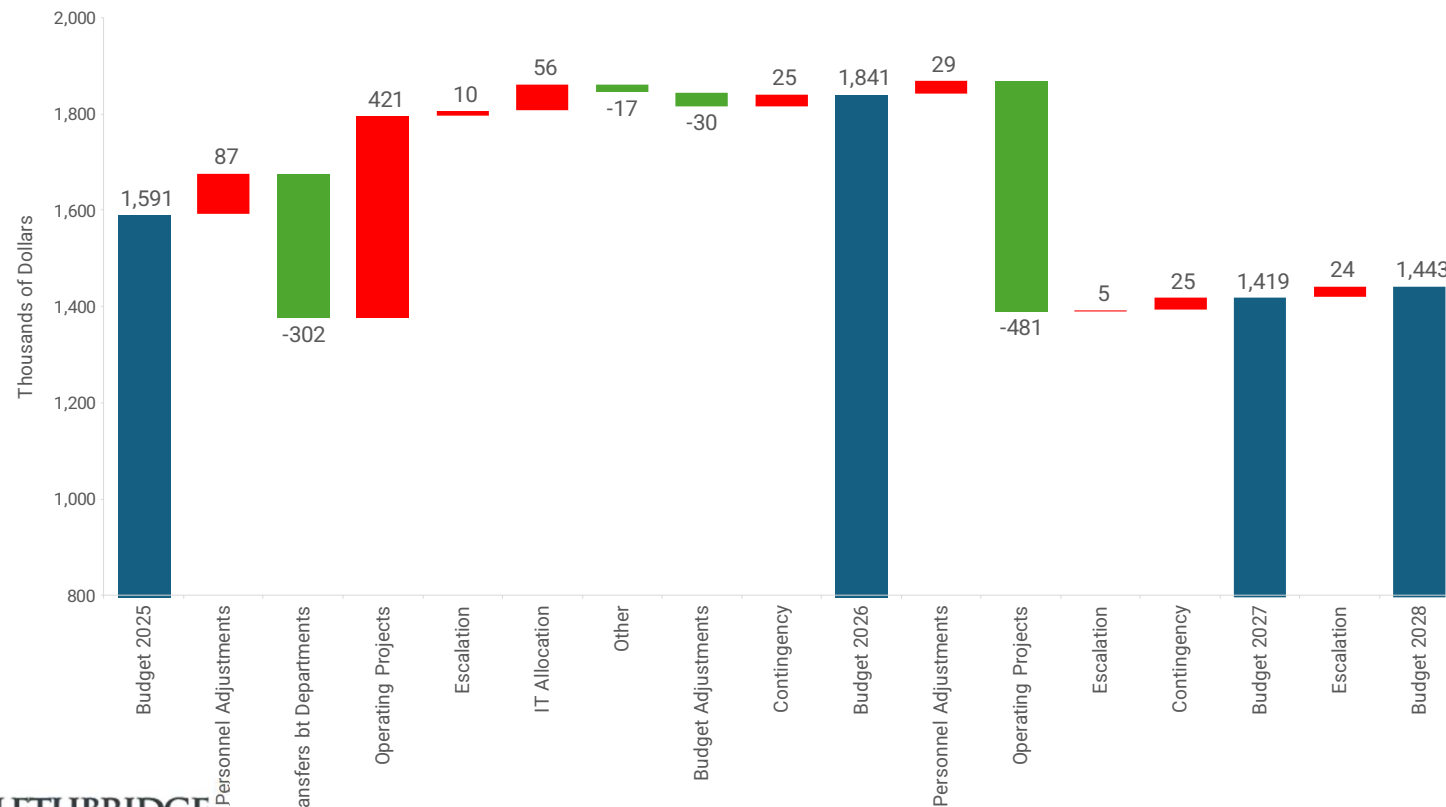
	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Grants	60,000	180,733	201%	-	-
Sales of Goods & Services	3,000	3,000	0%	3,000	3,000
Transfer from Reserves	-	100,000	100%	-	-
Total Revenues	63,000	283,733	350%	3,000	3,000
EXPENDITURES					
Salaries, Wages & Benefits	790,020	864,434	9%	894,019	894,637
Contracted & General Services	157,250	129,200	-18%	126,896	137,068
Materials, Supplies & Operating Costs	4,820	28,810	498%	53,940	54,058
Services by Other Departments	82,732	138,588	68%	139,101	146,005
Transfers to Reserves	445,885	148,800	-67%	153,264	157,862
* Operating Projects	110,000	530,733	382%	51,500	53,045
Total Expenditures	1,590,707	1,840,565	16%	1,418,720	1,442,675
Tax Support	(1,527,707)	(1,556,832)	2%	(1,415,720)	(1,439,675)

Infrastructure Services Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$249K // 2027 vs 2026 -\$321K // 2028 vs 2027 = +\$24K

■ Increase ■ Decrease ■ Total



Key Variance Drivers:

2026 vs 2025

- Transfer from PW to support AM/Survey/Field support position
- Reserve Fund Transfer for Land has been moved to Public Works going forward.
- Operational Projects:
 - \$200K Area Structure Plan
 - \$181K PSD Maintenance Manager Implementation (2026 portion)
 - \$100K Facility Feasibility Study
- 2% Escalation and cost of living adjustment
- Higher due to redistribution of allocation for internally provided IT services.
- Department Contingency

2027 vs 2026

- Annualized AM/Survey/Field position
- Favourable variance of (\$381K) for Operating Projects completed previous year.
- 3% Escalation

2028 vs 2027

- 3% Escalation

Infrastructure Services – Proposed Operational Projects

In a rural municipal context like Lethbridge County, Operational Projects refers to projects carried out by departments as part of their annual operational work, rather than long-term capital construction or major infrastructure investments. These projects often support service delivery, maintenance, regulatory compliance, or internal process improvements.

Common characteristics include:

- Funded from the operating budget, not the capital budget
- Short- to medium-term initiatives (often completed within the year)
- Focused on improving or maintaining municipal services
- Non-tangible outcomes (policies, studies, plans, software, equipment replacement, safety initiatives, program development)

This budget includes previously council approved the grant funded use of \$250K over two years (2025 & 2026) for the following Operational Project(s):

- \$70K (2025) and \$180K (2027) for implementation of a new Computerized Maintenance Management System (CMMS)

This budget proposes council approve \$300K for the following Operational Projects in 2026:

- \$200K for the Area Structure Plan (ASP).
- \$100K for Facility Feasibility Study

Planning & Development

Planning & Development – Services & Programs Provided

Planning & Development guides how Lethbridge County grows, shaping land use, supporting development, and ensuring that new projects strengthen our communities and economy. The department balances high volumes of applications with long-range planning to make sure growth is safe, efficient, and aligned with Council’s vision and provincial legislation.

Planning & Development manages day-to-day development activity while planning for the County’s long-term future.

The team:

- Reviews, updates, and maintains the County’s statutory plans and land use strategies, ensuring they reflect evolving community needs.
- Leads detailed reviews and recommendations for Area Structure Plans, rezoning, and subdivision applications, supporting responsible and well-coordinated growth.
- Intakes, reviews, and issues development permits, handling a steady and complex volume of applications from residents, businesses, and industry.
- Administers supporting programs such as development agreements, compliance reviews, encroachments, and County land dispositions.
- Coordinates land-use matters with residents, internal departments, regional partners, and external agencies to ensure development is practical, strategic, and collaborative.

This department plays a critical role in both processing today’s development pressures and planning tomorrow’s opportunities, ensuring Lethbridge County remains well positioned for sustainable, fiscally responsible growth.

Planning & Development – Cost Slide

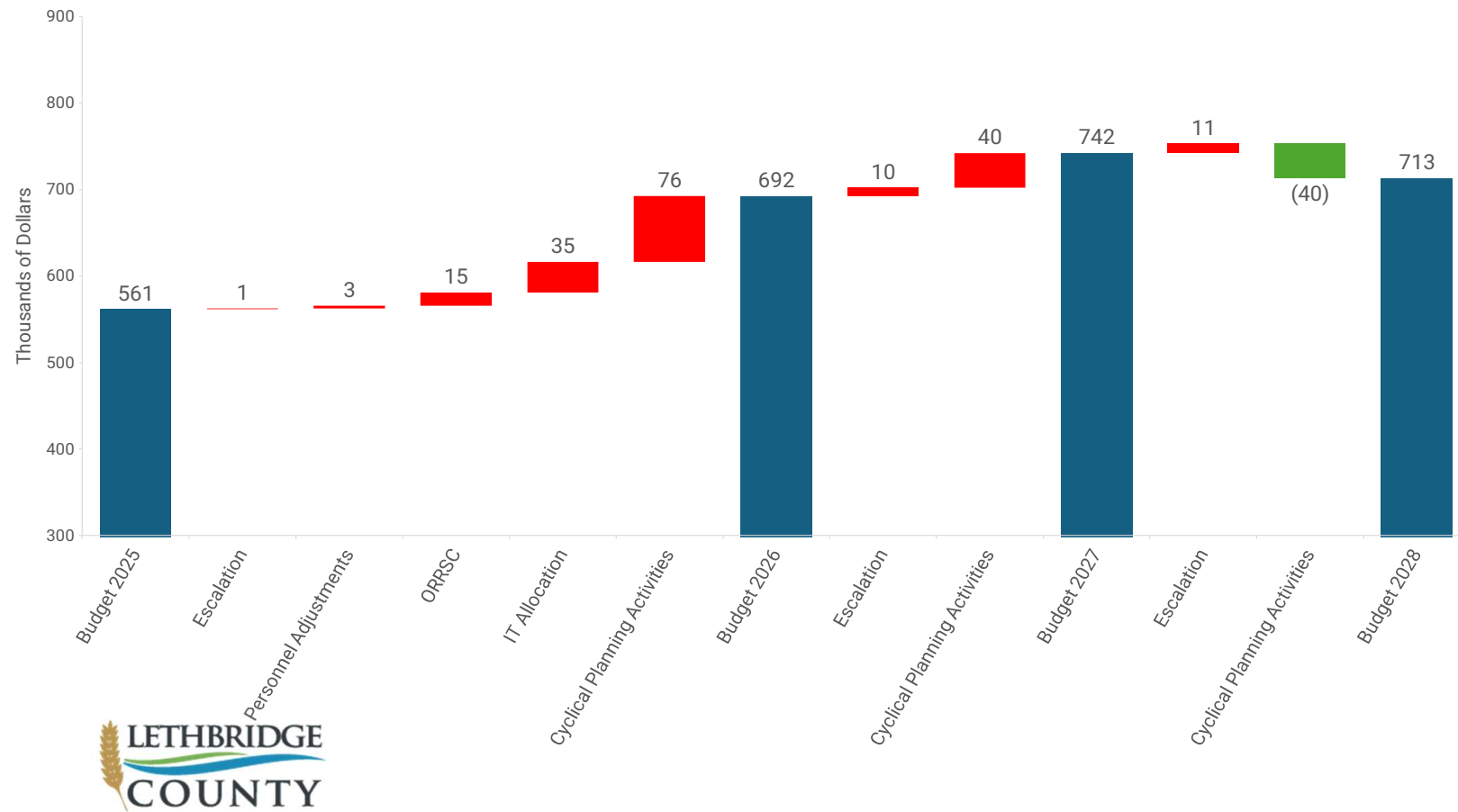
	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Grants	40,000	-	-100%	-	-
Sales of Goods & Services	180,000	180,000	0%	180,000	180,000
Transfers from Reserves	30,000	50,000	67%	92,700	53,045
Total Revenues	250,000	230,000	-8%	272,700	233,045
EXPENDITURES - by object code					
Salaries, Wages & Benefits	346,610	350,131	1%	350,356	350,588
Contracted & General Services	147,455	213,409	45%	261,011	226,406
Services by Other Departments	37,212	72,663	95%	72,982	76,591
* <i>Operating Projects</i>	30,000	-	-100%	-	-
Transfers to Reserves	-	56,000	100%	57,680	59,410
Total Expenditures	561,277	692,203	23%	742,029	712,994
Total Tax Support	(311,277)	(462,203)	48%	(469,329)	(479,949)

Planning & Development Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$131K // 2027 vs 2026 +\$50K // 2028 vs 2027 = -\$29K

■ Increase ■ Decrease ■ Total



Key Variance Drivers:

2026 vs 2025

- Reserve contributions adjusted to reflect future IDP, land use strategy and hamlet study planning requirements
- ORRSC services contract increases
- 2% Escalation and cost of living adjustment
- Redistribution of allocation for internally provided IT services.

2027 vs 2026

- 3% Escalation
- IDP, land use strategy and hamlet study initiative contributions

2028 vs 2027

- 3% Escalation
- Municipal Development Plan

Corporate Services

Finance & Administration

Finance & Administration – Services & Programs Provided

The Finance & Administration office is responsible for overall long-term financial sustainability of the County. It is our mission to provide the appropriate controls and measures needed to manage the County's resources and to deliver accurate financial information for Council and administration that can assist in financial planning decisions. The Finance and Administrative staff are accountable to assist all departments in achieving their service goals and objectives through the responsible stewardship of corporate finance resources in accordance with the bylaws, resolutions, and strategic goals of Council.

Core Activities

- Budgeting, accounting, audit, and financial reporting (including cash management, long-term debt, accounts payable & receivable processing)
- Payroll processing as well as annual reporting to various government bodies
- Managing an insurance program that sustains the municipality's ability to deliver services to the community and limits overall risk
- Grant management and annual expenditure reporting to funding agencies
- Administration of grants to various community services groups including libraries, recreation & community facilities and Family & Community Support Services (FCSS)



Finance & Administration – Cost Slide

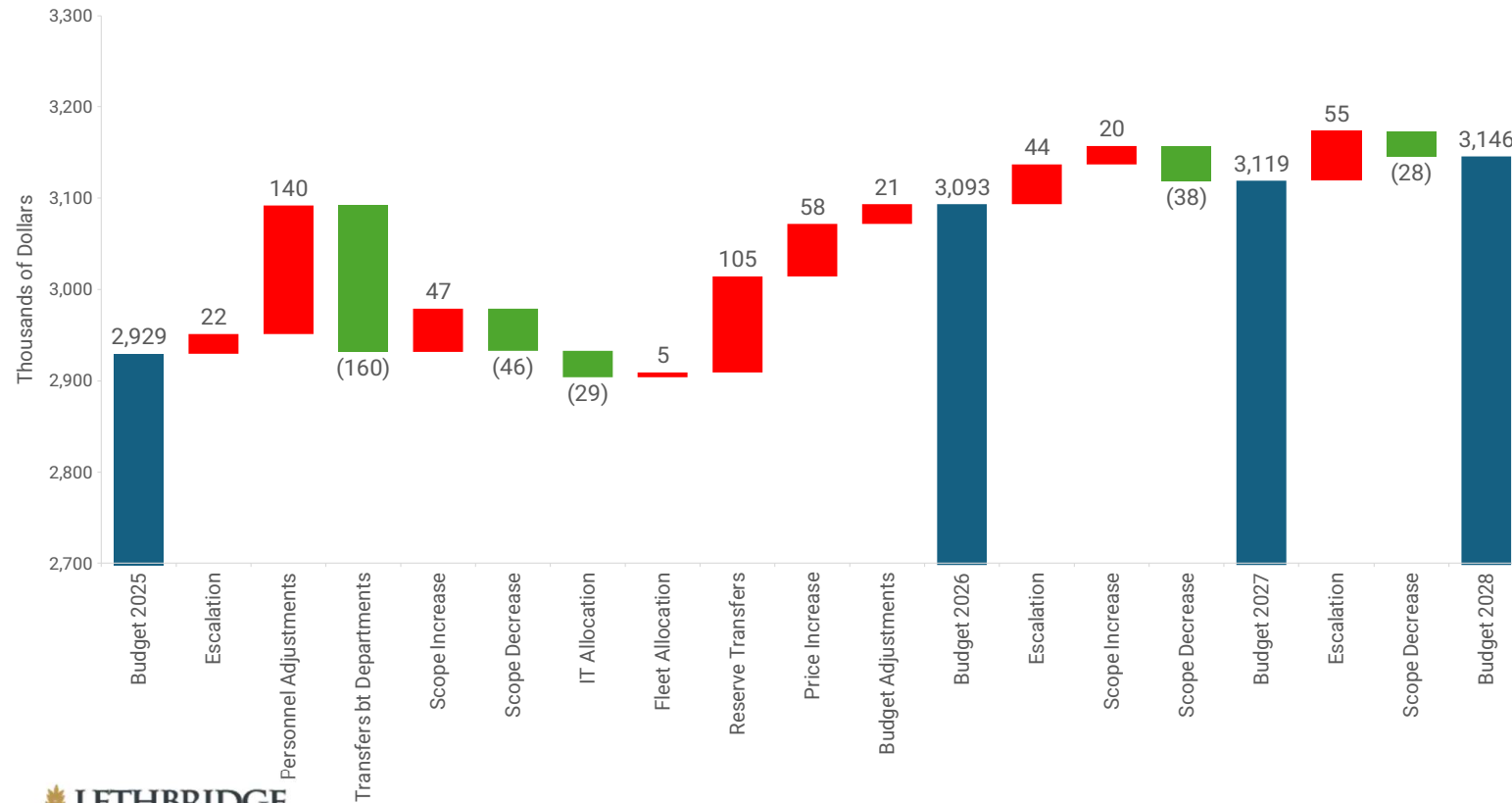
	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Sales of Goods & Services	250,816	252,958	1%	254,627	256,338
Other Revenue	163,330	166,000	2%	166,000	-
Transfers from Reserves	15,000	15,000	0%	15,000	-
Fines & Penalties	300,000	300,000	0%	300,000	300,000
Return on Investments	400,000	400,000	0%	400,000	400,000
Total Revenues	1,129,146	1,133,958	0%	1,135,627	956,338
EXPENDITURES					
Salaries, Wages & Benefits	701,795	842,319	20%	840,859	841,415
Contracted & General Services	675,250	614,702	-9%	624,478	615,273
Materials, Supplies & Operating Costs	152,500	154,637	1%	157,326	160,096
Services by Other Departments	156,209	132,701	-15%	127,819	134,195
Grants to Individuals & Orgs.	748,679	748,857	0%	765,719	788,691
Transfers to Reserves	495,000	600,000	21%	603,000	606,090
Total Expenditures	2,929,433	3,093,216	6%	3,119,201	3,145,759
Tax Support	(1,800,287)	(1,959,258)	9%	(1,983,574)	(2,189,421)

Finance & Administration Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$164K // 2027 vs 2026 =+\$26K // 2028 vs 2027 = +\$27K

■ Increase ■ Decrease ■ Total



Key Variance Drivers:

2026 vs 2025

- Personnel changes and redistribution of resources
- Insurance and audit cost increases
- 2% Escalation and cost of living adjustment.
- Internal transfer between departments for consistency.
- Redistribution of allocation for internally provided IT services.

2027 vs 2026

- 3% Escalation

2028 vs 2027

- 3% Escalation

Information Technology

Information Technology – Services & Programs Provided

The IT department is a vital part of County operations, delivering responsive support and innovative solutions while upholding the highest standards of cyber security. As the first line of defense in protecting the County's financial information, all systems handling sensitive data are maintained to be secure, reliable, and compliant with industry best practices.

Core Activities

Governance

- Establishes clear directives, processes, and technology standards to ensure IT systems are effectively managed, aligned with County needs, and compliant with all regulatory requirements.

Operations

- Deliver technical support, user education and training, cyber security protection
- Represents the daily functions of the IT Department.
- Maintains network performance and uptime.
- Manages devices to ensure secure and reliable access.
- Manage software services enabling productivity across teams
- Conducts regular security testing and risk assessments.

Hardware and Infrastructure

- Installations, configurations, and maintenance



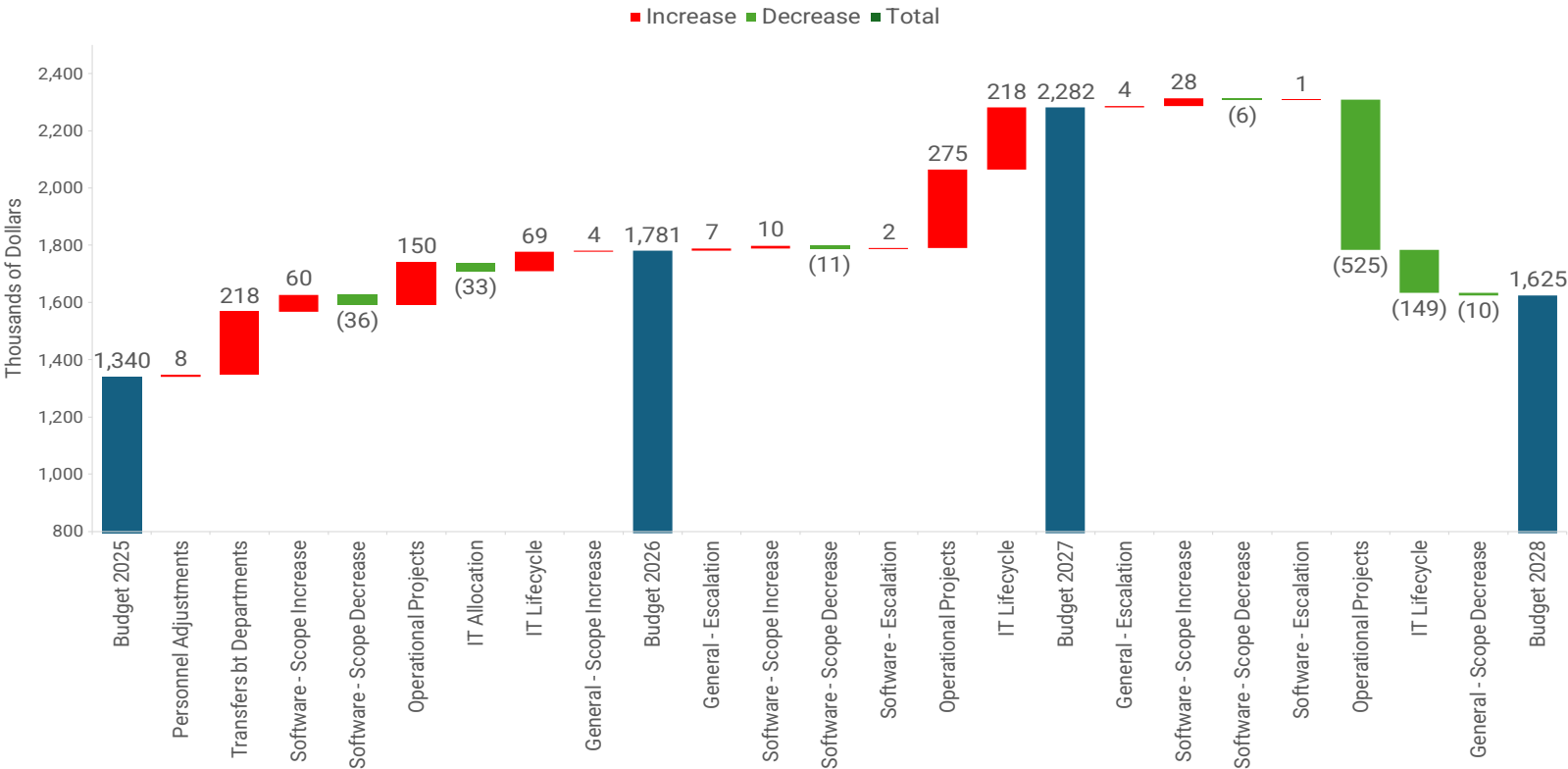
Information Technology – Cost Slide

	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Grants	125,780	31,000	-75%	-	-
Services to Other Departments*	1,109,050	1,424,140	28%	1,411,960	1,482,580
Transfers from Reserves	105,500	326,000	209%	869,320	142,161
Total Revenues	1,340,330	1,781,140	33%	2,281,280	1,624,740
EXPENDITURES					
Salaries, Wages & Benefits	302,650	311,000	3%	321,150	311,304
Contracted & General Services	521,920	768,237	47%	779,889	793,860
Materials, Supplies & Operating Costs	86,700	76,200	-12%	129,986	80,841
Services by Other Departments	78,280	45,748	-42%	45,850	48,144
* <i>Operating Projects</i>	100,000	250,000	150%	515,000	-
Transfers to Reserves	250,780	284,955	14%	271,405	332,592
Transfers to Capital	-	45,000	100%	218,000	58,000
Total Expenditures	1,340,330	1,781,140	33%	2,281,280	1,624,740
Tax Support	-	-	0%	-	-

Information Technology Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$441K // 2027 vs 2026 = +\$501K // 2028 vs 2027 = -\$657K



Key Variance Drivers:

2026 vs 2025

- 2% Escalation and cost of living adjustment
- Redistribution of allocation for internally provided IT services (software centralized and charged out to departments).
- Software inflationary increases and system changes (Questica, Government Frameworks, PSD Asset Maintenance)
- Operational Project: Financial System implementation 2026-2027 (ERP)

2027 vs 2026

- 3% Escalation
- Operational Project: Financial System implementation 2026-2027

2028 vs 2027

- 3% Escalation
- Decrease mainly due to completion of Operational Project: Financial System implementation in 2027.

Information Technology– Proposed Operational Projects

In a rural municipal context like Lethbridge County, Operational Projects refers to projects carried out by departments as part of their annual operational work, rather than long-term capital construction or major infrastructure investments. These projects often support service delivery, maintenance, regulatory compliance, or internal process improvements.

Common characteristics include:

- Funded from the operating budget, not the capital budget
- Short- to medium-term initiatives (often completed within the year)
- Focused on improving or maintaining municipal services
- Non-tangible outcomes (policies, studies, plans, software, equipment replacement, safety initiatives, program development)

This budget proposes council approve \$750K over two years (2026 & 2027) for the following Operational Project(s):

- \$250K (2026) and \$500K (2027) for implementation of both a new Enterprise Resource Planning (ERP) and Human Resource Information System (HRIS).

Assessment Services

Assessment Services – Services & Programs Provided

Assessment Services determines property values for residential, farmland, and commercial properties. The county coordinates receiving values from the province for linear properties. Property values are determined on an annual basis, and each property is reviewed on a rotation basis. Assessment services is responsible to prepare, communicate, and defend equitable assessments within Lethbridge County.

Core Activities

- Uses market value, regulated rates, or agricultural use value depending on provincial legislation.
- Tracks changes such as new construction, renovations, demolitions, or changes in land use.
- Follows Alberta assessment standards (Municipal Government Act and Matters Relating to Assessment and Taxation Regulation).
- Works with council to apply mill rates (tax rates) to assessed property values.
- Calculates and issues annual property tax notices.
- Ensures collected taxes are distributed to fund municipal operations, requisitions (like education taxes), and other mandated levies.
- Manages the appeals process if a property owner disputes an assessment, including preparing evidence for an Assessment Review Board.
- Maintains accurate property records, tax rolls, and assessment rolls.

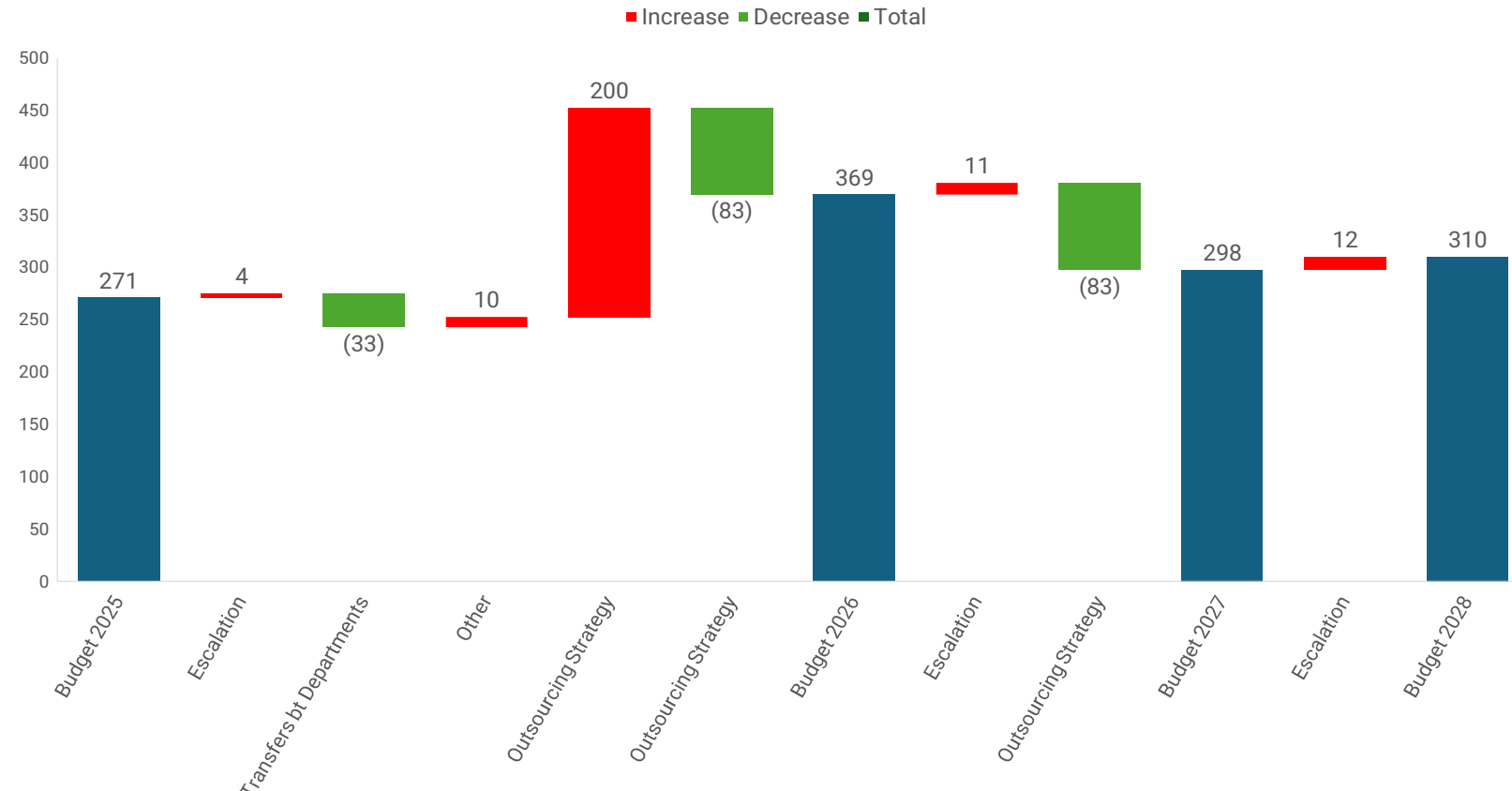
Assessment Services – Cost Slide

	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Sales of Goods & Services	54,500	30,500	-44%	30,500	30,500
Total Revenues	54,500	30,500	-44%	30,500	30,500
EXPENDITURES					
Salaries, Wages & Benefits	163,900	125,660	-23%	60,000	60,000
Contract & General Services	77,800	228,467	194%	237,673	250,107
Services by Other Departments	29,282	15,326	-48%	-	-
Total Expenditures	270,982	369,453	36%	297,673	310,107
Tax Support	(216,482)	(338,953)	57%	(267,173)	(279,607)

Assessment Services Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$98K // 2027 vs 2026 = -\$72K // 2028 vs 2027 = +\$12K



Key Variance Drivers:

2026 vs 2025

- 2% Escalation
- Internal transfer between departments - DIP
- One time allowance
- Outsourcing Strategy – Implementation Year 1 Contracted Services
- Outsourcing Strategy – Implementation Year 1 Internal Cost Reductions

2027 vs 2026

- 3% Escalation
- Outsourcing Strategy – Implementation Year 2 Internal Cost Reductions

2028 vs 2027

- 3% Escalation



Emergency Services

Emergency Services (consolidated)

Emergency Services – Services & Programs Provided

Lethbridge County's Emergency Services department delivers a broad range of critical public safety programs that protect residents, businesses, and infrastructure across the County.

Fire & Emergency Response – Contractual oversight of four partner fire departments providing 24/7 response to fires, motor-vehicle incidents, rescues, hazardous materials, and medical co-response.

Regional Emergency Management – Administration of a major regional partnership, maintaining and exercising an all-hazards emergency plan and coordinating response with neighbouring municipalities under Alberta's Incident Command System.

Community Peace Officer Program – Proactive patrols, bylaw and provincial statute enforcement, public education, and on-scene support to emergency responders to protect safety and County infrastructure.

Policing (Provincial Requisition) – Mandatory cost-sharing set by the Province through the rural policing model; a significant budget component determined entirely outside municipal control.

This department manages complex, high-intensity work that ensures community safety, regional coordination, and emergency readiness across Lethbridge County.

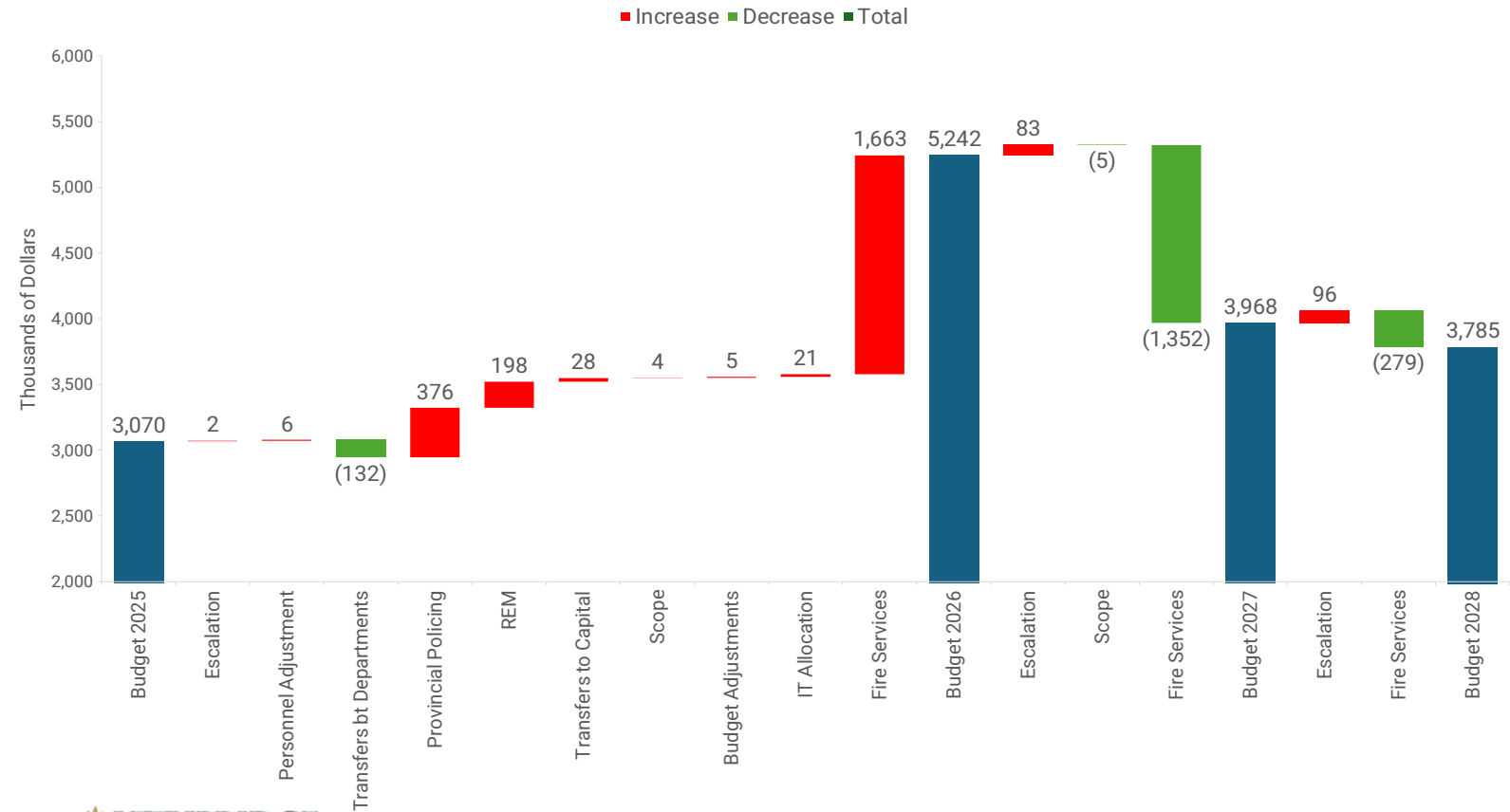
Emergency Services – Cost Slide

	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Sales of Goods & Services	872,620	821,117	-6%	824,000	826,971
Fines & Penalties	90,000	90,750	1%	90,750	90,750
Transfers from Reserves	79,895	1,785,336	2135%	278,692	-
Total Revenues	1,042,515	2,697,202	159%	1,193,443	917,721
EXPENDITURES					
Salaries, Wages & Benefits	497,762	538,938	8%	537,732	538,035
Emergency Service Agreements	2,160,000	4,176,982	93%	2,742,087	2,537,297
Contracted & General Services	106,535	156,924	47%	310,327	318,797
Materials, Supplies & Operating Costs	4,250	5,765	36%	5,938	6,116
Services by Other Departments	79,370	103,065	30%	104,178	109,151
Transfers to Reserves	222,000	260,000	17%	267,800	275,834
Total Expenditures	3,069,917	5,241,674	71%	3,968,063	3,785,231
Tax Support	(2,027,402)	(2,544,472)	26%	(2,774,620)	(2,867,510)

Emergency Services Expenditures

Year-Over-Year Budget Variances

2026 vs 2025 = +\$2,172K // 2027 vs 2026 -\$1,274K // 2028 vs 2027 = -\$183K



Key Variance Drivers:

2026 vs 2025

- Provincial policing contract increase is \$376K per year (~57% increase)
- Update Fire Service Agreement
- 2% Escalation and cost of living adjustment
- Internal transfer between departments for consistency.
- Redistribution of allocation for internally provided IT services.

2027 vs 2026

- 3% Escalation

2028 vs 2027

- 3% Escalation

Growth & Engagement

Growth & Engagement (consolidated)

Growth & Engagement – Services & Programs Provided

The Growth & Engagement department leads Lethbridge County's efforts to strengthen the regional economy, support local businesses, and position the County for long-term, sustainable prosperity. The department focuses on investment attraction, business retention and expansion, stakeholder engagement, intergovernmental relations, and strategic partnerships that advance economic opportunities across the region.

A key responsibility of the department is aligning economic development, infrastructure planning, and land-use strategy to create a clear, coordinated pathway for responsible growth. This work ensures the County is proactive—rather than reactive in responding to shifting industry needs, global economic pressures, and technological change.

The program also includes the Communications & Marketing department, guiding the County's brand, public engagement, issues management, and outreach efforts. This supports transparency, clarity, and a strong public presence while promoting the County's strengths to residents, businesses, and potential investors.

By integrating economic development, communications, and strategic relationship-building, the Growth & Engagement program plays a central role in keeping Lethbridge County competitive, resilient, and well-positioned for the next decade and beyond.

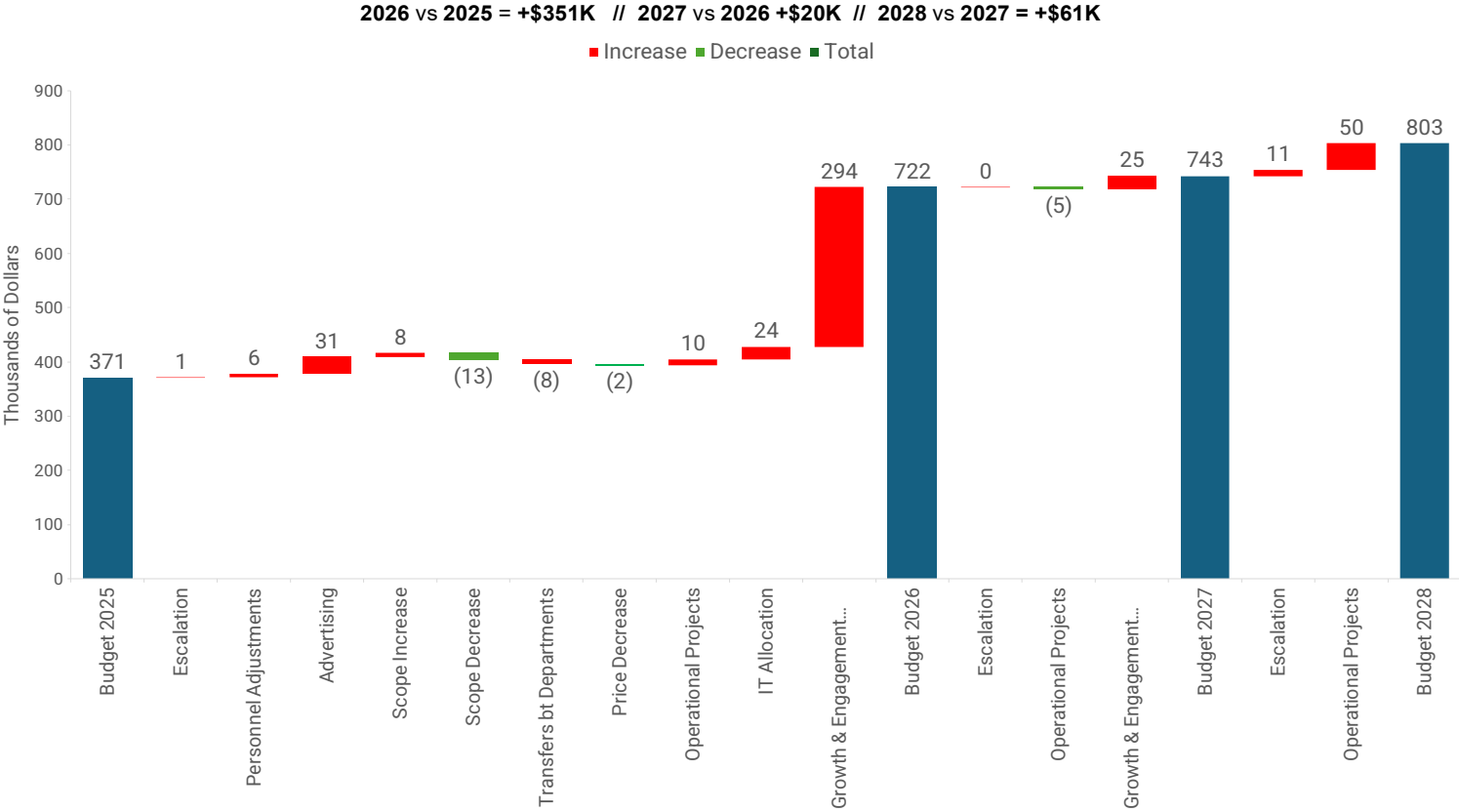


Growth & Engagement– Cost Slide

	2025 APPROVED Budget	2026 Planned Budget	2026 Budget % Change	2027 Planned Budget	2028 Planned Budget
REVENUES					
Grants	-	-	0%	-	-
Transfers from Reserves	10,000	-	-100%	-	53,045
Total Revenues	10,000	-	-100%	-	53,045
EXPENDITURES					
Salaries, Wages & Benefits	228,615	233,819	2%	233,969	234,124
Contracted & General Services	107,500	141,714	32%	145,916	150,168
Materials, Supplies & Operating Costs	2,500	1,500	-40%	1,545	1,591
Services by Other Departments	22,185	45,748	106%	45,850	48,144
* <i>Operating Projects</i>	10,000	5,000	-50%	-	103,045
Growth & Engagement Initiative	-	294,467	100%	315,240	316,408
Total Expenditures	370,800	722,249	95%	742,520	853,480
Total Tax Support	(360,800)	(722,249)	100%	(742,520)	(800,435)

Growth & Engagement Expenditures

Year-Over-Year Budget Variances



Key Variance Drivers:

2026 vs 2025

- \$30K for continued consolidation of advertising budget in Communications & Marketing Department
- 2% Escalation
- Discontinued Alberta Advantage Immigration Program (AAIP)
- Higher due to redistribution of allocation for internally provided IT services.
- Growth & Engagement Initiative - Personnel, Contingency/Allowance (e.g. NRED Grant, joint development, etc.)

2027 vs 2026

- 3% Escalation
- Timing of Operational Projects

2028 vs 2027

- 3% Escalation
- Operational Projects:
 - New Website

Budget Impact

Lethbridge County 2026 Budget Presentation Summary

	2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget
REVENUES				
Council	32,000	69,000	55,620	57,289
Administrator's Office	40,000	16,000	16,480	16,974
Emergency Services	1,042,515	2,697,202	1,193,443	917,721
Growth & Engagement	10,000	-	-	53,045
Public Operations	11,517,959	14,903,998	13,970,387	14,328,587
Municipal Development & Infrastructure	313,000	513,733	275,700	236,045
Corporate Services	2,523,976	2,945,598	3,447,407	2,611,579
Total Revenues	15,479,450	21,145,531	18,959,036	18,221,239
EXPENDITURES				
Council	717,769	773,579	728,654	738,169
Administrator's Office	1,617,314	1,619,390	1,955,279	2,263,420
Emergency Services	3,069,917	5,241,674	3,968,063	3,785,231
Growth & Engagement	370,800	722,249	742,520	853,480
Public Operations	23,098,854	26,679,214	26,582,023	27,027,512
Municipal Development & Infrastructure	2,151,984	2,532,768	2,160,750	2,155,669
Corporate Services	4,540,745	5,243,808	5,698,154	5,080,607
Total Expenditures	35,567,382	42,812,682	41,835,443	41,904,088
Tax Support	(20,087,932)	(21,667,151)	(22,876,407)	(23,682,849)
<i>Before Growth Percent Increase (Decrease) from previous year's budget</i>	5.9%	7.9%	5.6%	3.5%
<i>After Growth Percent Increase (Decrease)</i>	3.9%	3.0%	1.1%	1.8%



Capital Budget

The background of the slide features a photograph of a road with double yellow lines receding into the distance under a hazy, overcast sky. The image is slightly blurred and has a warm, muted color palette.

CAPITAL BUDGET

PURPOSE

Construct and Improve infrastructure to provide the highest level of service possible within the constraints of the budget for continued services delivery.

ANALYSIS

Determine capital purchases and projects based on condition, risk and need to ensure proper identification and timing of projects.

PLAN

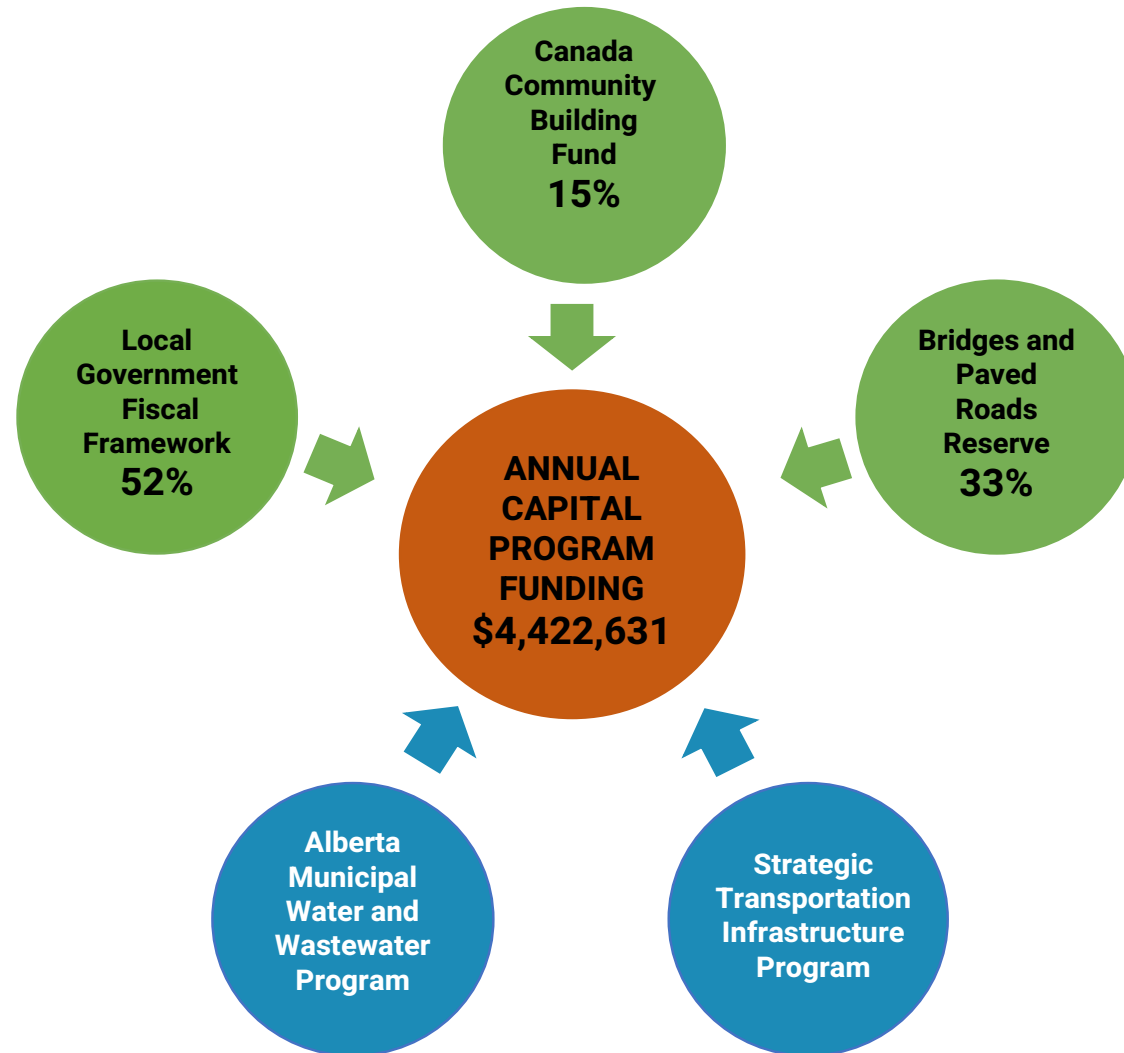
Present a 5 Year Capital Budget with funding options that are sustainable and meets the County's requirements and Councils Strategic Plan.

2026-2030 Total Capital Summary

	2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget	2029 Planned Budget	2030 Planned Budget
REVENUES						
Grants	2,740,000	4,080,000	3,480,000	3,540,000	4,500,000	-
Proceeds on Disposal of Retired Equipment	708,000	990,000	657,500	1,100,000	501,000	1,452,500
Transfers from Reserves	5,333,000	2,495,000	3,277,500	2,335,000	4,564,000	3,027,500
Market Access Network Reserve	490,000	3,990,000	1,690,000	1,890,000	1,400,000	-
Market Access Network Tax	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000
Total Revenues	11,421,000	13,705,000	11,255,000	11,015,000	13,115,000	6,630,000
EXPENDITURES						
Agricultural Services	-	160,000	185,000	185,000	185,000	190,000
Fleet Services	3,650,000	3,075,000	3,250,000	3,250,000	3,500,000	3,500,000
Infrastructure Services	5,550,000	8,070,000	5,170,000	5,430,000	7,280,000	790,000
Market Access Network Program	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000
Finance & Administration	-	-	-	-	-	-
Information Technology	71,000	295,000	718,000	58,000	48,000	75,000
Total Expenditures	11,421,000	13,750,000	11,473,000	11,073,000	13,163,000	6,705,000
Tax Support	-	(45,000)	(218,000)	(58,000)	(48,000)	(75,000)

Infrastructure Services Capital Program

Capital Program - Funding



Primary Funding Sources:

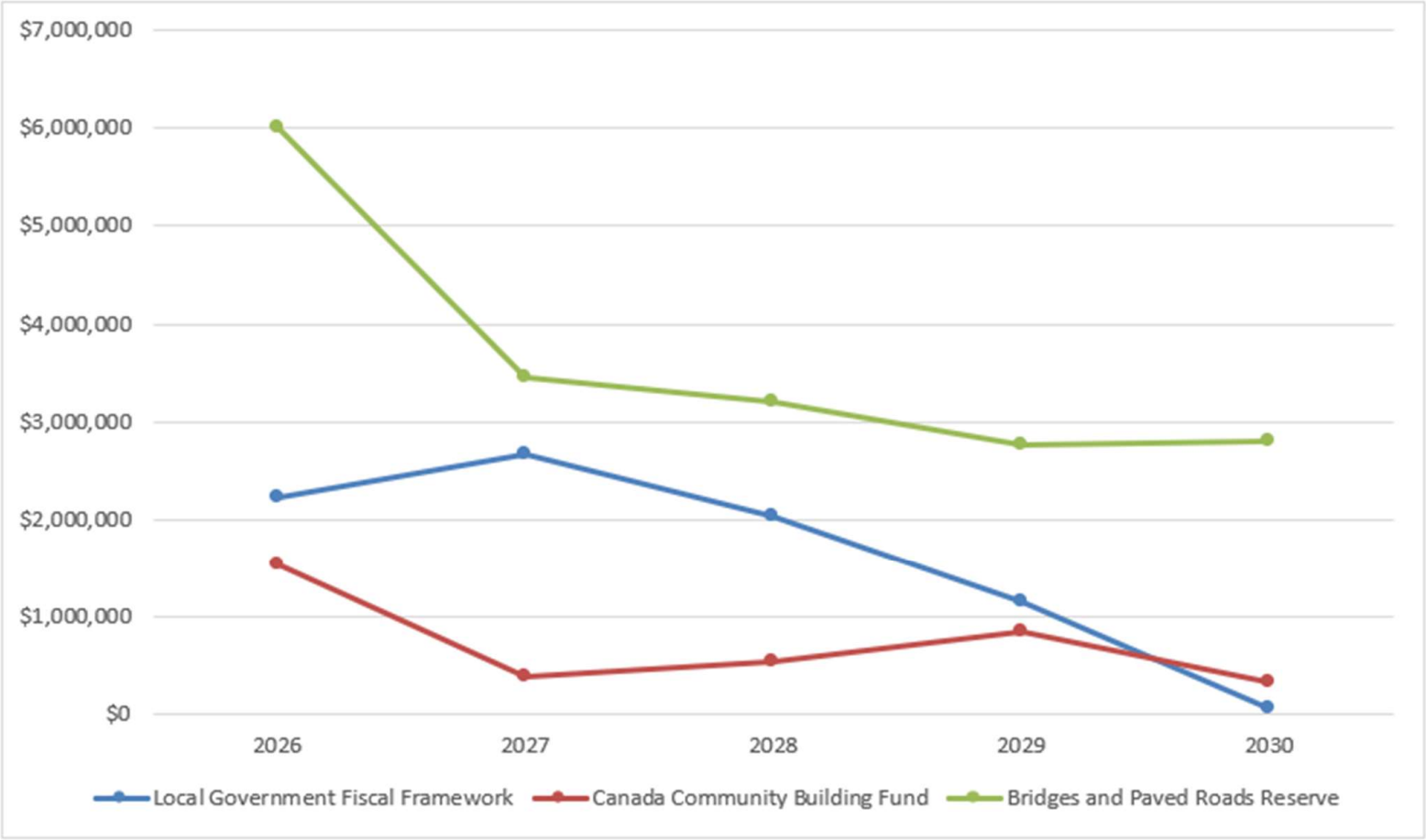
- LGFF
- CCBF
- B&PR Reserve

Competitive Funding Sources:

- STIP
- AMWWP

Primary funding sources are a fairly consistent and a reliable source of revenue to offset capital expenditures. Competitive funding sources are guaranteed and should not be relied upon as a funding source.

Capital Funding – Carryover Projections



2026 Infrastructure Capital Projects

Capital Budget – Infrastructure Services		
2026 Budgeted Projects		
Project Name	Description	Operational Impact
Range Road 21-1 (McNally Road) Rehabilitation (3.2km)	Includes the rehabilitation of Range Road 21-1 from Township Road 8-2 to Highway 508 through cement stabilization and double chip seal. The existing road is in fair-poor condition and requires continual maintenance. Drainage enhancements will also be included in this project to align with the Tiffin Storm Water Management Plan.	Reduced road maintenance costs and extend the life of the road.
Range Road 23-4 (Old Highway 23) Rehabilitation – Phase 2 (3.2km)	Includes the rehabilitation of Range Road 23-4 from Township Road 10-2 to Township Road 10-4 through cement stabilization and double chip seal. The existing road is in poor condition and requires continual maintenance. This project is a continuation of the 2024 cement stabilization capital project.	Reduced road maintenance costs and extend the life of the road.
Local Bridge Replacements - 77523, 79595	Bridge File 77523 is located on Range Road 22-1 just 9km northwest of Picture Butte, and Bridge File 79595 is located on Range Road 21-1 between Township Road 10-0 and 10-2. These bridges are at the end of their lifecycle and will require replacement. STIP funding will be applied for.	Reduced maintenance costs.
River Ridge Road Rehabilitation (2.2km)	Includes the rehabilitation of River Ridge Road from the Highway 3 intersection to Township Road 9-2 through cement stabilization and double chip seal. The existing road is in poor condition and requires continual maintenance.	Reduced road maintenance costs and extend the life of the road.
Range Road 21-5 (Picture Butte Golf Course Road) Rehabilitation (1.8km)	Includes the rehabilitation of Range Road 21-5 from Highway 25 south to end of the asphalt surface, approximately 1.8km south through cement stabilization and double chip seal. The existing road is in fair-poor condition and requires extensive maintenance.	Reduced road maintenance costs and extend the life of the road.
Township Road 10-4 Rehabilitation (1.3km)	Includes the rehabilitation of Township Road 10-4 from Highway 845 to Range Road 20-1A through cement stabilization and double chip seal. The existing road is in poor condition and requires continual maintenance.	Reduced road maintenance costs and extend the life of the road.
2026 Project Funding Summary		
	Canada Community Building Fund	\$1,810,000
	Local Government Fiscal Framework	\$2,270,000
	Bridges and Paved Roads Reserve	\$3,990,000
	TOTAL	\$8,070,000

2027 Infrastructure Capital Projects

Capital Budget – Infrastructure Services		
2027 Budgeted Projects		
Project Name	Description	Operational Impact
Township Road 9-2 Overlay (1.6km)	Includes an overlay of Township Road 9-2 (Walmart Express) from 43rd street to Range Road 21-2. This section of road is scheduled for an overlay to preserve the existing road structure.	Reduced road maintenance costs and extend the life of the road.
Range Road 20-5 Rehabilitation (1.0km)	Includes the rehabilitation of Range Road 20-5 from Highway 512 to just south of the Vista Meadows subdivision road through cement stabilization and double chip seal. The existing road is in poor condition and requires continual maintenance.	Reduced road maintenance costs and extend the life of the road.
Range Road 20-5 Double Chip Seal (1.8km)	Includes the application of a double chip seal to Range Road 20-5 (Fiefield Subdivision Road) from Highway 4 to 508. This roadway is showing signs of oxidation and is showing slight cracking. This project will seal the surface and preserve the road structure.	Reduced road maintenance costs and extend the life of the road.
Shaughnessy Sanitary Sewer Pipeline Lining	Includes the rehabilitation of several segments of sanitary sewer pipeline by installing 605m of lining in the existing clay pipe. Locations include 1 st and 2 nd Street.	Greatly reduce the risk of a failure in the sanitary sewer system.
Local Bridge Replacements - 79597, 79618	Bridge File 79597 is located on Range Road 20-5 north of Township Road 10-2, and Bridge File 79618 is located on Range Road 21-0, just south of Highway 512. These bridges are projected to reach the end of their lifecycle and will require replacement. STIP funding will be applied for.	Reduced maintenance costs.
Township Road 9-0 (Mountain Meadows Rd) Isolated Repair and Double Chip Seal (1.9km)	Includes completing an isolated repair and double chip seal of Township Road 9-0 from the City limits to the Mountain Meadows subdivision. This project will seal the surface and preserve the road structure.	Reduced road maintenance costs and extend the life of the road.
Tiffin Basin Drainage Upgrades – 1500mm Pipeline	Includes the installation of approximately 300m of 1500mm storm drainage pipe to alleviate pressures upstream within the Tiffin Basin. This location is the downstream portion of the drainage system and requires additional capacity to help alleviate flooding in the area.	Reduce the impacts of overland flooding in the Tiffin Basin.
2027 Project Funding Summary		
	Canada Community Building Fund	\$520,000
	Local Government Fiscal Framework	\$2,960,000
	Bridges and Paved Roads Reserve	\$1,690,000
	TOTAL	\$5,170,000

2028 Infrastructure Capital Projects

Capital Budget – Infrastructure Services		
2028 Budgeted Projects		
Project Name	Description	Operational Impact
Range Road 21-1 (Howe Rd) Overlay (4.4km)	Includes an overlay of Range Road 21-1 from Highway 512 to Highway 4. This section of road is scheduled for an overlay to preserve the existing road structure.	Reduced road maintenance costs and extend the life of the road.
Local Bridge Replacement – 79599 and 79600	These bridges are located at the intersection of Range Road 20-3 and Township Road 10-2 and are projected to reach the end of their lifecycle. By replacing these bridges at the same time, the County should realize savings in construction and engineering. STIP will be applied for.	Reduced maintenance costs.
Township Road 10-0a / Range Road 23-4 (Old HWY 23) Cement Stabilization and Double Chip Seal - Phase 3 (4.9km)	This project includes the rehabilitation of Township Road10-0a and Range Road 23-4 from the Calvin Christian School entrance west and north to the Township Road 10-2 intersection through cement stabilization and double chip seal. This project is a continuation of the 2024 and 2026 cement stabilization capital projects. Upon completion, the entire length of the Township Road 23-4 and Range Road 10-0a from Highway 3 to 519 will be rehabilitated and only seasonally banned.	Reduced road maintenance costs and extend the life of the road.
2028 Project Funding Summary		
		Canada Community Building Fund \$350,000
		Local Government Fiscal Framework \$3,190,000
		Bridges and Paved Roads Reserve \$1,890,000
		TOTAL \$5,430,000

2029 Infrastructure Capital Projects

Capital Budget – Infrastructure Services		
2029 Budgeted Projects		
Project Name	Description	Operational Impact
Township Road 9-2 Overlay (3.2km)	Includes an overlay of Township Road 9-2 (Walmart Express) from Range Road 21-2 to Broxburn Road. This section of road is scheduled for an overlay to preserve the existing road structure.	Reduced road maintenance costs and extend the life of the road.
Shaughnessy Infrastructure Upgrades – Water, Stormwater and Road improvements	Includes the reconstruction of 1 st Street and a portion of 3 rd Street in Shaughnessy. Water mains and service connections will be upgraded along 1 st and 3 rd Street, and stormwater retention ponds will be constructed.	Reduced road maintenance efforts and increased level of service.
Local Bridge Replacement - 79865	This bridge is located along Range Road 21-0 just a few miles northeast of Picture Butte. This bridge is projected to reach the end of its lifecycle and will require replacement. STIP funding will be applied for.	Reduced maintenance costs.
2029 Project Funding Summary		
	Canada Community Building Fund	\$1,180,000
	Local Government Fiscal Framework	\$3,400,000
	Bridges and Paved Roads Reserve	\$1,400,000
	Utility Reserve	\$1,300,000
	TOTAL	\$7,280,000

2030 Infrastructure Capital Projects

Capital Budget – Infrastructure Services		
2030 Budgeted Projects		
Project Name	Description	Operational Impact
Local Bridge Replacement – 79769	This bridge is located along Range Road 19-5 just a few miles southeast of Coaldale. This bridge is projected to reach the end of its lifecycle and will require replacement. STIP funding will be applied for.	Reduced maintenance costs.
Township Road 8-4 Double Chip Seal (0.8km)	Includes the application of a double chip seal to Township Road 8-4 from the City of Lethbridge limits to Sunset Rd/Range Road 22-4. This roadway is showing signs of oxidation and is cracking. This project will seal the surface and preserve the road structure.	Reduced road maintenance costs and extend the life of the road.
2029 Project Funding Summary		
		Bridges and Paved Roads Reserve \$790,000
		TOTAL \$790,000

Infrastructure Capital Summary

REVENUES

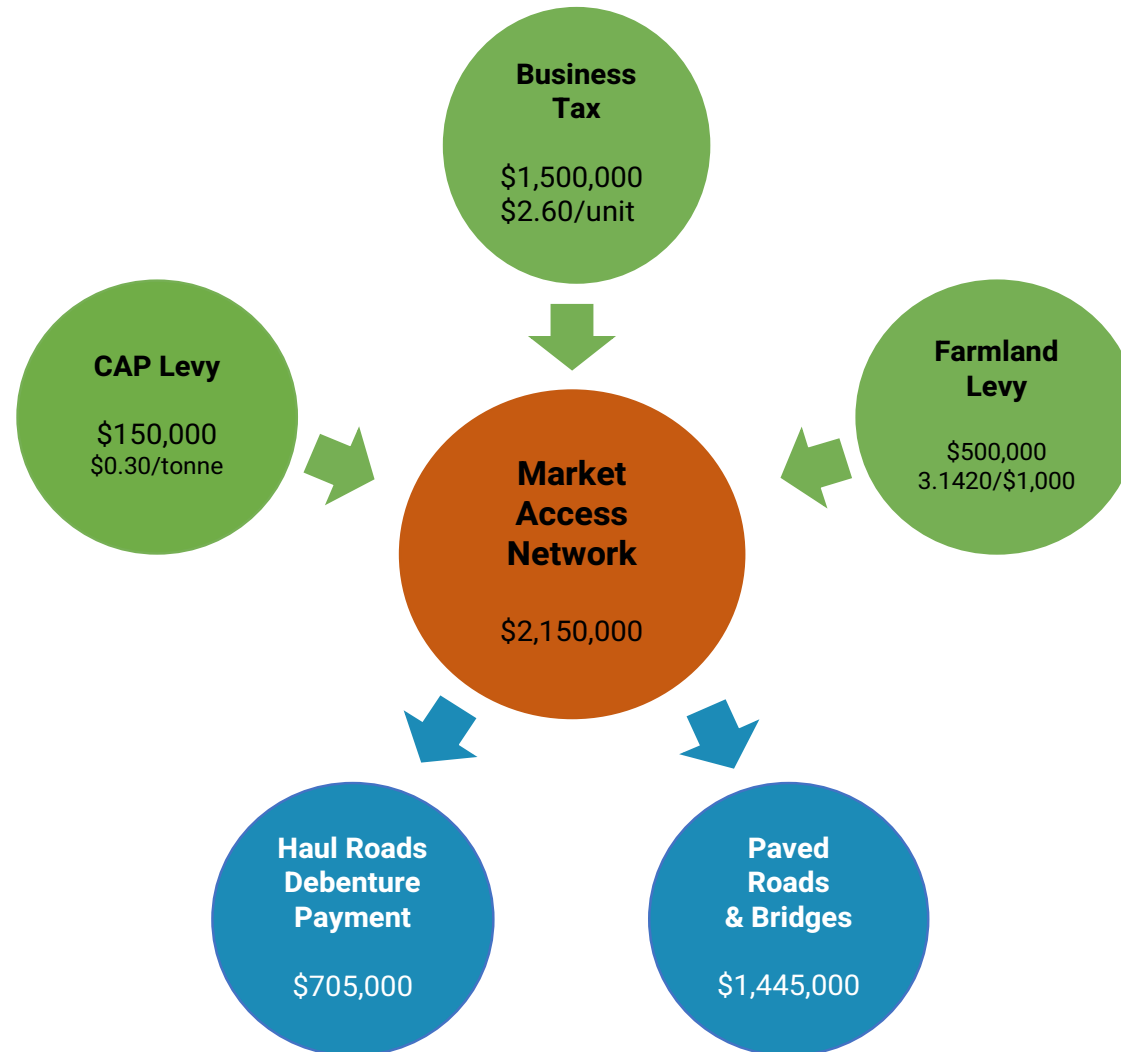
Grants
Transfers from Reserves
Market Access Network Reserve Funds

2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget	2029 Planned Budget	2030 Planned Budget
2,740,000	4,080,000	3,480,000	3,540,000	4,500,000	-
2,320,000	-	-	-	1,380,000	790,000
490,000	3,990,000	1,690,000	1,890,000	1,400,000	-
5,550,000	8,070,000	5,170,000	5,430,000	7,280,000	790,000
1,720,000	6,970,000	2,860,000	4,150,000	1,750,000	180,000
600,000	-	730,000	-	-	-
2,740,000	-	430,000	-	4,880,000	-
490,000	1,100,000	1,150,000	1,280,000	650,000	610,000
5,550,000	8,070,000	5,170,000	5,430,000	7,280,000	790,000
-	-	-	-	-	-

Tax Support

Market Access Network Capital Plan

Market Access Network



Purpose:

To fund the Calcium Base Stabilization program specific to the Market Access Network

Budget:

Revenues

- Business Tax
- Cap Levy
- Farmland Levy

Expenses

- Haul road debt payments
- Bridge & paved roads projects and/or transfer of balance to designated reserve

Market Access Network 2026-2030 Capital Projects

	2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget	2029 Planned Budget	2030 Planned Budget
REVENUES						
Market Access Network Funds	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000
<i>Business Tax, Cap Levy, Farmland Tax Levy Transfer</i>						
Total Revenues	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000
EXPENDITURES						
Transfer to Operating - Calcium Stabilization Debt Repayment	705,220	705,220	705,220	705,220	705,220	705,220
Transfer to Market Access Network Reserve	1,444,780	1,444,780	1,444,780	1,444,780	1,444,780	1,444,780
Total Expenditures	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000	2,150,000
Tax Support						
	-	-	-	-	-	-

Vehicle & Equipment Replacement Plan

2026 Fleet Capital Projects (Previously Approved October 1, 2025)

LETHBRIDGE COUNTY								
FLEET BUDGET								
2026 CAPITAL EQUIPMENT PURCHASES								
			SOURCES OF FUNDING					
ID #	Project Name	Budget Request	Fleet Equipment		E.S.		Proceeds on	Total
			Replacement Reserve	Public Works Reserve	Contingency Reserve	Debentures	Sale of Equipment	
	SCHEDULED REPLACEMENTS							
26-FLT-	Replacement Divisional Grader	725,000	575,000	-	-	-	150,000	\$ 725,000
26-FLT-	Replacement of PW Loader	500,000	325,000	-	-	-	175,000	\$ 500,000
26-FLT-	Replacement of PW Equipment Move Trailer	625,000	600,000	-	-	-	25,000	\$ 625,000
26-FLT-	Replacement of Zero-Swing Excavator	375,000	300,000	-	-	-	75,000	\$ 375,000
26-FLT-	Replacement of ASB Roadside Mower	55,000	40,000	-	-	-	15,000	\$ 55,000
26-FLT-	Replacement of ASB ToolCat	115,000	105,000	-	-	-	10,000	\$ 115,000
26-FLT-	Refurbish Pup Trailer	20,000	20,000				-	\$ 20,000
	VEHICLE REPLACEMENT PROGRAM							
26-FLT-	Enterprise Fleet Program - 12 X Crewcab 1/2 ton Truck	660,000	120,000	-	-	-	540,000	\$ 660,000
TOTAL CAPITAL EQUIPMENT REQUEST		\$ 3,075,000	\$ 2,085,000	\$ -	\$ -	\$ -	\$ 990,000	\$ 3,075,000
		\$ 3,075,000						\$ 3,075,000

2027 Fleet Capital Projects

LETHBRIDGE COUNTY FLEET BUDGET 2027 CAPITAL EQUIPMENT PURCHASES								
			SOURCES OF FUNDING					
ID #	Project Name	Budget Request	Fleet Equipment Replacement Reserve	Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment	Total
	SCHEDULED REPLACEMENTS							
27-FLT-	Replacement of Scraper (used unit)	955,000	730,000	-	-	-	225,000	\$ 955,000
27-FLT-	Replacement of Divisional Grader	740,000	590,000	-	-	-	150,000	\$ 740,000
27-FLT-	Replacement of Construction Tractor	580,000	550,000	-	-	-	30,000	\$ 580,000
27-FLT-	Replacement of PW Single Axle Dump Truck	275,000	260,000	-	-	-	15,000	\$ 275,000
27-FLT-	Replacement of ASB 130hp Tractor	225,000	205,000	-	-	-	20,000	\$ 225,000
27-FLT-	Replacement of ASB Roadside Mower	60,000	50,000	-	-	-	10,000	\$ 60,000
27-FLT-	Replacement of ASB Side Arm Mower	45,000	37,500	-	-	-	7,500	\$ 45,000
27-FLT-	Replacement of 2 ASB/PW Crew Trucks	150,000	125,000				25,000	\$ 150,000
	VEHICLE REPLACEMENT PROGRAM							
27-FLT-	Replacement of 2 X Track Skid Steer (Trade in EVCON)	220,000	45,000	-	-	-	175,000	\$ 220,000
TOTAL CAPITAL EQUIPMENT REQUEST		\$ 3,250,000	\$ 2,592,500	\$ -	\$ -	\$ -	\$ 657,500	\$ 3,250,000
								\$ 3,250,000

2028 Fleet Capital Projects

FLEET 2028 CAPITAL EQUIPMENT PURCHASES							
		SOURCES OF FUNDING					
Project Name	Budget Request	Fleet Equipment Replacement Reserve	Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment	Total
<u>SCHEDULED REPLACEMENTS</u>							
Replacement of Construction Grader	1,100,000	890,000	-	-	-	210,000	\$ 1,100,000
Replacement Divisional Grader	745,000	585,000	-	-	-	160,000	\$ 745,000
Replacement of 1 X PW Construction Packer	350,000	305,000	-	-	-	45,000	\$ 350,000
Replacement of ASB 150hp Tractor	240,000	220,000	-	-	-	20,000	\$ 240,000
Replacement of ASB Side Arm Mower	65,000	55,000	-	-	-	10,000	\$ 65,000
Replacement of ASB Roadside Mower	50,000	45,000	-	-	-	5,000	\$ 50,000
<u>VEHICLE REPLACEMENT PROGRAM</u>							
Enterprise Fleet Program - 11 X Crewcab 1/2 ton Truck	700,000	50,000	-	-	-	650,000	\$ 700,000
TOTAL CAPITAL EQUIPMENT REQUEST	\$ 3,250,000	\$ 2,150,000	\$ -	\$ -	\$ -	\$ 1,100,000	\$ 3,250,000
							\$ 3,250,000

2029 Fleet Capital Projects

FLEET 2029 CAPITAL EQUIPMENT PURCHASES							
Project Name	Budget Request	SOURCES OF FUNDING					Total
		Fleet Equipment Replacement Reserve	Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment	
SCHEDULED REPLACEMENTS							
Replacement Mill Razor	1,425,000	1,325,000	-	-	-	100,000	\$ 1,425,000
Replacement Divisional Grader	750,000	590,000	-	-	-	160,000	\$ 750,000
Replacement of Water Distribution Truck	300,000	235,000				65,000	\$ 300,000
Replacement of SteelDrum Packer	275,000	250,000				25,000	\$ 275,000
Replacement of 1 PW Crew Trucks 3/4 Tons	80,000	50,000	-	-	-	30,000	\$ 80,000
Replacement of 1 X PW Construction 3 Ton	130,000	108,000	-	-	-	22,000	\$ 130,000
Replacement of ASB SA Spray Truck	300,000	275,000	-	-	-	25,000	\$ 300,000
Replacement of ASB Side Arm Mower	65,000	57,500	-	-	-	7,500	\$ 65,000
Replacement of ASB Roadside Mower	55,000	50,000	-	-	-	5,000	\$ 55,000
Replacement of PW/ASB DUMP Trailer	45,000	38,500	-	-	-	6,500	\$ 45,000
VEHICLE REPLACEMENT PROGRAM							
Enterprise Fleet Program - 1 X SUV	75,000	20,000	-	-	-	55,000	\$ 75,000
TOTAL CAPITAL EQUIPMENT REQUEST	\$ 3,500,000	\$ 2,999,000	\$ -	\$ -	\$ -	\$ 501,000	\$ 3,500,000
							\$ 3,500,000

2030 Fleet Capital Projects

FLEET 2030 CAPITAL EQUIPMENT PURCHASES								
ID #	Project Name	Budget Request	SOURCES OF FUNDING					Total
			Replacement Reserve	Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment	
	SCHEDULED REPLACEMENTS							
30-FLT-	Replacement of Divisional Grader	760,000	615,000	-	-	-	145,000	\$ 760,000
30-FLT-	Replacement of Construction Backhoe	425,000	350,000				75,000	\$ 425,000
30-FLT-	Replacement of Highway Tractor	345,000	200,000	-	-	-	145,000	\$ 345,000
30-FLT-	Replacement of PW Recovery Trailer	200,000	155,000				45,000	\$ 200,000
30-FLT-	Replacement of Tandem Cross Gate Belly Dumps (Lead)	130,000	95,000				35,000	\$ 130,000
30-FLT-	Replacement of Tandem Cross Gate Belly Dump (Rear)	120,000	100,000				20,000	\$ 120,000
30-FLT-	Replacement of ASB Tractor 175hp	330,000	265,000	-	-	-	65,000	\$ 330,000
30-FLT-	Replacement of ASB Side Arm Mower	70,000	62,500	-	-	-	7,500	\$ 70,000
30-FLT-	Replacement of ASB Roadside Mower	60,000	50,000	-	-	-	10,000	\$ 60,000
	VEHICLE REPLACEMENT PROGRAM							
30-FLT-	Replacement of CPO Vehicle	90,000	5,000	-	40,000	-	45,000	\$ 90,000
30-FLT-	Replacement of 2 X Track Skid Steer (Trade in EVCON)	240,000	40,000	-	-	-	200,000	\$ 240,000
30-FLT-	Enterprise Fleet Program - 11 X Crewcab 1/2 ton Truck	730,000	70,000	-	-	-	660,000	\$ 730,000
TOTAL CAPITAL EQUIPMENT REQUEST		\$ 3,500,000	\$ 2,007,500	\$ -	\$ 40,000	\$ -	\$ 1,452,500	\$ 3,500,000
								\$ 3,500,000

Fleet Capital Summary

	2025 APPROVED Budget	2026 APPROVED* Budget	2027 Planned Budget	2028 Planned Budget	2029 Planned Budget	2030 Planned Budget
REVENUES						
Proceeds on Disposal of Retired Equipment	708,000	990,000	657,500	1,100,000	501,000	1,452,500
Transfers from Reserves	2,942,000	2,085,000	2,592,500	2,150,000	2,999,000	2,047,500
Total Revenues	3,650,000	3,075,000	3,250,000	3,250,000	3,500,000	3,500,000
EXPENDITURES						
Equipment Purchases - replacements	3,650,000	3,075,000	3,250,000	3,250,000	3,500,000	3,500,000
Facility Improvements	-	-	-	-	-	-
Total Expenditures	3,650,000	3,075,000	3,250,000	3,250,000	3,500,000	3,500,000
Tax Support	-	-	-	-	-	-

*Council approved 2026 capital equipment purchasing October 1, 2025

Municipal Reserve Parks Capital Plan

Municipal Reserve Fund Policy

- Per MGA 671
- A “municipal reserve” is land set aside (or money in lieu) by a municipality, when approving subdivision, for public use — typically parks, recreation, school-board use, or to create buffers between land uses.
- Allowed uses:
 - a publicly owned park;
 - a publicly owned/operated recreation area;
 - school board purposes;
 - to separate areas of land that are used for different purposes.
- Municipal Reserve Funds must only be used for municipal projects on public lands or publicly owned/operated facilities or for the purchase of public lands.

Parks 2026-2030 Capital Projects

5 Year Play Structure Plan											
	Shaughnessy	Diamond City	Monarch	Mountain Meadow	Sunset Acres	Fairview	Broxburn	Trail System	Turin	Iron Springs	Municipal Reserve Funding
2026	·Plant new trees			·Trail system redone with new shale					·Plant new trees ·Install new amenities		\$160,000.00
2027		·Remove/replace old court ·Plant new trees ·Install new amenities			·Plant new trees						\$185,000.00
2028			·Remove/replace old court ·Plant new trees							·Plant new trees	\$185,000.00
2029	·Trail resurfaced ·Replace perimeter fence			·Plant new trees		·Plant new trees ·Remove/replace old play structure					\$185,000.00
2030	·Plant new trees		·Remove/replace baseball diamond				·Install new amenities		·Plant new trees	·New play equipment installed	\$190,000.00
Inflation rates for play structures are unknown and may require future adjustment										Total	\$905,000.00

Parks 2026-2030 Capital Projects

	2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget	2029 Planned Budget	2030 Planned Budget
REVENUES						
Transfers from Municipal Reserve	-	160,000	185,000	185,000	185,000	190,000
Transfer from Reserves	-	-	-	-	-	-
Total Revenues	-	160,000	185,000	185,000	185,000	190,000
EXPENDITURES						
Park Upgrades	-	160,000	185,000	185,000	185,000	190,000
Total Expenditures	-	160,000	185,000	185,000	185,000	190,000
Tax Support						
	-	-	-	-	-	-

Information Technology Capital Plan

Information Technology 2026-2030 Capital Projects

	2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget	2029 Planned Budget	2030 Planned Budget
REVENUES						
Grants	-	-	-	-	-	-
Transfers from Reserves	71,000	250,000	500,000	-	-	-
Total Revenues	71,000	250,000	500,000	-	-	-
EXPENDITURES						
Main Office Server 1 Replacement	-	-	60,000	-	-	-
Main Office Server 2 Replacement	-	-	60,000	-	-	-
GIS Server Replacement	-	-	-	-	30,000	-
Digital Aerial Orthographic Update	-	-	60,000	-	-	60,000
Recover Server Replacement	-	-	38,000	-	-	-
GIS Plotter Replacement	15,000	-	-	-	-	15,000
Tablets for Council	16,000	-	-	-	18,000	-
Server Room Replace Air Conditioning Unit	-	-	-	8,000	-	-
Council Chambers AV System	-	-	-	50,000	-	-
Data Switches Lethbridge Office	40,000	-	-	-	-	-
UPS Battery Replacement - Data Centre	-	45,000	-	-	-	-
Financial System	-	250,000	500,000	-	-	-
Total Expenditures	71,000	295,000	718,000	58,000	48,000	75,000
Tax Support						
	-	(45,000)	(218,000)	(58,000)	(48,000)	(75,000)

Summary

Lethbridge County 2026 Budget Presentation Summary

	2025 APPROVED Budget	2026 Planned Budget	2027 Planned Budget	2028 Planned Budget
REVENUES				
Council	32,000	69,000	55,620	57,289
Administrator's Office	40,000	16,000	16,480	16,974
Emergency Services	1,042,515	2,697,202	1,193,443	917,721
Growth & Engagement	10,000	-	-	53,045
Public Operations	11,517,959	14,903,998	13,970,387	14,328,587
Municipal Development & Infrastructure	313,000	513,733	275,700	236,045
Corporate Services	2,523,976	2,945,598	3,447,407	2,611,579
Total Revenues	15,479,450	21,145,531	18,959,036	18,221,239
EXPENDITURES				
Council	717,769	773,579	728,654	738,169
Administrator's Office	1,617,314	1,619,390	1,955,279	2,263,420
Emergency Services	3,069,917	5,241,674	3,968,063	3,785,231
Growth & Engagement	370,800	722,249	742,520	853,480
Public Operations	23,098,854	26,679,214	26,582,023	27,027,512
Municipal Development & Infrastructure	2,151,984	2,532,768	2,160,750	2,155,669
Corporate Services	4,540,745	5,243,808	5,698,154	5,080,607
Total Expenditures	35,567,382	42,812,682	41,835,443	41,904,088
Tax Support	(20,087,932)	(21,667,151)	(22,876,407)	(23,682,849)
Before Growth Percent Increase (Decrease) from previous year's budget	5.9%	7.9%	5.6%	3.5%
After Growth Percent Increase (Decrease)	3.9%	3.0%	1.1%	1.8%



Thank You!

AGENDA ITEM REPORT



Title: Bylaw 25-025 - Amendment to the Land Use Bylaw to Redesignate 230019 River Ridge Road (Plan 9312230 Block 1 Lot 1) from Grouped Country Residential (GCR) to Direct Control (DC) - First Reading

Meeting: Council Meeting - 04 Dec 2025

Department: Development & Infrastructure

Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 21 Nov 2025
Approved - 25 Nov 2025
Approved - 26 Nov 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

An application has been received to redesignate 230019 River Ridge Road (Plan 9312230 Block 1 Lot 1) from Grouped Country Residential (GCR) to Direct Control (DC). The applicant is seeking this redesignation to allow for the operation of RiverBrink Estate Florals, while maintaining the residential character of the surrounding subdivision.

RECOMMENDATION:

That Bylaw 25-025, be read a first time.

REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation respects the residential character intended in the Wild Rose Acres (RiverBrink) Area Structure Plan, while allowing for an economic development opportunity. The County's Municipal Development Plan supports facilitating economic development opportunities along major transportation corridors in which this application is in close proximity to Highway 3.

Additionally, the parcel's corner location provides appropriate siting for the proposed commercial activity. The public-access portion of the property is accessible via River Ridge Road, which helps to minimize impacts on adjacent landowners. Furthermore, the existing tree line along the driveway offers adequate visual screening for the commercial area, preserving the overall residential aesthetic of the subdivision.

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

PREVIOUS COUNCIL DIRECTION / POLICY:

- Municipal Development Plan (MDP), Policy 14.8, directs that the County ensure the Land Use Bylaw provides for a wide range of commercial and industrial uses, encouraging economic development opportunities and a mix of land uses.
- Grouped Country Residential Strategy and Wild Rose Acres (RiverBrink) Area Structure Plan do not provide any policy direction for mixed-use.

BACKGROUND INFORMATION:

The purpose of the redesignation is to allow the operation of RiverBrink Estate Florals, an existing floral and u-pick enterprise. A violation order was issued to the landowner in September 2025, following a complaint regarding a large commercial event hosted on the property.

The proposed Direct Control Bylaw is designed to permit a limited commercial use that complements the subdivision's residential nature. Sections 8 and 11 of the draft bylaw define the parameters for commercial activity and intensity, including:

- The site map identifies only a portion of the parcel for public commercial activity.
- A maximum of 25 customers may be on-site at one time, not exceeding 100 customers per week.
- Customer visitation is limited to 8 hours per week.
- All visitor parking must be provided on-site.
- A maximum of two (2) single-day outdoor events may be held per year, with up to 50 vehicles and 100 attendees per event.

In addition, there is a detached garage currently contains a Secondary Suite, without permits and is not allowed in the existing GCR designation. This use is proposed as discretionary under the Direct Control Bylaw.

Circulation:

Internal departments and external agencies were circulated for comment. No objections were received. Internal departments emphasized the importance of ensuring adequate on-site parking, as no parking is permitted on the road or right-of-way. Alberta Transportation and Economic Corridors advised that a permit under the Highways Development and Protection Act will be required prior to development.

Public Consultation:

The applicant conducted informal consultations with neighbouring residents within RiverBrink Estates, receiving positive feedback. The County also issued a formal circulation notice on October 27, 2025 by mail; no objections were received. One comment from a adjacent landowner was received supporting the development.

ALTERNATIVES / PROS / CONS:

1. To table Bylaw 25-025 for further information or discussion
 - Pros: Allows council to request additional information prior to considering first reading.
 - Cons: Delays the process for the Public Hearing.

FINANCIAL IMPACT:

There are no financial implications.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw25-025 - GCR to DC Rezoning Map](#)

[Bylaw 25-025 - Amendment to LUB Reading Page](#)


[Bylaw 25-025 - Application](#)

[Bylaw 25-025 - Direct Control District 2025](#)



Bylaw 25-025: Grouped Country Residential to Direct Control

**Descriptive Plan 9312230; Block 1; Lot 1; (NE 36-9-23-W4M) Approx 15.75 Acres
Located in Lethbridge County, AB**

 Bylaw 25-025 Grouped Country Residential to Direct Control



LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-025

Bylaw 25-025 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 25-025 is to redesignate a title legally described as Plan 9312230 Block 1 Lot 1 in the NE 36-9-23-W4M containing 6.35 ha (15.75 Acres) more or less from Grouped Country Residential (GCR) to Direct Control (DC) as shown below;



AND WHEREAS the redesignation of the lands is for the purpose of allowing the established grouped country residential lot to operate a floral arranging and floral u-pick business as an Institutional / Specialty Manufacturing Use.

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

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

- 1. To redesignate a title legally described as Plan 9312230 Block 1 Lot 1 in the NE 36-9-23-W4 containing 6.35 ha (15.75 Acres) more or less from Grouped Country Residential (GCR) to Direct Control (DC) as shown on the map.
- 2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
- 3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 4th day of December 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

LETHBRIDGE
COUNTY

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

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):

Grouped Country Residential

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

Direct Control

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** _____ and **lot area/parcel acreage** 6.34 ha 15.75 Acres
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

OTHER INFORMATION:

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

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

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

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

LETHBRIDGE
COUNTY

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

Date of Application:	Assigned Bylaw	No.
Date Deemed Complete:	Application & Processing Fee:	\$
<input type="checkbox"/> Redesignation <input type="checkbox"/> Text Amendment	Certificate of Title Submitted:	<input 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: David & Carolin Vanden Brink

Mailing Address:

Coalhurst
Alberta

Phone:

Phone (alternate):

Fax:

Postal Code:

Is the applicant the owner of the property?

☒ Yes



IF "NO" please complete box below

Name of Owner:

Phone:

Mailing Address:

Applicant's interest in the property:

- ☐ Agent
☐ Contractor
☐ Tenant
☐ Other

Postal Code:

PROPERTY INFORMATION

* Municipal Address: 230019 Riverridge Rd.

Legal Description: Lot(s) 1 Block 1 Plan 9312230

OR Quarter _____ Section _____ Township _____ Range _____

LETHBRIDGE
COUNTY

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.*

David Vander Brink

APPLICANT

REGISTERED OWNER (if not the same as applicant)

Oct 14, 2025

DATE

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

TERMS

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

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

INFO TO ACCOMPANY OUR APPLICATION FOR REDESIGNATION

Existing and proposed future land use and details of proposed development.

- The existing pasture land has had flowerbeds built and the soil has been enhanced.
- Drip irrigation under landscape fabric was placed in the flowerbeds.
- The garden area was fenced in with a look out patio overlooking the coulee.
- Paths between the beds have a thin layer of recycled asphalt product.
- The existing chicken coop has been cleaned up, doors added and a new roof to be used as a bouquet wrapping station and to store jars and snips for u-pick usage.

If and how the proposed redesignation is consistent with applicable statutory plans.

The compatibility of the proposal with surrounding uses and zoning.

- We feel that our proposal is compatible with grouped country residential character as it is a low-key activity that operates 4-6 hours per week where customers spend approximately 45 to 75 minutes here during open u-pick. Because we have a private driveway and because our flower farm is on the east side of our property, the activity is largely unnoticed by our neighbors and they have shown their support of our farm when contacted by us.
- The beauty and accessibility of our location, and the appeal of flowers has made our farm popular. It is an affordable experience for a broad range of people in our community but it will not be able for us to continue with a limit of two visitors a day. We have had several senior care facilities here (we are wheelchair and walker accessible) and their joy of their experience was special. We also invited a special needs group with their caregivers to come relax and enjoy our garden. We have had requests from church groups for a girls outing as well as a local school interested in coming out for a team building experience. We enjoy sharing our place with the communities around us, and it would not be feasible to continue with a limit of two visitors a day.
- We are a semi retired couple who enjoy giving back to our community in this way. The activity is serene and the only noise would be the sound of a vehicle. There is no dust, no bad odors, and no disruptive activity. We have received so many positive comments and it gives us satisfaction to share our flowers with others.
- Because our u-pick season starts mid to late July (varies per growing year), we have approximately an eight-to-ten-week window of activity. Of these weeks, the garden is at its prime about four weeks with an abundance of flowers. To capitalize on this, we hosted an open event which was more popular than we anticipated. We were unprepared for the success and parking was not monitored. Unfortunately, we later heard that several vehicles were parked on the road. This was not necessary and could have been avoided.

long-term
up to
8 hrs
per wk.

Up to
100
customers
per week.

The development suitability or potential of the site, including identification of any constraints and/or hazard areas.

- We chose drip irrigation and landscape fabric with pre made holes for consistent plant spacing to cut back on water usage. Evaporation is controlled well in this way. Precise watering eliminates excess water which could cause erosion.
- Topography has not changed from when it was purchased over 30 years ago. If operations were to cease, and if left to itself, the land would return to its original state.

People bring
own Food.

Seasonal Event → allowing 1-2 per yr.

100 customers at one time.

all parking one site.

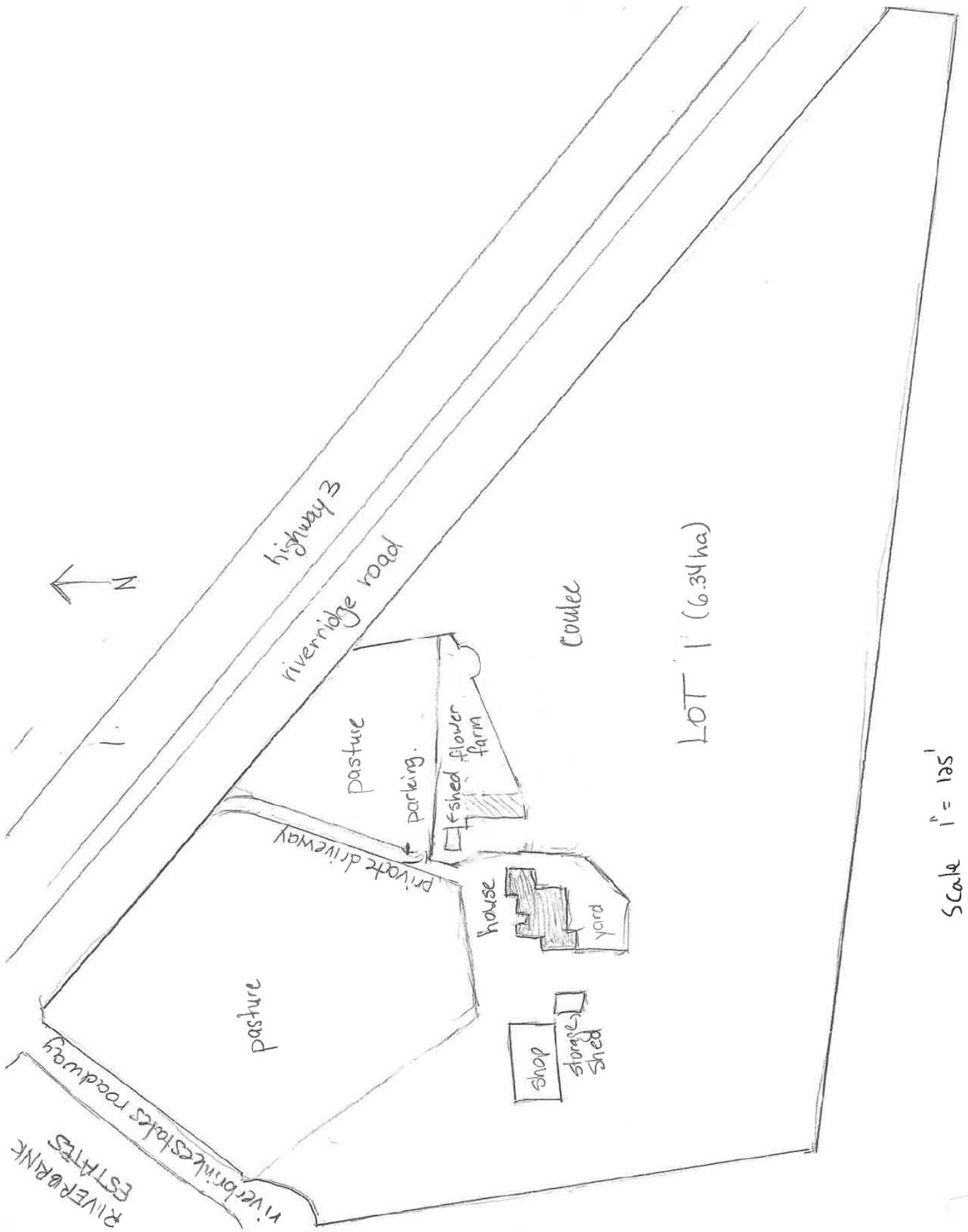
third party vendors - Food truck / coffee.

Availability of facilities and services to serve the subject property while maintaining adequate levels of service to existing development

- No extra facilities or services are required for this development.

Access and egress from the parcel and any potential impact on public roads.

- This development would not create any traffic that would impact the subdivision as we have a private driveway and it would also not leave any noticeable changes to the Riverridge road. This road is a busy road with lots of farm related traffic and equipment. U-pick vehicles would not be noticed and would leave no impact on the road.



Schedule 'A'
DIRECT CONTROL BYLAW NO. 25-025

1. PURPOSE

To provide a means whereby Council may regulate and control the use and Development on a site-specific basis for the following Lot:

Descriptive Plan 9312230 Block 1 Lot 1 in NE 36-9-23-W4 (title comprised of 15.75 acres) in total) as shown in Map 1.

For the specific purpose of allowing the operation of a floral arranging and floral u-pick business as an Institutional / Specialty Manufacturing Use on the established Grouped Country Residential Lot, in which the Parcel shall maintain its residential character while permitting a limited Commercial Use.

2. PERMITTED, DISCRETIONARY AND PROHIBITED USES

(1) Permitted Uses

Accessory Buildings, Structures and Uses to an Approved Permitted Use

Day Homes (see Part 2 – Development Not Requiring a Development Permit)

Dwelling:

Single Detached Site-built

Single Detached Manufactured Home 1

Single Detached Ready-to-move

Home Occupation 1

Secondary Suites (contained within a Single-Detached Dwelling)

Shipping Containers, Temporary (see Part 2 – Development Not Requiring a Development Permit)

Signs Type 1

Solar Collectors, Individual (roof, wall mount) (see Part 2 – Development Not Requiring a Development Permit)

(2) Discretionary Uses

Institutional Workshop / Specialty Manufacturing

Farm Stand (see Part 2 – Development Not Requiring a Development Permit)

Home Occupation 2

Secondary Suites (contained within a detached garage) (see Part 5 of the Land Use Bylaw)

Sign Type 2

Any Permitted or Discretionary uses that are not already listed in this Bylaw but are prescribed in the Grouped Country Residential District are at the discretion of the Development Authority.

(3) Prohibited Uses

Any use which is not listed as either a Permitted or Discretionary Use, or is not ruled to be similar to a Permitted or Discretionary Use in accordance with Part 1 Section 31 of the Land Use Bylaw, is a prohibited Use.

3. DEFINITIONS

Commercial Use – see “Institutional Workshop / Specialty Manufacturing”.

Customer means any non-resident person or organization, paying or non-paying, visiting the Parcel for the purposes of participating or purchasing goods or services from a Commercial Use.

Grouped Country Residential District has the same meaning as the “Grouped Country Residential – GCR” Land Use District in the Lethbridge County Land Use Bylaw No. 24-007.

Institutional Workshop / Specialty Manufacturing means a development that is associated with floral arranging and a floral u-pick on a Parcel and which may include facilities to process or package flowers and related goods. The use may include areas devoted to retail sales, display and storage. The word “**Commercial Use**” shall have the same meaning as the word “**Institutional / Specialty Manufacturing**”.

Land Use Bylaw means the Lethbridge County Land Use Bylaw No. 24-007.

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

4. SITE SUITABILITY

- The Subdivision Authority or Development Authority shall take into consideration, all applicable sections of the Land Use Bylaw No. 24-007, when making a decision on an application for Subdivision or Development in this Direct Control District.
- The Subdivision Authority or Development Authority may place any or all of the following conditions, in addition to a Development Agreement, on Subdivision or Development Permit approval to ensure any concerns over the suitability of the land and Development are satisfied:
 - the provision of a professional geotechnical investigation/test and report to ensure the Site is suitable in terms of topography, stability, soil characteristics, flooding subsidence, erosion and sanitary sewerage servicing;
 - require the developer to provided suitable access, so the Site will be legally and physically accessible to a developed municipal road or if within 300 metres (984 feet) of a provincial highway will meet the requirements of Alberta Transportation and Economic Coordinator;

- stipulate the alteration of proposed Lot configurations, Building sizes or locations to ensure any Setback requirements of this Land Use Bylaw or the Subdivision and Development Regulation can be met;
- any reasonable measures to ensure any other requirements of this Land Use Bylaw are complied with;
- any measures to adequately ensure applicable provincial legislation such as the Safety Codes Act is complied with or not compromised; and
- The Development Authority will provide direction as to which sections of the Bylaw are relevant and applicable to each particular Lot.

5. MINIMUM LOT SIZE

The minimum lot size shall be 15.74 acres.

6. MINIMUM YARD SETBACK REQUIREMENTS

- (1) **Side and Rear Yard** - 6.1 metres (20 feet).
- (2) **Front Yard (River Brink Road)** – 15.2 metres (50 feet).
- (3) **Front Yard (River Ridge Road)** – 38.1 metres (125 feet) of the centre line of the public roadway.
- (4) **Special Setback Requirements**
 - (a) Horticultural features, including flower beds associated with the Commercial Use, are permitted within the required Setback area, provided that a Fence with a minimum height of 1.0 metres (3.3 feet) is maintained along the top of the coulee edge to ensure customer safety.
 - (b) As determined by the Development Authority, all buildings, structures and Development that are to be located in the vicinity of an escarpment, coulee break, river bank or other geographical feature may have special requirements for setbacks upon due consideration of any geotechnical or slope stability analysis reports requested by the municipality.

7. ACCESSORY BUILDINGS AND STRUCTURES

- (1) An Accessory Building shall not be located in the required setback from a Public Roadway or on an Easement.
- (2) An Accessory Building shall be setback a minimum 3.0 metres (10 feet) from the principal dwelling and from all other structures on the same lot.
- (3) Maximum height – No Accessory Buildings shall exceed 8.5 metres (28 feet) in height.
- (4) Maximum size of accessory buildings or structures:

- (a) the maximum size of an Accessory Building or Structure shall not exceed 371.61 metres sq. (4,000 sq. feet) and
- (b) the maximum size is the combined total size for all Accessory Buildings on a Parcel (the cumulative square footage of all accessory buildings).

8. INSTITUTIONAL WORKSHOP / SPECIALTY MANUFACTURING

- (1) The Commercial Use shall be contained within the area labeled "Commercial Area" as shown on Map 1.
 - (a) The Single-Detached Dwelling and detached garage located outside of the Commercial Area may be used only for administrative purposes and ancillary business-related purposes such as office work, storage, or processing activities associated with the approved Commercial Use, provided that no public access or retail activity occurs.
- (2) A Development Permit application for an Institutional Workshop / Specialty Manufacturing Use shall not be approved if an Institutional Workshop / Specialty Manufacturing Use has previously been approved for the same Parcel, and that approval remains valid at the time of the new application.
- (3) Customer visits
 - (a) Customer visits shall be by reservation only;
 - (b) A maximum of 25 Customers may be on-site at one time; and
 - (c) The maximum number of on-site Customers shall not exceed 100 per week.
- (4) To maintain the residential character of the Lot, the Commercial Use shall only be permitted to allow Customer visits up to eight (8) hours per week.
- (5) Visitor parking must be provided on-site in a safe and orderly manner within the area labelled "Commercial Area" in Map 1. Parking shall not be located on an Easement.
- (6) The Commercial Use may only have up to six (6) non-resident employees up to five (5) commercial vehicles and/or trailers on the Lot.

9. GENERAL STANDARDS OF DEVELOPMENT

- At the discretion of the Development Authority having regard for the Land Use Bylaw.
- The Lot shall maintain its residential character in accordance with the Wild Rose Acres (RiverBrink) Area Structure Plan.

10. SIGN REGULATIONS

- As per the Land Use Bylaw.

11. OTHER STANDARDS

- (1) A Commercial Use may operate a single-day, temporary outdoor event up to two (2) times per year, such that the number of visitors is staggered. The parcel shall not have more than 50 customer vehicles on the Lot at one time and not exceed 100 customer vehicles in a single day. All vehicle parking shall be provided on-site.
- (2) All finished lot grading shall be constructed and maintained to the satisfaction of the Lethbridge County and shall be in accordance with the Engineering Guidelines and Minimum Servicing Standards.
- (3) Approaches and Driveway access shall be in accordance with the Lethbridge County Engineering Guidelines and Minimum Servicing Standards or as otherwise stipulated by Council.
- (4) Any additional standards that apply to the Grouped Country Residential District may apply to the Development at the discretion of the Development Authority.
- (5) Any additional standards as required by the Development Authority.

12. OTHER REQUIREMENTS

- At the time of any Development Permit application a Site, Layout, and Grading Plan is required – that shows the property dimensions, building locations, parking areas, outdoor storage areas, and utility easements and servicing areas, including the septic field location and any dugouts or storm ponds.
- At the time of any Development Permit application, the provision of Professionally Prepared Reports / Study Plans may be required. This includes but is not limited to a professional geotechnical investigations/tests and report, storm water management plans, and septic evaluation reports.
- Servicing
 - the landowner 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.
- At the time of the Development Permit application, the Development Authority may impose Landscaping or Screening requirements if, in their opinion, they would serve to improve the quality or compatibility with nearby uses of any proposed commercial-related uses, as per Part 4 of the Land Use Bylaw.

13. SUBDIVISION

- No further subdivision of this Lot shall be allowed. Council, acting in the capacity of the Subdivision Authority, shall make decisions on any future Subdivision applications with respect to this bylaw.

14. DELEGATION OF AUTHORITY

- The Development Officer in accordance with the Land Use Bylaw and pursuant to Section 641 (3) of the *Municipal Government Act* may approve development permit applications for Permitted Uses, provided that they confirm to the standards of this bylaw.
- County Council shall be the Development Authority to decide on applications for Discretionary Uses and any Waivers of development standards.

15. APPROVAL PROCEDURE

- Where the Development Officer as the Development Authority has been delegated the authority to decide upon Development Permit applications and has done so, then immediately upon issuance shall cause a notice of the decision to be issued to the applicant and persons likely to be affected accordance with Part 1.
- Before consideration of an application for a Development requiring a Waiver on the subject Lot, 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 Waiver of Development standards.
 - Hear 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 Council has decided 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 persons likely to be affected accordance with Part 1.
- When applicable, the County should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial or federal government department.

16. 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 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 Subdivision and Development Appeal Board is limited to whether the Development Officer followed the directions of Council.

Map 1 – Direct Control Area



Bylaw 25-025: Grouped Country Residential to Direct Control

**Descriptive Plan 9312230; Block 1; Lot 1; (NE 36-9-23-W4M) Approx 15.75 Acres
Located in Lethbridge County, AB**

-  Bylaw 25-025 Grouped Country Residential to Direct Control
-  Commercial Use Area



AGENDA ITEM REPORT



Title: Bylaw 25-027 - Amendment to the Land Use Bylaw to Redesignate SE-1-9-21-W4 from Direct Control to Direct Control - First Reading
Meeting: Council Meeting - 04 Dec 2025
Department: Development & Infrastructure
Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 21 Nov 2025
Approved - 25 Nov 2025
Approved - 26 Nov 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The County is proposing the redesignation of SE-1-9-21-W4 from Direct Control to Direct Control to correct administrative errors identified in the previously approved Bylaw 23-022. The landowner has been consulted and is supportive of the proposed updates.

The overall intent and function of the Direct Control District remain unchanged. The redesignation continues to support a mixed-use development, with residential uses on the west portion of the lots and light industrial uses on the east portion.

RECOMMENDATION:

That Bylaw 25-027, be read a first time.

REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation is consistent with the Municipal Development Plan and the Industrial-Commercial Land Use Strategy, both of which support and encourage mixed-use development that promotes economic diversity and flexibility in land use planning.

The amendments contained within Bylaw 25-027 are administrative in nature and do not alter the original intent or function of the Direct Control District established under Bylaw 23-022. First reading will allow the County to proceed with the required public hearing and notification process.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Bylaw 23-022 was approved by Council to support the proposed mixed-use development on the subject parcels. This bylaw established the current Direct Control District to facilitate both residential and industrial/commercial uses within the area.
- Development Permit DP2025-0183 was approved by Council, which included a variance allowing for an increased maximum building height of 35 feet.
- Municipal Development Plan (MDP), Policy 14.8, directs that the County ensure the Land Use Bylaw provides for a wide range of commercial and industrial uses, encouraging economic development opportunities and a mix of land uses.
- Industrial-Commercial Land Use Strategy (Goal 1.5.8) supports the integration of mixed land uses to provide greater flexibility and adaptability in development.

BACKGROUND INFORMATION:

The subject parcel, SE-1-9-21-W4, was redesignated to Direct Control in 2023 under Bylaw 23-022 to allow for a mixed-use development incorporating both residential and industrial/commercial components.

During the course of implementing the approved development, Administration identified several administrative and technical errors within the original bylaw that do not reflect the intended purpose or function of the Direct Control District.

To address these inconsistencies, Bylaw 25-027 proposes the following amendments:

- Building Height – Remove the previously specified residential dwelling height and establish a maximum height of 28 feet for accessory buildings, consistent with comparable Land Use Districts.
- Development Authority – Clarify that Administration serves as the Development Authority for permitted and discretionary uses, while County Council remains the approving authority for applications requiring waivers.
- Accessory Buildings – Update the provisions to clearly identify the maximum total area of accessory buildings, aligning with existing standards in the Land Use Bylaw.
- Uses – Revise the list of allowable uses to ensure consistency with the current Land Use Bylaw, and remove uses that do not align with the bylaw's intent (e.g., Wind Energy Conversion System and Solar Collector, Commercial).
- Administrative Updates – Correct internal references, including amendments to reference Bylaw 24-007 accurately.

These updates ensure the Direct Control District functions as originally intended while maintaining clear and consistent rules for development.

Circulation:

Internal departments and external agencies were circulated for comment. No objections or comments were received.

ALTERNATIVES / PROS / CONS:

1. To table Bylaw 25-027 for further information or discussion

Pros: Allows council to request additional information prior to considering first reading.

Cons: Delays the process for the Public Hearing.

FINANCIAL IMPACT:

Should the proposed development proceed, the subject lots will be assessed in accordance with Lethbridge County's applicable tax rates, based on the type and use of development established on each portion of the property.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 25-027 - Direct Control District 2025](#)

[Bylaw 25-027 DC to DC Rezoning Map](#)

[Bylaw 25-027 Amendment to LUB Reading Page](#)

Schedule 'A'
DIRECT CONTROL BYLAW NO. 25-027

1. PURPOSE

To provide a means whereby Council may regulate and control the Use, Development or Subdivision, on a Site-specific basis, the lands described on Figure 1.

To provide a clustered residential Development with high quality large Lots. The larger residential Lots shall allow for larger Accessory Buildings (Area 1) and provide opportunities for Commercial and light Industrial Uses (Area 2). No stand-alone businesses or Use areas shall be Permitted without a residence on the property. Careful Site planning and more intense Landscaping will be required to help buffer the on-Site Industrial/ Commercial Development and the proposed Industrial/ Commercial Development to the east from the existing grouped country residential Development.

2. PERMITTED, DISCRETIONARY AND PROHIBITED USES

(1) Permitted Uses

Accessory Buildings, Structure and Uses to an Approved Permitted Use
Automotive Detail (see Part 5 of the Land Use Bylaw)
Automotive Service (see Part 5 of the Land Use Bylaw No. 24-007)
Bed and Breakfast (see Part 5 of the Land Use Bylaw)
Business Support Service
Contractor Trade Shops
Day Care Centre (see Part 5 of the Land Use Bylaw)
Day Home
Dwelling:

- Single Detached Site-built
- Single Detached Ready-to-move (see Part 5 of the Land Use Bylaw)
- Manufactured Homes 1 (see Part 5 of the Land Use Bylaw)

Home Occupation 1 and 2 (see Part 5 of the Land Use Bylaw)
Indoor Storage
Office, Public and Private
Professional Services
Secondary Suite (contained within Dwelling, Single Detached (see Part 5 of the Land Use Bylaw)
Sign, Type 1 (see Part 6 of the Land Use Bylaw)
Solar Collector, Individual (roof and wall mounted) (see Part 2 of the Land Use Bylaw, Development Not Requiring a Development Permit)
Technology Centre/ Hub

(2) Discretionary Uses

Agricultural Market
Agricultural Services
Building and Trade Contractor Service
Farm/Industrial Machinery Sales, Rental and Service
Industrial Processing and Manufacturing
Industrial Supplies and Sales
Secondary Suite (detached garage) (see Part 5 of the Land Use Bylaw No. 24-007)
Sign, Type 2 (see Part 6 of the Land Use Bylaw No. 24-007)

Solar Collectors, Individual (Ground Mount) (see Part 7 of the Land Use Bylaw)
Type A Small Wind Energy Conversion System
Retail Sales or Use ancillary to the onsite Industrial/ Commercial Development
Warehousing
Veterinary Clinic, Small Animal

(3) Prohibited Uses

Any use which is not listed as either a Permitted or Discretionary Use or is not ruled to be similar to a Permitted or Discretionary Use in accordance with Part 1, Section 34, of the Land Use Bylaw is a prohibited Use.

3. DEFINITIONS

Land Use Bylaw means the Lethbridge County Land Use Bylaw No. 24-007

All words and terms have the same meaning as what is specified in the Lethbridge County Land Use Bylaw.

4. SITE SUITABILITY

- The Subdivision Authority or Development Authority shall take into consideration, all applicable sections of the Land Use Bylaw, when making a decision on an application for Subdivision or Development in this Direct Control District.
- The Subdivision Authority or Development Authority may place any or all of the following conditions, in addition to a Development Agreement, on Subdivision or Development Permit approval to ensure any concerns over the suitability of the land and Development are satisfied:
 - the provision of a professional geotechnical investigation/test and report to ensure the Site is suitable in terms of topography, stability, soil characteristics, flooding subsidence, erosion and sanitary sewerage servicing;
 - require the developer to provided suitable access, so the Site will be legally and physically accessible to a developed Public Roadway or if within 300 metres (984 feet) of a provincial highway will meet the requirements of Alberta Transportation and Economic Coordinator;
 - stipulate the alteration of proposed Lot configurations, Building sizes or locations to ensure any Setback requirements of this Land Use Bylaw or the Subdivision and Development Regulation can be met;
 - any reasonable measures to ensure any other requirements of this Land Use Bylaw are complied with;
 - any measures to adequately ensure applicable provincial legislation such as the *Safety Codes Act* is complied with or not compromised; and
 - The Development Authority will provide direction as to which sections of the Bylaw are relevant and applicable to each particular Lot.

5. LOT SIZE

- Lot sizes shall be as shown conceptually on Figure 1 and shall not be less than 6.0 acres.
- The residential portion of each Lot shall be the front 75 metres of each Lot or as shown in Figure 1.
- The balance of each Lot shall be used and referred to as the light Industrial portion of each Lot.

6. ACCESS

- All access shall be located as shown on Figure 1.

- The municipality may, at the time of Subdivision or Development, require the developer to enter into an agreement for the construction of any approach(es) necessary to serve the Lot or Development area in accordance with Lethbridge County Engineering Guidelines and Minimum Servicing Standards.
- To ensure proper emergency access, all Developments shall have direct legal and developed physical access to a Public Roadway in accordance with Lethbridge County Engineering Guidelines and Minimum Servicing Standards. If the Development is within 304.8 metres (¼ mile) of a provincial highway, direct legal and physical access to a Public Roadway shall be to the satisfaction of Alberta Transportation and Economic Corridors.
- A shared local service road or the construction of shared accesses/approaches may be required to be provided by the developer of multi-Lot Subdivisions in accordance with Lethbridge County Engineering Guidelines and Minimum Servicing Standards.

7. SUBDIVISION

- After the initial Subdivision of a parcel, no further Subdivision of any Lot shall be allowed. Council, acting in the capacity of the Subdivision Authority, shall make decisions on any future Subdivision applications with respect to this bylaw.

8. SERVICING REQUIREMENTS

- Every Development shall be required to install a sewage disposal system and potable water system in accordance with Lethbridge County Engineering Guidelines and Minimum Servicing Standards or other system as approved by the municipality.
- The Development Authority may refuse a Development, and the Subdivision Authority may refuse to approve a Subdivision, if the parcel on which it is proposed is not large enough or does not have suitable soil characteristics to support a sewage disposal system to the standard required.
- The Development Authority may refuse a Development, and the Subdivision Authority may refuse to approve a Subdivision, if it cannot be demonstrated to the satisfaction of the approval authority that the parcel has access to a secure potable water source or system.
- Industrial or business uses that require or use a large volume of water may be denied a Development permit if a secured source of water, relative to what is required for the Development, is not verified, or cannot be guaranteed to the satisfaction of Lethbridge County. This may include, but is not limited to, car/truck wash facilities, food or other various processing industries, and biofuel plants associated with ethanol production.

9. SITE GRADING AND DRAINAGE

- Development on both the residential and industrial portions of each Lot must follow the grading and drainage requirements as set out in the Country Side Area Structure Plan and Figure 1 contained in this Direct Control District.
- No building or structure shall be located on any part of the Lot that is identified as being used to store water or used to provide drainage.
- An engineered grading and drainage plan must be submitted with the Development permit application. This plan must also be approved as required in the Architectural Controls.
- All finished Lot grading shall be constructed and maintained to the satisfaction of Lethbridge County and shall be in accordance with the County's Engineering Guidelines and Minimum Servicing Standards.
- The applicant is responsible for ensuring adherence to the final grades.
- Following the completion of a Development, the applicant must supply evidence by an engineer, that the requirement of the as-built grading meets the approved

grading plan. This evidence must also be submitted for approval in accordance with the Architectural Controls.

10. MINIMUM YARD SETBACK REQUIREMENTS

- Side and Rear Yard Setback
 - Side Yard Setbacks for all uses shall be a minimum of 6.1 metres (20 feet) from a Property Line not fronting on or Adjacent to a Public Roadway or as shown in Figure 1.
 - Rear Yard Setbacks for all uses shall be a minimum of 10.7 metres (35feet) from a Property Line and not within an Easement in accordance with Figure 1.
- Front Yard Setback
 - Front Yards Setbacks shall be a minimum of 12 metres (39.4 feet) from the front Property Line or as shown in Figure 1.

11. BUILDING SIZE & SITING REQUIREMENTS

- Unless specified elsewhere in this bylaw, the maximum percentage of the Site that may be covered by buildings and structures shall be:
 - As determined by the Development Authority – no building, structure or driveway shall be located within the area or Setbacks required or identified to treat private septic sewage;
 - Established in an adopted Area Structure Plan design scheme; and
 - In accordance with the Land Use Bylaw No. 24-007.
- No building, structure or driveway shall be located within the area required for drainage swales, drainage storage, sanitary sewer, septic fields, or any easements.
- Where a structure is attached to the principal building by a roof, an open or closed structure, a floor or foundation, it is to be considered a part of the principal building and is not an accessory building.
- The total combined area of all structures within each Lot boundary shall be no greater than 10% of the Lot gross area of that Lot.
- Residential Area (Area 1)
 - The maximum total area of a Dwelling and Accessory Building on the Lot shall be 1,114.8 sq metres (12,000 sq. feet).
 - The maximum size of an Accessory Building shall be 371.61 sq. metres (4,000 sq. feet).
 - The maximum height of an Accessory Building is 8.5 metres (28.0 feet).
- Light Industrial Area (Area 2)
 - The maximum total area of all the Buildings on the Lot shall be 1,115 sq. metres (12,000 sq. feet).
 - More than one Accessory Building is permitted, provided the maximum total area does not exceed 1,114.8 sq. metres (12,000 sq. feet).
 - Area 2 shall only allow a secondary suite that is ancillary to the onsite Industrial / Commercial Development and is within an Accessory Building.

12. ACCESSORY BUILDING

- An Accessory Building or Structure on both the residential and Industrial portion of the Lot shall only be constructed in conjunction with an approved Principal Building or Use and not be used as a principal Dwelling.
- An Accessory Building shall not be located in the required Setback from a public Roadway or on an Easement.
- An Accessory Building in the residential portion of the Lot, shall be Setback a minimum 3.0 metres (10 feet) from the principal Dwelling and from all other structures on the same Lot.

- Where a structure is attached to the Principal Building on a Site by a roof, an open or enclosed structure, a floor or foundation, it is to be considered a part of the Principal Building and is not an Accessory Building.
- As a condition of a permit, if a Development approval is required, the Development Authority may stipulate specific requirements for the type of foundation, fastening or tie-down system, finish, colour, roof pitch, and materials to be applied to the Accessory Building.

13. GENERAL STANDARDS OF DEVELOPMENT

- At the discretion of Council or the Development Officer acting as the Development Authority having regards for the Land Use Bylaw.
- Standards detailed in Parts 4 and 5 of Bylaw No. 24-007 apply to all uses unless more detailed and restrictive standards are established under an adopted Area Structure Plan or Conceptual Design Scheme or Architectural Controls.

14. LANDSCAPING

- Landscaping is required, for the purpose of providing screening between the residential area of each Lot and the remainder of the Lot. This Landscaping is also intended to provide a buffer for the Adjacent Grouped Country Residential Development and any future light industrial use east of this Development. Landscaping plans must be approved by the Architectural Control Consultant prior to any construction.
- The area between the road and the rear side of a residence and residential Accessory Building shall be irrigated and landscaped with lawn, trees and shrubs.
- All trees, shrubs, and lawn must be irrigated. Notwithstanding this, all Landscaping must be completed within two years of the date a Development Permit is issued.
- All plant materials shall be planted in accordance with good horticultural practices.
- When trees are planted in a group, they shall be planted at the minimum spacing recommended between each particular species of trees.
- The minimum calliper for deciduous trees shall be 50mm. Coniferous trees shall be a minimum 2.0 metres in height.

15. ARCHITECTURAL CONTROLS

- All Development must comply with any approved Architectural Controls. Proof of compliance to the applicable Architectural Controls is required at the time of submission of a Development Permit application and upon final grading approval. Copies of these approvals must be submitted to the Development Authority.

16. DELEGATION OF AUTHORITY

- The Development Officer in accordance with the Land Use Bylaw and pursuant to Section 641 (3) of the *Municipal Government Act* may approve Development Permit applications for Permitted and Discretionary Uses, provided that they conform to the standards of this bylaw.
- County Council shall be the Development Authority to decide on applications for any Waivers of Development standards.

17. APPROVAL PROCEDURE

- Where the Development Officer as the Development Authority has been delegated the authority to decide upon Development Permit applications and has done so, then immediately upon issuance shall cause a notice of the decision to

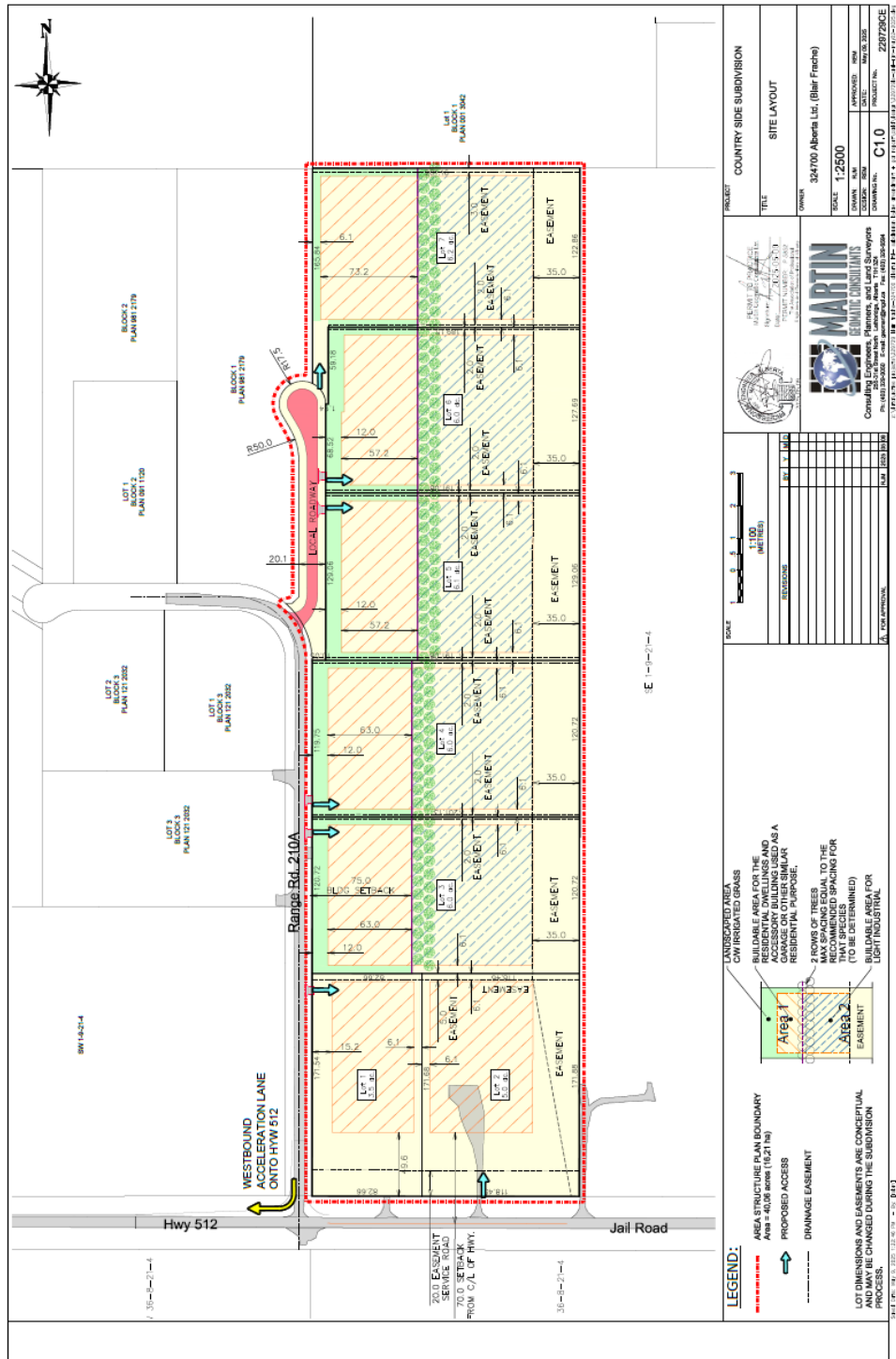
be issued to the applicant and persons likely to be affected accordance with Part 1.

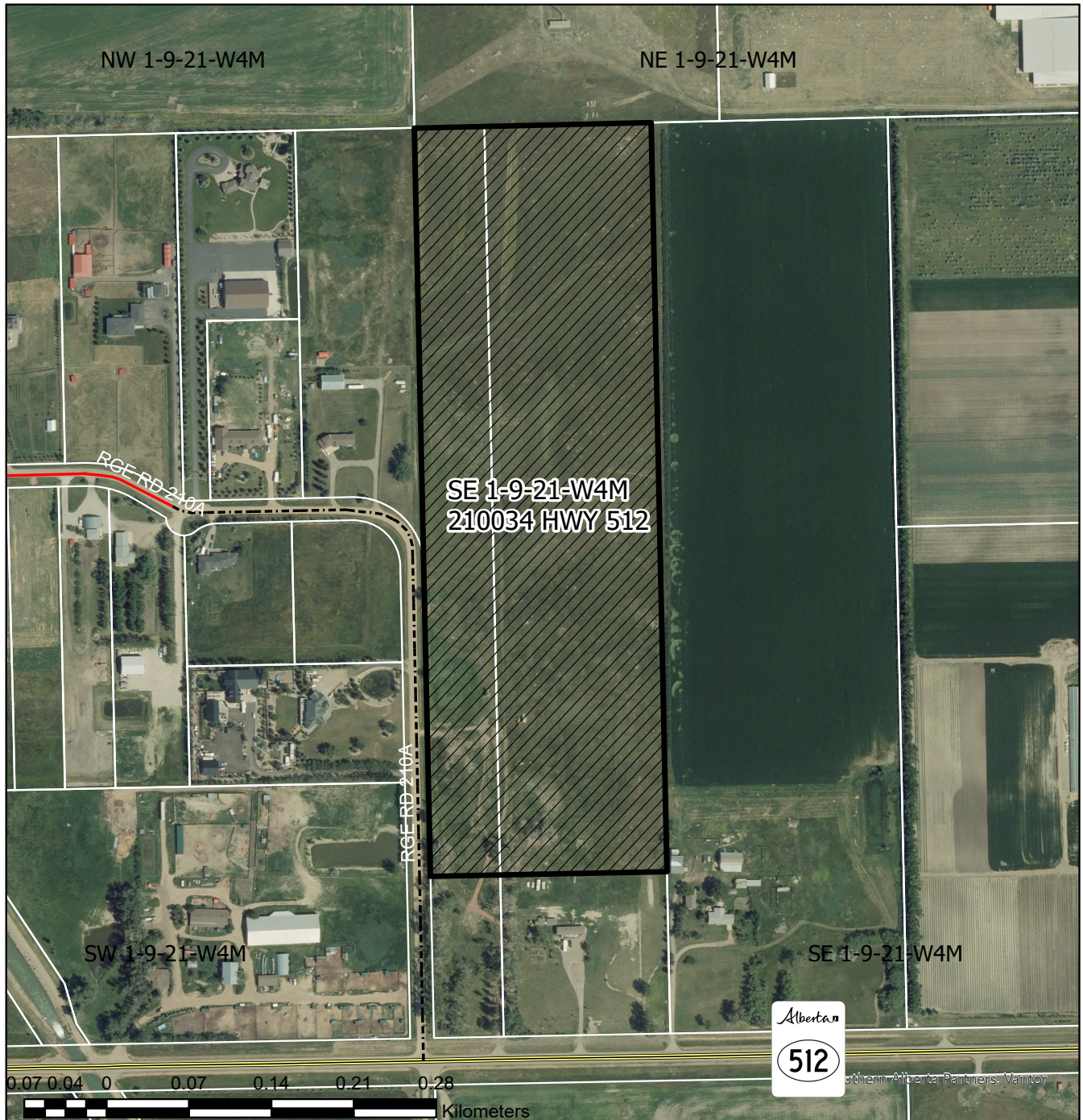
- Before considering a Development Permit application requiring Waiver on the subject Lot, Council shall:
 - Cause a notice to be issued by the designated officer to any person likely to be affected.
 - Ensure that the notice contains the date and time that Council will hear the application for Waiver of Development standards.
 - Hear 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 Council has decided 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 persons likely to be affected accordance with Part 1.
- When applicable, the County should seek comments from other agencies such as the planning advisor, Alberta Health Service, Alberta Transportation and Economic Corridors, or any applicable provincial or federal government department.

18. 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 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 Subdivision and Development Appeal Board is limited to whether the Development Officer followed the directions of Council.

Figure 1





Bylaw 25-027: Direct Control (Bylaw 23-022) to Direct Control (Bylaw 25-027)

**210034 HWY 512 (SE 1-9-21-W4M) Approx 27.74 Acres
Located in Lethbridge County, AB**

 Bylaw 25-027 Direct Control (DC) to Direct Control (DC)

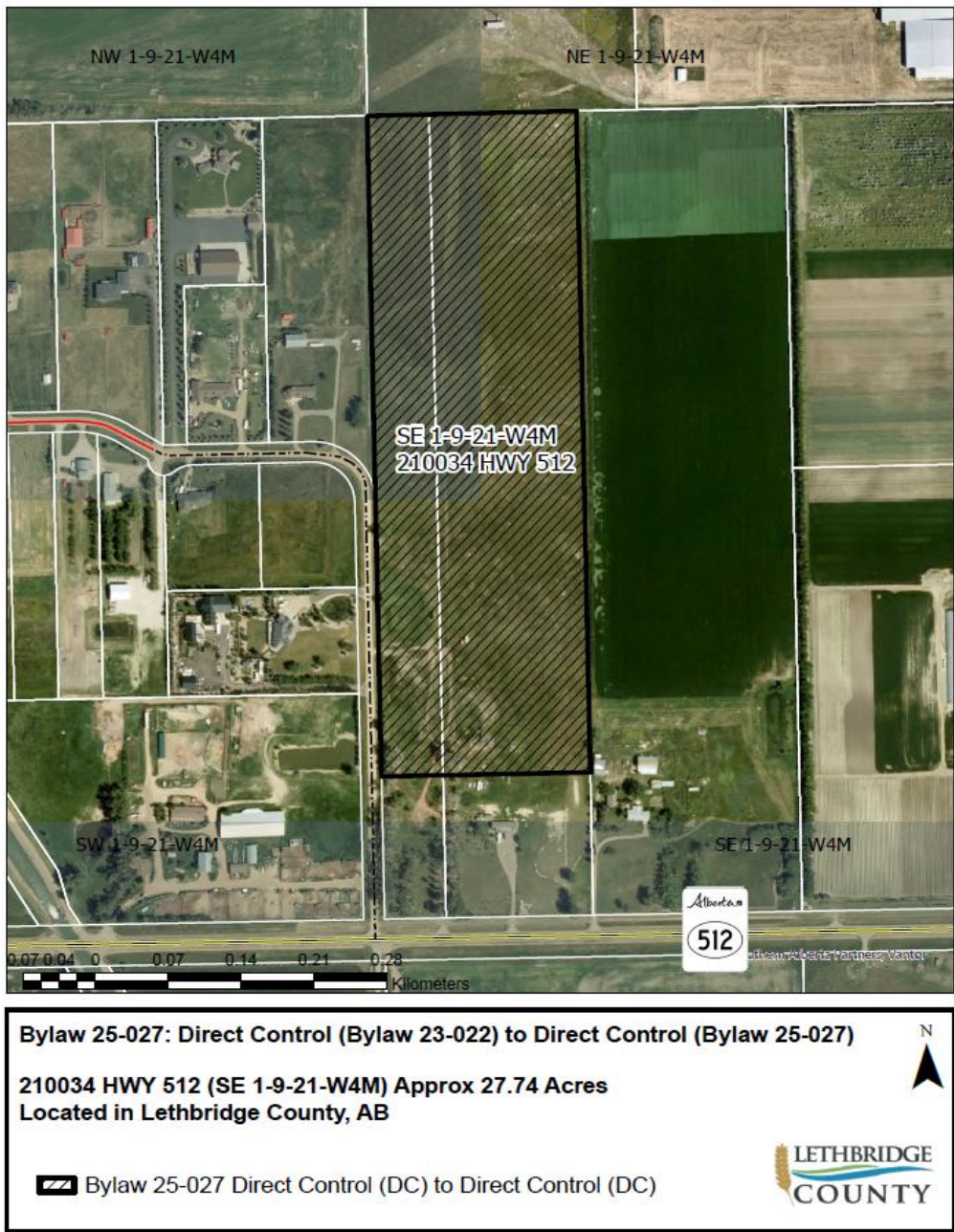


LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-027

Bylaw 25-027 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 25-024 is to redesignate that a portion of SE 1-9-21-W4 containing 11.23 ha (27.74 Acres) more or less from Direct Control to Direct Control as shown below;



AND WHEREAS the redesignation of the lands is for the purpose of allowing residential and light industrial/commercial development.

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

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

- 1. To redesignate a title legally described as a portion of SE 1-9-21-W4 containing 11.23 ha (27.74 Acres) more or less from Direct Control to Direct Control as shown on the map.
- 2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.
- 3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 4th day of December 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

AGENDA ITEM REPORT



Title: Land Disposition Policy 172 - Amendment
Meeting: Council Meeting - 04 Dec 2025
Department: Development & Infrastructure
Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 21 Nov 2025
Approved - 25 Nov 2025
Approved - 26 Nov 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The amended Land Disposition Policy (Policy No. 172) provides a transparent, consistent, and accountable framework for the sale, lease, license, or other disposition of County-owned lands. The policy aligns with the *Municipal Government Act (MGA)* and reinforces the County's commitment to land management and good governance.

RECOMMENDATION:

That Council approve the amended Land Disposition Policy 172 as presented.

REASON(S) FOR RECOMMENDATION(S):

The amended Land Disposition Policy (Policy No. 172) provides the clarity, consistency, and legislative compliance necessary to guide all future County land transactions.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council previously approved the *Land Disposition Policy* (Policy No. 172) in January 2018, to provide general guidance on the sale or lease of surplus County-owned lands.

BACKGROUND INFORMATION:

The County owns and manages a variety of land holdings, including parcels acquired through tax recovery and strategic investment. Periodically, parcels may be identified as surplus to municipal needs.

The original Land Disposition Policy was adopted by Council on January 24, 2018, to provide general guidance on how surplus land should be sold or leased. Over time, administrative practices and legislative references evolved, necessitating a comprehensive policy review.

Administration undertook a review to ensure:

- Alignment with the *MGA*,
- Consistency in internal processes, and
- Transparency and fairness.

The 2025 update refines the policy to:

- Clearly distinguish between land sales and leases/licenses,
- Define approval authority and delegation to the Chief Administrative Officer (CAO), and
- Clarify requirements for public notice and market value determination.

This amendment ensures the policy remains current, compliant, and practical for ongoing administrative use.

ALTERNATIVES / PROS / CONS:

1. Direct Further Revisions Prior to Approval

Pros: allows for additional policy refinements based on Council direction.

Cons: delays policy implementation and compliance with *MGA*.

FINANCIAL IMPACT:

There are no financial implications whether the policy is adopted or defeated.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Land Disposition Policy_2025](#)



Land Disposition Policy

Section 100 NO. 172 | Effective January 24, 2018 | Approved By County Council

Revised December 4, 2025

POLICY STATEMENT

Lethbridge County is committed to the transparent, fair, and responsible management of County-owned land assets. This Land Disposition Policy establishes the framework for the sale, lease/license, or other disposition of County-owned lands to ensure that such transactions support the County's strategic priorities, promote economic development, and provide public value.

All land dispositions will be conducted in accordance with applicable legislation, including the *Municipal Government Act (MGA)* and will reflect principles of accountability, equity, and fiscal responsibility. The *MGA* shall guide any land disposition matter not addressed in this policy and, in the event of conflict with this policy, shall take precedence.

All land dispositions under this policy shall also comply with the County's Tangible Capital Assets Policy (Policy No. 150).

POLICY GOALS

The purpose of this policy is to establish a framework for the consistent, effective, and timely disposition of surplus County-owned land. This ensures that land assets no longer required for municipal purposes are managed in a manner that maximizes public benefit and aligns with the strategic objectives of Lethbridge County.

PROCESS FOR LAND SALES

The following steps shall be taken when considering the permanent disposition of County-owned land:

- Step 1: County-owned land that may be surplus is identified and brought to the attention of the Development and Infrastructure Department.
- Step 2: The Chief Administrative Officer and all Department Directors are informed of

the identified property. If there is consensus that the land is no longer required for municipal purposes, a Council resolution must be obtained to formally declare the land asset as surplus. If Council does not approve the declaration, the land shall remain in the County's ownership and may be re-evaluated at a later date.

Step 3: Once Council approval through resolution is obtained, the land shall be publicly advertised for sale. The price shall reflect market value, as determined by property tax assessment, Broker Opinion of Value, or independent appraisal.

Council reserves the right to dispose of land for less than market value in accordance with the provisions of the *MGA*. If land is to be sold for less than market value, public notice will be provided in accordance with Section 606 of the *MGA*.

If an offer to purchase is received or the County offers a nominal transfer, the following steps apply subject to disposal price:

A) Fair Market Value

Step 4A: Offers to purchase County-owned land are reviewed. If the offer is equal to or exceeds the market value, authority to approve the sale is delegated to the Chief Administrative Officer.

B) Nominal or less than Market Value

Step 4B: Offers to purchase County-owned land for nominal or less than market value must be approved by Council prior to the execution of the purchase agreement.

PROCESS FOR LAND LEASE/LICENSE

The following steps shall be taken when considering a lease or license on County-owned land:

Step 1: County-owned land that is available for lease or license is identified and brought to the attention of the Development and Infrastructure Department.

Step 2: The Chief Administrative Officer and all Department Directors are informed of the identified property and the proposed terms of the lease or license.

If there is consensus, the following steps apply subject to the type of lease or license:

A) Fair Market Value and Term Under 10 Years



- Step 3A: The terms and conditions of the lease are finalized, and the agreement is executed by the Chief Administrative Officer.
- B) Nominal or less than Market Value and/or Term Over 10 Years
- Step 3B: Public notice must be issued in accordance with Section 606 of the *MGA* minimum two consecutive weeks in a local newspaper or other authorized method) prior to seeking Council approval.
- Step 4B: Following the required notice period, the Development and Infrastructure Department shall seek Council resolution to approve the lease or license of municipal land.
- Step 5B: Upon Council approval, authority to execute the lease or license is delegated to the Chief Administrative Officer.

EXCEPTIONS

Council retains the authority to determine the appropriate course of action for the disposition of any County-owned property. In making this determination, Council may consider various factors, including but not limited to:

- The potential impact of the proposed sale, lease, or license on adjacent properties,
- The proposed future use of the property by an interested party,
- The strategic value of entering into a land trade or alternative arrangement that may benefit the County, and
- The historical stewardship of the land by a current or previous tenant.

At the conclusion of the internal review process, Council may determine that extenuating circumstances justify deviating from the standard open process outlined in this policy. In such cases, Council may direct Administration to pursue a specific course of action, including negotiating directly with a party that may be significantly affected by the sale, lease, or license of the property.

All exceptions must be carried out in accordance with the relevant provisions of the *MGA*.

LAND DISPOSITION COSTS

All costs associated with a land sale, lease or license—such as legal fees, subdivision and survey work, title registration, and transfer of ownership—shall be the responsibility of the purchaser, where applicable. Any upfront costs incurred by the County to facilitate the land disposition will be recovered from the sale or lease/license proceeds.

AGENDA ITEM REPORT



Title: Use of Undeveloped Road Rights-of-Way Policy (Replacement of Policy 109 License of Undeveloped Road Allowances Policy)
Meeting: Council Meeting - 04 Dec 2025
Department: Development & Infrastructure
Report Author: Kaylyn Franklin

APPROVAL(S):

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

Approved - 21 Nov 2025
Approved - 25 Nov 2025
Approved - 26 Nov 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Lethbridge County's current Road License Program for undeveloped road rights-of-way is inefficient, inconsistently applied, noncompliant with legislation, and burdensome to administer. The proposed Use of Undeveloped Road Right-of-Way Policy 109 replaces it with a clear, compliant, and fair registration process that protects public access, reduces administrative effort, and resolves long-standing land use issues.

RECOMMENDATION:

That Council approve the replacement of Policy 109 - Use of Undeveloped Road Right-of-Way Policy amended as presented.

REASON(S) FOR RECOMMENDATION(S):

The proposed Use of Undeveloped Road Right-of-Way Policy is recommended as it provides a clear, fair, and legally compliant framework for the agricultural use of undeveloped road RoW. It replaces an inconsistent, honour-based licensing model with a transparent registration process that protects public access, supports adjacent landowners, and reduces administrative burden. The policy aligns with the *Municipal Government Act (MGA)* and reflects Lethbridge County's commitment to responsible governance, efficiency, and people-centred service delivery.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy No. 109 (Use of Undeveloped Road Right-of-Way) was adopted in 2014 to allow for agricultural use of undeveloped road allowances by adjacent landowners.

BACKGROUND INFORMATION:

Undeveloped road rights-of-way (RoWs) represent municipally owned land dedicated for potential future road use but are not currently constructed or maintained. Historically, Lethbridge County has permitted adjacent landowners to occupy and use these lands for agricultural purposes, provided that the use did not impede public access or future development.

Current Program

Since 2014, the County has administered an honour-based Road Licence Program. This program has experienced low uptake, created significant administrative burden, and has been applied inconsistently across land segments and users.

Typically, landowners contact Planning and Development to express interest in using an adjacent undeveloped RoW for agricultural purposes. In most cases, the use pre-exists without a formal license. The Manager reviews each request, circulates it internally, prepares the licensee agreement, and collects the applicable fee. Site visits and conflict mediation between landowners are sometimes required. Licenses are issued for a five-year fixed-term and range in cost from \$13 to \$7,000, with an average fee of approximately \$1,000.

Prior to expiration, the Manager follows up with license holders regarding renewals and payment. Each five-year cycle sees 50–70 licenses managed.

Challenges

Several challenges have emerged with the existing program:

Low Participation

- With approximately 459 undeveloped road right-of-way (RoW) segments across the County, only a small fraction are formally licensed. County Administration conducted a comprehensive review of existing licenses, leases, and road closures. Through this review, 357 segments were identified as having been occupied at some point through various means (e.g. bylaw, lease, or license). Of these:
 - 108 segments are within active licenses, as of 2025;
 - 208 are deemed void due to expired agreements, cancelled licenses, or rescinded bylaws;
 - 41 remain problematic, requiring further investigation due to incomplete records or unresolved landowner disputes.
- These findings suggest:
 - 54% of the County's undeveloped RoW segments are likely being used without formal authorization and
 - 70% of occupied RoW segments are currently non compliant with existing policy.

Perception of Private Property

- Many landowners view adjacent undeveloped RoWs as extensions of their own property due to long-standing, unregulated agricultural use. This perception has led to the installation of fences, gates, locks, and even structures that hinder public access. Under the *MGA, Sections 18 and 22*, municipalities are required to maintain public access on road allowances. The County's Operations department receives numerous inquiries weekly from the public where these lands appear to be private property.

Landowner Disputes

- The current policy does not provide adequate direction when more than one adjacent landowner seeks use of the same RoW. In practice, the first landowner to apply is often prioritized, leading to disputes. County staff have attempted informal mediation, but the lack of formal guidance or dispute resolution processes limits effectiveness.

Inconsistent Application

- Since the program is initiated only when requested and each license may include unique terms (e.g., fencing, gates, locks), administration faces difficulty in applying a uniform approach. Further, many current uses remain unlicensed, compounding inconsistency and enforcement challenges.

Proposed Policy

The proposed policy was prepared based on the following core principles:

Legal Compliance

- Complies with MGA Sections 18 and 22, which require municipalities to maintain public access to all road allowances.

Public Access Protection

- Occupying landowners must maintain pedestrian access through signage and unlocked gates. Fencing is permitted for livestock containment, but locking gates or blocking access is prohibited.

Administrative Efficiency

- Eliminates the administrative burden of licenses, renewals, fee collection, and mediation. Empowers the County to maintain a clear record of RoW use and ensure compliance through site inspections.

Consistency

- Introduces a standardized process for registering RoW use. All complaints or reports of unauthorized use will be investigated and addressed through clear enforcement mechanisms.

Equitable Access

- Removes “first come, first served” licensing and requires consensus among adjacent landowners. Where no agreement can be reached, neither party may occupy the RoW.

Termination Rights

- The County may revoke occupancy at any time, especially for future development, access concerns, or non-compliance.

If a County ratepayer wishes to restrict public access and lease or purchase the land, they must apply for a road closure by bylaw in accordance with Policy 109A: Road Allowance Closure and Sale Policy.

Implementation

If approved, the policy will take immediate effect. All current license holders will receive written notification by mail and be given a four-month transition period to either:

- Comply with the new policy, including registration and public access requirements, or
- Cease occupancy of the undeveloped RoW.

County staff will support landowners through the transition with information, registration materials, and contact options for clarification or assistance. Communications has provided Council with key messages regarding the Policy and if approved, the County will release a public service announcement.

ALTERNATIVES / PROS / CONS:

1. Direct Further Revisions Prior to Approval

Pros: allows for additional policy refinements based on Council direction.

Cons: delays implementation.

2. Maintain Existing Policy (License program)

Pros: maintains existing licenses and marginal revenue.

Cons: not compliance with MGA, administrative burden, and policy gaps remain unresolved.

FINANCIAL IMPACT:

The current Road License Program generates approximately \$70,000 in revenue that was realized in Year 1 (2022 and 2026) of the license. Distributed across the five years of the agreement, this breakdown to \$14,000 per year.

If the proposed Use of Undeveloped Road Right-of-Way Policy is approved, the County would no longer collect license fees for these uses. A fee will only be required if the landowner requires a sign (\$50 per sign). This would result in the elimination of direct revenue. However, this financial impact should be considered alongside the administrative cost savings associated with terminating the current program.

LEVEL OF PUBLIC PARTICIPATION:**Inform****Consult****Involve****Collaborate****Empower****ATTACHMENTS:**

[Use of Undeveloped Road Rights-of-Way _Policy 109 Dec 4](#)
[Policy 109 Form - Landowner Agreement and Registration](#)
[Letter Template - Existing Licence Holder Notice 2025](#)



Use of Undeveloped Road Rights-of-Way Policy

Section 100 NO. 109 | Effective March 6, 2014 | Approved By County Council

Revised December 4, 2025

Policy Statement

Lethbridge County recognizes the benefits of Agricultural Use on Undeveloped Road Rights-of-Way (RoW), provided such use complies with this Policy, the *Municipal Government Act (MGA)*, and other applicable legislation. The Occupancy of any Undeveloped Road RoW for any other purpose is managed through Policy 172 Land Disposition (e.g. Undeveloped Road RoW in Hamlets).

Purpose

To establish a consistent, legally compliant policy for the temporary use and Occupancy of Undeveloped Road RoW, balancing agricultural benefits with the County's duty to preserve Public Access and protect municipal infrastructure.

Definitions

Authorization – The approval granted by Lethbridge County upon receipt of Policy 109 Form, subject to compliance with this policy.

Adjacent Landowner – A person or entity that owns land which shares a common boundary with, or is directly next to, a specific parcel of land, property, or road allowance. This includes landowners whose property physically touches or abuts the subject land along a side, corner, or rear property line.

Agricultural Use – Land used for the production of crops or the raising of livestock.

Initial Condition - The physical state of the land prior to occupancy as determined by the County, including natural drainage patterns and vegetation, free of fencing, gates, debris, or other structures.



Occupancy - The temporary use of an Undeveloped Road RoW by an Adjacent Landowner for Agricultural Use, in accordance with the terms and conditions set out in this policy. It does not imply ownership or permanent rights and may be revoked by Lethbridge County at any time.

Occupying Landowner(s) – The Adjacent Landowner(s) who have received authorization from the County to occupy, use, or otherwise assume responsibility for an Undeveloped Road RoW under the terms of this Policy. Where Occupancy of an Undeveloped Road RoW exists without authorization, the County may, at its discretion, determine which Adjacent Landowner(s) are deemed the Occupying Landowner(s) for the purposes of this Policy. Such designation does not constitute authorization of Occupancy, but establishes responsibility for compliance, maintenance, and restoration obligations under this Policy.

Public Access - Access provided for members of the general public solely by foot or by means of non-motorized personal mobility (such as walking, hiking, or using mobility aids), without the use of motorized vehicles or equipment.

Undeveloped Road Right-of-Way (RoW) – A municipal road RoW, which excludes provincial highways that is dedicated for public use under the authority of the *MGA*, but which has not been developed, constructed, or maintained by the municipality.

1. Authorized Use

- 1.1 Adjacent Landowner(s) to an Undeveloped Road RoW may occupy the land for Agricultural Use, subject to the following conditions:
 - 1.1.1. The Undeveloped Road RoW is not considered an integral or active part of the County's road network, as determined by Lethbridge County (this designation may change from time to time),
 - 1.1.2. The Occupancy of the Undeveloped Road RoW does not limit or restrict access to any other parcel of land, including Crown land or privately owned land, and
 - 1.1.3. All Adjacent Landowner(s) of the Undeveloped Road RoW are in agreement regarding the Occupancy.
- 1.2. Adjacent Landowner(s) to an Undeveloped Road RoW may agree to one of the following arrangements. For the purposes of this Policy, the landowner(s) who enter into such an arrangement are hereinafter referred to as the Occupying Landowner(s):
 - 1.2.1. One landowner may occupy the Undeveloped Road RoW for their sole benefit,
 - 1.2.2. Both landowners may agree to share the use of the Undeveloped Road RoW, with land and benefit divided equally (50/50 split), or
 - 1.2.3. If Adjacent Landowners are unable to reach an agreement, the Undeveloped Road RoW must remain unoccupied. In this case, each landowner may fence their respective property line at their own expense.



2. Responsibility

Landowners

- 2.1 The landowner initiating the use of an Undeveloped Road RoW is responsible for obtaining agreement with Adjacent Landowner(s) and submitting the registration form to the County (Policy 109 Form).
- 2.2 The Occupying Landowner(s) of the Undeveloped Road RoW must maintain Public Access and is prohibited from installing any permanent structures.
- 2.3 The Occupying Landowner(s) may erect a wire fence for the purpose of containing livestock along the agreed boundary.
 - 2.3.1 To maintain Public Access, the landowner must install a gate for pedestrian access into the Undeveloped Road RoW for the purpose of entry and exist on both sides of the RoW in which access a developed Road RoW. The gate must remain in good and operating condition at all times.
 - 2.3.2 To maintain Public Access, the Occupying Landowner(s) are required to install and maintain a public RoW sign at the fence location to aid the public in identifying and accessing the Undeveloped Road RoW.
 - 2.3.2.1 The sign must be obtained from the Lethbridge County Office for a fee.
 - 2.3.2.2 The Occupying Landowner(s) are responsible for installing and maintaining the sign in good condition.
 - 2.3.2.3 Signs must be replaced or repaired within 14 days of becoming damaged, missing, or illegible.
- 2.4 The Occupying Landowner(s) of the Undeveloped Road RoW is prohibited from installing any lock on the fence or gate, that provides access to an Undeveloped Road RoW.

Lethbridge County

- 2.5 The policy is administered through landowner registration, in which upon receipt of Policy 109 Form the County authorizes the Agricultural Use as identified by the Occupying Landowner(s) and Adjacent Landowner(s).
 - 2.5.1 The County may consider requests to waive the landowner authorization when the Agricultural Use existed prior to this policy. The waiver is under the County's sole discretion when landowner(s) cannot come to an agreement and the continuation of the Agricultural Use for an Undeveloped Road RoW is required for County's operation purposes.
- 2.6 Lethbridge County reserves the right to terminate the use of an Undeveloped Road RoW under the following circumstances:
 - 2.6.1 The land is required for current or future public use, including road construction, utility installation, or other municipal purposes at the sole discretion of Lethbridge County,
 - 2.6.2 The use restricts legal access to other parcels of land or infringes on Public Access,
 - 2.6.3 The terms of this policy or any related agreement are violated, or
 - 2.6.4 A written request for termination is submitted by one or more of the Adjacent Landowner(s). The County will review the request and send notice to Occupying Landowner(s), providing 30 days to



resolve the matter between landowners and if such agreement is not reached, the County will terminate the use of the Undeveloped Road RoW.

- 2.7 If the Occupancy violates this Policy, the Occupying Landowner(s) will be notified of the violation and required to address the noncompliance within 14 days of receiving notice.
 - 2.7.1 Except in the case of unauthorized locks, the County will remove them immediately upon becoming aware of their presence, without prior notice.
- 2.8 Except in urgent circumstances where immediate action is necessary to protect public safety, infrastructure, or municipal interests, the County will provide 30 days' written notice to all affected parties to terminate occupancy.
- 2.9 Upon termination of occupancy privileges, any continued occupation or use of the Undeveloped Road RoW shall constitute an encroachment or unauthorized use of municipal property under the *MGA*.
- 2.10 The County will take enforcement or remedial action in accordance with the *MGA*, including but not limited to the issuance of orders or the removal of unauthorized improvements.
 - 2.10.1 The Occupying Landowner(s), as determined by the County, are responsible for all costs associated with returning the Undeveloped Road RoW to its Initial Condition, to the satisfaction of the County.
 - 2.10.2 The Occupying Landowner (s) must complete the restoration, including removal of all fencing, gates, or any other unauthorized structures, materials, or debris, within thirty (30) days of the termination notice.
 - 2.10.3 If the Occupying Landowner(s) fail to take reasonable action to restore the Undeveloped Road RoW within the prescribed period, the County may, at its discretion, undertake or contract the necessary work.
 - 2.10.4 The County will issue an invoice to the Occupying Landowner(s) for all associated costs, including administration and contractor fees.
 - 2.10.5 If the invoice remains unpaid after the due date, the County may add the outstanding amount to the tax roll of the applicable parcel(s) in accordance with section 553 of the *MGA*.

3. Liability

- 3.1. Any landowner using an Undeveloped Road RoW for Agriculture Use under this policy does so entirely at their own risk.
- 3.2. Lethbridge County makes no guarantees or representations regarding the condition, suitability, or safety of the land for agricultural or any other use.
- 3.3. The County is not responsible for any loss, injury, damage, or claim arising from the use or occupation of an Undeveloped Road RoW. This includes, but is not limited to:
 - 3.3.1 Damage to crops, fencing, equipment, or livestock,
 - 3.3.2 Injuries to persons accessing or using the land, and
 - 3.3.3 Conflicts or disputes between Adjacent Landowners.



4. General

- 4.1. Landowners whom occupy the Undeveloped Road RoW are responsible for maintaining the area in a safe condition and for any damage they cause to County infrastructure, utilities, or Adjacent property as a result of their use.
- 4.2. As of the effective date of this policy, existing license holders will be notified and given four months to comply with this policy or cease occupancy of the Undeveloped Road RoW.
- 4.3. Authorization for use of the Undeveloped Road RoW is revocable at will by the County.
- 4.4. All Authorizations and agreements between Adjacent Landowner(s) are non-transferable.

Forms

Policy 109 Form - Undeveloped Road RoW Landowner Agreement and Registration



Policy 109 Form

Undeveloped Road Right-of-Way Landowner Agreement and Registration

Pursuant to Section 100 No. 109 – Use of Undeveloped Road Rights-of-Way

1. Landowner Information

Landowner 1

First and Last Name: _____

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

Mailing Address: _____

Phone/Cell Phone: _____ Email: _____

Landowner 2

First and Last Name: _____

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

Mailing Address: _____

Phone/Cell Phone: _____ Email: _____

*If additional Landowners are applicable, please complete multiple forms.

2. Road Right-of-Way Location

Description of the Undeveloped Road RoW (including the applicable Range Road and/or Township)

3. Agreement Between Adjacent Landowners

The undersigned adjacent landowners hereby agree to the following arrangement for agricultural use of the above undeveloped road right-of-way (RoW):

☐ Sole Use by Landowner 1 ☐ Sole Use by Landowner 2 ☐ Shared Use

In all cases:

- If a fence is installed, a public access sign MUST be obtained from Lethbridge County (\$50.00 per sign).
- Gates must remain unlocked and public access must not be restricted.
- Landowner(s) accept full responsibility for:
 - Maintenance of fences and gates in safe condition.
 - Removal of any improvements upon termination.
 - Liability for damages caused to municipal infrastructure or third-party property.



Policy 109 Form

Undeveloped Road Right-of-Way Landowner Agreement and Registration

Pursuant to Section 100 No. 109 – Use of Undeveloped Road Rights-of-Way

4. Terms & Conditions

1. Authorization is effective from this Form Submission Date until terminated by the County.
2. Public access must be preserved at all times (no locks or obstructions).
3. All use is at the landowner's own risk. The County makes no warranties as to suitability or safety.
4. The County may revoke authorization with 30 days' notice, or immediately in urgent circumstances.
5. The authorized landowner(s) indemnify and hold harmless Lethbridge County, its officers, employees, and agents from any claims, demands, or costs arising from their use of the RoW.

5. Signatures

By signing, the landowner(s) confirm mutual agreement and understanding of responsibilities under Lethbridge County Policy Section 100 No. 109 – Use of Undeveloped Road Rights-of-Way.

Landowner 1 Signature: _____ Date: _____

Landowner 2 Signature: _____ Date: _____

6. Submission and Authorization

- Landowners are responsible for submitting the signed agreement prior to any Agricultural Use of the Undeveloped Road RoW.
- Upon the County receiving the completed Form A, **Lethbridge County**, pursuant to authority under **s. 22 of the Municipal Government Act**, hereby authorizes the following Adjacent Landowner(s) to temporarily occupy and use the undeveloped road right-of-way described below for agricultural purposes.



December X, 2025

[insert name]
[insert address]
[insert address]

Re: Termination of Road Licence Agreement (Licence Number X) – Transition to New Policy

To Licence Holder,

Lethbridge County Council has approved a new policy titled **Use of Undeveloped Road Right-of-Way**, which came into effect on [Insert Effective Date]. This policy replaces the previous Road Licence Program introduced in 2014.

Under the new policy, the use of undeveloped municipal road rights-of-way (RoWs) for agricultural purposes will no longer be managed through individual licence agreements or associated fees. Instead, the County has adopted a registration-based model that allows agricultural use while ensuring public access and compliance with provincial legislation, including the *Municipal Government Act*.

As a result of this change, your current **Road Licence Agreement with Lethbridge County is hereby terminated**, effective **April 30, 2026**. There will be no reimbursement for licence fees previously paid.

To support a smooth transition, current licence holders are being provided with a four-month period to either:

- **Register** their ongoing agricultural use in accordance with the new policy (including maintaining public pedestrian access with signage and gates), or
- **Cease occupancy** of the undeveloped road allowance by **April 30, 2026**.

Enclosed with this letter is a map of the existing *Road Right-of-Way area*.

In addition, the approved Policy, Registration Form, and Frequently Asked Questions are available at <https://www.lethcounty.ca/p/road-allowances>.

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

lethcounty.ca



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



If you wish to continue using the RoW adjacent to your land, please complete and submit the Registration Form no later than **April 30, 2026**. Our staff are available to support you through the transition and answer any questions.

Thank you for your cooperation as we move toward a more consistent and transparent approach that balances agricultural use and the requirements of the *Municipal Government Act*.

Regards,

Kaylyn Franklin, RPP
Manager, Planning and Development



AGENDA ITEM REPORT



Title: Alberta Community Partnership Grant Application - Rural Water Supply Study
Meeting: Council Meeting - 04 Dec 2025
Department: Development & Infrastructure
Report Author: Cole Beck

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 26 Nov 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration, in partnership with the MD of Taber and the County of Lethbridge Rural Water Association (COLRWA), is proposing undertake a study to review the feasibility of COLRWA converting to a metered system. The goal of the study is to gain a better understanding of usage patterns, assess potential system opportunities and constraints, evaluate potential financial benefits, and analyze how metering could support future growth. Administration is proposing to submit an Alberta Community Partnership - Intermunicipal Collaboration grant application to fund this study, with an upset value of \$200,000.

RECOMMENDATION:

That County Council approve the submission of a 2025/2026 Alberta Community Partnership - Intermunicipal Collaboration grant application as the managing partner for the Rural Water Supply Study.

REASON(S) FOR RECOMMENDATION(S):

To support and provide assistance to COLRWA in potentially expanding their system, resulting in more residents having a secure and reliable source of potable water.

PREVIOUS COUNCIL DIRECTION / POLICY:

N/A

BACKGROUND INFORMATION:

Potable water servicing and diversion is challenging in this region, especially given the restrictions of the river basin and treatment capacity. By conducting a study that will assess converting from flat rate billing to a metered system, it will provide the information necessary for the County and COLRWA to collaborate further and explore innovative ways to maximize their current water allocation.

ALTERNATIVES / PROS / CONS:

None identified.

FINANCIAL IMPACT:

No direct financial impact. The ACP grant will fund up to \$200,000 with no matching contributions required.

LEVEL OF PUBLIC PARTICIPATION:**Inform****Consult****Involve****Collaborate****Empower**

AGENDA ITEM REPORT



Title: Town of Nobleford Alberta Community Partnership Application - Letter of Support
Meeting: Council Meeting - 04 Dec 2025
Department: Development & Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 01 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Town of Nobleford has requested that County Council provide a letter of support for an Alberta Community Partnership - Intermunicipal Collaboration grant application. The purpose of this application is to conduct a "*Regional Service Provider Feasibility Study*", which aims to evaluate Nobleford's potential to become a regional provider of potable water and wastewater services. This letter of support does not commit Council to any financial obligations, rather just provides the support necessary for the Town to secure the grant funding to complete this study.

RECOMMENDATION:

That County Council supports the Town of Nobleford's (managing partner) submission of a 2025/2026 Alberta Community Partnership grant application for the Regional Service Provider Feasibility Study.

REASON(S) FOR RECOMMENDATION(S):

To continue to support and collaborate with our regional partners in expanding services to support development.

PREVIOUS COUNCIL DIRECTION / POLICY:

None

BACKGROUND INFORMATION:

Lethbridge County and the Town of Nobleford have engaged in several discussions regarding joint development, with municipal servicing being a key consideration. Both municipalities recognize the significant development potential in the area surrounding the Town and wish to undertake a study to further explore opportunities that could attract new investment and provide mutual benefits to both communities.

ALTERNATIVES / PROS / CONS:

None

FINANCIAL IMPACT:

There is no financial impact to the County.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

AGENDA ITEM REPORT



Title: Appointment of Agricultural Service Board Chair
Meeting: Council Meeting - 04 Dec 2025
Department: Agriculture Service Board
Report Author: Gary Secrist

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 02 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Each year County Council is to appoint the chair of the Agricultural Service Board. At the Agricultural Service Board meeting on November 25th, the ASB committee recommended that Councillor Eric Van Essen be appointed as Chair.

RECOMMENDATION:

That County Council appoint Councillor Eric Van Essen as the Agricultural Service Board Chair for the 2025/2026 year.

REASON(S) FOR RECOMMENDATION(S):

To follow the rules set out in of the Agricultural Service Board Act:

ASB Act Section 3 (2) The council is to determine the chair, the number of members, the voting status and the term of office of the members of the board.

PREVIOUS COUNCIL DIRECTION / POLICY:

In previous years the Agricultural Service Board chair has been appointed by Council following the ASB recommendation.

BACKGROUND INFORMATION:

In 2022 the composition of the Agricultural Service Board committee transformed from a group made up entirely of council members to a board that now includes 3 members at large. The chair is appointed by Council and can be any member of this group. The ASB delegates with voting privileges are appointed by Council and have typically been the Chair and Vice Chair of the Agricultural Service Board. Currently the voting members are Councillor Kevin Slomp, Councillor Mark Sayer & Councillor Eric Van Essen as alternate. Council can amend those appointments to

reflect past practice or leave the appointments the same seeing as Eric is the alternate and could attend as the chair if needed.

ALTERNATIVES / PROS / CONS:

It is important that County Council follow the rules set out in the ASB Act and the corresponding Lethbridge County Agricultural Service Board Bylaw No. 22-017 which defines the appointment of the ASB Chair.

Alternative: Appoint other members of the ASB as Chair and voting delegates.

FINANCIAL IMPACT:

There is no financial impact.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

AGENDA ITEM REPORT



Title: Bylaw 25-030 - Bursary Award Committee Bylaw & Terms of Reference
Meeting: Council Meeting - 04 Dec 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 02 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration is bringing forward Bylaw 25-030 Bursary Award Committee Bylaw and the accompanying Bursary Award Committee Terms of Reference to ensure internal Council committees are fully compliant with the Municipal Government Act (MGA).
Section 145 of the MGA authorizes Council to establish council committees and set out their functions and procedures.

RECOMMENDATION:

MOVED that Council approves the Bursary Award Committee Terms of Reference as presented.

MOVED that Bylaw 25-030 Bursary Award Committee Bylaw be read a first time.

MOVED that Bylaw 25-030 Bursary Award Committee Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-030 Bursary Award Committee Bylaw.

MOVED that Bylaw 25-030 Bursary Award Committee Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Adoption of the Bylaw and Terms of Reference will ensure consistent governance practices, provide clarity regarding the Committee's mandate, and support alignment with provincial legislation and internal policy frameworks.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council appointed members to the Bursary Award Committee at the Organizational Meeting.

BACKGROUND INFORMATION:

Bylaw 25-030 establishes the Bursary Award Committee as a standing committee of Council. The purpose of the Committee is to review all eligible bursary applications, evaluate applicants based on approved criteria, and recommend selected recipients to Council for final approval.

Bylaw 25-030 outlines:

- Committee mandate and duties;
- Advisory nature of the Committee;
- Authorities and reporting expectations;
- Composition and appointment terms, with three (3) members of Council appointed annually at the Organizational Meeting;
- Meeting timelines and quorum requirements.

The Terms of Reference further define the Committee's operational framework including:

- Evaluation methodology and eligibility requirements (as outlined in Policy 182);
- Confidentiality obligations;
- Reporting requirements to Council;
- Quorum clarification, meeting structure, and administrative support role.

The Committee's mandate is built specifically to support the Lethbridge County Bursary Program under Policy 182 and ensures fairness, consistency, and transparency in the selection process.

ALTERNATIVES / PROS / CONS:

Council could request amendments to the bylaw or terms of reference.

Council could not approve the bylaw, terms of reference or both.

FINANCIAL IMPACT:

No financial impact in approving the bylaw or terms of reference.

LEVEL OF PUBLIC PARTICIPATION:

☒ **Inform** ☐ **Consult** ☐ **Involve** ☐ **Collaborate** ☐ **Empower**

ATTACHMENTS:

[Bursary Award Committee Terms of Reference](#)
[Bylaw 25-030 - Bursary Award Committee Bylaw](#)

Bursary Award Committee

Terms of Reference

| Approved [Month XX, 20XX] | Last Revised [Month XX, 20XX]

1. Purpose

- 1.1 The purpose of the Bursary Award Committee (“the Committee”) is to review, assess, and evaluate applications submitted for the Lethbridge County Bursary Program, as outlined in Policy 182, and to recommend selected applicants to Council for final approval.
- 1.2 The Committee ensures a fair, objective, and merit-based review process in accordance with County policy, annual budget allocations, and the Municipal Government Act (MGA).

2. Functions and Responsibilities

A. Mandate

The Committee shall:

- a. Receive and review all applications submitted for the Lethbridge County Bursary;
- b. Confirm applicant eligibility based on Policy 182 (residency, attendance requirements, prior receipt, proof of enrolment, transcripts, etc.);
- c. Evaluate applications using the approved assessment criteria;
- d. Select recommended recipients and submit recommendations to Council;
- e. Maintain confidentiality of all personal and academic information; and
- f. Provide a summary report to Council following completion of the review process.

3. Composition

3.1 The Committee shall consist of:

- a. Three (3) members of Lethbridge County Council, appointed annually at the Organizational Meeting; and
- b. The Director of Corporate Services, serving as Chair unless otherwise determined by Council.
- c. Administrative support staff, as required.

3.2 In the event a Council vacancy occurs during the year, Council may appoint a replacement member by resolution.

3.3 The Reeve may serve as an-officio member of the Committee.

4. Chair and Meeting Management

4.1 The Director of Corporate Services shall serve as Chair unless otherwise appointed by Council.

4.2 The Chair shall:

- Call and preside over meetings;
- Ensure timely review of bursary applications
- Facilitate discussion and consensus-building;
- Present Committee recommendations to Council.

5. Meetings

5.1 The Committee shall meet annually after the application deadline of June 1 and before July 31, unless otherwise required.

5.2 Meetings may be held in person or electronically, provided accessibility and confidentiality requirements are met.

6. Quorum

6.1 Quorum consists of the Director of Corporate Services and at minimum of two Council members.

7. Evaluation Criteria

7.1 The Committee shall assess applications according to Policy 182, including but not limited to:

a. Primary Eligibility

- Residency within Lethbridge County;
- Attendance at a school within the County or prior attendance within the County;
- Proof of enrolment in a post-secondary institution;
- First-year post-secondary applicants only;
- Applicant has not previously received the bursary.

b. Secondary Considerations

- Academic standing sufficient to achieve applicant's stated goals;
- Demonstrated citizenship and community involvement.

c. Other Considerations

- Financial need, where applicable.

8. Reporting

8.1 The Committee shall provide a written report to Council including:

- a. Summary of applications received;
- b. Evaluation methodology;

- c. Recommended bursary recipient(s);
- d. Any observations or recommendations for future program improvements.

8.2 All Committee recommendations are subject to final approval by Council.

9. Administrative Support

9.1 Administrative staff assigned by the Director of Corporate Services may assist with:

- Preparing meeting materials
- Coordinating meetings
- Providing policy and procedural advice as necessary

10. Term of the Committee

10.1 This is an internal committee established annually at the Organizational Meeting.

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 25-030

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A BURSARY AWARD COMMITTEE**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c M-26, section 145, a Council may pass bylaws in relation to the establishment, functions and procedures to be followed by council Committees and other bodies;

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

1. BYLAW TITLE

1.1 This bylaw shall be cited as the "Bursary Award Committee Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a. "Bursary Policy" means Policy No. 182 – Bursary Policy.
- b. "Committee" means the Bursary Award Committee.
- c. "Council" means the Council of Lethbridge County.
- d. "Council Policy" means policy approved by Council that directs municipal operations.
- e. "Organizational Meeting" means the annual meeting at which Council makes appointments and sets schedules.

3. PURPOSE

3.1 The purpose of this Bylaw is to establish the Bursary Award Committee as a standing committee of Council responsible for reviewing all eligible bursary applications submitted under Lethbridge County Bursary Policy, evaluating applicants using the established criteria and recommending selected bursary recipients to Council for final approval.

4. AUTHORITIES GRANTED

4.1 The Committee is advisory only and holds no final decision-making authority. The Committee may make recommendations to council which council may then adopt, reject, amend and adopt or provide further instructions to the Committee before making a decision and providing direction on the Committee's recommendation.

5. MANDATE AND DUTIES

5.1 The Committee shall:

- a. Review all bursary applications submitted within the timelines set out in the Bursary Policy;
- b. Assess applications in accordance with established eligibility and selection criteria;
- c. Ensure transparency, fairness, and consistency in the evaluation process;
- d. Select recommended recipients and forward those recommendations to Council; and
- e. Report to Council upon completion of each year's review process.

6. TERMS OF REFERENCE

6.1 The Committee Terms of Reference are established separately by Council and may be amended by Council resolution.

- 7. COMMITTEE COMPOSITION AND TERM OF APPOINTMENT**
- 7.1 The Committee shall consist of:
- a. Three (3) members of Council, appointed annually at the Organizational Meeting;
 - b. Director of Corporate Services, serving as administrative advisor;
 - c. Administrative support staff, as required
- 7.2 Council members shall serve until the next Organizational Meeting or until a successor is appointed.
- 7.3 A quorum shall consist of any two (2) Council members.

- 8. MEETINGS AND REPORTING**
- 8.1 The Committee shall meet annually after the bursary application deadline of June 1, or as needed to complete its mandate.
- 8.2 Meetings will be called by the Director of Corporate Services.
- 8.3 The Committee shall submit its recommendations for bursary recipients to Council no later than July 31 of each year.

- 9. DISSOLUTION**
- 9.1 The Committee may be dissolved by Council at any time by resolution.

- 10. SEVERABILITY**
- 10.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

- 11. EFFECTIVE DATE**
- 11.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Reeve and Chief Administrative Officer.

GIVEN first reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

GIVEN second reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

GIVEN third reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Bylaw 25-031 - Strategic Planning Committee Bylaw & Terms of Reference
Meeting: Council Meeting - 04 Dec 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 02 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration is presenting Bylaw 25-031 – Strategic Planning Committee Bylaw and the Strategic Planning Committee Terms of Reference for Council’s consideration. These documents are being brought forward to ensure internal Council committees adhere to the requirements of the Municipal Government Act (MGA), specifically section 145, which authorizes Council to establish committees and set their functions and procedures.

RECOMMENDATION:

MOVED that Council approves the Strategic Planning Committee Terms of Reference as presented.

MOVED that Bylaw 25-031 Strategic Planning Committee Bylaw be read a first time.

MOVED that Bylaw 25-031 Strategic Planning Committee Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-031 Strategic Planning Committee Bylaw.

MOVED that Bylaw 25-031 Strategic Planning Committee Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Adoption of the Bylaw and Terms of Reference will ensure consistent governance practices, provide clarity regarding the Committee’s mandate, and support alignment with provincial legislation and internal policy frameworks.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council appointed members to the Strategic Planning Committee at the Organizational Meeting.

BACKGROUND INFORMATION:

Bylaw 25-031 establishes the Strategic Planning Committee as a standing committee tasked with providing advice and recommendations relating to the preparation and coordination of Council's Strategic Planning Session. Responsibilities include reviewing potential facilitators, formats, planning materials, locations, timelines, and associated logistics.

The Committee also provides informal deliberation and strategic input to Administration as planning options are developed.

Committee Composition:

The Bylaw states that the Committee consists of:

- Three (3) members of Council appointed annually at the Organizational Meeting;
- The Reeve, as an ex-officio member;
- The CAO and Legislative Coordinator;
- Administrative support staff, as required

The Terms of Reference provide operational clarity, including:

- Strategic planning functions such as facilitator review, methodology evaluation, logistics review, and budget considerations;
- Advisory responsibilities to ensure alignment with Council's strategic direction;
- Meeting frequency (quarterly or at the call of the Chair);
- Roles of the Chair and Vice Chair;
- Agenda preparation, reporting practices, and administrative support.

ALTERNATIVES / PROS / CONS:

Council could request amendments to the bylaw or terms of reference.

Council could not approve the bylaw, terms of reference or both.

FINANCIAL IMPACT:

No financial impact in approving the bylaw or terms of reference.

LEVEL OF PUBLIC PARTICIPATION:

☒ **Inform** ☐ **Consult** ☐ **Involve** ☐ **Collaborate** ☐ **Empower**

ATTACHMENTS:

[Strategic Planning Committee Terms of Reference](#)
[Bylaw 25-031 - Strategic Planning Committee Bylaw](#)

Strategic Planning Committee Terms of Reference

| Approved [Month XX, 20XX] | Last Revised [Month XX, 20XX]

1. Purpose

The Strategic Planning Committee (the “Committee”) is a Standing Committee of Lethbridge County Council. Its purpose is to provide oversight, guidance, and support to Council and Administration in the preparation, coordination, and planning of the County’s Strategic Planning Session.

The Committee serves as a forum for informal deliberation relating to planning session logistics, facilitators, content development, and strategic focus areas. The Committee is advisory only and all final decisions rest with Council.

2. Functions and Responsibilities

A. Strategic Planning Preparation Functions

The Committee is responsible for:

- Identifying and reviewing potential facilitators/coordinators for the Strategic Planning Session.
- Evaluating proposed session formats, methodologies, and planning tools.
- Reviewing potential locations, dates, and logistical requirements.
- Considering strategic themes and priorities to be included in the planning session.
- Reviewing background materials, environmental scans, and preparatory documents.
- Providing recommendations to Council regarding the scope and structure of the Strategic Planning Session.
- Reviewing budget needs and resource requirements for the planning session.

B. Advisory Functions

The Committee shall also:

- Act as a sounding board for Administration during the development of planning options.
- Provide advice on public engagement considerations, if applicable.
- Ensure alignment between session design and Council’s vision, goals, and strategic direction.
- Review its own Terms of Reference annually and propose revisions if required.

3. Powers and Authority

The Committee may:

- Receive information and reports related to strategic planning.
- Provide recommendations to Council through motions.
- Refer matters to Administration for research or further development.
- Make procedural motions consistent with the County's Procedure Bylaw.

The Committee does not possess decision-making or spending authority. All recommendations require Council approval. The Committee does not hear public presentations.

4. Composition

- The Committee consists of three (3) members of Council, appointed annually at the Organizational Meeting.
- The Reeve may serve as an-officio member of the Committee.
- The CAO and Legislative Coordinator will attend meetings as non-voting resources.

5. Chair and Vice Chair

- The Chair is elected by the Committee at its first meeting following the organizational meeting, also for a one-year term.
- The Vice Chair is elected by the Committee at its first meeting following the organizational meeting, also for a one-year term.
- In the absence of the Chair, the Vice Chair assumes all chairing responsibilities.

6. Meetings

- Meetings are scheduled quarterly, with additional meetings at the Chair's call.
- Meetings are conducted in accordance with the Municipal Government Act, Access to Information Act, Protection of Privacy Act, and Lethbridge County's Procedure Bylaw.
- Meetings are open to the public unless held in closed session for permitted reasons under legislation.

7. Quorum and Attendance

- Quorum consists of two members of Council.
- Meetings are attended by:
 - CAO or designate
 - Legislative Services support

- Subject matter experts, as needed

8. Agenda and Reporting

- Agendas and information packages are prepared by Administration and distributed prior to the meetings.
- Minutes are recorded and provided to Council.
- Oral reports may be presented at Council meetings where appropriate.

9. Administrative Support

Administration is responsible for:

- Preparing agendas and minutes
- Coordinating meetings
- Providing policy, legal, and procedural advice as necessary
- Assisting with research and preparation of background materials

10. Definitions

- **Administration:** Staff and operations under the direction of the CAO.
- **Council:** The elected governing body of Lethbridge County.
- **CAO:** Chief Administrative Officer of Lethbridge County.
- **Council Policy:** Council-approved guidance directing County operations.
- **Procedure Bylaw:** The bylaw regulating meeting proceedings.
- **Organizational Meeting:** The annual meeting at which Council appointments and schedules are set.

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 25-031

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A STRATEGIC PLANNING COMMITTEE**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c M-26, section 145, a Council may pass bylaws in relation to the establishment, functions and procedures to be followed by council Committees and other bodies;

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

1. BYLAW TITLE

1.1 This bylaw shall be cited as the "Strategic Planning Committee Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a. "Administration" means operational staff under the direction of the Chief Administrative Officer.
- b. "CAO" means the Chief Administrative Officer of Lethbridge County.
- c. "Committee" means the Strategic Planning Committee established under this Bylaw.
- d. "Council" means the Council of Lethbridge County.
- e. "Organizational Meeting" means the annual meeting at which Council makes appointments and sets schedules.

3. PURPOSE

3.1 The purpose of this Bylaw is to establish the Strategic Planning Committee as a standing committee of Council responsible for providing advice, guidance, and recommendations related to the preparation and coordination of the County's Strategic Planning Session.

3.2 The Committee shall support Council by reviewing potential facilitators, session formats, planning materials, locations, timelines, and related logistics.

4. AUTHORITIES GRANTED

4.1 The Committee is advisory only and holds no final decision-making authority. The Committee may make recommendations to council which council may then adopt, reject, amend and adopt or provide further instructions to the Committee before making a decision and providing direction on the Committee's recommendation.

5. MANDATE AND DUTIES

5.1 Strategic Planning Functions

The Committee shall:

- a. Review potential facilitators and planning session coordinators;
- b. Evaluate proposed session structures, formats, methodologies, and planning tools;
- c. Review and recommend potential locations, dates, and logistical arrangements;
- d. Review preparatory materials, strategic themes, and relevant background documentation;
- e. Provide strategic feedback to Administration during development of planning options;
- f. Review budget considerations associated with the planning process;
- g. Conduct informal deliberation on matters relevant to the Strategic

Planning Session.

5.2 Advisory Functions

The Committee shall:

- a. Ensure alignment between session planning and Council’s strategic direction;
- b. Consider public engagement requirements, if applicable;
- c. Review its Terms of Reference annually and recommend amendments as needed.

6. TERMS OF REFERENCE

6.1 The Committee Terms of Reference are established separately by Council and may be amended by Council resolution.

7. COMMITTEE COMPOSITION AND TERM OF APPOINTMENT

7.1 The Committee shall consist of:

- a. Three (3) members of Council, appointed annually at the Organizational Meeting;
- b. The Reeve may serve as an ex-officio member;
- c. CAO and Legislative Coordinator;
- d. Administrative support staff, as required

7.2 Council members shall serve until the next Organizational Meeting or until a successor is appointed.

7.3 A quorum shall consist of any two (2) Council members.

8. MEETINGS AND REPORTING

- 8.1 Meeting shall be held at the call of the Chair or CAO.
- 8.2 Meetings shall comply with the Municipal Government Act, Access to Information Act, Protection of Privacy Act and the County’s Procedural Bylaw.
- 8.3 Meetings are open to the public unless closed for reasons permitted under legislation.
- 8.4 Administration shall prepare meeting agendas and packages.
- 8.5 Minutes shall be recorded.
- 8.6 Oral reports may be provided as needed.

9. DISSOLUTION

9.1 The Committee may be dissolved by Council at any time by resolution.

10. SEVERABILITY

10.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

11. EFFECTIVE DATE

11.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Reeve and Chief Administrative Officer

GIVEN first reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

GIVEN second reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

GIVEN third reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Bylaw 25-032 - Governance & Human Resources Committee Bylaw & Amended Terms of Reference
Meeting: Council Meeting - 04 Dec 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Candice Robison, Legislative Coordinator & Executive Assistant Approved - 02 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration is presenting Bylaw 25-032 – Governance & Human Resources Committee *Bylaw* and the amended Governance & Human Resources Committee Terms of Reference for Council approval. These documents are being brought forward to ensure that all internal Council committees comply with the Municipal Government Act (MGA), specifically section 145, which requires committees of Council to be formally established by bylaw and their functions and procedures clearly articulated.

RECOMMENDATION:

MOVED that Council approves the Governance & Human Resources Committee Terms of Reference as amended.

MOVED that Bylaw 25-032 Governance & Human Resources Committee Bylaw be read a first time.

MOVED that Bylaw 25-032 Governance & Human Resources Committee Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-032 Governance & Human Resources Committee Bylaw.

MOVED that Bylaw 25-032 Governance & Human Resources Committee Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Adoption of the Bylaw and Terms of Reference will ensure consistent governance practices, provide clarity regarding the Committee's mandate, and support alignment with provincial legislation and internal policy frameworks.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council appointed members to the Governance & HR Committee at the Organizational Meeting.

BACKGROUND INFORMATION:

Bylaw 25-032 formally establishes the Governance & Human Resources Committee as a standing committee of Council. The Committee's role includes oversight of governance practices, review of human resource strategies, support for Council's strategic goals, and assistance with senior leadership evaluation processes.

The Bylaw outlines:

- The Committee's governance and human resource mandates;
- Its advisory role and lack of final decision-making authority;
- Composition requirements, including three Council members appointed annually at the Organizational Meeting.

The Terms of Reference were initially approved by Council on July 10. Minor amendments were subsequently required to align with the final Bylaw, including updates to composition language from all of Council to three members of Council.

ALTERNATIVES / PROS / CONS:

Council could request amendments to the bylaw or terms of reference.

Council could not approve the bylaw, terms of reference or both.

FINANCIAL IMPACT:

No financial impact in approving the bylaw or terms of reference.

LEVEL OF PUBLIC PARTICIPATION:**Inform****Consult****Involve****Collaborate****Empower****ATTACHMENTS:**

[Governance & HR Committee Terms of Reference](#)

[Bylaw 25-032 - Governance & HR Committee Bylaw](#)

Governance & Human Resources Committee Terms of Reference

| Approved [Month XX, 20XX] | Last Revised [Month XX, 20XX]

1. Purpose

The Governance & Human Resources Committee (the “Committee”) is a Standing Committee of Lethbridge County Council. Its purpose is to provide oversight, guidance, and support to Council and Administration on governance practices, human resource strategy, organizational effectiveness, and senior leadership performance.

The Committee serves as a forum for informal deliberation, helping to ensure the County’s strategic goals and workforce management practices align with Council’s vision and municipal legislation.

2. Functions and Responsibilities

A. Governance Functions

The Committee is responsible for:

1. Monitoring progress on Council’s strategic goals.
2. Providing input on governance-related bylaws and policy frameworks.
3. Reviewing department and project reports for information and discussion.
4. Receiving updates and providing direction on key initiatives.
5. Responding to changes in provincial and federal legislation affecting the County.
6. Reviewing Council policies before presentation to full Council.
7. Providing strategic feedback on matters requiring fulsome discussion.

8. Develop and oversee a comprehensive onboarding program for newly elected and returning members of Council.

B. Human Resources Functions

The Committee shall also:

1. Recommend and oversee the performance evaluation framework for the Chief Administrative Officer (CAO).
2. Review the County's compensation policies and guidelines.
3. Review the CAO's succession planning and organizational development strategy.
4. Review major proposed changes to the management structure.
5. Review external commitments of the CAO for potential conflicts.
6. Recommend to Council the CAO's annual compensation package.
7. Review the Committee's own terms of reference annually and propose revisions if needed.

3. Powers and Authority

The Committee may:

- Direct or refer matters to Administration.
- Make procedural motions consistent with the County's Procedure Bylaw.
- Receive information and reports.
- Recommend actions or policies to Council for final decision.

The Committee does **not** hear public presentations. Public input is handled through other designated committees or regular Council meetings.

4. Composition

- The Committee consists of three (3) members of Council, appointed annually at the Organizational Meeting.
- The Reeve may serve as an-officio member of the Committee.

- The CAO, HR Appointed Representative and Legislative Coordinator will attend meetings as non-voting resources, except where matters of their performance or compensation are discussed.

5. Chair and Vice Chair

- The Chair is elected by the Committee at its first meeting following the organizational meeting, also for a one-year term.
- The Vice Chair is elected by the Committee at its first meeting following the organizational meeting, also for a one-year term.
- In the absence of the Chair, the Vice Chair assumes all chairing responsibilities.

6. Meetings

- Meetings are scheduled quarterly, with additional meetings at the Chair's call.
- Meetings are conducted in accordance with the Municipal Government Act, Access to Information Act, Protection of Privacy Act, and Lethbridge County's Procedure Bylaw.
- Meetings are open to the public unless held in closed session for permitted reasons under legislation.

7. Quorum and Attendance

- Quorum consists of two members of Council.
- Meetings are attended by:
 - Senior Leadership Team or delegates
 - Legislative Services support
 - Subject matter experts, as needed

8. Agenda and Reporting

- Agendas and information packages are prepared by Administration and distributed prior to the meetings.
- Minutes are recorded and provided to Council.
- Oral reports may be presented at Council meetings where appropriate.

9. Administrative Support

Administration is responsible for:

- Preparing agendas and minutes
- Coordinating meetings
- Providing policy, legal, and procedural advice as necessary

10. Definitions

- **Administration:** Staff and operations under the direction of the CAO.
- **Council:** The elected governing body of Lethbridge County.
- **CAO:** Chief Administrative Officer of Lethbridge County.
- **Council Policy:** Council-approved guidance directing County operations.
- **Procedure Bylaw:** The bylaw regulating meeting proceedings.
- **Organizational Meeting:** The annual meeting at which Council appointments and schedules are set.

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 25-032

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A GOVERNANCE AND HUMAN RESOURCES COMMITTEE**

WHEREAS, pursuant to the Municipal Government Act, RS.A. 2000, c M-26, section 145, a Council may pass bylaws in relation to the establishment, functions and procedures to be followed by council Committees and other bodies;

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

1. TITLE

- 1.1 This bylaw shall be cited as the "Governance & Human Resources Committee Bylaw".

2. DEFINITIONS

- 2.1 In this Bylaw,
- a. "Administration" means operational staff under the direction of the Chief Administrative Officer.
 - b. "CAO" means the Chief Administrative Officer of Lethbridge County.
 - c. "Committee" means the Governance & Human Resources Committee established under this Bylaw.
 - d. "Council" means the Council of Lethbridge County.
 - e. "Council Policy" means policy approved by Council that directs municipal operations.
 - f. "Organizational Meeting" means the annual meeting at which Council makes appointments and sets schedules.

3. PURPOSE

- 3.1 The purpose of this Bylaw is to establish the Governance & Human Resources Committee as a standing committee of Council responsible for providing oversight, guidance, and support on governance practices, reviewing and advising on human resource strategy and organizational effectiveness, supporting Council's strategic goals, assisting in the performance evaluation processes for senior leadership, and facilitating in-depth and informal deliberation on matters requiring fulsome discussion.

4. AUTHORITIES GRANTED

- 4.1 The Committee is advisory only and holds no final decision-making authority. The Committee may make recommendations to council which council may then adopt, reject, amend and adopt or provide further instructions to the Committee or Administration before making a decision and providing direction on the Committee's recommendation.

5. MANDATE AND DUTIES

5.1 Governance Functions

The Committee shall:

- a. Monitor progress on Council's strategic goals;
- b. Provide input on governance-related bylaws and policy frameworks;
- c. Review department and project reports for information and discussion;
- d. Receive updates and provide direction on key initiatives;
- e. Respond to changes in legislation affecting the County;
- f. Review Council policies prior to presentation to full Council;
- g. Provide strategic feedback on matters requiring in-depth discussion; and
- h. Develop and oversee the onboarding program for newly elected and returning Council members.

5.2 Human Resources Functions

The Committee shall:

- a. Recommend and oversee the CAO performance evaluation framework;
- b. Review compensation policies and guidelines;
- c. Review succession planning and organizational development strategies;
- d. Review major changes to the management structure;
- e. Review CAO external commitments for potential conflicts;
- f. Recommend the CAO's annual compensation package; and
- g. Review its Terms of Reference annually and propose revisions if needed.

6. TERMS OF REFERENCE

- 6.1 The Committee Terms of Reference are established separately by Council and may be amended by Council resolution.

7. COMMITTEE COMPOSITION AND TERM OF APPOINTMENT

7.1 The Committee shall consist of:

- a. Three (3) members of Council, appointed annually at the Organizational Meeting;
- b. The Reeve may serve as an-officio member of the Committee.
- c. The CAO, HR Appointed Representative and Legislative Coordinator shall attend meeting as administrative resources,

- except where their performance or compensation is discussed;
- d. Administrative support staff, as required
- 7.2 Council members shall serve until the next Organizational Meeting or until a successor is appointed.
- 7.3 A quorum shall consist of any two (2) Council members.

8. CHAIR AND VICE CHAIR

- 8.1 The Committee shall elect a Chair at its first meeting following the Organizational Meeting.
- 8.2 The Committee shall elect a Vice Chair at its first meeting following the Organizational Meeting.
- 8.3 In the absence of the Chair, the Vice Chair shall assume all chairing responsibilities.

9. MEETINGS AND REPORTING

- 9.1 Meetings shall be held quarterly, with additional meetings at the call of the Chair.
- 9.2 Meetings shall comply with the Municipal Government Act, Access to Information Act, Protection of Privacy Act and the County's Procedural Bylaw.
- 9.3 Meetings are open to the public unless held in closed session for reasons permitted under legislation.
- 9.4 Agendas and meetings packages shall be prepared by Administration and distributed prior to the meeting.
- 9.5 Minutes shall be recorded and provided to Council. Oral reports may be provided as needed.

10. DISSOLUTION

- 10.1 The Committee may be dissolved by Council at any time by resolution.

11. SEVERABILITY

- 11.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

12. EFFECTIVE DATE

- 12.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Reeve and Chief Administrative Officer.

GIVEN first reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

GIVEN second reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

GIVEN third reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Bylaw 25-033 - Access to Information Act (ATIA) Bylaw & Bylaw 25-034 Protection of Privacy Act (POPA) Bylaw
Meeting: Council Meeting - 04 Dec 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 02 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Provincial Government has replaced the FOIP Act with two new statutes: the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). As a result, all Alberta municipalities are required to update their bylaws, administrative structures, and internal processes to reflect these legislative changes.

Bylaw 25-033 (*Access to Information Act Bylaw*) designates a Head for Lethbridge County under the ATIA and authorizes the setting of fees as permitted under the new regulation.

Bylaw 25-034 (*Protection of Privacy Act Bylaw*) designates a Head for POPA purposes, requires the establishment of a Personal Information Bank Directory, and mandates creation of a Privacy Management Program, as required under the new legislation and regulation.

These bylaws are required for compliance with the Province's new statutory framework and will replace the former FOIP bylaw (Bylaw 19-042), which is repealed under Bylaw 25-033.

RECOMMENDATION:

MOVED that Bylaw 25-033 Access to Information Act Bylaw be read a first time.

MOVED that Bylaw 25-033 Access to Information Act Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-033 Access to Information Act Bylaw.

MOVED that Bylaw 25-033 Access to Information Act Bylaw be read a third time.

MOVED that Bylaw 25-034 Protection of Privacy Act Bylaw be read a first time.

MOVED that Bylaw 25-034 Protection of Privacy Act Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-034 Protection of Privacy Act Bylaw.

MOVED that Bylaw 25-034 Protection of Privacy Act Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The Province has repealed FOIP and introduced ATIA and POPA, requiring municipalities to adopt bylaws compliant with new legislative requirements.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council passed the former FOIP Bylaw in 2019.

BACKGROUND INFORMATION:

The FOIP Act has been replaced by two new acts:

1. Access to Information Act (ATIA) – governing access to information requests.
2. Protection of Privacy Act (POPA) – governing collection, use, safeguarding, and disclosure of personal information.

Municipalities must now:

- Designate a Head under both Acts.
- Implement new fee schedules for information requests.
- Publish required personal information banks.
- Establish a Privacy Management Program.

Bylaw 25-033 - Access to Information Act

This bylaw:

- Designates the Chief Administrative Officer (CAO) as the Head under the ATIA.
- Allows the CAO to delegate responsibilities, except the power to delegate further.
- Establishes that fees charged for ATIA requests must comply with the provincial Access to Information Act Regulation (AR 133/2025).
- Repeals Bylaw 19-042, which was based on the FOIP Act.

Bylaw 25-034 - Protection of Privacy Act

This bylaw:

- Designates the CAO as the Head for POPA purposes.
- Requires the County to establish and maintain a Directory of Personal Information Banks.
- Requires a Privacy Management Program, as mandated under POPA and the Ministerial Regulation (AR 143/2025).
- Allows the CAO to designate a staff member as the Privacy Officer.

A Personal Information Bank (PIB) is a collection of personal information that is:

- Organized or retrievable by an individual's name,
OR
- Identifying number, symbol, or other unique identifier
(e.g., employee number, account number, customer ID).

POPA requires municipalities to identify, document, and publish all PIBs in a formal directory.

A Privacy Management Program must include:

Documented Policies & Procedures, Designation of a Privacy Officer (or contact), Security Classification System + Safeguards, Privacy Incident / Breach Management & Complaint Procedures, Staff Training & Awareness, Regular Review & Governance / Accountability Framework, Privacy-by-Design & Data Use Rules (including non-personal data, automated systems) & Timing / Implementation Deadline.

ALTERNATIVES / PROS / CONS:

Council could request amendments to the bylaws.

Council could not approve the bylaws.

FINANCIAL IMPACT:

No financial impact in approving the bylaws.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 25-033 - ATIA Bylaw](#)

[Bylaw 25-034 - POPA Bylaw](#)

LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA

BYLAW 25-033

A BYLAW TO DESIGNATE A PERSON AS THE HEAD FOR LETHBRIDGE COUNTY FOR THE PURPOSES OF THE ACCESS TO INFORMATION ACT AND TO SET FEES THEREUNDER

WHEREAS, pursuant to section 98 (a) of the *Access to Information Act*, SA 2024, c A-1.4, Lethbridge County must designate a person or group of persons as the head of the local public body for the purposes of the Act;

AND WHEREAS pursuant to section 98 (b) of the *Access to Information Act*, SA 2024, c A-1.4, Lethbridge County may set any fees the municipality requires to be paid under section 96, which must not exceed the fees provided for in the *Access to Information Act Regulation AR 133/2025*;

NOW THEREFORE, the Council of Lethbridge County in the Province of Alberta, duly assembled and under the authority of the *Municipal Government Act*, RSA 2000 c M-26, as amended, hereby enacts the following:

1.0 TITLE

1.1 This bylaw shall be cited as the “Access to Information Bylaw”.

2.0 DEFINITIONS

2.1 In this bylaw,

- a) “Act” means the *Access to Information Act*, SA 2024, Chapter A-1.4;
- b) “Applicant” has the same meaning as defined in the Act;
- c) “Chief Administrative Officer” means the person appointed as the Chief Administrative Officer under section 205 of the *Municipal Government Act*, RSA, 2000, Chapter M-26 or designate;
- d) “County” means Lethbridge County

3.0 PURPOSE

3.1 The purpose of this Bylaw is to establish the administrative structure of Lethbridge County in relation to the *Access to Information Act*, and to set fees thereunder.

4.0 DESIGNATED HEAD

4.1 For the purpose of section 98 of the Act, the Chief Administrative Officer is designated as the Head of Lethbridge County.

4.2 The Chief Administrative Officer may delegate, in writing, to any person any power, duty or function of the Head under the Act, except the power to delegate.

5.0 FEES

5.1 Where an Applicant is required to pay a fee for services under the *Access to Information Act* the fee payable is in accordance with the *Access to Information Act Regulation, AR 133/2025*, as amended from time to time or any successor regulation that sets fees to access information.

6.0 SEVERABILITY & REPEAL

- 6.1 Should any provision of this Bylaw be deemed invalid then such invalid provision will be severed from this Bylaw and such severance will not affect the validity of the remaining portions of this bylaw except to the extent necessary to give effect to such severance.
- 6.2 Bylaw 19-042 is hereby repealed.

7.0 EFFECTIVE DATE

- 7.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Reeve and Chief Administrative Officer.

GIVEN first reading this ____ day of _____, 2025.

Reeve

Chief Administrative Officer

GIVEN second reading this ____ day of _____, 2025.

Reeve

Chief Administrative Officer

GIVEN third reading this ____ day of _____, 2025.

Reeve

Chief Administrative Officer

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW 25-034

A BYLAW TO DESIGNATE A PERSON AS THE HEAD FOR LETHBRIDGE COUNTY FOR THE PURPOSES OF THE PROTECTION OF PRIVACY ACT, TO ESTABLISH A DIRECTORY OF PERSONAL INFORMATION BANKS AND TO ESTABLISH A PRIVACY MANAGEMENT PROGRAM

WHEREAS, pursuant to section 55(1) of the *Protection of Privacy Act*, SA 2024, c P-28.5, Lethbridge County may delegate to any person any power, duty of function of the head under this Act, except the power to delegate;

AND WHEREAS pursuant to section 55(2) of the *Protection of Privacy Act*, SA 2024, c P-28.5, a delegation under section 55(1) must be in writing and may contain any conditions or restrictions the head of the public body considers appropriate;

AND WHEREAS pursuant to section 57(2) of the *Protection of Privacy Act*, SA 2024, c P-28.5, the head of Lethbridge County must publish a directory, in printed or electronic form, that lists Lethbridge County’s personal information banks; and

AND WHEREAS pursuant to section 6(1) of the *Protection of Privacy Act (Ministerial) Regulation*, Alta Reg 143/2025, Lethbridge County must establish a Privacy Management Program;

NOW THEREFORE, the Council of Lethbridge County in the Province of Alberta, duly assembled and under the authority of the *Municipal Government Act*, RSA 2000 c M-26, as amended, hereby enacts the following:

1.0 TITLE

1.1 This bylaw shall be cited as the “Protection of Privacy Bylaw”.

2.0 DEFINITIONS

2.1 In this bylaw,

- a) “Act” means the *Access to Information Act*, SA 2024, Chapter A-1.4;
- b) “Chief Administrative Officer” means the person appointed as the Chief Administrative Officer under section 205 of the *Municipal Government Act*, RSA, 2000, Chapter M-26 or designate;
- c) “County” means Lethbridge County;
- d) “Personal Information Bank” means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual;
- e) “Privacy Management Program” means a privacy management program established and implemented under section 25 of the *Protection of Privacy Act* (POPA);
- f) “Regulation” means the *Protection of Privacy Act (Ministerial) Regulation*, Alta Reg 143/2025.

3.0 PURPOSE

3.1 The purpose of this Bylaw is to establish the administrative structure of Lethbridge County in relation to the *Protection of Privacy Act*, and to establish a directory of personal information banks and a privacy management program.

4.0 DESIGNATED HEAD

4.1 For the purpose of the Act, the Chief Administrative Officer is designated as the Head of Lethbridge County.

4.2 The Chief Administrative Officer may delegate, in writing, to any person any power, duty or function of the Head under the Act, except the power to delegate.

5.0 PRIVACY OFFICER

5.1 For the purposes of the Act, the Chief Administrative Officer shall designate a member of Lethbridge County staff as the Privacy Officer.

6.0 SEVERABILITY

6.1 Should any provision of this Bylaw be deemed invalid then such invalid provision will be severed from this Bylaw and such severance will not affect the validity of the remaining portions of this bylaw except to the extent necessary to give effect to such severance.

7.0 EFFECTIVE DATE

7.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Reeve and Chief Administrative Officer.

GIVEN first reading this _____ day of _____, 2025.

Reeve

Chief Administrative Officer

GIVEN second reading this ____ day of _____, 2025.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2025.

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: Bylaw 25-035 - 2026 Schedule of Fees Bylaw
Meeting: Council Meeting - 04 Dec 2025
Department: Corporate Services
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 02 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Bylaw 25-035 introduces an updated Schedule of Fees for Lethbridge County, effective January 1, 2026, rescinding the previous Bylaw 25-001. The proposed bylaw aligns with the Municipal Government Act (MGA) to ensure transparency, fairness, and cost recovery for various County services, including planning, development, public works, fire services, and administrative functions.

RECOMMENDATION:

MOVED that Bylaw 25-035 - 2026 Schedule of Fees Bylaw be read a first time.

MOVED that Bylaw 25-035 - 2026 Schedule of Fees Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-035 - 2026 Schedule of Fees Bylaw.

MOVED that Bylaw 25-035 - 2026 Schedule of Fees Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The Schedule of Fees bylaw was reviewed by each department to determine if rate increases were required based on current costs and if they align with neighboring municipality's fees. Fee adjustments allow the County to maintain or improve service levels without shifting undue financial burden onto taxpayers.

PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 25-001 - Schedule of Fees was last passed on January 24, 2025.

BACKGROUND INFORMATION:

The adoption of Bylaw 25-035 introduces a revised Schedule of Fees for Lethbridge County, replacing Bylaw 25-001. The updates aim to align County services with current operational costs, market trends, and regulatory standards. Key differences between the two bylaws include:

Planning and Development:

The layout of the planning and development section was changed. The majority of the information remains the same. Demolition fees were increased from \$50 to \$100.

Administration - Finance

Assessment Review Board Complaints for non-residential were increased from \$350 to \$650 to be more in alignment with what others charge for non-residential complaints.

NSF Cheque Charge was changed to Returned/Dishonored Payments Charge.

Fire Services:

Section 1a & 9a were amended to reflect the current fire services agreements.

Public Works

The Equipment Rentals, Materials & Outside Invoicing - Custom Work section was amended to "Custom work performed by Lethbridge County for Intermunicipal Government Agencies, Water Co-ops, and Lethbridge Regional Waste Management Commission, or other third parties, fees shall be calculated using the current Alberta Roadbuilders & Heavy Construction Association (ARHCA) Equipment Rental Rates Guide. The ARHCA rate in effect on the date of service will apply, including any related costs such as mobilization, materials, or standby time".

Community Aggregate Payment Levy was increased from \$0.30 to \$0.33 per tonne.

ALTERNATIVES / PROS / CONS:

Alternatives:

- Council may modify the fees or change the suggested increases.
- Council could continue with the previous rates set.

FINANCIAL IMPACT:

The revised fee structure is expected to enhance cost recovery for various County services

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 25-035 - 2026 Schedule of Fees Bylaw DRAFT](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BY-LAW 25-03501

BEING A BY-LAW INTRODUCED FOR THE PURPOSE
OF ESTABLISHING A SCHEDULE OF FEES

WHEREAS Lethbridge County deems it expedient to set and review, as necessary, from time to time various fees of the County, and

WHEREAS in accordance with the Municipal Government Act, Chapter M-26 RSA 2000 and amendments thereto, the County for a municipality may set fees for goods and services provided;

NOW THEREFORE the Council of Lethbridge County, in the Province of Alberta, duly assembled enacts and adopts the Schedule of Fees, attached to and forming Schedule “A” of this By-Law and;

THAT this By-Law shall come into force and effect January 1, 202625 and;

THIS By-Law shall hereby rescind previous By-Law 25-00124-006.

GIVEN first reading this 24 day of JanuaryDecember, 2025.

Reeve

Chief Administrative Officer

GIVEN second reading this 24 day of JanuaryDecember, 2025.

Reeve

Chief Administrative Officer

GIVEN third reading this 24 day of JanuaryDecember, 2024.

Reeve

Chief Administrative Officer

SCHEDULE “A”

Notation: GST charges where applicable.

A. PLANNING AND DEVELOPMENT

1. 4.– Planning

<u>Fee Description</u>	<u>Rate</u>
<u>Intermunicipal Development Plan Amendments or Intermunicipal Development Plan Amendments</u>	<u>\$2,500.00</u>
<u>Area Structure Plan – New</u>	<u>\$2,500.00</u>
<u>Area Structure Plan –Amendment</u>	<u>\$1,500.00</u>
<u>Land Use Bylaw Amendment – Conventional District</u>	<u>\$1,500.00</u>
<u>Land Use Bylaw Amendment – Direct Control District</u>	<u>\$2,000.00</u>

2. Development

<u>Fee Description</u>	<u>Rate</u>		
	<u>Permitted Use</u>	<u>Discretionary Use</u>	<u>Waiver</u>
<u>Agricultural Buildings – requiring a permit</u>	<u>\$200.00</u>	<u>\$300.00</u>	<u>\$200.00 additional fee</u>
<u>Residential</u>			
<u>a. Home Occupations</u>	<u>\$150.00</u>	<u>\$300.00</u>	<u>\$200.00 additional fee</u>
<u>b. Single Detached Dwelling</u>	<u>\$200.00</u>	<u>\$300.00</u>	
<u>c. Duplex/semi-detached Dwelling</u>	<u>\$300.00</u>	<u>\$300.00</u>	
<u>d. Multi-unit apartments & townhouses</u>	<u>=</u>	<u>\$300.00 plus \$50.00 per unit</u>	
<u>e. Addition to a Dwelling</u>	<u>\$200.00</u>	<u>\$300.00</u>	
<u>f. Accessory Buildings/Structures/Decks for residential use</u>	<u>\$150.00</u>	<u>\$300.00</u>	
<u>g. Demolition</u>	<u>\$100.00</u>	<u>\$100.00</u>	
<u>* If applying for more than one Building or Use on the parcel, the Building/Use with the highest fee applies plus \$50.00 per additional Permitted Building/Use or \$100.00 per additional Discretionary Building/Use.</u>			
<u>Commercial /Industrial</u>			
<u>Change of use or additional use</u>	<u>\$200.00</u>	<u>\$300.00</u>	<u>\$200.00 additional fee</u>
<u>New Buildings, with an area</u>			
<u>a. Less than 500 square metres</u>	<u>\$300.00</u>	<u>\$400.00</u>	
<u>b. 500 to 2,000 square metres</u>	<u>\$500.00</u>	<u>\$600.00</u>	
<u>c. 2,001 to 5,000 square metres</u>	<u>\$750.00</u>	<u>\$850.00</u>	
<u>d. Over 5,000 square metres</u>	<u>\$1,500.00</u>	<u>\$1600.00</u>	
<u>Demolition</u>	<u>\$100.00</u>	<u>\$100.00</u>	
<u>Solar Collectors</u>			
<u>a. less than 12 acres</u>	<u>\$600.00</u>		
<u>b. 12 acres or more</u>	<u>\$1,200.00</u>		
<u>Wind Energy Conversion Systems</u>	<u>\$250.00 per tower</u>	<u>\$350.00 per tower</u>	
<u>Signs</u>	<u>\$150.00</u>	<u>\$300.00</u>	
<u>Resource Extraction Permits</u>			
<u>a. less than 12 acres</u>	<u>\$600.00</u>		
<u>b. 12 acres or more</u>	<u>\$1,200.00</u>		
<u>h. Telecommunication</u>	<u>\$500.00 + mailing fees</u>		
<u>Public Institutional</u>	<u>To be determined in accordance with the appropriate use.</u>		

* If the Development has commenced prior to obtaining a development permit, the fees shall be doubled.

1.3. Development Agreement

Fee Description	Rate
<u>Deposit (as required)</u> <u>Deposit will go towards the Development Agreement Fees, including development agreement fees, inspection fees, and plan examination fees.</u>	<u>\$1,000.00</u>
<u>Development Agreement Fee</u> <u>Required at the time of signing the agreement.</u>	<u>\$100.00 per \$10,000 of the estimated cost of the local improvements to a maximum of \$1,500.00</u>
<u>Site Inspection Fees (as required)</u> <u>Required at the time of signing the agreement.</u>	<u>\$700.00 for two inspections</u> <u>Each additional inspection will be \$350.00 (invoiced to the developer)</u>
<u>Plans Examination (as required)</u> <u>Based on the engineers estimated cost of the municipal improvements:</u> <u>a. Up to \$500,000</u> <u>b. Over \$500,000</u> <u>c. Maximum fee</u> <u>d. External review by an engineer is required as determined by the County.</u>	<u>\$1.00 per \$1,000</u> <u>\$0.50 per \$1,000</u> <u>\$1,000</u> <u>Actual cost + 10%</u>
<u>Development Agreement Security Deposit</u> <ul style="list-style-type: none"><u>• The developer must provide to the County, 100% of an engineer's stamped and certified estimated cost for the supply and installation for municipal improvements included in the agreement (this does not include installation of shallow utilities) due upon signing the development agreement.</u><u>• The security deposit must be in the form of a letter of credit or cash.</u><u>• At the discretion of the County, up to 90% of the security deposit can be released upon issuance of the Construction Completion Certificate for a particular municipal improvement.</u><u>• Remaining security is returned upon issuance of the Final Acceptance Certificate as long as there are no deficiencies.</u>	

2.4. Other Planning and Development Services

Fee Description	Rate
<u>Compliance Letters</u>	<u>\$100.00</u>
<u>Compliance Letter – same day service (if available)</u>	<u>\$150.00</u>
<u>Zoning Confirmation Letter</u>	<u>\$50.00</u>
<u>Caveat Discharge (per release)</u>	<u>\$75.00</u>
<u>Encroachment Agreement Application</u>	<u>\$200.00</u>
<u>Encroachment Agreement Fees</u> <u>a. no more than 0.05 metres encroachment, and a Letter of Consent is requested</u> <u>b. more than 0.05 metres encroachment</u>	<u>\$50.00</u> <u>50% of the previous year assessed value of the owners land per square metre</u> <u>X</u> <u>the total encroachment area (in square metres)</u>

<u>Subdivision & Development Appeal Board Fee</u>	<u>\$500.00</u>
<u>Road Closure Application Fee through bylaw process</u>	<u>\$1,500.00</u>
<u>Road Closure Application Fee through Council Resolution process</u>	<u>\$1,000.00</u>
<u>Sale of Closed Road Allowance - Request Council to sell previously closed road allowance (land price to be determined at the time of request)</u>	<u>\$500.00</u>
<u>Sale of Closed Road Allowance - Processing fee (preparation of transfer Docs)</u>	<u>\$1,500.00</u>
<u>Road Allowance License Application (5 year period)</u>	<u>\$200.00</u>
<u>Road Allowance License</u>	<u>Pasture \$20.00 per acre per year</u> <u>Cultivated \$40.00 per acre per year</u>
<u>Road Allowance Public Access Sign</u>	<u>\$50.00 per sign</u>
<u>Leasing of Farm Land – Application Fee</u>	<u>\$200.00</u>
<u>Leasing of Farm Land</u>	<u>Pasture \$25.00 per acre per year</u> <u>Cultivated \$60.00 per acre per year</u>
<u>Information Requests</u>	<u>\$50 per hour, minimum 1 hour</u>
<u>Copy of:</u> <u>Land Use Bylaw</u> <u>Engineering Standards & Guideline's Manual</u> <u>Joint Intermunicipal Plan(s)</u> <u>Municipal Development Plan</u>	<u>\$50.00</u> <u>\$100.00 (plus GST)</u> <u>\$50.00</u> <u>\$50.00</u>

Schedule of Fees for Specified Services

<u>Land Use Bylaw Amendments:</u>	
a) Conventional LUB Amendments	\$1,500.00
b) Direct Control LUB Amendments	\$2,000.00
New Area Structure Plan or Area Re-development Plan	\$2,500.00
Amendment to Area Structure Plan or Area Re-development Plan	\$1,500.00
Municipal Development Plan or Intermunicipal Development Plan Amendments	\$2,500.00
<u>2. Agricultural Buildings</u>	
a) Requiring a permit – permitted use	\$200.00
b) Requiring a permit – discretionary use	\$300.00
<u>3. Development for Residential Use</u>	
a. Home Occupations	\$150.00
b. Single Detached Dwelling	\$200.00
c. Duplex/Semi-detached Dwelling	\$300.00
d. Multi-unit apartments & townhouses	\$300.00
	plus 50.00 per unit
e. Addition to dwellings	\$200.00
f. Accessory buildings/structures for residential use	\$150.00
g. Decks	\$100.00
h. Discretionary Uses**	\$300.00
<u>4. Development for Commercial & Industrial Uses</u>	
a. Change of use or additional use:	

- Permitted	\$200.00
- Discretionary	\$300.00
b. New buildings with an area:**	
i) less than 500 square metres	\$300.00
ii) 500 to 2,000 square metres	\$500.00
iii) 2,001 to 5,000 square metres	\$750.00
iv) over 5,000 square metres	\$1,500.00

**Applications requiring notification (i.e. discretionary), add
 additional: \$100.00

5. Public Institutional Uses

Fees will be determined in accordance with the appropriate use.

6. Signs as required:	
a) Permit – permitted use	\$150.00
b) Permit – discretionary use	\$300.00
7. <u>Resource Extraction Permits</u>	
a) Less than 12 acres	\$600.00
b) 12 acres or more	\$1,200.00
8. <u>Wind Energy Conversion Systems – Commercial</u>	\$250.00
	per tower
9. <u>Solar Collectors – Commercial</u>	
a) Less than 12 acres	\$600.00
b) 12 acres or more	\$1,200.00
10. <u>Demolition – where permit required</u>	\$50.00
11. <u>Unauthorized Development</u>	

When an application is made after development has commenced or occurred, the above fees shall be doubled.

12. <u>Waivers</u>	
Applications requesting waivers to a standard of the Land Use By-Law shall include additional fee of:	\$200.00
13. <u>Road Closures</u>	
Application Fee for Closure, Sale or Lease of Road Allowance through By-Law process	\$1,500.00
Application Fee for Closure, Sale or Lease of Road Allowance through Council Resolution process	\$1,000.00
14. <u>Sale of Road Allowance</u> (Price to be determined at time of request)	
Request to Council to sell previously closed road allowance if new By-Law is not required	\$500.00
Processing fee (preparation of transfer documents)	\$1,500.00
15. <u>Application for Road Allowance License of Occupation</u>	\$200.00
16. <u>Road Allowance License of Occupation</u> (5 year period)	
Pasture – \$20.00 /acre/year	
Cultivated – \$40.00/acre/year	
17. <u>Transfer of Road Allowance License of Occupation</u> (From one lessee to another)	\$200.00
18. <u>Leasing of Farm Land – Application Fee</u>	\$200.00
Pasture – \$25.00/acre/year	
Cultivated – \$60.00/acre/year	
or value submitted	

_____ or accepted through the tender process. _____

19. ~~Development Agreement Application Deposit (as required)~~ _____ \$1,000.00

_____ a) ~~Deposit will go towards the Development Agreement~~

_____ Fees including:

_____ i) ~~Development Agreement Fees~~

_____ ii) ~~Inspection Fees~~

_____ iii) ~~Plans Examination Fees~~

20. ~~Development Agreement Fee**~~

_____ a) ~~\$100.00 per \$10,000 of the estimated cost of the local~~
_____ ~~improvements to a maximum of \$1,500.00.~~

_____ **Fee is required up front at the time of signing the
_____ Development Agreement.

21. ~~Development Agreement Site Inspection Fees (as required):~~

_____ a) ~~\$700.00 for two inspections**~~

_____ b) ~~Each additional inspection will be \$350.00 (invoiced~~
_____ ~~to the developer)~~

_____ **Fee is required up front at the time of signing the
_____ Development Agreement.

22. ~~Development Agreement Plans Examination** (as required)~~

_____ Fees are based on the engineers estimated cost of the
_____ local improvements.

_____ a) ~~First \$500,000 – \$1.00 / \$1,000~~

_____ b) ~~Over \$500,000 – \$0.50 / \$1,000~~

_____ c) ~~Maximum fee of \$1,000~~

_____ **If an external review by an engineer is required by the County,
_____ the developer will pay the actual costs + 10%.

23. Development Agreement Security Deposit:

**The developer must provide to the County, 100% of an engineer's stamped and
certified estimated cost for the supply and installation local improvements included
in the agreement (this does not include installation of shallow utilities) due upon
signing of the development agreement.**

The security deposit must be in the form of a letter of credit or cash.

**At the discretion of the County, up to 90% of the security deposit can be released
upon issuance of the Construction Completion Certificate for a particular local
improvement.**

**Remaining security is returned upon issuance of the Final Acceptance Certificate
as long as there are no deficiencies.**

24. ~~Other Planning & Development Department Services~~

_____ a) ~~Compliance Letters~~ _____ \$100.00

_____ b) ~~Compliance Letter – same day service (if available)~~ _____ \$150.00

_____ c) ~~Zoning Confirmation Letter~~ _____ \$50.00

_____ d) ~~Caveat Discharge (per release)~~ _____ \$75.00

_____ e) ~~Encroachment Agreement Application~~ _____ \$200.00

25. ~~Subdivision & Development Appeal Fee~~ _____ \$500.00

26. ~~Copy of Land Use By-Law~~ _____ \$100.00

27. ~~Engineering Standards & Guidelines Manual (plus GST)~~ _____ \$100.00

28. ~~Copy of Joint Intermunicipal Plan(s)~~ _____ \$50.00

29. ~~Copy of Municipal Development Plan~~ _____ \$50.00

5. 43 Street Future Intersection Improvements

~~- Intersection Upgrade est (2019) \$930,600 divided over 163.45 acres~~

~~- Annual Inflation percentage added at 2.00%~~

30. ~~43rd Street Future Intersection Improvements~~

_____ ~~- Intersection Upgrade Est. (2019) \$930,600 divided over 163.45 acres~~

— Annual Inflation Percentage added at 2.00%

Year	Per Acre Value	Annual Inflation
2019	\$5,693.48	0
2020	\$5,807.35	113.87
2021	\$5,923.50	116.15
2022	\$6,041.97	118.47
2023	\$6,162.81	120.84
2024	\$6,286.06	123.26
2025	\$6,411.78	125.72
2026	\$6,540.02	128.24
2027	\$6,670.82	130.80
2028	\$6,804.24	133.42
2029	\$6,940.32	136.08
2030	\$7,079.13	138.81
2031	\$7,220.71	141.58
2032	\$7,365.12	144.41
2033	\$7,512.43	147.30
2034	\$7,662.67	150.25
2035	\$7,815.93	153.25
2036	\$7,972.25	156.32
2037	\$8,131.69	159.44
2038	\$8,294.33	162.63

B. ADMINISTRATION – FINANCE

1. County map/booklets are subject to Canada Post rates
2. Tax Roll Certificate (per parcel) \$45.00
3. Assessment Review Board Complaints
 - Residential & Farmland \$50.00
 - Non-Residential ~~\$650.00~~\$350.00
 - Business Tax \$50.00
4. Tax & Assessment Information
 - a. \$75.00/hour of Staff time
 - b. Computer generated forms (i.e. hard copies) – \$1.00 per page
plus programming fees if required
 - c. Tax Notification Fee \$50.00
 - d. Reprinting Property Assessment & Tax Notices \$5.00
5. Photocopies
 - a. Photocopies of minutes (per page) \$1.00
 - b. Non-County use (per copy) \$1.00
 - c. Government agencies (per copy) \$0.25
 - d. Reduction/Enlargement (per copy) \$0.25
 - e. Printed copy of Annual Report (color) \$50.00
 - f. Printed copy of Annual Report (black & white) \$25.00
6. NSF-ChequeReturned/Dishonoured Payments Charge \$35.00
7. General Accounts Receivable

All accounts are due 30 days from invoice date. Any invoices due after 30 days will be charged 2% interest per month. Past due reminders will be sent out after 30 days. Accounts outstanding for more than 90 days will be subject to the legal processes available through legislation. The account holder will be responsible for all fees associated with the collection of the account.
8. Schedule of Fees – Search Request and Other Services Not Otherwise Covered
 - a. All requests for information other than as specified above shall be accompanied by a search request letter as well as a non-refundable search processing fee of \$50.00 per hour. Minimum \$50.00 charge per request.

- b. In the event the information requested requires an archival search, there will be an additional non-refundable processing fee of \$50.00.
- c. Formal FOIP request \$25.00 plus applicable charges as per FOIP Act/Regulations.

C. **FIRE SERVICES**

- 1. Fees for a Fire Services Department(s) Responding to any Emergency Calls
 - a. Fees for Lethbridge County contracted Fire Service Departments responding to all emergency type incidents within the region, the fee will be calculated ~~from the time the initial call was received and will cease when the fire department notifies that they are back in service.~~ as per the current fire services agreement.
- 2. Cause and/or origin of the incident will determine whether the individual or the registered property will be invoiced fees for the fire service response. Fees may be divided equally if warranted.

- Fees apply for the following responses:
- a. Vehicle fires or accidents
 - b. Traffic control on roads
 - c. Grass or wildland fires
 - d. Structure fires
 - e. Cancelled calls
 - f. Standby for dangerous good incidents and controlled burns
 - g. Any other response by fire services is subject to a fee at the discretion of the county.

- 3. Fee Schedule per hour:

Engine Unit	as per Alberta Transportation Rates
Quint (elevated master stream)	as per Alberta Transportation Rates
Tender (water hauler)	as per Alberta Transportation Rates
Rescue Vehicle	as per Alberta Transportation Rates
Wildland/ Bush Truck	as per Alberta Transportation Rates
Command/ Utility	as per Alberta Transportation Rates

All Lethbridge County Heavy Equipment required as additional resources for emergency events will be billed as per the Alberta Transportation Engine Rates

- 4. Special Events:
 - Fire Department Stand-by rates for special events will be as per Alberta Transportation Rates per unit/hour.

Fire equipment listed above shall be billed at a minimum of one hour per piece of apparatus and in 15-minute increments after the first hour

- 5. Other Fees:

Fire Permits	\$0
Fire Works Permits	
Low Level - per event	\$0
High Hazard (including pyrotechnics) – per event (requires fire safety inspection)	\$66 per half hour
Fire safety inspections	
Initial inspection	\$0
Follow up inspection	\$0
Re-inspection with fire code violations	\$66 per half hour
<i>Time incurred for travel and administration will be charged at same rate</i>	
Fire investigations per investigator	\$66-per half hour

All fires where property is damaged or destroyed must be investigated as per the Alberta Safety Codes Act and will align with the Lethbridge County Fire Quality Management Plan (QMP)

Time incurred for travel and administration will be charged at the same rate

6. Fees for Requested Fire Inspection and Investigation Services including but not limited to:
 - a. Provision of fire inspection and investigation services by a Lethbridge County accredited Fire Safety Codes Officer will be \$66 per ½ hour.
 - b. Time incurred for travel and administration will be charged at the same rate.
7. Fees for Fire Service Department(s) Responding to a False Alarm: (per calendar year)
 - a. The first response related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists– no charge.
 - b. Second response related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists - \$360
 - c. Third and subsequent responses related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists - Alberta transportation rates per responding unit/hour.
8. Fees for smoke investigations or fire report responses:
 - a. Fees for smoke or fire response where a fire is permitted and meets burn permit conditions – No charge
 - b. Fees for smoke or fire response where a fire is permitted but does not meet burn permit conditions - Alberta transportation rates per responding unit, per hour. Fire may be extinguished, and fines may also be applicable.
 - c. Fees for smoke or fire response for non-permitted fire - Alberta transportation rates per responding unit, per hour. Fire will be extinguished, and fines will be applicable.
9. Fees for Fire Responses to a Call for Municipal Mutual Aid:
 - a. Fees for fire responses to calls for municipal mutual aid will be invoiced as per the current [Southern Alberta Emergency Management Resource Sharing Agreement \(SAEMRSA\) fire services agreement.](#)

10. Extraordinary Events:

The County retains the right to review all emergency/fire events and where extraordinary circumstances exist, may adjust invoicing amounts other than the dollar amounts listed herein.

This may include: outside resources brought in on request of Fire Services to mitigate fire spread, large department response, purposefully burning during fire ban/restriction, etc.

Extraordinary event determination at discretion of the County.

D. PUBLIC WORKS

1. Sign Requests – At cost plus installation costs.
2. Permits - Valid up one (1) year of issuance. A non-refundable Administration Fee of \$100.00 will be withheld for each cancelled approach, crossing, and right-of-access/waiver requests.
3. Approaches – New approach approvals

	- Permitting and inspections – includes widening of existing	\$400
4.	<u>Water or Sewer Line Crossings on Road Allowance</u>	
	- Permitting and inspections	\$400
5.	<u>Pipeline Crossings of Road Allowance</u>	
	- Permitting and inspections	\$400
6.	<u>Buried Electrical and Utility Line Installation & Rural Crossing Regulations</u>	
	- Permitting and inspections	\$400
7.	<u>Seismic Operations Permit</u>	
	- Permitting and inspections	\$400
8.	<u>Right of Access/Waiver Requests (no GST)</u>	
	a. Existing Approaches	\$75
	b. Road Allowances	\$75
	c. Proximity Requests	\$75
	d. Utilicorp Facilities & Poles	\$75
9.	<u>Equipment Rentals, Materials & Outside Invoicing – Custom Work</u>	
	<p><u>Custom work performed by Lethbridge County for Intermunicipal Government Agencies, Water Co-Ops, and Lethbridge Regional Waste Management Services Commission, or other third parties, fees shall be calculated using the current Alberta Roadbuilders & Heavy Construction Association (ARHCA) Equipment Rental Rates Guide. The ARHCA rate in effect on the date of service will apply, including any related costs such as mobilization, materials, or standby time.</u>a) <u>Intermunicipal Government Agencies, Water Co-ops and Lethbridge Regional Waste Management Services Commission – Equipment, materials and wages at cost plus 10%.</u></p> <p>b) For all other custom work completed, materials and wages at cost plus 10% and equipment will be charged according to the Alberta Roadbuilders & Heavy Construction Association current rates.</p>	
10.	<u>Overweight & Over dimension Vehicle Permit Fees</u>	
	Alberta Transportation's Transportation Vehicle Routing and Information System - Multi-Jurisdiction (TRAVIS-MJ) – Fixed Municipal Fee - \$20.00/per permit.	
11.	<u>Road Haul Use Agreement (Non-refundable fee)</u>	
	- Pre and Post Inspection and Administration	\$400.00
12.	<u>Dust Control (Non-refundable fee)</u>	
	Dust Control product per lineal meter (minimum length of 100 meters up to a maximum of 200 meters)	\$6.50/meter
	Overage of 200 meters	\$13.00/meter
13.	<u>Community Aggregate Payment Levy</u>	
	The levy rate to be applied throughout Lethbridge County in calculating the amount of the levy is \$0.330 per tonne of sand and gravel.	

E. AGRICULTURAL SERVICE BOARD

1. All equipment at Alberta Roadbuilders & Heavy Construction Association current rates.
2. Grass seed at cost plus 10%
3. Chemicals at cost plus 10%
4. Fertilizers at cost plus 10%
5. Backpack sprayers at cost plus 10%
6. Skunk traps at cost plus 10%
7. Brillion drills - \$210.00 minimum or \$7.00 per acre
8. Administration of Weed Notices – direct costs plus 50% (indirect charge to a maximum of \$500)

F. GEOPHYSICAL REQUESTS

- | | | |
|----|--|----------|
| 1. | Pre & Post Inspection Fee (per inspection) | \$200.00 |
|----|--|----------|

G. GIS SCHEDULED FEES

Item	Client Price
Custom Work/Map Making (per hour, minimum 1 hour.)	\$70.00
8.5" x 11" & 11" x 17" - Hard copy maps	\$5.00
Wall Maps	\$30.00
Map Booklets	\$35.00

H. MISCELLANEOUS

The County reserves the right to implement charges required to cover the costs of services or materials supplied that are not specifically noted herein.

AGENDA ITEM REPORT



Title: Bylaw 25-036 - 2026 Utility Rate Bylaw
Meeting: Council Meeting - 04 Dec 2025
Department: Development & Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 02 Dec 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Through the annual budget process, the utility rates are reviewed and adjusted to reflect any anticipated increases for the upcoming year and to ensure cost recovery of operations is maintained. Any increases that have been determined by Administration are included within the Budget and are presented to Council during budget deliberations for implementation in the upcoming year.

When considering the utility rate adjustments, the County follows any increases imposed by the City of Lethbridge as they provide water treatment services for the County. The City of Lethbridge has proposed significant increases to rates in 2026, which has been accounted for within the proposed Bylaw.

Administration reviews asset replacement requirements and factors these future costs for reserve amount considerations. These are based on numerous factors such as Tangible Capital Asset Policy, Asset Management data, field-level assessments and industry standards for life cycle replacement.

The Utility Rate Bylaw has been amended as attached for Council review and approval to align with the budget.

RECOMMENDATION:

MOVED that Bylaw 25-036 - 2026 Utility Rate Bylaw be read a first time.

MOVED that Bylaw 25-036 - 2026 Utility Rate Bylaw be read a second time.

MOVED that Council consider third reading of Bylaw 25-036 - 2026 Utility Rate Bylaw.

MOVED that Bylaw 25-036 - 2026 Utility Rate Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County's utility rates should reflect annual increases to ensure cost recovery for operations and transfers to reserves for future capital replacement are maintained.

PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 25-002 - 2025 Utility Rate Bylaw was approved on January 24, 2025.

BACKGROUND INFORMATION:

In 2025, the current Utility Rate Bylaw Schedule "A" was passed which encompasses the majority of water, wastewater and solid waste services. Schedule "B" is specific to the RAVE subdivision as a stormwater improvement levy. Upon presentation and approval of the annual budget, the Utility Rates require updating to ensure the County meets its budget revenue projections within the Utility Department.

Noted proposed changes for 2026:

- A 50% increase has been applied to most water consumption fees - aligning with the City of Lethbridge proposed increases.
- A 6% increase per cubic meter and 3% increase the flat rates has been applied to the Hamlet of Fairview and RAVE Industrial Park wastewater service charges to reflect the City of Lethbridge increase.

As noted, these increases primarily reflect the City's rate increase for water or wastewater rate which are anticipated to take effect January 1, 2026.

ALTERNATIVES / PROS / CONS:

The rate increase could be changed as per Council direction to differing amounts than what is contained within the current bylaw revision.

PRO - No change to rates for utility users in 2026

CON - The annual budget will require revision and will significantly reduce revenue.

FINANCIAL IMPACT:

The increases are intended to cover the operating costs, water treatment service costs, and capital recovery of the infrastructure.

LEVEL OF PUBLIC PARTICIPATION:

Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 25-036 - 2026 Utility Rates Bylaw](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW 25-036

BEING A BYLAW INTRODUCED FOR THE PURPOSE
OF ESTABLISHING A UTILITY RATE BYLAW

WHEREAS Lethbridge County deems it expedient to set and review, on an annual basis utility rate fees of the County, and

WHEREAS in accordance with the Municipal Government Act, Chapter M-26 RSA 2000 and amendments thereto, the County for a municipality may set fees for goods and services provided;

NOW THEREFORE the Council of Lethbridge County, in the Province of Alberta, duly assembled enacts and adopts the Utility Rates, attached to and forming Schedule “A” and Schedule “B” of this Bylaw and;

THAT this Bylaw shall come into force and effect January 1, 2026, and;

THIS Bylaw shall hereby rescind previous Bylaw 25-002.

GIVEN first reading this 4th day of December, 2025.

Reeve

Chief Administrative Officer

GIVEN second reading this 4th day of December, 2025

Reeve

Chief Administrative Officer

GIVEN third reading this 4th day of December, 2025.

Reeve

Chief Administrative Officer

SCHEDULE "A"

UTILITIES

The charges below apply to both water and wastewater.

1. Billing Process

All utility bills will be sent to the property owners. Meters are read monthly by utility operations staff.

2. Utility System Accounts

Overdue accounts are subject to a penalty of 1.5% per month on outstanding amounts. Accounts which are greater than 60 days overdue will have services disconnected. Accounts which are greater than 90 days overdue will have the outstanding balances transferred to the Tax Roll.

3. Connection Fees

- a. Re-connection – If service is disconnected because of an overdue account, the owner must pay the re-connection fee of \$200 and the outstanding balance before service is restored. Re-connection will be during regular working hours only and within 24 hours of notification of payment.
- b. New utility customers will be charged a \$200 connection fee.
- c. Temporary Water Shut Off - once water service is turned back on a reconnection fee of \$200 will apply. Re-connection will be during regular working hours only and within 24 hours of notification of payment.
- d. All new utility customers in the RAVE and Frontier Industrial Parks will be charged the following connection fees as applicable from the current year's City of Lethbridge bylaw for water and wastewater service connections.

4. Disconnect Fees

- a. Reconnect for non-payment or temporary water shut off - \$200
- b. Disconnecting old water service connection at water main for abandonment – all costs associated for labour, material, and equipment charges.
- c. Disconnecting old wastewater service for abandonment – all costs associated for labour, material and equipment plus G.S.T.

5. **Meter Installation and Inspection**

- a. Market cost for meter plus \$200 post inspection fee. Installation by third party service provider.

6. **Meter Test Charge**

- a. Up to 50mm - \$200
- b. 50 – 75mm - \$400
- c. Over 75 mm - \$800
- d. Manual Meter Readings - \$100

7. **Water Service Charge (Monthly Billing)**

- a. Residential Service - \$48.00 per month base charge plus \$2.65 per cubic meter.
- b. County of Lethbridge Rural Water Association Distribution System - \$1.49/m³
- c. Lethbridge North County Potable Water Coop Distribution System - \$1.55/m³
- d. RAVE Industrial Park - \$162.50 monthly flat fee plus \$2.65/m³ consumption charge.
- e. Frontier Industrial Park - \$162.50 monthly flat fee plus \$2.65/m³ consumption charge.
- f. Broxburn Industrial Park
 - i. Potable/Treated Water: \$8.81/m³ plus \$15.00 monthly flat fee
 - ii. Raw Water: \$2.30/m³ plus \$79.50 monthly flat fee
- g. Commercial Users – Meter size greater than 150 mm (6 inches) – \$1.76/m³.
- h. Other Commercial Users - \$48.00 monthly flat fee plus \$2.53/m³
- i. Iron Springs Water Association - \$2.65/m³ plus \$1100 monthly flat fee

8. **Truck Fill Sales**

- a. 4.75/m³
- Water key tags - \$50 per tag

9. <u>Wastewater Service Charge</u>	<u>Residential</u>	<u>Commercial</u>
a. Hamlets (Diamond City, Monarch, Shaughnessy, Turin)	\$30.50	\$58.00
b. Fairview (monthly flat fee)	\$94.00	\$106.00

- c. RAVE Industrial Park: \$96.00 monthly flat fee plus 1.80/m³ of water consumption
- d. Broxburn Industrial Park: \$150.00 monthly flat fee plus \$3.06/m³ of water consumption

<u>Stub-In Charges</u>	<u>Residential</u>	<u>Commercial</u>
f. Monarch – Existing stub-in	\$2,500.00	\$2,500.00
From January 2005 pay back	\$37.17/month	\$37.17/month

10. Garbage Collection

- a. Street Side Pick-up - \$25.00 per month per residence
- b. Rollaway Curbside Bin – replacement charge: \$200

12. Storm Water Drainage

Rave Subdivision - \$0.034/m²of property area

RAVE Industrial Subdivision – Storm Water Improvement Levy

Property	Storm Water Improvement Levy	Monthly Payment	Total Annual Payment	Start Date	End Date
Lot 3, Block 3, Plan 011773	\$11,989.75	\$69.29	\$831.45	March 1/2015	March 1/2035
Lot 4, Block 3, Plan 011773	\$10,356.68	\$59.85	\$718.20	March 1/2015	March 1/2035
Lot 1, Block 3, Plan 9312509	\$9,140.64	\$52.82	\$633.87	March 1/2015	March 1/2035
Lot 5, Block 2, Plan 9312509	\$4,971.52	\$28.73	\$344.76	March 1/2015	March 1/2035
Lot 4, Block 1, Plan 1113171	\$94,028.37	\$543.38	\$6,520.54	March 1/2015	March 1/2035
Lot 4, Block 1, Plan 1113171	\$80,663.23	\$466.14	\$5,593.71	March 1/2015	March 1/2035
Lot 2, Block 3, Plan 9312509	\$13,203.53	\$76.30	\$915.62	March 1/2015	March 1/2035
Lot 4, Block 2, Plan 9312509	\$16,549.90	\$95.64	\$1,147.68	March 1/2015	March 1/2035
Lot 6, Block 2, Plan 9312509	\$4,961.35	\$28.67	\$344.05	March 1/2015	March 1/2035
<i>Lot 3, Block 2, Plan 9312509</i>	\$18,248.51	\$105.46	\$1,265.47	March 1/2015	March 1/2035
<i>Lot 3, Block 1, Plan 9312509</i>	\$11,795.36	\$68.16	\$817.97	March 1/2015	March 1/2035
<i>Lot 4, Block 1, Plan 9312509</i>	\$13,516.58	\$78.11	\$937.33	March 1/2015	March 1/2035
<i>Lot 1, Plan 8211420</i>	\$13,448.77	\$77.72	\$932.63	March 1/2015	March 1/2035
Lot 7, Block 2, Plan 011773	\$9,668.42	\$55.87	\$670.47	March 1/2015	March 1/2035
Lot 9, Block 2, Plan 0614634	\$35,068.51	\$202.66	\$2,431.88	March 1/2015	March 1/2035
Lot 2, Block 1, Plan 8910227	\$31,384.23	\$181.37	\$2,176.39	March 1/2015	March 1/2035

14 November 2025

Dear Colleagues, Partners, and Community Leaders,

You may recall prior conversations with colleagues at the University of Lethbridge about our academic aspirations to launch a new engineering program for Alberta. We have completed the curriculum design and internal approvals and are now assembling the package for review and approval at the Campus Alberta Quality Council (CAQC).

Our new 4-year engineering degree builds on our highly successful 1st year engineering transfer program in partnership with the University of Alberta as well as our commitment to serving our region, smaller urban communities, and rural partners. That 1st year program is currently delivering an exceptional engineering education to more than 100 students.

Following significant consultation with the engineering, agriculture, and business communities across Southern Alberta, we are moving ahead with the development of an Integrated Engineering degree program. This is a unique degree program that does not duplicate existing program offerings. It further provides a specialized educational experience in Southern Alberta and captures the entrepreneurial spirit that has produced so much innovation and economic development. The recent transition of Lethbridge College to Lethbridge Polytechnic further affords a unique collaborative degree experience that will meet Canadian Engineering Accreditation Board (CEAB) requirements alongside Government of Alberta expectations.

Both the University of Lethbridge and Lethbridge Polytechnic employ several Professional Engineers on our academic staff, delivering curriculum and conducting research at our respective institutions. And with both President Digvir Jayas and myself holding P.Eng. status, it is particularly timely for us to proceed with this academic plan.

As we complete the package of materials for the CAQC and Ministry of Advanced Education, I seek a **letter of support** from you to emphasize the importance of delivering a full 4-year engineering degree program outside Calgary and Edmonton. Not only do we have strong evidence that students are more likely to remain in communities where they train, but we know that this model creates a regional recruitment and retention strategy for highly skilled professionals.

I have provided a few key points below that I hope you will find useful in preparing your letter. As the CAQC package must be assembled in December, I am hopeful that you will be able to **provide your letter of support by December 5**. Please let me know if you require more time and information, as we have a small window beyond that date to collect the information required.

Sincerely,



Dena W. McMartin, PhD, PEng, FEC, FCSSE

Key Points

- The University of Lethbridge's proposed engineering program focused on Integrated Engineering represents a new engineering program that does not duplicate existing engineering education options in Alberta.
- The University of Lethbridge is committed to delivering degree programs that address skilled and professional employment needs in rural and smaller urban regions of our province.
- The innovative curriculum design including applied science and technology experiences at Lethbridge Polytechnic and delivered by Professional Engineers demonstrates the fundamental values of design thinking that incorporates both theory and practice.
- The University of Lethbridge has a strong tradition and track record of academic excellence and program delivery, including the 1st year engineering degree transfer program in partnership with the University of Alberta.
- The 1st year engineering degree transfer program has grown to more than 100 students in 2025/26.
- The proposed University of Lethbridge engineering program aligns with institutional expertise, capacity, and opportunities to expand professional, externally accredited degree programs.
- The unique location and value-proposition of this program include integration of the benefits of proximity to Canada's largest First Nations community (Kainai/Blood Tribe) and close partnerships with all four communities of the Blackfoot Confederacy.
- There is a significant need for additional engineering seats and academic opportunities in Alberta, with lengthy waiting lists of highly qualified prospective students at both University of Calgary and University of Alberta.
- Launching a collaborative Integrated Engineering program at the University of Lethbridge and Lethbridge Polytechnic makes sense geographically and economically and contributes to the strong entrepreneurial environment of southern Alberta.
- The University of Lethbridge's commitment to enhancing and contributing to Canada's Premier Food Corridor™ will be advanced through the delivery of the Integrated Engineering degree.
- The curriculum will focus on engineering for diverse and extensive industry, business, and community needs in Alberta and around the world, assuring that the proposed engineering degree meets the needs of both our province and the international community.



Supporting the future of Southern Alberta's most important industry - Agriculture!

Dear Agricultural Scholarship Program Sponsors & Friends of Agriculture,

The Organizing Committee for the Rotary Club of Lethbridge East's \$10,000 Agricultural Scholarship Program would like to update you on our advance planning for the annual 2026 Scholarship Gala Event. We would also like to confirm our ongoing commitment to assist in the development of future agricultural leaders of Southern Alberta. We continue to be simply amazed at the quality of our past recipients. Their ongoing contributions to agriculture in southern Alberta are many.

Over the past seven years, we have awarded eighteen \$10,000 scholarships (a total of \$180,000) to Southern Alberta's top agricultural students. These scholarships accomplish many things. These funds allow students to complete their studies with less financial indebtedness. Further, students use the funds to attend agricultural events and courses that they may not have been able to afford otherwise. These \$10,000 scholarships are the largest agriculture-related scholarships in Canada. We selected this level of support to recognize the significance of agriculture to the Southern Alberta economy. This year, it is our intent, to also sponsor a small number of high school students' participation in agriculture educational programs.

The Rotary Club of Lethbridge East would like to thank each and every one of you for your generous, broad-based support in the past whether as:

- A sponsor.
- A contributor to the silent auction;
- An attendee at the Gala Event;
- A purchaser of silent auction items and 50/50-draw tickets.

We couldn't do this without your continued active participation.

The 2026 Scholarship Gala Event will be held at the Coast Lethbridge Hotel & Conference Centre on Thursday, March 5th, 2026. Again, this year, attendees will be treated to the renowned cuisine of Sky & Table. In 2026, we expect to award at least three \$10,000 Agricultural Scholarships to tomorrow's agricultural leaders. More information may be obtained by visiting our web site at:

Rotary Ag Scholarship - \$10,000 Agriculture Scholarship in Lethbridge

We trust that you will continue to support the Rotary \$10,000 Agricultural Scholarship Program this year by being a sponsor, a donor, or an attendee at the Gala evening on Thursday, March 5th, 2026.

The Organizing Committee
8th Annual Rotary Ag Scholarship Program
Rotary Club of Lethbridge East



Sponsorship Opportunities

March 5th, 2026
Coast Hotel Lethbridge

DIAMOND SPONSOR - \$10,000

Includes 2 tables of 8 with VIP preferred seating
Promotion on Rotary AG Scholarship website, plus print and radio/TV media
Event Literature
Logo signage at the Event

GOLD SPONSOR - \$5,000

Includes 1 table of 8 with VIP preferred seating
Promotion on Rotary AG Scholarship website, plus print and radio/TV media
Event Literature
Logo signage at the Event

SILVER SPONSOR - \$2,500

4 Dinner Tickets with VIP preferred seating
Promotion on Rotary AG Scholarship website, plus print and radio/TV media
Event Literature
Logo signage at the Event

BRONZE SPONSOR - \$1,000

2 Dinner Tickets with VIP preferred seating
Promotion on Rotary AG Scholarship website, plus print and radio/TV media
Event Literature
Logo signage at the Event

info@rotaryagscholarship.ca



4 OUR VETERANS COALHURST

Box 708
Coalhurst, AB T0L 0V0



Request for a Raffle Prize, Silent Auction

Dear Sir / Madam

I am writing you on behalf of our Non-Profit Organization, 4 OUR VETERANS COALHURST. We are currently planning our 1st Annual New Years Eve Formal Gala fundraising event taking place on December 31, 2025, at the Coalhurst Community Centre. 100% of all profits will be going to the **Alta Veterans** organization. The event will consist of a buffet dinner, door prizes, raffle, music supplied by entertainer Jackie French a Time Bandits plus a midnight champagne lunch. We will be offering a drive home service to get patrons and their vehicles home safely.

4 OUR VETERANS COALHURST is a not-for-profit organization, Charitable Organization #358640, that was recently started by residents Lonni, Ryan, Dan and Tonya to assist our local veterans in need. Our motto is "They stood up for us - Let's stand up for them." By having this event we hope to be able to help alleviate some of the stress that our veterans live with daily.

Our request to you currently is for a donation to help make our event a success. We would be more than thrilled if your company would donate a gift basket, gift certificate or an actual product from your company. We are also hoping for 1 or 2 major sponsor that would consider donating a large ticket item. If your company would consider a more significant donation, please call Lonni to discuss this. Every donator will be acknowledged at the event plus on our Facebook page. All donators will receive a charitable donation receipt to be used on your income tax form.

In closing, I wish to thank you in advance for any donation you choose to provide. We appreciate your help in making this event a roaring success.

Thank you 

Lonni Plourd
President

4 OUR VETERANS COALHURST
403-308-8778



November 24, 2025

To: Lethbridge City Council
(cityclerk@lethbridge.ca)

Lethbridge County Council
(mailbox@lethcounty.ca)

From: Braum Barber, Southern Alberta Group for the Environment
(info@sage-environment.org)

Re: Palliser Airshed

The [Alberta Airsheds Council](#) has been building a network to monitor air quality including nitrogen oxides typically from engine combustion, sulphur dioxides from flaring of natural gas, ground level ozone, and fine particulate matter less than 2.5 micrometers. These common air pollutants are known to harm human health, exacerbating asthma and cardio-vascular disease. The Air Quality Health Index (AQHI) based on these indicators rates the level of risk and the need to take precautions during extreme air quality events like wildfire smoke. It is an important source of information for people vulnerable to poor air quality.

As indicated on the map of Alberta, the City of Lethbridge and Lethbridge County remain unrepresented by an airshed society. Each of the groups shown is an arms-length, not-for-profit organization that maintains community air monitoring stations, monitors air quality databases, and provides science-based monthly reports to participating members. The groups also support public awareness through school and community presentations and provide insights to decision-makers on strategies to mitigate source pollutants and reduce the impact of air pollution on people.

The [Palliser Airshed Society](#) was established in 2003 and covers the region of southeastern Alberta. They currently maintain four continuous monitoring sites (Medicine Hat, Brooks, Hanna, and Raymond), sixteen passive sampling sites, and over 20 micro-sensors distributed throughout the region.



The Palliser Airshed Society would consider expanding its region to include the City of Lethbridge and Lethbridge County. Joining an airshed would provide an opportunity for the Lethbridge region to establish baseline data on air quality and inform the public when precaution is advisable. The Palliser Airshed provides expertise to decision-makers and offers concise, science-informed monthly reports on regional air quality to participating members. As an arms-length organization, there would be no dedicated personnel required within local governments, except a representative to the Society. As part of an airshed, there is a high return on investment as resources are leveraged from the financial support provided by governments, industry and communities. The funding support for participation in an airshed would be roughly ten cents per capita (\$10,000 for the City of Lethbridge, and \$1000 for Lethbridge County).

Air quality is an important factor for the quality of life and health benefits for all residents, and can be life-saving for those who are more vulnerable.

A recent [study](#) concluded that: “Air pollution is recognized globally as a leading risk factor for premature mortality based on an established database of international epidemiological studies and toxicological investigations. Comprehensive risk assessments performed by Health Canada (2013, 2016) have concluded that, based on extensive research and assessment, exposures to PM2.5, NO2, and ozone have been found to exert the largest population health impacts in Canada.” Furthermore, the report shares: “Health Canada estimates that in 2016, 15,300 premature deaths in Canada could be attributed to air pollution from PM2.5, NO2, and ozone. Nonfatal health outcomes attributable to air pollution include 35 million acute respiratory symptoms days, 2.7 million asthma symptom days and 8,100 emergency room visits. The total economic value of adverse air pollution health impacts is estimated to be \$120 billion per year (2016 CAD), equivalent to 6% of total real gross domestic product in 2016.”

Simply, air quality has very real social and economic impacts on our region – and risk attenuation offers real value. The Southern Alberta Group for the Environment would encourage both the City of Lethbridge and Lethbridge County to consider become a participating partner in the Palliser Airshed Society. We would be pleased to make a presentation on the importance of joining the Palliser Airshed Society and answer questions at your convenience.

Braum Barber

Subject: Inquiry - Letter of Support - Modernization of Centre Core (Lethbridge Polytechnic)

Hi Trevor,

I know you are fresh into your new role, but I wanted to reach out with this formal ask to either you, or someone within the county.

As I had mentioned to you during our Tariff Response meetings, we are in the early stages of a capital ask to both modernize and reimagine our Centre Core, and we are reaching out to a small group of key community partners to request early letters of support that help demonstrate the need and alignment for this project. I know this is a very busy time of year and that the request comes with short notice and a quick turnaround, so we truly appreciate you considering this request.

The Centre Core modernization is an important initiative for Lethbridge Polytechnic and for the future of Lethbridge and southern Alberta. As the heart of our campus, it is where students access supports, connect with one another and navigate their learning experience. Reimagining this space will improve the student experience, strengthen workforce development, and support long-term economic growth. It will also serve as a pathway for new programs in key sectors, ensuring our offerings evolve with labour market needs. With upgraded facilities, we can continue increasing domestic enrollment and keep more learners in southern Alberta as they train, build their careers and contribute to regional prosperity.

- This project enables new program pathways in sectors essential to southern Alberta's future.
- It expands student capacity in high-demand fields to meet evolving labour needs.
- It grows domestic enrollment and strengthens the region's local talent pool.
- Modern, flexible spaces reduce costs and support responsive program delivery.
- The design improves accessibility and supports stronger student success.

We are reaching out to you as a community partner, to consider providing a letter of support. This does not involve any financial commitment, but it does help demonstrate why this modernization is important for our city, region and our long-term workforce needs. I have attached a short template to make the process easy, and you are welcome to tailor it to your organization's voice and perspective.

If you are open to providing a letter, we would appreciate receiving it by **December 3, 2025**. I am happy to discuss any details or answer any questions.

I look forward to continuing our work together to strengthen Lethbridge and southern Alberta as a destination for education, opportunity, and long-term prosperity.

Thanks Trevor.

Bry

Bryon Anderson (He/Him)

Director, Government and Public Affairs

President's Office

Tel. 403-320-3250 **Cel.** 403-894-8186 **Office.** CE2337

3000 College Drive S., Lethbridge, AB T1K 1L6



**LETHBRIDGE
POLYTECHNIC**

BE READY.®



December 4, 2025

Hon. Myles McDougall
Minister of Advanced Education
107 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6

Dear Minister McDougall,

On behalf of Lethbridge County, I am pleased to express our strong support for Lethbridge Polytechnic's Centre Core Modernization Project. As a critical partner in developing the workforce and economic capacity of southern Alberta, Lethbridge Polytechnic plays an essential role in meeting the evolving needs of our region's employers, industries, and communities. This modernization is both timely and strategically aligned with long-term regional prosperity.

The Centre Core is the hub where students access supports, build connections, and navigate their academic journey. Reimagining and modernizing this space will significantly enhance the student experience while enabling the Polytechnic to expand capacity, strengthen program delivery, and adapt to shifting labour market demands. These upgrades are essential to ensuring learners have access to modern, flexible, and accessible environments that promote success and retention.

Lethbridge County has a long-standing relationship with Lethbridge Polytechnic, and many of our local industries rely directly on the institution's graduates. The Centre Core modernization will help create new program pathways in sectors vital to our region—including agriculture, agri-food processing, manufacturing, aviation, trades, technology, and health care. These enhancements will support increased domestic enrolment, grow the local talent pool, and keep more learners in southern Alberta as they train, build careers, and contribute to long-term economic growth.

Importantly, this project will also strengthen the Polytechnic's ability to respond quickly and effectively to employer needs. Modernized spaces will reduce operational barriers, support responsive program delivery, and enhance accessibility for all learners. These improvements will help ensure that the institution remains competitive, innovative, and positioned to meet the workforce demands of today and tomorrow.

Con't.../2

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

www.lethcounty.ca



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



Page 2

As a committed regional partner, Lethbridge County recognizes the broad value of this project and the strong alignment it has with economic development across southern Alberta. We respectfully encourage your consideration and support of the Centre Core modernization as an investment that will benefit students, employers, and the long-term economic sustainability of our entire region.

Thank you for your attention and for your continued commitment to strengthening Alberta's post-secondary system and the future of our communities.

Sincerely,

Tory Campbell
Reeve
Lethbridge County

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

www.lethcounty.ca



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



RECEIVED
NOV 24 2025

LETHBRIDGE COUNTY
100, 905 - 4 Avenue South
Lethbridge AB T1J 4E4

Dear LETHBRIDGE COUNTY,

On behalf of the Lethbridge Chamber of Commerce, thank you for renewing your membership. Your continued involvement is a vital part of what makes our Chamber strong, effective, and deeply rooted in the success of our local business community.

As a valued member, you contribute to a collective voice that advocates for pro-business policies, creates meaningful opportunities for connection, and helps build a thriving economic environment in our region. Your support empowers us to continue serving as a trusted partner, resource, and champion for businesses of all sizes.

We are especially excited to share that we have just completed a new strategic plan—one that will guide our priorities and shape our initiatives in the years ahead. At the heart of this plan are three foundational pillars: **Leadership, Connection, and Community**. These are more than just words; they reflect our vision for a Chamber that supports strong, informed leaders, fosters genuine collaboration, and uplifts the broader Lethbridge community.

We know that business ownership and leadership come with both opportunities and challenges. That is why your membership gives you access to tailored resources, timely advocacy, insightful events, and a network of peers who are invested in your success. From championing local concerns at all levels of government to offering platforms for visibility and growth, we are here to support you—consistently and proactively.

We are genuinely grateful for your trust in us and your decision to continue this partnership. The coming year holds exciting potential, and we look forward to walking alongside you—advocating, connecting, and creating impact together.

If there's ever anything we can do to support you or your team more effectively, please do not hesitate to reach out.

Warm regards,

Cyndi Crane, MEd
Chief Executive Officer
Lethbridge Chamber of Commerce

A handwritten signature in blue ink that reads "Cyndi".



LETHBRIDGE
CHAMBER of COMMERCE®

Founded in 1889

The Voice of Business

Certificate of Membership

proud member of the
Lethbridge Chamber of Commerce

Cyndi Crane
Chief Executive Officer

Ashley Day Chief
Chair of the Board

200 Commerce House, 529 – 6 Street South, Lethbridge, Alberta, Canada T1J 2E1
PH 403-327-1586 FAX 403-327-1001 EMAIL office@lethbridgechamber.com

www.lethbridgechamber.com

2025/2026

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - October 2025
Meeting: Council Meeting - 04 Dec 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 19 Nov 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:

[2025 October Lethbridge County Council Attendance](#)

**Lethbridge County Council Attendance
October 2025**

Division 1

Councillor Lorne Hickey

October 1	FCSS Board Meeting
October 2	Lethbridge County Council Meeting
October 6	Picture Butte Dr. Recruitment Meeting
October 7-8	South Region ASB Conference – Medicine Hat
October 9	Stock Talk Initiative
October 16	Lethbridge County Council Meeting
October 22	Green Acres Finance Meeting
October 29	Green Acres Board Meeting
October 31	Lethbridge County Organizational Meeting

Division 2

Reeve Tory Campbell

October 2	Lethbridge County Council Meeting
October 9	Stock Talk Initiative
October 15	EDL Board Meeting
October 16	Lethbridge County Council Meeting
October 31	Lethbridge County Organizational Meeting

Division 3

Councillor Mark Sayers

October 2	Lethbridge County Council Meeting
October 9	Stock Talk Initiative
October 16	Lethbridge County Council Meeting
October 31	Lethbridge County Organizational Meeting

Division 4

Deputy Reeve John Kuerbis

October 6	Telephone interview with Southgrow
October 7	Lethbridge Regional Waste Commission Meeting
October 7	Weekly Meeting with Community Futures Executive Director
October 7-8	South Region ASB Conference
October 9	Stock Talk Initiative

October 14	Weekly Meeting with Community Futures Executive Director
October 16	Lethbridge County Council Meeting
October 21	Weekly Meeting with Community Futures Executive Director
October 23	Lethbridge Chamber of Commerce Awards Celebration
October 28	Weekly Meeting with Community Futures Executive Director
October 31	Lethbridge County Organizational Meeting

Division 5

Councillor Kevin Slomp

October 2	Lethbridge County Council Meeting
October 31	Lethbridge County Organizational Meeting

Division 6

Councillor Eric Van Essen

October 31	Lethbridge County Organizational Meeting
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Division 7

Councillor Tony Ankermann

October 31	Lethbridge County Organizational Meeting
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