



# Agenda

Council Meeting | Thursday, October 2, 2025 | 9:00 AM | Council Chambers

Page

## A. CALL TO ORDER

## B. ADOPTION OF AGENDA

## C. ADOPTION OF MINUTES

3 - 9

1. **County Council Meeting Minutes**  
[Council Meeting - 18 Sep 2025 - Minutes](#)

## D. DELEGATIONS

1. **9:30 a.m. - Ethan Honess - Lethbridge County Bursary Winner**

## E. DEPARTMENT REPORTS

### E.1. CORPORATE SERVICES

10 - 42

- E.1.1. **Assessment Services**  
[Assessment Services](#)

### E.2. OPERATIONS

43 - 45

- E.2.1. **2026 Capital Equipment Purchasing**  
[2026 Capital Equipment Purchasing](#)

### E.3. ADMINISTRATION

46 - 48

- E.3.1. **Community Planning Association of Alberta (CPAA) - 2026 Annual Conference and Sponsorship**  
[Community Planning Association of Alberta \(CPAA\) - 2026 Annual Conference and Sponsorship](#)

## F. CORRESPONDENCE

49

1. **MD of Willow Creek**  
[MD of Willow Creek](#)

50

2. **Picture Butte & District Chamber of Commerce - Best of the Best**  
[Picture Butte & District Chamber of Commerce - Best of the Best](#)

**G. NEW BUSINESS**

**H. CLOSED SESSION**

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

**I. ADJOURN**



## Minutes

Council Meeting | Thursday, September 18, 2025 | 9:00 AM | Council Chambers

---

The Council Meeting of Lethbridge County was called to order on Thursday, September 18, 2025, at 9:00 AM, in the Council Chambers, with the following members present:

**PRESENT:**

- Reeve Tory Campbell
- Councillor Lorne Hickey
- Councillor Mark Sayers
- Councillor Kevin Slomp
- Councillor Morris Zeinstra
- Chief Administrative Officer Cole Beck
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Hailey Pinksen
- Director, Operations Ryan Thomson
- Executive Assistant Candice Robison
- Manager, Planning and Development Kaylyn Franklin
- Senior Planner Steve Harty
- Municipal Intern, Planning Hannah Laberge

### 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

245-2025	Councillor Slomp	MOVED that the September 18, 2025 Lethbridge County Council Meeting Agenda be adopted as presented.	CARRIED
----------	---------------------	---	---------

### C. ADOPTION OF MINUTES

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

246-2025	Councillor Hickey	MOVED that the September 4, 2025 Lethbridge County Council Minutes be adopted as presented.	CARRIED
----------	----------------------	---	---------

### D. SUBDIVISION APPLICATIONS

#### D.1. Subdivision Application #2025-0-122 – Hirsche Holdings - Lot 1, Block 1 and Lot 1, Block 2, Plan 1312563 within SW1/4 29-9-21-W4M

247-2025	Councillor Sayers	MOVED that the Country Residential subdivision of Lot 1, Block 1 and Lot 1, Block 2, Plan 1312563 within SW1/4 29-9-21-W4M (Certificate of Title No. 211 215 744 +1, 211 215 744), to create four new lots and reconfigure one existing lot, ranging in size from 2.00 to 2.88 acres (0.809 to 1.167 ha) respectively, and one MR lot 1.94 acres (0.783 ha) in size, from titled areas comprised of 14.08 acres (5.70 ha) for grouped country residential use; BE APPROVED subject to the following:
----------	----------------------	--

RESERVE:

The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, is to be provided as dedicated land as a MR lot 1.94 acres in size with the actual acreage calculation of land dedicated to Lethbridge County be determined at the final plan stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may refer to the provision of any services to be at the applicant's expense, including the construction of roads, access/approaches and culverts developed to County standards, grading and development setback stipulations, address storm management, any other matter the County deems necessary, which are to be provided at the developer's expense.
3. That Lethbridge County approves and accepts the final engineering drawings for the subdivision, which may alternatively be addressed through the terms of the Development Agreement.
4. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided and the lots being created.
5. That the easement as required by TELUS shall be provided prior to finalization.
6. That a copy of architectural controls (a restrictive covenant) is provided to the satisfaction of the Subdivision Authority which shall include clauses for: future development and servicing, adherence to stipulated development setbacks, lot grading stipulations, and criteria for the design controls and building schem

CARRIED

**D.2. Subdivision Application #2025-0-118 – Cox**  
**- NE1/4 26-10-20-W4M**

248-2025      Councillor      MOVED that the Country Residential subdivision of NE1/4 26-10-20-W4M  
Slomp                      (Certificate of Title No. 141 099 927), to subdivide a vacant 2.6 acre (1.04  
ha) parcel from a title of 47.80 acres (29.34 ha) for country residential use;  
BE APPROVED subject to the following:

RESERVE:

The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 2.6 acres at the market value of \$\_\_\_\_\_ per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created, if required.
3. That the applicant submits a copy of a surveyed plan from an Alberta Land Surveyor that certifies the exact location and dimensions of the lot to be subdivided.

4. That the applicant has a professional soils analysis and report completed for the new 2.6 acre vacant parcel to demonstrate suitability of a private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.
5. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

F. **DEPARTMENT REPORTS**

F.1. **DEVELOPMENT & INFRASTRUCTURE**

F.1.1. **Development Permit Application 2025-166 (Calvin Christian School Society of the Netherlands Reformed Congregations)**

249-2025      Councillor Slomp      MOVED that Development Permit Application 2025-166 be approved as drafted.

CARRIED

F.2. **CORPORATE SERVICES**

F.2.1. **2026 Budget Presentation Schedule**

250-2025      Councillor Sayers      MOVED that County Council approve the 2026 Budget Presentation Schedule as amended.

CARRIED

F.3. **ADMINISTRATION**

F.3.1. **Request for Sponsorship - Canada's Western Gateway: In Motion - October 9, 2025**

251-2025      Councillor Hickey      MOVED that Lethbridge County provide the Lunch sponsorship to the Canada's Western Gateway: In Motion event on October 9, 2025, at a value of \$650, with funds to be drawn from the Council Discretionary Reserve.

CARRIED

F.3.1. **South Region Agricultural Service Board Conference - Cypress County**

252-2025      Councillor Sayers      MOVED that the two voting members of the ASB Committee attend the South Region ASB Conference in Cypress County.

CARRIED

F.3.2. **Bylaw No. 25-022 Bylaw Enforcement Officer Bylaw**

253-2025      Councillor Slomp      MOVED that Bylaw 25-022 - Bylaw Enforcement Officer Bylaw be read a first time.

CARRIED

254-2025      Councillor Sayers      MOVED that Bylaw 25-022 - Bylaw Enforcement Officer Bylaw be read a second time.

CARRIED

255-2025      Councillor Hickey      MOVED that Council consider third reading of Bylaw 25-022 - Bylaw Enforcement Officer Bylaw

CARRIED

256-2025      Councillor Slomp      MOVED that Bylaw 25-022 - Bylaw Enforcement Officer Bylaw be read a third time.

CARRIED

**F.3.3. Bylaw No. 25-012 Regional Emergency Management - Amendments**

257-2025	Councillor Slomp	MOVED that Bylaw 25-012 - Regional Emergency Management Bylaw be read a first time.  CARRIED
258-2025	Councillor Sayers	MOVED that Bylaw 25-012 - Regional Emergency Management Bylaw be read a second time.  CARRIED
259-2025	Councillor Hickey	MOVED that Council consider third reading of Bylaw 25-012 - Regional Emergency Management Bylaw.  CARRIED
260-2025	Councillor Hickey	MOVE that Bylaw 25-012 - Regional Emergency Management Bylaw be read a third time.  CARRIED

**G. CORRESPONDENCE**

**G.1. Minister of Transportation & Economic Corridors**

Council received correspondence from the Minister of Transportation & Economic Corridors regarding safety concerns forwarded to them on Highway 23 south of the Monarch overpass.

**H. COUNTY COUNCIL AND COMMITTEE UPDATES**

**H.1. Lethbridge County Council Attendance Update - August 2025**

Council reviewed the highlights from the Lethbridge County Council Attendance Update for August 2025.

**Division 1**

**Councillor Lorne Hickey**

August 14	Lethbridge County Council Meeting
August 16	Picture Butte Parade
August 19	Whoop Up Days Pancake Breakfast
August 19	Whoop Up Days City Hall Barbeque
August 21	County Bursary Committee Meeting

**Division 2**

**Reeve Tory Campbell**

August 6	Lethbridge Water Treatment Plant Upgrades Announcement
August 6	SMRID Celebration
August 7	1 on 1 with CAO
August 7	Chinook Arch Board Meeting
August 9	Coaldale Parade
August 14	Lethbridge County Council Meeting
August 15	SRSDC Virtual Meeting
August 19	Whoop Up Days Pancake Breakfast

**Division 3**

**Councillor Mark Sayers**

August 9	Coaldale Parade
August 11	Water for Economic Development Study Interview
August 13	My Lethbridge Interview
August 14	Lethbridge County Council Meeting
August 18	FCSS Focus Group
August 19	Whoop Up Days Pancake Breakfast
August 19	Whoop Up Days Parade
August 20	LDE Casino Shift

August 21	County Bursary Committee Meeting
August 21	LDE Casino Shift
August 24	LDE Casino Shift
August 26	Tour of Wisemen Feeders

**Division 4**

**Deputy Reeve John Kuerbis**

August 12	Weekly Meeting with Community Futures Executive Director
August 14	Lethbridge County Council Meeting
August 19	Whoop Up days Pancake Breakfast
August 19	Whoop Up Days Parade
August 19	Whoop Up Days City Hall Barbeque
August 20	Weekly Meeting with Community Futures Executive Director
August 27	Weekly Meeting with Community Futures Executive Director

**Division 7**

**Councillor Morris Zeinstra**

August 9	Nobleford Parade
August 14	Lethbridge County Council Meeting
August 16	Picture Butte Parade
August 19	Whoop Up Days Pancake Breakfast

Reeve Campbell recessed the meeting at 9:51 a.m.

Reeve Campbell reconvened the meeting at 10:03 a.m.

**E. PUBLIC HEARINGS**

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 25-020 at 10:03 a.m.

**E.1. Bylaw 25-020 – Amendment to the Land Use Bylaw to re-designate from Urban Fringe (UF) to Direct Control (DC) - A portion of Plan 1311166 Block 2 Lot 1 in NE 23-9-20-W4 – Public Hearing**

261-2025	Councillor Sayers	MOVED that the Public Hearing for Bylaw 25-020 commence at 10:05 a.m.	CARRIED
----------	-------------------	---	---------

The Senior Planner reviewed Bylaw 25-020.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-020.

No further comments were made.

262-2025	Councillor Zeinstra	MOVED that the Public Hearing for Bylaw 25-020 adjourn at 10:15 a.m.	CARRIED
----------	---------------------	--	---------

Reeve Campbell reconvened the regular meeting at 10:15 a.m.

263-2025	Councillor Hickey	MOVED that Bylaw 25-020 be read a second time.	CARRIED
----------	-------------------	--	---------

264-2025	Councillor Slomp	MOVED that Bylaw 25-020 be read a third time.	CARRIED
----------	------------------	---	---------

**E.2. Bylaw 25-019 - Amendment to the Land Use Bylaw to re-designate from Rural Agriculture (RA) to Rural General Industrial (RGI) - Portions of legal subdivision 3) and (4) in the**

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 25-019 at 10:18 a.m.

- No further comments were made.

- |          |                   |   |         |
|----------|-------------------|---|---------|
| 268-2025 | Councillor Hickey | MOVED that Bylaw 25-019 be read a third time. | CARRIED |
|----------|-------------------|---|---------|

***J.1. - CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)***

- CARRIED

- Reeve Campbell reconvened the regular meeting at



J.1. CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)

K. ADJOURN

271-2025                                      MOVED that the Lethbridge County Council Meeting adjourn at 11:56 a.m.  
CARRIED

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

# AGENDA ITEM REPORT



**Title:** Assessment Services  
**Meeting:** Council Meeting - 02 Oct 2025  
**Department:** Corporate Services  
**Report Author:** Hailey Pinksen

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 24 Sep 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

Lethbridge County's Assessor is retiring in 2026. In order to maintain legislated assessment services, Administration issued RFP CSAS-2025-07 to secure contracted services. Benchmark Assessment Consultants Inc. submitted a comprehensive proposal including a transition plan, team-based approach, and inclusive fee structure.

## RECOMMENDATION:

That County Council award the Assessment Services contract to Benchmark Assessment Consultants Inc. per their July 24, 2025 proposal and fee schedule.

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

The proposal includes a detailed succession/transition plan, legislated deliverables (including ASSET submissions and declaration), and defense of complaints/appeals within the annual fee, reducing unforeseen costs. Awarding the contact to Benchmark will ensure service continuity and compliance.

## PREVIOUS COUNCIL DIRECTION / POLICY:

No previous direction provided.

## BACKGROUND INFORMATION:

The County's current longtime Assessor is retiring in 2026. The Municipal Government Act requires accurate and timely property assessments which creates the need for external contracted services. Only one proposal was received from Benchmark Assessment Consultants Inc.

Benchmark's proposal includes:

- Assigns a Designated Assessor supported by accredited staff.
- Uses the CAMA lot system, widely adopted across Alberta.
- Commits to same-day responses, Council presentations, and public information sessions.

- Includes transition activities beginning November 1, 2025, with roll completion by February 2026.
- Demonstrates municipal experience through successful audits and ongoing contracts in Southern Alberta.

#### ALTERNATIVES / PROS / CONS:

Alternative:

Decline award to Benchmark and reissue RFP which would delay the transition, increase risk to legislative timelines and could increase costs.

#### FINANCIAL IMPACT:

##### One-time cost

- Assessment Data Transfer (2025): \$1,000 (one-time)

Fees for Service (plus GST)

- Succession Transition (2025) – Nov 1 to Dec 31, 2025: \$37,500
- 2026 Tax Year – Jan 1 to Jun 30, 2026: \$112,500
- 2026 Tax Year – Jul 1, 2026 to Feb 28, 2027: \$150,000
- 2027 Tax Year – Mar 1, 2027 to Feb 29, 2028: \$230,000
- 2028 Tax Year – Mar 1, 2028 to Feb 28, 2029: \$235,000
- 2029 Tax Year – Mar 1, 2029 to Feb 28, 2030: \$240,000
- 2030 Tax Year – Mar 1, 2030 to Feb 28, 2031: \$245,000
- Supplementary Assessments: Included in annual fee
- Hourly Advisory (as-needed): \$100/hour (outside scope items)

#### LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

#### ATTACHMENTS:

[Submission of Proposal for Assessment Services CSAS-2025-07](#)

# Submission of Proposal for *Assessment Services*

---



Submission Date: July 24, 2025

Vendor Contact: Logan Wehlage AMAA, President

Business Address: #4, 320 WT Hill Blvd, Lethbridge AB

E: [Logan@benchmarkassessment.ca](mailto:Logan@benchmarkassessment.ca)

P: (403) 381-0535



## Table of Contents

<b>Proposal Overview .....</b>	<b>3</b>
<b>Fee for Service (plus GST) .....</b>	<b>4</b>
<b>Vendor Profile – Experience, Qualifications, Education .....</b>	<b>5</b>
<i>Logan Wehlage, AMAA .....</i>	<i>6</i>
<i>Lance Wehlage, AMAA.....</i>	<i>8</i>
<i>Ryan Vogt, AACI, P.App.....</i>	<i>10</i>
<i>Christopher Snelgrove, AMAA .....</i>	<i>12</i>
<i>Chris Hall, AACI, P.App.....</i>	<i>14</i>
<i>Tomasz Hulisz.....</i>	<i>15</i>
<i>Kolmé Druhan.....</i>	<i>16</i>
<i>Jackie MacDonald .....</i>	<i>17</i>
<b>Proposed Methodology .....</b>	<b>18</b>
Legislated Requirements .....	18
Property Inspections .....	19
Unique Property Valuation .....	20
Integration of Assessment Information and GIS Technology.....	20
Public Relations .....	21
Defense of Complaints and Appeals.....	21
Insurance.....	21
Training .....	22
Familiarity Plan.....	23
Transition Plan .....	24
Transition Projects .....	25
Practice Review Report .....	26
<b>Vendor References .....</b>	<b>27</b>
<b>Client List .....</b>	<b>29</b>

## Proposal Overview

---

Attention: Hailey Pinksen, Director of Corporate Services  
Lethbridge County  
#100, 905 – 4<sup>th</sup> Avenue South  
Lethbridge, AB T1J 4E4

July 24, 2025

Dear Ms. Pinksen,

On behalf of Benchmark Assessment Consultants Inc., I am pleased to submit our proposal for assessment services. With 30 years of experience and a strong client base of 48 municipalities, we are confident in our ability to provide high-quality, reliable service to Lethbridge County.

Our ongoing work with similar Municipal Districts such as the M.D. of Taber, Cardston County, M.D of Willow Creek, County of Warner, County of Forty Mile No. 8, and Vulcan County has given us valuable insight and expertise that we believe would be an asset to your community. Benchmark is fully staffed with a diverse and experienced team, including three accredited assessors, two accredited appraisers, two candidate assessors, and a dedicated office administrator. Our team is well-equipped to handle the variety of property types in Lethbridge County and brings a strong commitment to public relations, accurate valuations, and effective representation in assessment appeals.

We have outlined our service fees on the next page and would be delighted to further discuss this opportunity at your convenience.

Please feel free to contact me with any questions or to arrange a time to discuss our proposal in more detail.

Sincerely,

A handwritten signature in black ink, appearing to read 'Logan Wehlage', with a stylized, flowing script.

Logan Wehlage AMAA, President

## Fee for Service (plus GST)

---

Succession Planning Transition Period:

2025 Tax Year (November 1, 2025 to December 31, 2025) = \$37,500

Cost of Assessment Data Transfer: \$1,000

Annual Assessment Services (by year):

2026 Tax Year (January 1, 2026 to June 30, 2026) = \$112,500

2026 Tax Year (July 1, 2026 to February 28, 2027) = \$150,000

2027 Tax Year (March 1, 2027 to February 29, 2028) = \$230,000

2028 Tax Year (March 1, 2028 to February 28, 2029) = \$235,000

2029 Tax Year (March 1, 2029 to February 28, 2030) = \$240,000

2030 Tax Year (March 1, 2030 to February 28, 2031) = \$245,000

Pre-work for Supplementary Assessment Services: Included

Supplementary Assessment Services: Included

Hourly Rate for Advisory Services: \$100 per hour

We would be open to extending the contract on an annual basis for up to three years beyond the initial term if there is mutual agreement between the parties.

**We hereby confirm that Benchmark Assessment Consultants Inc. is not subject to any ongoing or pending litigation, and no legal proceedings have been initiated against the firm as of the date of this statement.**

**We hereby confirm that Benchmark Assessment Consultants Inc. operates independently and has no affiliation, financial interest, or contractual relationship with Lethbridge County.**

## Vendor Profile – Experience, Qualifications, Education

---



### **Mission Statement:**

**Benchmark Assessment Consultants Inc. is dedicated to providing fair, transparent, and equitable property assessments by adhering to all Provincial legislation and maintaining full accountability in defending and explaining our assessments to municipalities and individual ratepayers.**

Benchmark Assessment Consultants Inc. was established in 1995 following the privatization of assessment services by the Provincial Government. Founded by senior members of the former Lethbridge Assessment Operations, Benchmark has since grown into the largest assessment firm in Southern Alberta. Today, we proudly serve 48 municipalities, covering a total of over 150,000 parcels — including more than 39,000 urban properties.

Our client base ranges from large jurisdictions like the Special Areas with 40,724 parcels to smaller communities such as the Village of Hill Spring with just 154 parcels. This diversity demonstrates our adaptability and commitment to municipalities of all sizes.

Benchmark uses the CAMA lot computer-assisted mass appraisal (CAMA) system to prepare annual assessments. CAMA lot supports multiple valuation approaches, including the income approach for Industrial Commercial Investment (ICI) properties and Marshall & Swift cost methodologies for special-purpose properties. The system also enhances workflow efficiency by streamlining data collection and tracking for permits, sales, subdivisions, and reinspections. Additional features include the generation of assessment summaries, growth reports, and equalization data.

We are proud of our strong relationships with municipal staff and ratepayers, built on a foundation of transparency and responsiveness. Our team actively engages with communities through public presentations and open channels for assessment inquiries. We are also well-versed in assessment resolution and, when needed, provide confident representation before local and composite review boards.



---

# *Logan Wehlage, AMAA*

## President

Email: [Logan@BenchmarkAssessment.ca](mailto:Logan@BenchmarkAssessment.ca)

---



Accredited Municipal Assessor of Alberta (AMAA) with 20 years of property valuation experience

### Employment

#### *Benchmark Assessment Consultants*

*Assessment Consultant, January 2015 – Present*

- Designated assessor for Claresholm, Willow Creek, Vulcan County, County of Warner, MD of Taber, Barons, Carmangay, Champion, Milo, and Barnwell.
- Prepare the assessments of all classes - Non-Residential, Residential, Machinery & Equipment, and Farm Land.

#### *Sturgeon County*

*Assessor II, Assessment Administration, April 2013 – Dec. 2014*

- Tasked with the creation and implementation of a 5-year strategic plan
- Supervised the reinspection cycle, quality control and data entry consistency
- Coordinated GIS strategy for Assessment Department

#### *City of St. Albert*

*Assessor II, Residential Assessor, January 2010 – March 2013*

- Prepared and defended Multi-family Duplex assessments
- Inspected residential properties, updated property details as part of the five-year reinspection program.
- Defense presentations before assessment review boards.

#### *Municipal Assessment Services Group*

*Assessor I, Assistant Assessor, May 2005 – Dec 2009*

- Inspected residential properties, updated property details as part of the five-year reinspection program.
- Assisted in the mass appraisal valuation of single-family property.
- Responsible for the data collection and entry of new construction, annual permits, re- inspections, and sales validation.

## Education

### University of British Columbia, 2009-2010

- BUSI 499 – Demonstration Report – Income Property Guided Case Study

### University of British Columbia, 2003-2005

- Real Property Assessment Certificate

### Lakeland College, 2003-2005

- Diploma in Appraisal and Assessment

---

## *Lance Wehlage, AMAA*



Email: [Lance@BenchmarkAssessment.ca](mailto:Lance@BenchmarkAssessment.ca)

---

Accredited Municipal Assessor of Alberta (AMAA) with 20 years of property valuation experience and 7 years of supervisory experience.

### **Employment**

#### *Benchmark Assessment Consultants*

##### *Assessment Consultant, October 2017 – Present*

- Designated assessor for Coaldale, Fort Macleod, Coalhurst, Taber, Foremost, Forty Mile No. 8, Cardston County, and Arrowwood.
- Prepare the assessments of all classes - Non-Residential, Residential, Machinery & Equipment, and Farm land.
- Prepare and present evidence disclosures before Assessment Review Boards.

#### *City of Lethbridge*

##### *Appraiser III, Non-Residential Assessment Supervisor, Sept. 2012 – Sept. 2017*

- Supervise a team in the preparation and defense of non-residential assessments including shopping centres, hotels, high rise offices, and special purpose properties.
- Prepare assessment growth estimates to the City Assessor for tax calculations.
- Annually review property sales to meet provincially legislated assessment quality standards.

City of Lethbridge

*Appraiser III, Residential Assessment Supervisor, October 2010 – August 2012*

- Supervised a team of six residential appraisers in the creation of mass appraisal models for single family property.
- Prepared and defended multi-family assessments including high rise apartments, seniors assisted living facilities, and manufactured home parks.
- Created statistical linear regression models to estimate vacant land values and rental rates for multi-family apartments.

City of Lethbridge

*Appraiser I-II, May 2005 – August 2010*

- Inspected non-residential properties and updated property details as part of the five-year reinspection program.
- Prepared supplementary assessments on new construction.
- Valued special purpose property including food processing plants, light manufacturing facilities and golf courses using the Marshall & Swift cost manual.
- Assisted in the mass appraisal valuation of single-family property.

**Education**

University of British Columbia, 2008-2009

- BUSI 499 – Demonstration Report – Income Property Guided Case Study

University of British Columbia, 2003-2005

- Real Property Assessment Certificate

Lakeland College, 2003-2005

- Diploma in Appraisal and Assessment

---

## *Ryan Vogt, AACI, P.App*



Email: [Ryan@BenchmarkAssessment.ca](mailto:Ryan@BenchmarkAssessment.ca)

---

Accredited Appraiser Canadian Institute (AACI) and Professional Appraiser (P.App.) with  
15 years of property valuation experience.

### **Employment**

#### *Benchmark Assessment Consultants*

##### *Assessment Consultant, July 2012 – Present*

- Designated assessor for Brooks, Bassano, Vulcan, Picture Butte, Stavely, Bow Island, Redcliff, Milk River, Coutts, Warner, Raymond, Stirling, Vauxhall, Duchess, Cardston, Magrath, Rosemary and Lomond.
- Prepare the assessments of all classes – Non-Residential, Residential, Machinery & Equipment and Farm Land.
- Prepare and present evidence disclosures before Assessment Review Boards.

#### *BC Assessment Authority*

##### *Appraiser I-II, Non-Residential Assessor, May 2010 – June 2012*

- Inspected non-residential properties and updated property details as part of the five-year reinspection program.
- Prepared supplementary assessments.
- Valued special purpose property including light manufacturing facilities using the Marshall & Swift cost manual.
- Prepared the mass appraisal valuation of light industrial, commercial, and multi-family property using the income approach.
- Responsible for the data collection and entry of new construction, annual permits, reinspections, and sales validation.
- Defense presentations before assessment review boards.

## Education

### University of British Columbia, 2012-2013

- BUSI 499 – Demonstration Report – Income Property Guided Case Study

### University of British Columbia, 2010-2012

- Post-Graduate Certificate in Real Property Valuation

### University of Lethbridge, 2002-2004

- Bachelor of Management (Hons.) 2004, Major in Finance

---

## *Christopher Snelgrove, AMAA*



Email: [Chris@BenchmarkAssessment.ca](mailto:Chris@BenchmarkAssessment.ca)

---

Accredited Municipal Assessor of Alberta (AMAA) with 22 years of property valuation experience.

### **Employment**

#### *Benchmark Assessment Consultants*

##### *Assessment Consultant, June 2007 – Present*

- Designated assessor for Crowsnest Pass, Special Areas, Nanton, MD of Acadia, Empress, Longview, Nobleford, Glenwood, Hill Spring, Waterton (ID#4), Ghost Lake, and Waiparous.
- Prepare the assessments of all classes - Non-Residential, Residential, Machinery & Equipment, and Farm Land. Manage IT needs within the Benchmark organization.
- Prepare and present evidence disclosures before Assessment Review Boards.
- Assist other Appointed Assessors within our organization on an as needed basis.

#### *Muniserve Corporation*

##### *Candidate Assessor, July 2005 – June 2007*

- Assisted appointed Assessor in a private contracting company with data collection, inquiries, and annual assessment duties for County or Warner & Town of Vauxhall.

#### *SAMA*

##### *Assessment Appraiser I, April 2004 – June 2005*

- Prepared Annual assessments for Residential & Non-Residential properties in various Northern Saskatchewan Municipalities including sales verification, new permit activities, inquiries, defending assessments, assessment appeals, and reporting to those respective Municipal Officers.

*Bill Haldane Appraisals*

*Candidate Fee Appraiser, September 2003 – October 2003*

- Performed residential fee Appraisals under direction of Bill Haldane, AACI.

**Education**

*University of British Columbia, 2009-2010*

- BUSI 499 – Demonstration Report – Income Property Guided Case Study

*University of British Columbia, 2001-2003*

- Real Property Assessment Certificate

*Lakeland College, 2001-2003*

- Diploma in Appraisal and Assessment



---

## *Chris Hall, AACI, P.App*



Email: [chris.hall@BenchmarkAssessment.ca](mailto:chris.hall@BenchmarkAssessment.ca)

---

Accredited Appraiser Canadian Institute (AACI, P.App) with 23 years of property valuation experience and 9 years of assessment experience.

### **Employment**

#### *Benchmark Assessment Consultants*

*Assessment Consultant, January 2021 – Present*

- Assessor for MD of Taber.
- Prepare the assessments of all classes - Non-Residential, Residential, Machinery & Equipment, and Farmland.

#### *Lethbridge County*

*Assistant Assessor, May 2011 – 2019*

- Assistant Assessor for Lethbridge County.
- Prepare the assessments of all classes - Non-Residential, Residential, Machinery & Equipment, and Farm land.
- In cooperation with the Assessor, developed approaches and/or solutions to special assessment problems.

#### *A.R.C. Appraisals Ltd.*

*Appraiser, Residential/Commercial, 2002 – Present*

- The valuation of commercial/residential properties for the purposes of resale, mortgage financing, corporate decision making, and various legal processes.

### **Education**

#### *University of British Columbia, 2010-2012*

- Post Graduate Certificate in Real Property Valuation

#### *University of Lethbridge, 1999-2001*

- Bachelor of Management Degree

---

# *Tomasz Hulisz*

## Candidate

Email: [Tomasz@BenchmarkAssessment.ca](mailto:Tomasz@BenchmarkAssessment.ca)

---



### Employment

#### Benchmark Assessment Consultants

##### *Assessment Consultant, 2016 – Present*

- Assists accredited assessors with annual inspections, buildings permits, and sales verification in various municipalities

#### Wheatland County

##### *Assistant Assessor, 2014-2016*

- Assisted appointed assessor

#### Municipal Property Assessment Corporation (MPAC)

##### *Property Valuation Analyst, 1998 – 2012*

- Assisted with the annual property assessment cycle

### Education

#### University of British Columbia, 1997 - 1998

- Real Property Assessment Certificate

#### Laurentian University, 1990 - 1994

- Bachelor of Arts degree

---

# *Kolmé Druhan*

## Candidate

Email: [kolme@benchmarkassessment.ca](mailto:kolme@benchmarkassessment.ca)

---



### Employment

#### Benchmark Assessment Consultants

*Assessment Consultant, September 2020 – Present*

- Assists accredited assessors with annual inspections, building permits, and sales verification in various municipalities

### Education

#### University of British Columbia, 2020 - 2024

- Diploma in Urban Land Economics – Real Property Assessment

#### University of Lethbridge, 2016 - 2020

- Bachelor of Arts

---

***Jackie MacDonald***  
**Office Administrator**

Email: [Admin@BenchmarkAssessment.ca](mailto:Admin@BenchmarkAssessment.ca)

---



## **Employment**

*Benchmark Assessment Consultants*

*Office Administrator, May 2021 – Present*

- *Accounts payables and receivables. Payroll, benefits and scheduling*
- *HR Generalist, health and safety coordinator, student CPHR member.*

## **Education**

*Norquest College, Edmonton, AB*

*Business Administration Major in HR pursuing CPHR designation*

## Proposed Methodology

---

What distinguishes Benchmark Assessment Consultants from other vendors?

At Benchmark, our distinction lies in our service model—built on responsiveness, expertise, and resource scalability tailored to each municipality’s needs.

For a municipality like Lethbridge County, with its substantial assessment workload, we provide a dedicated team approach. Rather than relying on a single assessor, we assign a group of qualified professionals to collaboratively manage valuation models, identify gaps, and implement continuous improvements aligned with industry best practices.

Our team is fully equipped to handle all aspects of the assessment cycle, including annual re-inspections, building permit reviews, sales verification, and comprehensive revaluations. This collaborative, resource-rich model ensures accurate, defensible assessments delivered on time—every time.

## Qualifications

The Designated Assessor for Lethbridge County will be Lance Wehlage, AMAA.

## Legislated Requirements

Benchmark Assessment Consultants Inc. will prepare and deliver the assessment roll for Lethbridge County on or before February 28 of each respective tax year. The roll will be fully compliant with the Municipal Government Act, its associated regulations, and ministerial guidelines.

The Appointed Assessor will meet all quality standards as outlined in the *Matters Relating to Assessment and Taxation Regulation*, ensure timely submission of the assessment roll to the Minister via the ASSET system, and—upon successful completion of the Stage 1 audit—formally declare the roll.

## **Computer Assisted Mass Appraisal System**

Benchmark prepares all assessments using CAMA lot, a leading software system developed by Compass Municipal Services Inc. and utilized by 97% of Alberta's municipalities. All hardware infrastructure is maintained in-house at our Lethbridge office, with regular backups stored on isolated servers in accordance with best practices for data security and reliability.

Assessment data can be delivered to the County in standard formats such as CSV, Excel, or XML for seamless upload into your tax system. With experience serving 48 municipalities across Alberta, our team is well-versed in working with a wide range of tax providers and software platforms. We are fully confident in the compatibility and smooth exchange of assessment data.

## **Property Inspections**

The ideal period for conducting re-inspections is the third quarter (July to September). To maintain a five-year re-inspection cycle, the County will be divided into five zones, with one zone scheduled for inspection each year.

Additional inspections may occur in the second quarter (April to June), especially in preparation for and during the assessment complaint period, as needed.

Given the expected increase in development activity and building permits, we will conduct monthly site visits to manage the growing workload efficiently. This approach supports timely and cost-effective supplementary assessments, which is why it has been incorporated into our annual service fee.

The first quarter (January to March) is dedicated to developing and refining assessment valuation models. As a result, minimal inspection activity occurs during this period.

## **Unique Property Valuation**

Our team has extensive experience and specialized knowledge in valuing special-purpose properties, particularly through the use of the Marshall & Swift costing manual. We anticipate that such properties will require inspections and annual requests for information to maintain accuracy, particularly in areas such as Machinery & Equipment.

Currently, our assessors value other unique properties across Alberta, including Rogers Sugar (Taber), New Cold (Coaldale), and AG Growth International (Nobleford). We are aware of the time and scope these properties require, and as such, we have incorporated these costs into our annual fee for service to ensure transparency and simplicity.

Additionally, we send annual or semi-annual (as needed) requests for information to Industrial, Commercial, and Investment properties valued using the income approach. The income and expense data collected through these requests is essential for developing and refining our mass appraisal models.

## **Integration of Assessment Information and GIS Technology**

CAMAlot offers the capability to periodically run SQL reports, which are particularly useful for Geographic Information System (GIS) purposes. We are currently engaged in data exchanges with the Oldman River Regional Services Commission (ORRSC) and MuniSight on behalf of our clients. As part of this collaboration, we provide assessment ratepayer reports to ORRSC, which they have successfully integrated into their web service. These reports include site-specific assessment information and images, which users can easily download for quick reference.

One of the standout features of CAMAlot, especially in relation to GIS technology, is its ability to maintain geographic coordinates, such as latitude and longitude. This feature, combined with modern mobile technology, allows our assessors to optimize inspection routes.

## **Public Relations**

At Benchmark, we place a high priority on open and effective communication with taxpayers. Our team of three accredited assessors and two accredited appraisers is always available during regular business hours to answer phone calls, respond to emails, or meet with ratepayers in person. We are committed to providing timely responses and are confident in our ability to offer same-day service for email or phone inquiries.

In addition, our team plans regular visits to stay on top of the annual workload and will coordinate on-site inspections with ratepayers during each scheduled trip.

Administrative staff can expect the same level of responsiveness, with same-day reply times for email and phone inquiries. Our goal is to be accessible and ensure we are just a phone call away. We are flexible and available for administrative meetings, Council presentations, and Open Houses as needed.

## **Defense of Complaints and Appeals**

Benchmark will provide the defense for all assessment complaints and adhere to the disclosure timelines as set out in the Matters Relating to Assessment Complaints Regulation. All costs associated with Local and Composite Assessment Review Board hearings are included in our proposed service fee.

## **Insurance**

Benchmark Assessment Consultants Inc. carries \$5,000,000 general liability insurance and WCB-Alberta coverage (account #: 3457850).



## **Ownership of Records**

All assessment records in Benchmark Assessment Consultants Inc. possession are solely owned by Lethbridge County.

All physical documents used in the preparation of assessments are scanned and uploaded to CAMA lot. Examples include completed request-for-information forms, farming agreements, and lease documents. Once scanned, the original documents are held to be returned to the County.

## **Training**

We are committed to the continued professional development of our team. All accredited staff participate in a re-certification program that requires earning a specified number of education credits to maintain their professional designations. Each accredited assessor must complete a minimum of 40 learning credits, along with an additional 10 credits to retain the AMAA designation granted by the Alberta Assessors Association.

We are proud to confirm that all accredited members at Benchmark have met the required re-certification credits and remain in good standing with the association.

## **Vehicle & Equipment**

Benchmark Assessment Consultants Inc. staff will provide transportation and any equipment necessary to carry out assessment services.

## **Summary Reports Online**

Included in our annual service fee is the ability to access assessment summary reports online. Details of all assessments prepared will be available by web access in PDF format to the municipality. Additionally, the public can also access the reports in a limited capacity.

## **Familiarity Plan**

From an assessment perspective, Lethbridge County presents a unique and challenging environment. At Benchmark, we recognize the importance of gaining in-depth knowledge of the County to ensure the accuracy and relevance of our assessments. Our team is committed to becoming fully integrated into the community, allowing us to enhance the assessment process through a deeper understanding of the local context.

To achieve this, we have outlined several key actions that will help our staff become more familiar with the County:

- Engaging in Q&A sessions with residents during inspections
- Reviewing the current location code tables in CAMA lot for accuracy
- Building relationships with local real estate agents and appraisers to gain insights into the local market
- Thoroughly reviewing the existing land use bylaw, area structure plans, and redevelopment plans
- Monitoring the Community Calendar for upcoming events that may impact assessment
- Gaining a comprehensive understanding of the Property Tax Bylaw and any assessment sub-classes in effect
- Pulling relevant reports from ASSET, including property type splits, ratio studies, assessment totals, and data check scores, to inform our approach

## Transition Plan

November 1, 2025 – December 31, 2025

- Facilitate knowledge transfer from the outgoing assessor
  - Status updates on current tasks, priorities, and progress
  - Review and handover of pertinent documentation and files
  - Work together on permit inspections, outstanding complaint hearings, request for information returns, and data entry during the overlap period
- Familiarize our assessors with the County's internal systems, policies, and key contacts
  - System and tool access (CAMALot, shared files, etc)
  - County office tour and staff introductions
  - Security and parking procedures
- CAMALot data successfully transferred to Benchmark's internal servers for the start of revaluation ending the succession transition period.

January 1, 2026 – February 28, 2026

- Prepare for the 2026 tax year revaluation
  - Load outstanding revisions and balance equalized assessment
  - Process outstanding subdivisions
  - Upload school support via tax xml
  - Ensure all sales are verified and available for analysis
- Upload Linear and Non-Linear Designated Industrial Property Assessments
- Revaluation
  - Analyze, complete, and apply time adjustments using three years of sales data

- Adjust, update, and add market land models
- Update valuation and depreciation years
- Update assessment year modifiers and cost factors for regulated property
- Analyze and apply market adjustment factors
- Revalue properties on the income approach (if applicable)
- Load Indicators of value (IOV) and annual (ANN) files to ASSET
- Pass stage one audit and declare the assessment roll

March 2026

- Presentation to inform Council of year over year market change and assessment growth
  - Present the overall market change to residential and non-residential properties. In addition, a frequency distribution graph for percentage change ranges is included.
  - Present the total assessment increase due to new growth
  - Provide a year over year change to the median single family dwelling assessment

## Transition Projects

County of Forty Mile (January 1, 2015)

- Assumed responsibility for assessment functions from the former in-house assessor
- No transition period, as the previous assessor retired before the contract commencement date
- Immediate priority placed on revaluation for the 2015 tax year

Vulcan County (March 1, 2012)

- Assumed assessment responsibilities from the outgoing in-house assessor

- Maintained an ongoing transition period, with the outgoing assessor continuing in a limited capacity to prepare the non-linear designated industrial property until retirement
- Initial focus placed on knowledge transfer and preparation for the upcoming assessment review period

#### M.D. of Taber (January 1, 2021)

- Assumed assessment responsibilities from the outgoing in-house assessors
- No transition period as the previous assessors had accepted positions with other municipalities prior to contract start date
- Immediate focus directed towards revaluation for the 2021 tax year

#### Special Areas Board (November 1, 2018)

- Assumed the role of designated from the outgoing contracted assessor
- Provided supervision and delegated tasks to the in-house assessor
- Initial priorities included completing building permits, data entry, and revaluation for the 2019 tax year
- Currently continuing in a hybrid model alongside the same in-house assessor

## Practice Review Report

#### Assessment Audit Report - M.D. of Taber (October 2023)

- Detailed audit conducted by the Municipal Assessment and Grants Division at Municipal Affairs
- Objective is to provide an unbiased opinion as to the quality of the municipality's assessment roll
- Findings met all legislative standards and assessment best practices with only two recommendations to 1) correct predominant use codes for 60 parcels labelled as SPEC and 2) appoint a person to the office of assessor
- Excerpts provided at the end of this proposal

## Vendor References

---

### Cardston County

Murray L. Millward  
Chief Administrative Officer  
(P): 403-653-4977  
(E): [murray@cardstoncounty.com](mailto:murray@cardstoncounty.com)

Tamara Stephenson  
(P): 403-653-4977  
(E): [tamara@cardstoncounty.com](mailto:tamara@cardstoncounty.com)

### Vulcan County

Nels Petersen  
Chief Administrative Officer  
(P): 403-485-2241  
(E): [cao@vulcancounty.ab.ca](mailto:cao@vulcancounty.ab.ca)

### M.D. of Willow Creek

Derrick Krizsan, C.L.G.M.  
Chief Administrative Officer  
(P): 403-625-3351  
(E): [derrick@mdwillowcreek.com](mailto:derrick@mdwillowcreek.com)

### MD of Taber

Arlos Croft, CLGM  
Chief Administrative Officer  
(P): 403-223-3541  
(E): [ACroft@mdtaber.ab.ca](mailto:ACroft@mdtaber.ab.ca)

### County of Forty Mile No. 8

Nathan Ogden  
Chief Administrative Officer  
(P): 403-867-3530  
(E): [Nathan.Ogden@fortymile.ab.ca](mailto:Nathan.Ogden@fortymile.ab.ca)

Kerri Buis  
(P): 403-867-3530  
(E): [finance@nanton.ca](mailto:finance@nanton.ca)

Cardston County, Vulcan County, the M.D. of Willow Creek, County of Warner, and the County of Forty Mile No. 8 are a few of Benchmark Assessment Consultants' municipal clients. Services included:

- Prepare Annual Assessments.
- Submit to the Minister and comply with the Assessment Quality Standards as set out in the Regulations.
- Respond to ratepayer inquiries and provide assessment information as requested.
- On-site inspections for building permits, sales verification, supplementary assessments, reinspection cycles, and general inquiries.
- Address and resolve assessment complaints.
- Prepare and present assessment defense disclosures before review boards (LARB / CARB).

## Client List

---

### Cities (1)

- Brooks

### Towns (18)

- |                |                 |
|----------------|-----------------|
| • Bassano      | • Nanton        |
| • Bow Island   | • Nobleford     |
| • Cardston     | • Picture Butte |
| • Claresholm   | • Raymond       |
| • Coaldale     | • Redcliff      |
| • Coalhurst    | • Stavely       |
| • Fort Macleod | • Taber         |
| • Magrath      | • Vauxhall      |
| • Milk River   | • Vulcan        |

### Villages and Summer Villages (19)

- |               |              |
|---------------|--------------|
| • Barnwell    | • Carmangay  |
| • Empress     | • Champion   |
| • Arrowwood   | • Duchess    |
| • Milo        | • Ghost Lake |
| • Foremost    | • Lomond     |
| • Warner      | • Longview   |
| • Glenwood    | • Rosemary   |
| • Hill Spring | • Stirling   |
| • Coutts      | • Waiparous  |
| • Barons      |              |

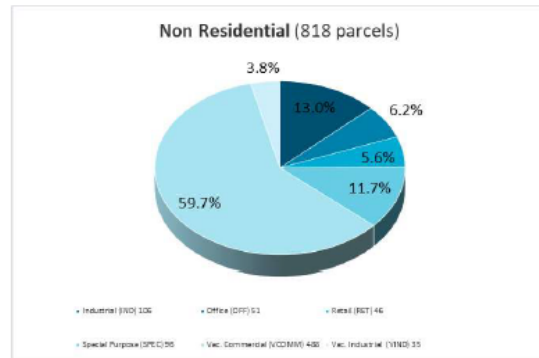
### Counties, MD's, ID's, and Specialized Municipalities (10)

- |                        |                      |
|------------------------|----------------------|
| • Vulcan County        | • MD of Willow Creek |
| • County of Forty Mile | • MD of Acadia       |
| • County of Warner     | • ID #4 (Waterton)   |
| • Cardston County      | • Crowsnest Pass     |
| • MD of Taber          | • Special Areas      |



## Assessment Audit Report Excerpt

---



### Finding of Audit

In our opinion, the Municipal District (MD) of Taber, in preparing its assessment roll for the 2023 tax year, meets virtually all legislated standards. Most aspects of procedures and practices used in preparation of property assessments meet assessment best practices.

In addition, an administrative review of the municipality's management of the assessment program finds legislative requirements are in substantial compliance for the administration of bylaws, assessment rolls, notices, complaints, and public relations.

This report contains two recommendations requiring action in the upcoming assessment year.

### Recommendations

#### Compliance with Legislation Requirements

The municipality must:

- Correct Predominant Use Codes for 60 parcels labelled as SPEC.
- Appoint a person to the office of assessor.

#### Best Practice Recommendations

Assessment Audit offers no recommendations.

#### Acknowledgements

Cooperation received from the assessor and administration staff at the MD of Taber is appreciated. We received all information, reports and explanations required to conduct the audit in a timely fashion.

### **Next Steps**

The assessor and chief administrative officer were asked to respond to conclusions and recommendations contained in this report, indicating actions that will be taken to address recommendations and the timeframe in which the actions will be completed. Such action demonstrates a commitment toward continued improvement of assessment practices and administration, contributing to enhanced assessment quality across the province.

A follow-up audit will be conducted in 2024 to evaluate progress on actions taken by the municipality in addressing recommendations contained in the report.

### **Assessors Response**

We have reviewed the Detailed Audit and agree with the Auditor's findings. We strive to meet all legislative requirements as well as guidelines and best practices. Our company works hard to produce the highest quality of assessments and we appreciate review of our work.

Logan Wehlage AAMA - Assessor

### **Municipal Response**

As the MD of Taber CAO, I have reviewed and accept the outlined recommendation(s) contained with the Detailed Assessment Audit report for the municipality and will continue to work with our Assessor and software provider to implement said recommendations – specifically that of appointing the designated Assessor by name – in an effort to work within prescribed legislation and follow industry best practices.

Arlos Crofts – CAO

# AGENDA ITEM REPORT



**Title:** 2026 Capital Equipment Purchasing  
**Meeting:** Council Meeting - 02 Oct 2025  
**Department:** Operations  
**Report Author:** Ryan Thomson

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 01 Oct 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

Annually council approves 5-year capital plans as per the Municipal Government Act which requires an approved 5-year capital plan and a 3-year operating budget.

All purchases for the replacement of existing equipment would be for the 2026 calendar year and therefore will fall under the 2026 capital equipment expenditures.

As delays in the delivery of equipment continues to be a challenge due to manufacturing timelines, ordering of some equipment is required immediately to ensure equipment is available for the 2026 season.

## RECOMMENDATION:

That Council approve the 2026 Fleet Capital Budget for purchasing requirements.

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

As part of the budget process quotes on equipment have been sourced and received, however through that process it has been indicated that there are manufacturing delays that will push delivery of equipment out passed the spring/summer operational requirements. Due to these delays in delivery of machinery and equipment, if equipment purchases are approved later in the calendar year it could impact overall operations as well as force the use of equipment that is meant to be replaced, which could impact service delivery and the sale of equipment.

By starting the purchasing process and issuing RFQs, equipment can be ordered immediately to ensure delivery meets operational requirements.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved the 2025 Budget, which included the 2025-2029 Capital Equipment projected purchases in December 2024.

**BACKGROUND INFORMATION:**

The equipment purchased for operations is required in meeting ongoing levels of service requirements. The capital equipment proposed is for core services such as road maintenance, construction, mowing, weed spraying, and snow removal.

Equipment life cycles are considered as part of equipment purchasing. Optimal purchasing has equipment arriving in the spring for operations and disposals can be cycled to auction or sold accordingly when the demand is the highest.

It has been indicated by equipment suppliers that the lead time on some equipment delivery is over 6 months.

**ALTERNATIVES / PROS / CONS:**

Not to preapprove 2026 Fleet Capital

PRO - N/A

CON - Will delay delivery of equipment for 2026 season.

**FINANCIAL IMPACT:**

The machinery and equipment (M&E) planned for purchase is part of the long term equipment replacement. All funding for the purchases will come from the Fleet Replacement Reserve which has a balance of \$4,079,501.

**LEVEL OF PUBLIC PARTICIPATION:**



Inform



Consult



Involve



Collaborate



Empower

**ATTACHMENTS:**

[2026 Capital Equipment Purchasing](#)

<div>LETHBRIDGE COUNTY</div> <div>FLEET BUDGET</div> <div>2026 CAPITAL EQUIPMENT PURCHASES</div>								
			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
	<b>SCHEDULED REPLACEMENTS</b>							
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
	<b>VEHICLE REPLACEMENT PROGRAM</b>							
26-FLT-	Enterprise Fleet Program - 12 X Crewcab 1/2 ton Truck	660,000	120,000	-	-	-	540,000	\$ 660,000
<b>TOTAL CAPITAL EQUIPMENT REQUEST</b>		<b>\$ 3,075,000</b>	<b>\$ 2,085,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 990,000</b>	<b>\$ 3,075,000</b>
		\$ 3,075,000						\$ 3,075,000

# AGENDA ITEM REPORT



**Title:** Community Planning Association of Alberta (CPAA) - 2026 Annual Conference and Sponsorship  
**Meeting:** Council Meeting - 02 Oct 2025  
**Department:** Community Services  
**Report Author:** Candice Robison

## APPROVAL(S):

Candice Robison, Executive Assistant

Approved - 01 Oct 2025

## STRATEGIC ALIGNMENT:



**Governance**



**Relationships**



**Region**



**Prosperity**

## EXECUTIVE SUMMARY:

The Community Planning Association of Alberta (CPAA) has invited Lethbridge County to sponsor its 2026 Conference, scheduled for April 27–29, 2026, at the Red Deer Resort & Casino. The CPAA Conference is one of Alberta's premier municipal and planning gatherings, bringing together municipal leaders, councilors, developers, and planners from across the province.

## RECOMMENDATION:

That Lethbridge County Council approve sponsorship of the 2026 CPAA Conference at the Signature Sponsor level in the amount of \$3,000, with funds to come from the Council's Discretionary Reserve, and that any member of Council be eligible to attend.

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

Lethbridge County has a history of supporting this conference, which includes one complimentary registration and recognition opportunities. Council direction in past years has been to continue this support this event, demonstrating the County's commitment to municipal collaboration and innovation in planning. This sponsorship level has ensured visibility for Lethbridge County among municipal and industry leaders.

## PREVIOUS COUNCIL DIRECTION / POLICY:

In previous years, Council has approved CPAA sponsorship at the \$3,000 level, which provided recognition benefits and one complimentary registration.

## BACKGROUND INFORMATION:

The CPAA Conference is recognized as a valuable platform for:

- Showcasing municipal leadership in planning, innovation, and collaboration.

- Networking with municipal representatives, developers, CAOs, and planners from across Alberta.
- Sharing knowledge and learning from challenges and successes in both rural and urban contexts.

The theme for the 2026 conference is Collaborative Planning for Alberta's Future. Registration costs \$650 per person.

2026 Sponsorship Options (from the CPAA Sponsorship Package Sponsorship Package 2026):

- Principal Sponsor – \$6,000 (exclusive, includes 3 registrations, keynote sponsorship, and speaking opportunity).
- Premiere Sponsor – \$4,500 (includes 2 registrations, recognition at banquet/reception/supper).
- Signature Sponsor – \$3,000 (includes 1 registration, recognition during AGM Lunch, Breakfast, or Welcome Bag sponsorship).
- Supporting Sponsor – \$2,000 (includes 1 registration, recognition during refreshment break or program).
- Silent Auction/Custom Sponsorship – tailored recognition or student scholarship support.

Given Council's past support and the benefits of maintaining visibility within the provincial planning community, continuation at the Signature Sponsor level is consistent with prior direction.

#### ALTERNATIVES / PROS / CONS:

- **Increase to Premiere or Principal Sponsorship (\$4,500–\$6,000)** – provides additional visibility and benefits, but at higher financial cost.
- **Reduce to Supporting Sponsorship (\$2,000)** – reduces financial commitment but limits visibility and recognition opportunities.
- **Decline Sponsorship** – no cost, but Lethbridge County would forgo representation and recognition at a key provincial event.

#### FINANCIAL IMPACT:

The Signature Sponsorship is \$3,000, which has been Council's standard level of support in prior years. Cost includes recognition benefits and 1 complimentary registration (valued at approx. \$650), which reduces the need for an additional registration purchase. Funds would be drawn from the Council's Discretionary Reserve.

#### LEVEL OF PUBLIC PARTICIPATION:

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

#### ATTACHMENTS:

[CPAA Conference Sponsorship Package 2026](#)



## Collaborative Planning for Alberta's Future



### Sponsorship Package

#### 2026 Community Planning Association of Alberta Conference

Welcome to the Premier Planning Event in Alberta!

Each year, the Community Planning Association of Alberta (CPAA) brings together planners, municipal leaders, developers, and industry professionals to collaborate, share ideas, and advance community planning across the province. Your sponsorship supports the delivery of a high-caliber event while raising your profile with key decision-makers and influencers.

#### Principal Sponsor \$6,000

**Exclusive Opportunity – Only One Available**

**Be recognized as the Principal Sponsor of the CPAA Conference.**

Benefits:

- Opportunity to speak during opening or closing remarks
- Sole sponsor of the Keynote Speaker
- Three complimentary conference registrations
- Three complimentary welcome reception tickets
- Prominent logo placement
- Premium exhibitor space
- Recognition on website and social media

#### Signature Sponsor \$3,000

**Choose from:**

- AGM Lunch Sponsor
- Breakfast Sponsor
- Welcome Bag Sponsor

Benefits:

- One complimentary conference registration
- One complimentary welcome reception tickets
- Prominent signage and recognition during sponsored event

#### Silent Auction Sponsor

**Support the CPAA student scholarship fund through a silent auction item or financial gift.**

Recognition Includes:

- Listing in the conference program as a contributor
- Recognition at the banquet during the silent auction
- Funds raised support student scholarships in the planning profession

#### Premiere Sponsor \$4,500

**Choose from one of the following exclusive options:**

- Banquet Sponsor
- Welcome Reception Sponsor
- Conference Supper Sponsor

Benefits:

- Two complimentary conference registrations
- Two complimentary welcome reception tickets
- Prominent signage and recognition during sponsored

#### Supporting Sponsor \$2,000

**Choose from:**

- Refreshment Break Sponsor
- Conference Program Sponsor

Benefits:

- One complimentary conference registration
- One complimentary welcome reception tickets
- On-site signage

#### Custom Sponsorship

Looking for something unique? We're happy to tailor a package to suit your branding or engagement goals.

*Thank you!*

#### CONTACT US

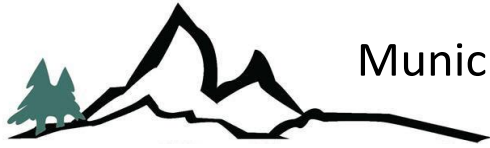
Email: [www.communityplanningalberta.com](http://www.communityplanningalberta.com)

Phone: (780) 432-6387

Web: [www.cpaa.biz](http://www.cpaa.biz)

Address: 600, 900 – 6th Avenue SW, Calgary, Alberta T2P 3K2





# Municipal District of Willow Creek

Office of the Administrator

www.mdwillowcreek.com  
273129 SEC HWY 520  
Claresholm Industrial Area  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351  
Fax: (403) 625-3886  
Shop: (403) 625-3030  
Toll Free: 888-337-3351

October 1, 2025

Dear Neighbour,

The Municipal District of Willow Creek No. 26 Agricultural Service Board (ASB) is pleased to invite you to the **32nd Legacy of Our Land Banquet**, an annual event dedicated to celebrating and honoring the agricultural producers in our community. This evening serves as a recognition of their vital role in shaping and sustaining our local agriculture industry.

## Event Details

**Date:** November 7, 2025  
**Venue:** Fort Macleod & District Community Hall, 301 25 St, Fort Macleod, AB T0L 0Z0  
**Time:** Doors open at 5:00 pm, with a Prime Rib Dinner to follow at 6:00 pm

As a valued neighboring community, the ASB would like to extend **1 complimentary ticket** to your town, county or municipal district for this special evening. Kindly notify the MD ASB with the name of the representative you wish to send, and we will have their ticket available at the door. Please RSVP by **October 31, 2025**. If they would like to purchase additional tickets via cash, e-transfer, or invoice please let me know.

Our guest presenter this year is Jeremy Evans, known as *The Grizzly Dude*, he is a survivor, storyteller, and advocate for resilience. After surviving a near-fatal grizzly bear attack, Jeremy transformed his harrowing experience into a powerful mission: to inspire others to embrace courage, adaptability, and strength in the face of life's toughest challenges. As the author of *Mauled: Lessons Learned from a Grizzly Bear Attack*, he provides deeper insights into his journey and the universal truths he's uncovered about resilience and growth. Jeremy's message resonates with individuals, teams, and organizations, encouraging them to turn adversity into opportunity and scars into stories of triumph. His key themes include building resilience, overcoming adversity, and finding purpose in pain.

Should you have any questions or require further information, please feel free to contact me at (403) 625-1656 or via email at [carla@mdwillowcreek.com](mailto:carla@mdwillowcreek.com).

We look forward to welcoming your representative and sharing this meaningful evening with you.

Warm regards,

Carla Preachuk  
Director of Agricultural Services  
Municipal District of Willow Creek No. 26  
Cell (403) 625-1656 [carla@mdwillowcreek.com](mailto:carla@mdwillowcreek.com)

September 29, 2025

To Lethbridge County CAO and Council,

The Picture Butte and District Chamber of Commerce is pleased to invite you to our annual Best of Butte Awards evening where we will be honouring our 2025 Citizen of the Year Mr. Morris Zeinstra.

Date: Friday October 17 2025

Doors Open/Cocktails 5:30

Dinner 6:00 p.m

Location: Coyote Flats Pioneer Village

This event is a celebration of community spirit, excellence and the contributions that make Picture Butte a wonderful place to live. We would be delighted by your presence as we recognize both outstanding businesses and the exceptional service of Mr. Zeinstra.

Tickets are \$50.00 each and are available on line at [chamber@picturebutte.ca](mailto:chamber@picturebutte.ca) or in person at Co-Operators in Picture Butte.

We sincerely hope you can join us for this special evening of recognition and community pride.  
Warm regards

Cathy Moore

Mayor

Town of Picture Butte