



Agenda

Council Meeting | Thursday, April 17, 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 - 03 Apr 2025 - Minutes](#)

D. DEPARTMENT REPORTS

D.1. DEVELOPMENT & INFRASTRUCTURE

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- D.1.1. **Bylaw 25-005 Amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan - First Reading**
[Bylaw 25-005 Amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan - First Reading](#)

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- D.1.2. **Bylaw 25-011 Amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan - Rural Light Industrial Use - First Reading**
[Bylaw 25-011 Amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan \(Rural Light Industrial Use\) - First Reading](#)

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- D.1.3. **Development Permit Application 2025-042 (City of Lethbridge Waste and Disposal Site)**
[2025-042 Development Permit Application \(City of Lethbridge\)](#)

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- D.1.4. **2024 Hamlet of Iron Springs and Turin Growth Study Reviews**
[2024 Hamlet of Iron Springs & Turin Growth Study Reviews](#)

D.2. OPERATIONS

236 - 260	D.2.1.	<u>Agricultural Service Board Level of Service</u> Agricultural Service Board Level of Service
	D.3.	CORPORATE SERVICES
261 - 279	D.3.1.	<u>2025 Stirling Wind Benefit Project Funding Allocations</u> 2025 Stirling Wind Benefit Project Funding Allocations
280 - 289	D.3.2.	<u>Bylaw 25-013 - 2025 Business Tax Bylaw</u> Bylaw 25-013 - 2025 Business Tax Bylaw
290 - 294	D.3.3.	<u>Bylaw 25-014 - 2025 Business Tax Rate Bylaw</u> Bylaw 25-014 - 2025 Business Tax Rate Bylaw
	D.4.	ADMINISTRATION
295 - 298	D.4.1.	<u>2025 Calgary Stampede BMO Farm Family Awards</u> 2025 Calgary Stampede BMO Farm Family Awards
299 - 312	D.4.2.	<u>Bylaw No. 25-015 - Council Procedural Bylaw</u> Bylaw No. 25-015 - Council Procedural Bylaw
	E.	CORRESPONDENCE
313 - 314	1.	<u>Provincial Priorities Act Municipal Sector Fact Sheet</u> Provincial Priorities Act Municipal Sector Fact Sheet
315	2.	<u>Mayors & Reeves - Letter of Support - Invasive Species & Boat Decontamination</u> Mayors & Reeves - Letter of Support - Invasive Species & Boat Decontamination
316 - 336	3.	<u>2024 Chinook Arch Impact Report & Financial Statements</u> 2024 Chinook Arch Impact Report & Financial Statements
	F.	COUNTY COUNCIL AND COMMITTEE UPDATES
337 - 340	1.	<u>Lethbridge County Council Attendance Update - March 2025</u> Lethbridge County Council Attendance Update - March 2025
	G.	NEW BUSINESS
	H.	CLOSED SESSION
	1.	<u>Tax Bylaw Options (FOIP Section 25 - Disclosure harmful to economic and other interests of a public body)</u>
	2.	<u>CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)</u>

I. ADJOURN



Minutes

Council Meeting | Thursday, April 3, 2025 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, April 3, 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 – via Teams
- Councillor Morris Zeinstra
- Director, Development & Infrastructure Devon Thiele
- Director, Corporate Services Hailey Pinksen
- Director, Operations Ryan Thomson
- Executive Assistant Candice Robison
- Manager, Planning & Development Hilary Janzen
- Senior Planner Steve Harty
- Municipal Intern, Planning Hannah Laberge

A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:03 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

The following items were added to the agenda:

F.1.5 - Bridge 79595 Update

H.3 - Link Pathway Update

J.2 - Closed Session - GFOA Award

57-2025	Deputy Reeve Kuerbis	MOVED that the Mar, 2025 Lethbridge County Council Meeting Agenda be adopted as amended.	CARRIED
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C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

58-2025 Councillor MOVED that the March 6, 2025 Lethbridge County Council Minutes be
Hickey adopted as presented.

CARRIED

D. SUBDIVISION APPLICATIONS

**D.1. Subdivision Application #2025-0-022 – McCutcheon
- portion of SE1/4 6-8-20-W4M**

59-2025 Councillor That S.D. Application #2025-0-022 be approved subject to the conditions as
Hickey outlined in the draft resolution.

CARRIED

E. DEPARTMENT REPORTS

E.1. DEVELOPMENT & INFRASTRUCTURE

**E.1.1. Bylaw 25-007 - Re-designate a portion of Plan 1910749 Block 1 Lot 9 in the NE
25-1-20-W4 from Urban Fringe to Hamlet Industrial and Extend the Hamlet of
Shaughnessy Boundary - First Reading**

60-2025 Deputy That Bylaw 25-007 be read a first time.
Reeve
Kuerbis

CARRIED

**E.1.2. Bylaw 25-008 - Repeal Bylaw 1481 being the Meadowscape Area Structure
Plan - First Reading**

61-2025 Councillor That Bylaw 25-008 be read a first time.
Sayers

CARRIED

**E.1.3. Bylaw 25-009 - Re-designate Plan 2210953 Block 2 Lot 2 from Grouped
Country Residential to Urban Fringe - First Reading**

62-2025 Deputy That Bylaw 25-009 be read a first time.
Reeve
Kuerbis

CARRIED

E.1.4. Bylaw 25-010 - Re-designate portions the NE 25-8-23-W4, NW 30-2-22-W4, and SW 30-8-22-W4 from Urban Fringe to Direct Control - First Reading

63-2025 Deputy Reeve Kuerbis That Bylaw 25-010 be read a first time. CARRIED

E.1.5. Bridge 79595 Update

Devon Thiele, Director, Development & Infrastructure provided Council an update on Bridge 79595.

E.2. ADMINISTRATION

E.2.1. CPAA Conference

The CPAA Conference was discussed.

E.2.2. FCM Conference

The FCM Conference was discussed.

F. CORRESPONDENCE

F.1. Abbondanza Dinner

Council reviewed an invitation to the Abbondanza Dinner taking place on Saturday, April 12, 2025.

F.2. Oldman Watershed Council - Thank You

Council reviewed correspondence from the Oldman Watershed Council thanking Council for their annual donation.

F.3. Minister of Municipal Affairs

Council reviewed correspondence from the Minister of Municipal Affairs regarding Education Property Tax.

G. COUNTY COUNCIL AND COMMITTEE UPDATES

G.1. Lethbridge County Council Attendance Update - February 2025

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

Division 1

Councillor Lorne Hickey

February 4	Health Professional Recruitment & Retention Committee
February 5	FCSS Board Meeting
February 6	Lethbridge County Council Meeting
February 8	Southern Alberta Chinese Association Year of the Snake Celebration
February 19	Green Acres Finance Committee Meeting
February 26	Green Acres Board Meeting

Division 2

Reeve Tory Campbell

February 6	Lethbridge County Council Meeting
February 7	Mayors & Reeves
February 8	Southern Alberta Chinese Association Year of the Snake Celebration
February 13	Fire Services Review Meeting
February 17	Coaldale & District Handi-Ride Association Ribbon Cutting
February 25	Emergency Services Meeting with Town of Coaldale
February 27	Child Care Needs Assessment, Virtual Session, Jobs, Economy & Trade

Division 3

Councillor Mark Sayers

February 6	Lethbridge County Council Meeting
February 7	FCSS Interview
February 13	Fire Services Review Meeting
February 17	Coaldale Handicap Bus Ribbon Cutting
February 24	Oldman Watershed Council Workshop
February 25	Emergency Services Meeting with Town of Coaldale

Division 4

Deputy Reeve John Kuerbis

February 4	Weekly Meeting with Community Futures Executive Director
February 6	Lethbridge County Council Meeting
February 11	Community Futures South Region Managers & Chair Meeting
February 26	Community Futures Monthly Board Meeting

Division 5

Councillor Kevin Slomp

February 6	Lethbridge County Council Meeting
February 13	Highway 3 Twinning Development Association Meeting
February 24	Oldman Watershed Council Workshop
February 25	Emergency Services Meeting with Town of Coaldale
February 27	Highway 3 Twinning Booth – Ag Expo

Division 6

Councillor Klaas VanderVeen

February 6	Lethbridge County Council Meeting
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February 28	SAEWA Board Meeting
Division 7	
Councillor Morris Zeinstra	
February 6	Lethbridge County Council Meeting
February 13	Chamber of Commerce Meeting
February 20	Seed Cleaning Meeting

G.2. Community Futures National Convention - Deputy Reeve Kuerbis - May 4-6

64-2025	Deputy Reeve Kuerbis	MOVED that Deputy Reeve Kuerbis be granted permission to travel to the Community Futures National Convention in St. Johns, May 4-6.
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CARRIED

G.3. Link Pathway Update

Councillor Zeinstra provided Council an update on the Link Pathway.

Reeve Campbell recessed the meeting at 9:43 a.m.

Reeve Campbell reconvened the meeting at 10:00 a.m.

H. PUBLIC HEARINGS - 10:00 a.m.

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 25-003 at 10:00 a.m.

H.1. Bylaw 25-003 - Re-designate Plan 2410658 Block 5 Lot 1 in the NE 19-10-23-W4 from Rural Agriculture to Direct Control - Public Hearing

65-2025	Councillor Sayers	MOVED that the Public Hearing for Bylaw 25-003 commence at 10:01 a.m.
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CARRIED

The Manager, Planning and Development reviewed Bylaw 25-003.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-003.

Eric Van Essen, the applicant spoke in favor of Bylaw 25-003.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-003.

Bryon Harbers spoke in opposition of Bylaw 25-003.

Carrie Ann Worden spoke in favor of Bylaw 25-003.

Jerry Joosse spoke in favor of Bylaw 25-003.

Marie Galeana spoke in favor of Bylaw 25-003.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-003.

No further comments were made.

66-2025	Councillor Zeinstra	MOVED that the Public Hearing for Bylaw 24-00 3 adjourn at 10:24 a.m	CARRIED
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Reeve Campbell reconvened the regular meeting at 10:24 a.m.

67-2025	Councillor Hickey	MOVED that Bylaw 25-003 be read a second time.	CARRIED
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68-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-003 be read a third time.	CARRIED
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Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 25-004 at 10:28 a.m.

H.2. Bylaw 25-004 - Re-designate Plan 8811143 Block 1 Lot 7 in the SW 3-10-23-W4 from Direct Control (Bylaw 17-003) to Direct Control - Public Hearing

69-2025	Deputy Reeve Kuerbis	MOVED that the Public Hearing for Bylaw 25-004 commence at 10:29 a.m.	CARRIED
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The Manager, Planning and Development reviewed Bylaw 25-004.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-004.

Henry Bakker, the applicant spoke in favor of Bylaw 25-004.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-004.

No further comments were made.

70-2025	Councillor Sayers	MOVED that the Public Hearing for Bylaw 25-004 adjourn at 10:37 a.m. <div style="text-align: right;">CARRIED</div>
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Reeve Campbell reconvened the regular meeting at 10:37 a.m.

71-2025	Deputy Reeve Kuerbis	MOVED that Bylaw 25-004 be read a second time, as amended. <div style="text-align: right;">CARRIED</div>
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72-2025	Councillor Sayers	MOVED that Bylaw 25-004 be read a third time. <div style="text-align: right;">CARRIED</div>
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Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 25-006 at 10:38 a.m.

H.3. Bylaw 25-006 - Re-designate Plan 0210278 Block 1 Lot 1 in the NW 27-11-20-W4 from Rural Agriculture to Rural General Industrial - Public Hearing

73-2025	Deputy Reeve Kuerbis	MOVED that the Public Hearing for Bylaw 25-006 commence at 10:39 a.m. <div style="text-align: right;">CARRIED</div>
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The Manager, Planning and Development reviewed Bylaw 25-006.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-006.

Vaughn Penner, agent for the applicant spoke in favor of Bylaw 25-006.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-006.

No further comments were made.

I.1. Disposal of Municipal Lands (FOIP Section 25 - Disclosure harmful to economic and other interests of a public body)

79-2025	Deputy Reeve Kuerbis	MOVED that County Council approve the sale of municipal lands and allow County Administration to negotiate the sale of the lands within 15% of the asking price.	CARRIED
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J. ADJOURN

80-2025	Councillor Zeinstra	MOVED that the Lethbridge County Council Meeting adjourn at 11:59 a.m.	CARRIED
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Reeve

CAO

AGENDA ITEM REPORT



Title: Bylaw 25-005 Amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan - First Reading
Meeting: Council Meeting - 17 Apr 2025
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 02 Apr 2025
Approved - 03 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The proposed amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan (IDP) is to adjust the boundary of the IDP to account for the Annexation of lands into the Town of Nobleford in 2024.

RECOMMENDATION:

That Bylaw 25-005 be read a first time.

REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 25-005 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Lethbridge County and Town of Nobleford IDP was approved by County Council on June 21, 2012 and amended on April 16, 2019.

BACKGROUND INFORMATION:

The proposed amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan (IDP) is to adjust the boundary of the IDP to account for the Annexation of lands into the Town of Nobleford in 2024.

ALTERNATIVES / PROS / CONS:

None Identified.

FINANCIAL IMPACT:

There is no financial impact.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 25-005 - Amendment to County-Nobleford IDP \(Boundary\)](#)

[Bylaw 25-005 - Boundary Adjustment Map](#)

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-005

Bylaw No. 25-005 of Lethbridge County is for the purpose of amending Bylaw No. 1388, the current Intermunicipal Development Plan between Lethbridge County and the Town of Nobleford (Bylaw No. 1388 and Bylaw No. 623), in accordance with sections 631 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS the two municipalities have an existing Intermunicipal Development Plan (IDP) as required by the province, to collaborate and address common planning issues where the possible effects of development transcends municipal boundaries.

AND WHEREAS the amendments are to: Update Maps 1 to 13 to align the municipal boundary of the Town of Nobleford in conformity with the most recent annexation (December 2024) of lands Lot 1, Block 33, Plan 2312047 brought into the Town as per Order in Council 361/2024.

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

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended, the Council of Lethbridge County duly assembled hereby enacts the following:

- 1. Council shall amend the Lethbridge County and Town of Nobleford Intermunicipal Development Plan (Bylaw No. 1388 and Bylaw No. 623) as agreed to with the Town of Nobleford.
- 2. That the plan map amendments are adopted as indicated to adjust the municipal boundary.
- 3. This amending bylaw shall come into effect upon third and final reading thereof.
- 4. That Bylaw No. 1388 is consolidated to incorporate the map amendments.

GIVEN first reading this 17th day of April 2025.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 20____.

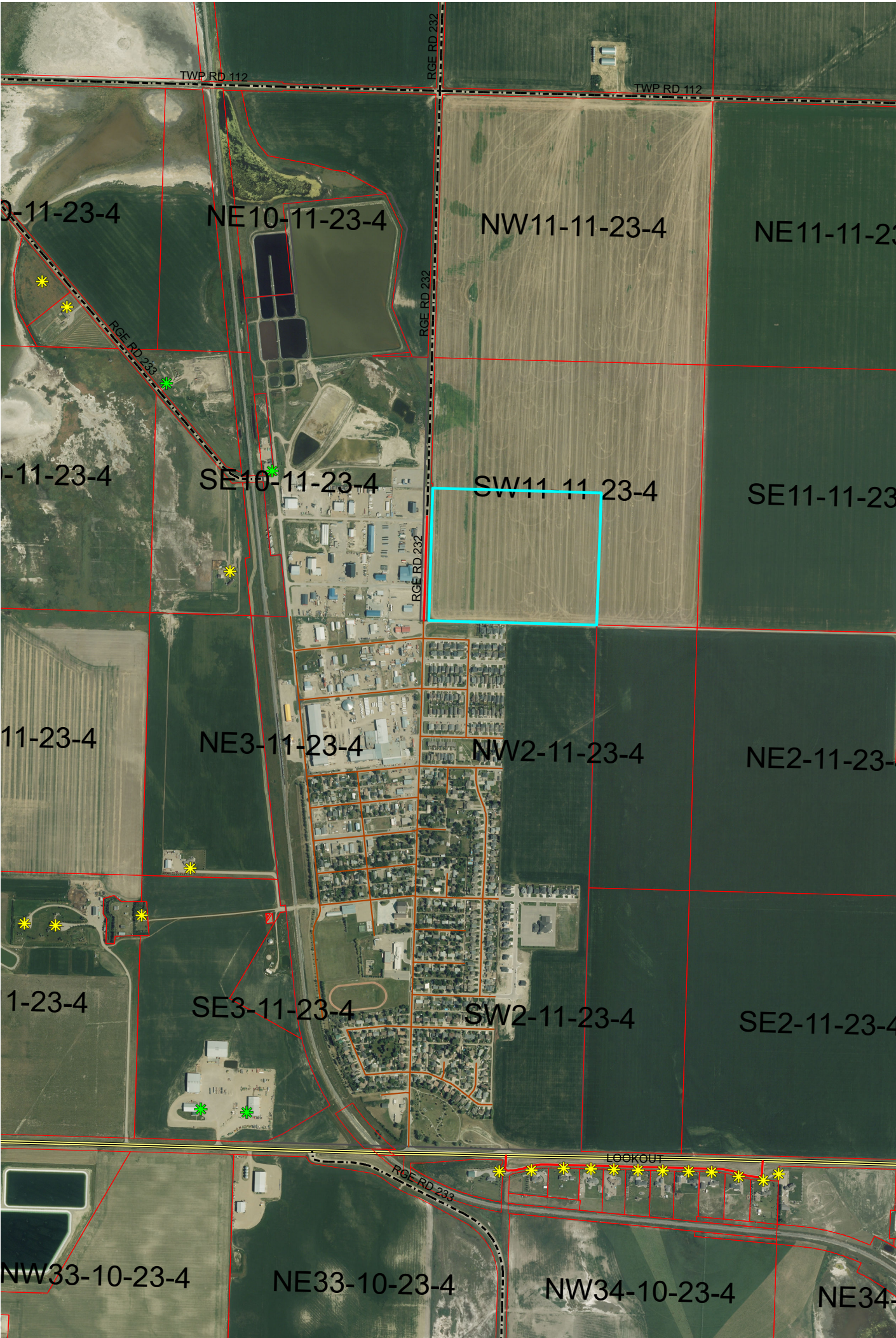
Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 20_____.

Reeve

Chief Administrative Officer



AGENDA ITEM REPORT



Title: Bylaw 25-011 Amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan - Rural Light Industrial Use - First Reading
Meeting: Council Meeting - 17 Apr 2025
Department: Development & Infrastructure
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 02 Apr 2025
Approved - 03 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The proposed amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan (IDP) is to allow for a rural light industrial use area within Planning Area 2, specifically in the NW 15-11-23-W4.

RECOMMENDATION:

That Bylaw 25-011 be read a first time.

REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 25-11 will allow County Administration to set the date for the Public Hearing and send out the notices for the proposed bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Lethbridge County and Town of Nobleford IDP was approved by County Council on June 21, 2012 and amended on April 16, 2019.

BACKGROUND INFORMATION:

An application has been made by a landowner/business owner to amend the Lethbridge County-Town of Nobleford Intermunicipal Development Plan.

The proposed amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan (IDP) is to allow for a rural light industrial use area within Planning Area 2, specifically in the NW 15-11-23-W4.

The proposed application has been discussed with the Town of Nobleford and Lethbridge County Intermunicipal Development Committee.

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

There is no financial impact.

LEVEL OF PUBLIC PARTICIPATION:

☐

Inform

☒

Consult

☐

Involve

☐

Collaborate

☐

Empower

ATTACHMENTS:

[Prairie Glider Transport Ltd - Amendment Letter](#)

[Leth Co -Nobleford IDP potential amendments Area 2 -FINAL](#)

[Bylaw 25-011 - Amendment to County-Nobleford IDP \(Rural Light Industrial\)](#)

[SCHEDULE A map - County of Lethbridge & Village of Nobleford IMDP - 2025 Edits-MAP 10](#)

Prairie Glider Transport Ltd.
PO Box 280 Nobleford AB
T0L 1S0
prairie.glider.transport@gmail.com
403-360-9551
403-894-3203
403-715-0261

Lethbridge County
#100, 905 4 Ave S
Lethbridge, AB T1J 4E4

And

Town of Nobleford
231 King St.
Nobleford, AB T0L 1S0

Amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan
for:

Portion of SW 15-11-23-W4

To Whom It May Concern:

We are writing Lethbridge County and the Town of Nobleford to formally request an amendment to the Lethbridge County and Town of Nobleford Intermunicipal Development Plan to allow for commercial/industrial development on a portion of the SW 15-11-23-W4 as shown on the enclosed map.

We are seeking this amendment to accommodate the operations of our trucking company, Prairie Glider Transport Ltd, which includes area to accommodate the necessary infrastructure (i.e. ponds), vehicle parking, maintenance, and administration activities.

Thank you for your time and consideration. We look forward to your guidance and a positive resolution to this request. Please feel free to contact us should you require any further information.

Sincerely,

Henry Klassen
Frank Guenther
Corny Klassen

Planning Area 2

Planning Area 2 is centrally located within the IMDP area and is located east of Highway 23, north of Planning Area 1, west and north of the existing Town boundary and encompasses approximately 720 acres (291 ha). With respect to existing land use, a large percentage of the lands within Planning Area 2 are low lying and wet (at most times during the year) due to this area accepting natural stormwater drainage from other lands outside of Planning Area 2. This non-permanent water body (as confirmed by the Provincial Department of Public Lands, Sustainable Resource Development) is locally known as Stud Horse Lake and shall be preserved as a wetland area and continue to provide for collection of regional stormwater drainage within the Plan area.

In the meetings with the Project Steering Committee one idea that was discussed and unanimously supported was the pursuit to potentially utilize this significant wetland feature for additional regional stormwater drainage and as an enhanced wildlife conservation area. There are environmental considerations in Planning Area 2 that were felt to be important ecologically, economically and socially/culturally to the Project Steering Committee, residents and councils in support of both lifestyle and livelihood goals. These include:

- Stud Horse Lake – a large seasonal water body making up the majority of this planning area. It provides for waterfowl habitat and natural stormwater retention. In times of high precipitation this water body may remain wet and contain water all year long (to various degrees);
- Potential for enhancement as a regional tourism destination for the region (similar to the “Birds of Prey Centre” in Coaldale);
- Potential as a major regional stormwater detention area; and
- Interesting and important natural characteristics and uniqueness of the area.

Although Stud Horse Lake is the primary feature within this planning area, existing land uses include agriculture, residences/dwellings, and a utility feature (i.e. wind-generator). Two County roads, the CPR rail line and a cooperative waterline traverse the area. Projected land uses in this area will be more limited and are envisioned to include potential recreational (public or private ventures), country residential and/or public uses (i.e. regional storm drainage and sewage lagoon expansion) where the use has been determined to be suitable and appropriate through the submission of additional professional scientific reports and/or an Area Structure Plan. Rural isolated light industrial uses may be considered, in a portion of the SW 15-11-23-W4M, if they are non-noxious and associated with agricultural related activities and the required engineering studies are provided to support the proposed use.

Policies

- 5.3.26 The preservation of significant and/or sensitive natural environments is encouraged when considering applications for redesignation, subdivision, or development.
- 5.3.27 The biophysical characteristics and environmental significance of lands in Planning Area 2 shall be considered in any and all applications for an Area Structure Plan, redesignation, subdivision or development. A biophysical survey/assessment and/or environmental impact assessment may be required to be provided by an applicant at the time of submission of an application for an Area Structure Plan, redesignation, subdivision or development.

- 5.3.28 The area of land locally known as Stud Horse Lake shall be preserved as a special development area or significant sensitive environmental/wetland feature.
- 5.3.29 The County has dedicated a portion of the wetland area(s) known as Stud Horse Lake and will continue to protect this area, by dedicating the lands at the time of subdivision, as environmental reserve (or alternatively preserved through the use of an environmental reserve easement).
- 5.3.30 If subdivision is not imminent, the County may put in place a strategy in pursuing the acquisition or ownership of the area(s) of land determined to contain the large wetland feature locally known as Stud Horse Lake.
- 5.3.31 The County and the Town may jointly pursue utilizing Stud Horse Lake as a regional stormwater collection and treatment area, with the appropriate authorities having jurisdiction.
- 5.3.32 The County and the Town may pursue partnering with Ducks Unlimited (or another agency as permitted by Alberta Environment) in providing for enhancements to the existing wetland feature known as Stud Horse Lake.
- 5.3.33 The County and the Town may jointly pursue obtaining grant funding in proposing to provide enhancements of the wetland feature known as Stud Horse Lake in providing for development of a regional tourism destination.
- 5.3.34 Consideration for other potential uses for this planning area shall be dependent on the developer demonstrating site suitability, and uses may include agricultural (non-intensive operations), recreational, limited country residential (in areas deemed suitable), **rural isolated light industrial (non-noxious)**, and public uses. In determining site suitability for a proposed Area Structure Plan, redesignation, subdivision or development an applicant/landowner may be required to provide a study prepared by a professional engineer which provides the following additional information (to the satisfaction of the County):
- (a) identifies and delineates hazard or sensitive areas,
 - (b) examines the biophysical characteristics of the site,
 - (c) identifies flood prone areas,
 - (d) determines the depth to the water table,
 - (e) includes a geotechnical investigation complete with soil compaction tests for building sites,
 - (f) addresses drainage from both the proposed development and neighbouring parcels of land,
 - (g) determines the type of servicing required as it relates to the development proposed, and how this may be logically provided,
 - (h) verifies suitable legal access and road standards,
 - (i) provides recommendations on applicable setbacks that may need to be applied, and any other matter the County may determine is necessary.
- 5.3.35 **The Core Area Concept plan identifies an area north of the Town of Nobleford, in the northwest area within the SW 15-11-23-W4M on Lot 2, Block 1, Plan 0815575, that may provide for the potential to develop an isolated rural light industrial use.**

5.3.36 The redesignation process to enable an isolated rural light industrial use on a portion of Lot 2, Block 1, Plan 0815575 is contingent upon the policies of this plan being adhered to and the following provisions:

- (a) The developer, at their expense, must submit with the application for redesignation, a professional engineering and/or technical study (wetland assessment) addressing the biophysical and environmental characteristics as listed in Policy 5.3.34, including a geotechnical investigation for development, analysis of the existing water table, drainage, and flood elevations of the wetland/water body within the SW 15-11-23-W4M for a 1:200 flood event; and
- (b) Upon receipt of the required information noted in (a), Lethbridge County will circulate copies of the submitted studies and/or reports to the Town of Nobleford for review; and
- (c) The information must be determined to be acceptable to the satisfaction both Lethbridge County and the Town of Nobleford, ensuring the Lot 2, Block 1, Plan 0815575 is suitable for the development of an isolated rural light industrial use.

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-011

Bylaw No. 25-011 of Lethbridge County is for the purpose of amending Bylaw No. 1388, the current Intermunicipal Development Plan between Lethbridge County and the Town of Nobleford (Bylaw No. 1388 and Bylaw No. 623), in accordance with sections 631 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS the two municipalities have an existing Intermunicipal Development Plan (IDP) as required by the province, to collaborate and address common planning issues where the possible effects of development transcends municipal boundaries.

AND WHEREAS the amendments are to amend the Planning Area 4 map (map 10) and Core Area Concept plan to provide for the potential to develop a rural light industrial use within a portion of the SW 15-11-23-W4M on Lot 2, Block 1, Plan 0815575 23-W4M situated to the north of the Town of Nobleford, and as outlined in policies 5.3.35 and 5.3.36 (as attached in ‘Schedule A’).

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

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended, the Council of the Town of Nobleford duly assembled hereby enacts the following:

- 1. Council shall amend the Lethbridge County and Town of Nobleford Intermunicipal Development Plan (Bylaw No. 1388 and Bylaw No. 623) as agreed to with the Town of Nobleford.
- 2. That the plan amendments are adopted as indicated in the attached ‘Schedule A’.
- 3. This amending bylaw shall come into effect upon third and final reading thereof.
- 4. That Bylaw No. 1388 is consolidated to incorporate the amendments in ‘Schedule A’.

GIVEN first reading this 17th day of April 2025.

Reeve

Chief Administrative Officer

GIVEN second reading this _____ day of _____, 20____.

Reeve

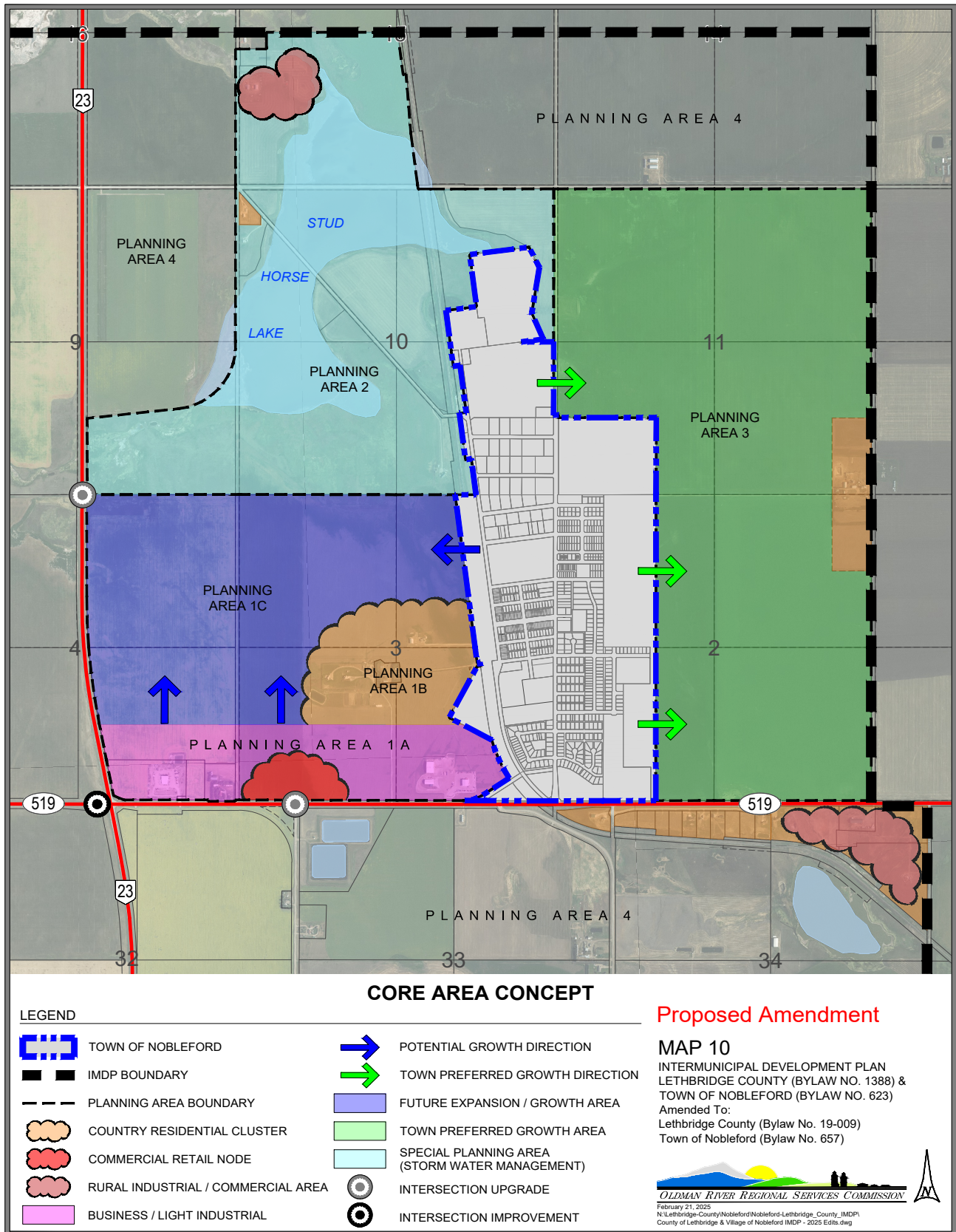
Chief Administrative Officer

GIVEN third reading this _____ day of _____, 20_____.

Reeve

Chief Administrative Officer

SCHEDULE A



AGENDA ITEM REPORT



Title: Development Permit Application 2025-042 (City of Lethbridge Waste and Disposal Site)
Meeting: Council Meeting - 17 Apr 2025
Department: Development & Infrastructure
Report Author: Jessica Potack

APPROVAL(S):

Hilary Janzen, Manager, Planning & Development	Approved - 02 Apr 2025
Devon Thiele, Director, Development & Infrastructure	Approved - 02 Apr 2025
Cole Beck, Chief Administrative Officer	Approved - 03 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

A development permit application has been submitted for Ancillary Buildings and Uses - Canopy (3931 sq. ft), Scale House (732 sq. ft.) with Wheel Chair Accessing Ramp (332.5 sq. ft.), Vehicle Scales, and Two Kiosks (56.3 sq. ft. each); and Temporary In-Bound and Out-Bound Scales and Office Trailers/Kiosks. Council is the Development Authority on Development Permit applications on this parcel as per Direct Control Bylaw 1389.

RECOMMENDATION:

That Development Permit Application 2025-042 be approved as drafted.

REASON(S) FOR RECOMMENDATION(S):

The proposed scale house renovations/replacements are Ancillary Buildings related to the existing Waste and Recycling Centre, both of which are listed as permitted uses under Direct Control Bylaw 1389.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council previously approved "Waste and Recycling Centre" and "Ancillary Buildings or Uses" as permitted used under Direct Control Bylaw 1389.

BACKGROUND INFORMATION:

Lethbridge County received an application for Ancillary Buildings and Uses - Canopy (3931 sq. ft), Scale House (732 sq. ft.) with Wheel Chair Accessing Ramp (332.5 sq. ft.), Vehicle Scales, and Two Kiosks (56.3 sq. ft. each); and Temporary In-Bound and Out-Bound Scales and Office Trailers/Kiosks.

The application was circulated electronically to internal County departments and Alberta Transportation. Alberta Transportation issued an exemption for the permit requirements pursuant to Section 25 of the Highways and Development Protection Regulation.

In reviewing the application, there are no concerns with allowing for the renovations/replacement of the scale houses.

ALTERNATIVES / PROS / CONS:

County Council may approve this permit with or without conditions, subject to the Lethbridge County Direct Control Bylaw 1389.

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:

☐ Inform ☐ Consult ☒ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[2025-042 DPA](#)
[2025-042 DPA2](#)
[2025-042 DPA4](#)
[2025-042 DC Bylaw 1389](#)
[2025-042 Attachment 3 - Civil Drawings](#)
[2025-042 DRAFT DP FOR COUNCIL](#)



Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Office Use		
Application No:	Roll No: 38330000	Use: <input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$ 300.00	Date Paid:	Land Use District:
Application Received/Complete: Mar 5/25 //		<input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Urban Fringe <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Business Light Industrial <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Rural Recreational <input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Hamlet Transitional/Agricultural <input checked="" type="checkbox"/> Direct Control
Notification or Advertised Date:	Effective Date:	
Municipal Address Application Submitted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required		
Approach Application Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> Not Required		
AER Abandoned well information provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Site Plans or drawings Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No		Site Visit Conducted: <input type="checkbox"/> No <input type="checkbox"/> Yes Date:

1. Applicant Information

Applicant's Name: Mark Molesky
Phone/Cell Phone: 403-330-5715 **Email:** mark.molesky@lethbridge.ca
Mailing Address: 910 - 4th Ave S, Lethbridge AB
Registered Owner's Name: City of Lethbridge
Phone/Cell Phone: 403-320-3111 **Email:** _____
Mailing Address: 10 - 4th Ave S, Lethbridge AB

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

☒ Agent ☐ Contractor ☐ Tenant ☐ Other: _____

2. Land Information

Quarter: SE Section: 04 Township: 010 Range: 21 W4M
 Lot(s) _____ Block: _____ Plan: _____
 Municipal/Street address: 213044 TWP RD 10-0 County of Lethbridge,

* Subject to Municipal Address Bylaw 1315, if there is currently not a municipal address on the parcel a municipal address application must be submitted.

Area of Parcel: _____ Acres _____ Hectares Land Use District: _____



Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

3. Development Information

(a) Existing Development

Please list the existing buildings, structures and use(s) on the land. (Please indicate if any are to be removed or relocated.)

6 permanant structures, one is being replaced.

(b) Proposed Development

Please describe the proposed development including uses, buildings, structures, and any planned renovations and additions that are to be constructed on the lot.

The development is to replace the exisiting scale house building and vehicle scales

For **Residential** development please check the applicable box below:

☐ Single-detached dwelling

☐ Site Built

☐ Ready to Move

☐ Moved-In (Previously Occupied)

☐ Manufactured Home 1 (New)

☐ Manufactured Home 2 (Used)

Year of Build: _____

☐ Ground Mount Solar Array

☐ Semi-detached dwelling

☐ Accessory Building/Structure (e.g.: deck/garage/shop)

☐ Addition

☐ Other Dwelling Type: _____

Does dwelling application include an attached garage

☐ Yes ☐ No

For **Non-Residential** development please check the applicable box below if the proposed development is for one of the following **AND** complete the supplementary form:

☐ Home Occupation
(Form A1)

☒ Commercial/Industrial
(Form A2)

☐ Sign(s)
(Form A3)

☐ Demolition
(Form A4)

☐ Change of Use
Original Use: _____

For **Agricultural/Farm** development please provide the following information

(a) What is the nature of the Agricultural/Farm Operation?

(b) What is the Building Occupancy? (ie. Housing of Livestock, Equipment Storage, Processing, etc.):

(c) What is the total occupant load? (# of persons occupying structure at any given time): _____



Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

4. Building Details

If constructing more than one structure, please indicate what each structure is below (ie. House, Addition, Shop, Deck, etc.):

Size/ Dimensions		Office Use	
Structure: <u>Scale House</u>	Structure: <u>Canopy</u>		
Building or Addition <input checked="" type="checkbox"/> m ² <input type="checkbox"/> ft ² Size: 78.63	Building or Addition <input type="checkbox"/> m ² <input type="checkbox"/> ft ² Size: -		
Building Height (grade to peak) <input checked="" type="checkbox"/> m <input type="checkbox"/> ft 2.97	Building Height (grade to peak) <input checked="" type="checkbox"/> m <input type="checkbox"/> ft 8		
Estimated Cost of Development: \$ 500,000	Estimated Cost of Development: \$ 300,000		

Proposed Setbacks from Property Lines		Office Use	
Structure: <u>Scale House</u>	Structure: <u>Canopy</u>		
Front <input checked="" type="checkbox"/> m <input type="checkbox"/> ft 200	Front <input checked="" type="checkbox"/> m <input type="checkbox"/> ft 200		
Rear <input type="checkbox"/> m <input type="checkbox"/> ft	Rear <input type="checkbox"/> m <input type="checkbox"/> ft		
Side <input type="checkbox"/> m <input type="checkbox"/> ft	Side <input type="checkbox"/> m <input type="checkbox"/> ft		
Side <input type="checkbox"/> m <input type="checkbox"/> ft	Side <input type="checkbox"/> m <input type="checkbox"/> ft		

Parcel Details		
Lot Type <input checked="" type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot	New Approach or Driveway Required? <input type="checkbox"/> Yes – Submit Approach Application <input type="checkbox"/> New Driveway, No New Approach <input checked="" type="checkbox"/> No	New Municipal Address or Unit Number (ie. 2 nd Dwelling) Required <input type="checkbox"/> Yes – Submit Municipal Address Application <input checked="" type="checkbox"/> No

Services		
Water Supply: <input checked="" type="checkbox"/> Cistern <input type="checkbox"/> Water well <input type="checkbox"/> Dugout <input type="checkbox"/> Municipal/Co-op <input type="checkbox"/> Other (specify): _____	Sewer System: <input type="checkbox"/> New Private Septic <input checked="" type="checkbox"/> Existing Private Septic <input type="checkbox"/> Municipal <input type="checkbox"/> Communal	Installation of Subtrade Works (Check all that apply): <input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Gas <input checked="" type="checkbox"/> Plumbing
<input type="checkbox"/> There are no services applicable to this development		



Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

5. Exterior Finish, Fencing, and Landscaping

☒ Not applicable to this development

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

Exterior finishes of the proposed building(s): _____

Proposed fencing and height: _____

Proposed landscaping: _____

Describe any proposed improvements to the exterior of the dwelling where application is for a previously occupied dwelling (moved-in or manufactured home): _____

6. Details of Vehicle Parking and Access (For Commercial/Industrial Proposals, submit Form A2)

Describe the **number** N/A and **size** N/A of all existing and proposed **parking spaces** N/A, and **driveways** N/A on site (or N/A if not applicable).

(Indicate locations of same on a scaled SITE PLAN.)

7. Waiver Request(s)

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested? ☒ No ☐ Yes

If yes, please specify (setback, height, etc.): _____

8. Other – for parcels outside of Hamlet Districts (Please indicate to the best of your knowledge)

(a) Are any of the following within a 1-mile (1.6 km) of the proposed development?

- ☐ Provincial Highway ☐ Confined Feeding Operation ☐ Sour gas well or pipeline
☐ Sewage treatment plant ☒ Waste transfer station or landfill

(b) Is the proposed development to be situated within 500 metres (1,640 ft.) of an established anhydrous ammonia bulk storage facility? ☐ Yes ☐ No ☐ Don't Know

(c) Is the development located in proximity of a coulee bank/break/slope? ☐ Yes ☒ No

If "yes", please provide details on the building sites' setback distance from the front edge of the valley or coulee break (escarpment rim).

Estimated **Commencement** Date: MAY 2025

Estimated **Completion** Date: OCTOBER 2025



Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

9. Declaration of Applicant

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

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

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

*FOIP STATEMENT: Personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected here will be used to by Lethbridge County for the purposes of reviewing the Development Permit application. **This form is a public record that is available to anyone.** All information contained on this form (including personal information) is disclosed by Lethbridge County to anyone requesting a copy in accordance with Lethbridge County Policy No. 173 (Freedom of Information and Protection of Privacy (FOIP)). For further information about the collection and use of this information please contact the Lethbridge County FOIP Coordinator at foip@lethcounty.ca or call (403) 328-5525 or come into the office #100, 905 4 Avenue South, Lethbridge Alberta, T1J 4E4.*

Date: _____

Applicant's Signature: _____

Mark Molesky

Digitally signed by Mark Molesky
DN: cn=Mark Molesky, o=Lethbridge County, ou=Lethbridge County, email=mark.molesky@lethcounty.ca, c=CA, email=mark.molesky@lethcounty.ca, o=City of Lethbridge, ou=Lethbridge
Date: 2025.03.10 09:19:38 -0700

Registered Owner's Signature: _____
(Required, if different from applicant)

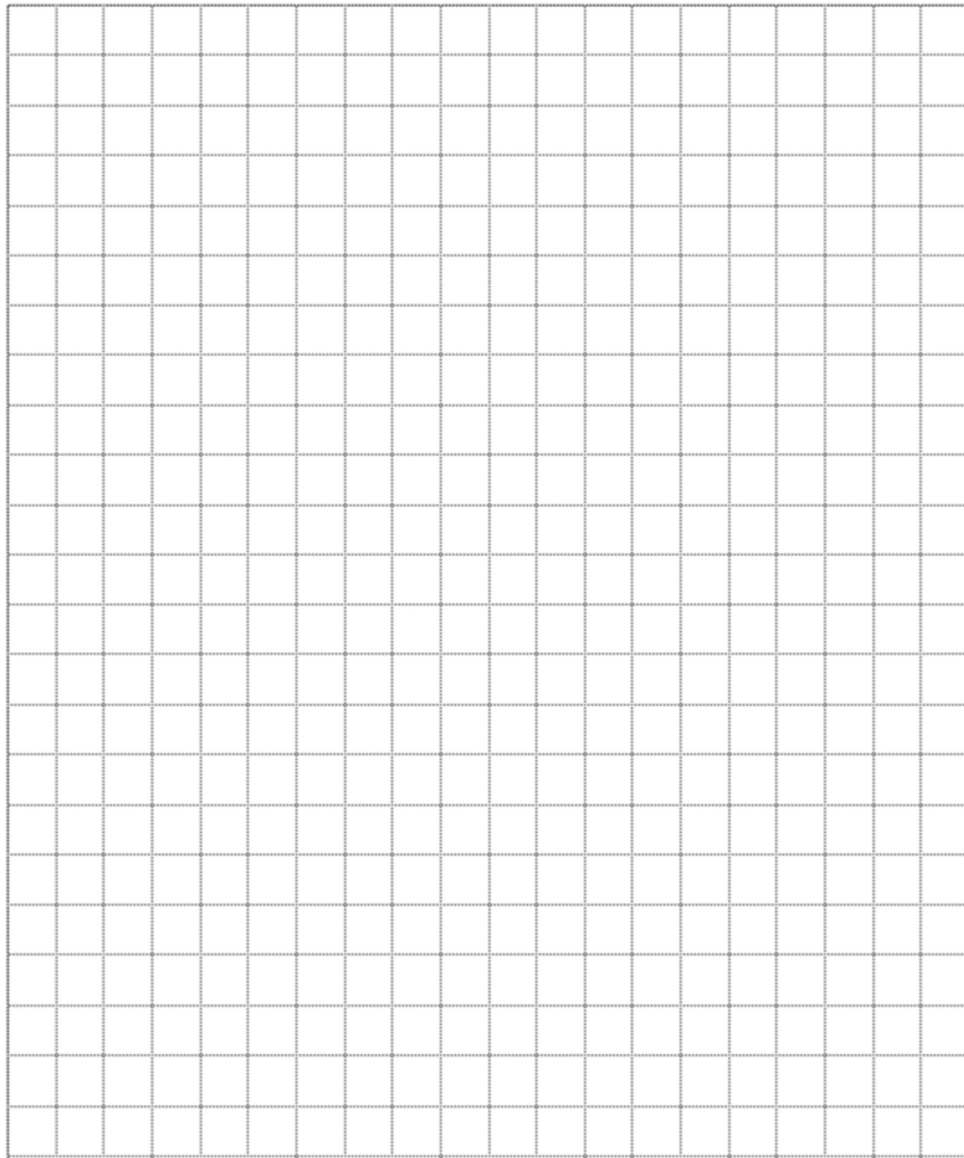


Form A: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Site Plan

(or attach separate site plan)



(Please draw to scale and indicate north arrow)

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

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Form A2: Commercial/Industrial Application

Pursuant to Land Use Bylaw No. 24-007

Office Use	
Application Number: (To Match Form A)	Roll No: 38330000
Landscaping plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Required	Grading and Drainage plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Required
Landscaping Security Taken: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Required	Storm Water Management Plan submitted: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Required

This supplementary form A2 must be completed in addition to Form A: Development Permit Application if you are applying for a development permit for a Commercial or Industrial Development. Refer to Bylaw No. 24-007 Part 4 and Part 5 for specific regulations and Standards of Development

1. Applicant Information

Applicant's Name: Mark Molesky

Phone/Cell Phone: 403-330-5715 Email: mark.molesky@lethbridge.ca

Mailing Address: 4th Floor, City Hall 910-4th Avenue South, Lethbridge, AB, T1J 0P6

2. Proposed Use

This application is to: (check all that apply)

☒ Construct a new building or structure *(if greater than 500 ft², see abandoned well information section)*

The building or structure is for:

☐ Commercial Use (e.g. retail, sales, service office, food establishment, etc.)

☒ Industrial Use (e.g. manufacturing, processing, warehousing, storage, etc.)

☐ Alter/renovate the existing building *(if greater than 500 ft², see abandoned well information section)*

☐ Addition to an existing building *(if greater than 500 ft², see abandoned well information section)*

☐ Construct an accessory building *(if greater than 500 ft², see abandoned well information section)*

☐ Mixed-use (comprehensive) development in a building or on a parcel of land

☐ Change in or intensification of use

Original Use: _____

New Use: _____

Please describe the proposed use, any changes from existing use, and any work to be done:

Renovating/Replacing Existing Scale House



Form A2: Commercial/Industrial Application

Pursuant to Land Use Bylaw No. 24-007

3. Outdoor Storage

Are any outdoor storage or display areas proposed? (Vehicles such as those relating to a mechanical shop or car dealership count as outdoor storage)

☒ No ☐ Yes (Describe the items to be stored/displayed and indicate location on site plan)

4. Parking & Loading Information

Details of Vehicle Parking and Access (Indicate on Site Plan)

Number of Existing Off-Street Parking Spaces: 3 Number of Proposed Off-Street Parking Spaces: 3

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

Number of Existing Driveways/Approaches on Site: 2 Number of Proposed Driveways/Approaches on Site: 2

Loading Areas (Indicate on Site Plan)

Is a designated loading space/area proposed? ☒ No ☐ Yes (specify) _____

Drive-Through Uses (Indicate on Site Plan)

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

5. Servicing Details

Please indicate if the proposed development will require water and sewer for the following (check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Washroom/kitchen type facilities for staff | <input type="checkbox"/> Washroom/food service facilities for the public |
| <input type="checkbox"/> Car/truck wash | <input type="checkbox"/> Food Processing |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> No water or sewer services proposed for development
(usually entails dry storage, warehousing, etc.) |

6. Declaration of Applicant

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 for a commercial/industrial development. 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.

Date: _____

Applicant's Signature: Mark Molesky

Digitally signed by Mark Molesky
DN: c=CA, e=mark.molesky@lethbridge.ca, o=City of
Lethbridge, ou=Waste and Recycling Utility, cn=Mark
Molesky
Date: 2025.03.10 09:21:18-06'00'

Registered Owner's Signature: _____

(If different from applicant)

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

#100, 905 4 Avenue South

Lethbridge, Alberta T1J 4E4

P: 403.328.5525 Toll-free: 855.728.5602

E: development@lethcounty.ca

Page 2 of 2



Form A4: Demolition Permit Application

Pursuant to Land Use Bylaw No. 24-007

Office Use		
Application No:		Roll No:
Application Fee: \$	Date Paid:	Land Use District:
Application Received/Complete:		<input type="checkbox"/> Rural Agriculture <input type="checkbox"/> Urban Fringe <input type="checkbox"/> Grouped Country Residential <input type="checkbox"/> Rural General Industrial <input type="checkbox"/> Business Light Industrial <input type="checkbox"/> Rural Commercial <input type="checkbox"/> Rural Recreational
Site Plans or Drawings Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Hamlet Residential <input type="checkbox"/> Hamlet Commercial <input type="checkbox"/> Hamlet Industrial <input type="checkbox"/> Hamlet Public/Institutional <input type="checkbox"/> Hamlet Direct Control <input type="checkbox"/> Hamlet Transitional/Agricultural <input type="checkbox"/> Direct Control
Site Visit Conducted: <input type="checkbox"/> No <input type="checkbox"/> Yes Date:		

This Form A4 must be completed in addition to Form A: Development Permit Application if demolition is to occur with other proposed development on the land. Refer to Bylaw No. 24-007 Part 4, Section 21 for specific Demolition criteria and Standards of Development

1. Applicant Information

Applicant's Name: Mark Molesky

Phone/Cell Phone: 403-330-5715 Email: mark.molesky@lethbridge.ca

Mailing Address: 910 - 4th Ave S, Lethbridge AB

Registered Owner's Name: City of Lethbridge

Phone/Cell Phone: 403-320-3111 Email: _____

Mailing Address: 910 - 4th Ave S, Lethbridge AB

2. Land Information

Quarter: SE Section: 04 Township: 010 Range: 21 W4M

Lot(s) _____ Block: _____ Plan: _____

Municipal/Street address: 213044 TWP RD 10-0 County of Lethbridge

What is the existing use of the land (ie. Residential, Industrial, Farm, etc.)? DC

3. Structures to be Removed

Description of Building/Structure(s): Scale house

Type of Work
☐ Removal to another site (no demolition)
☒ Demolition of building/structure(s)

Building Size(s): 50 ☒ m² ☐ ft²

Building Height(s): 3 ☒ m ☐ ft

Number of Storeys: 1



Form A4: Demolition Permit Application

Pursuant to Land Use Bylaw No. 24-007

4. Demolition Plan

Method of Demolition:

☐ Manual (no heavy equipment)

☒ Using Heavy Equipment

☐ Other: _____

Name of Contractor Responsible for removal/demolition: TBD

Dump Site Location: Lethbridge Waste and Recycling Centre

Note: Construction debris should be dumped in an approved certified site whenever possible. If that is not possible, approval must be obtained from Alberta Environment

<u>Disconnection of all services, including (if applicable):</u>		<u>Signature from agency of municipality verifying services disconnected (or attach letter)</u>
Electrical Power	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Letter Attached
Natural Gas	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Letter Attached
Telephone Cables	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Letter Attached
Communications Cables (includes TV cable)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Letter Attached
Water Lines	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Letter Attached
Storm & Sanitary Sewer	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Letter Attached
Private Septic	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Letter Attached

I have included the following information with my application:

- ☐ Site plan (indicating location of buildings/structures, setbacks to property lines, etc)
- ☐ Photographs of building(s)/structure(s) to be demolished
- ☐ Final plan for property after building is removed or demolished and reclamation complete
- ☐ Grading plans (if property will be vacant after removal or demolition)
- ☐ Complete Development Permit Application (Form A) for New Development or where building is being replaced

Estimated **Commencement** Date: 5/1/25

Estimated **Completion** Date: 6/1/25



Form A4: Demolition Permit Application

Pursuant to Land Use Bylaw No. 24-007

6. Declaration of Applicant

I/we understand that a development permit is required to demolish or remove a building or structure from a site except where exempted by Bylaw No. 24-007 or at the discretion of the Development Authority. The demolition/removal permit process ensures that buildings are dismantled and removed in a safe manner and that the land will be left in a suitable state after removal. The documentation listed below is not an exhaustive list and the Development Officer may request additional information that is required to assess the application.

MM

Applicant

Owner

I/we understand that a **building permit** is required before proceeding with the demolition. I understand that this application does not constitute a building permit application and that I must submit this application separately through **Park Enterprises Ltd.**

MM

Applicant

Owner

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 for a Demolition Permit. 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.

Date: _____

Applicant's Signature: _____

Mark Molesky

Digitally signed by Mark Molesky
DN: G=CA, E=mark.molesky@lethbridge.ca,
O=City of Lethbridge, OU=Waste and Recycling
Utility, CN=Mark Molesky
Date: 2025.03.10 09:27:11-06'00'

Registered Owner's Signature: _____

(If different from applicant)

*FOIP STATEMENT: Personal information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected here will be used to by Lethbridge County for the purposes of reviewing the Development Permit application. This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. **This form is a public record that is available to anyone.** All information contained on this form (including personal information) is disclosed by Lethbridge County to anyone requesting a copy in accordance with Lethbridge County Policy No. 173 (Freedom of Information and Protection of Privacy (FOIP)). For further information about the collection and use of this information please contact the Lethbridge County FOIP Coordinator at foip@lethcounty.ca or call (403) 328-5525 or come into the office #100, 905 4 Avenue South, Lethbridge Alberta, T1J 4E4.*



Form A4: Demolition Permit Application

Pursuant to Land Use Bylaw No. 24-007

Site Plan

(or attach separate site plan)

(Please draw to scale and indicate north arrow)

**COUNTY OF LETHBRIDGE
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 1389

Bylaw No. 1389 being a bylaw of the County of Lethbridge in the Province of Alberta, for the purpose of amending Land Use Bylaw 1211, being the municipal Land Use Bylaw.

WHEREAS THE PURPOSE of proposed Bylaw 1389 is to establish the uses and regulations for a Direct Control district;

AND WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended allows a municipality to designate an area as a direct control district pursuant to Section 641;

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

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended, the County of Lethbridge in the Province of Alberta duly assembled does hereby enact the following:

1. Bylaw No. 1211 - The Land Use Bylaw of the County of Lethbridge is hereby amended.
2. Bylaw No. 1211 is hereby amended by changing the land use classification of:
SW ¼ 4-10-21-W4, SE ¼ 4-10-21-W4 and NE ¼ 4-10-21-W4

From: Rural Agriculture R-A
To: Direct Control D-C

(All of which is shown on the attached Schedule "A")

3. This Bylaw shall also establish uses and rules for the Direct Control District in accordance with Section 641(1) of the Municipal Government Act, and, unless otherwise provided by this Bylaw or by a statutory plan affecting the lands described above:

- a) All uses, terms, requirements and processes are as described in Part 1- 47 of Land Use Bylaw 1211,
- b) Offices, storage and maintenance facilities which serve the needs of a principle use are included within the principle use.

4. Permitted Uses

- Waste and Recycling Centre
- Ancillary Buildings or Uses
- Sign
- Stormwater Retention Pond

5. Discretionary Uses

- Extensive Agriculture

6. Definitions

Waste and Recycling Centre means an integrated waste management and processing facility that provides disposal, recycling, composting and landfill services.

X:\Executive Files\Bylaws\1300 Bylaws\Bylaw 1389 City of Lethbridge Direct Control for Landfill.doc

Stormwater Retention Pond means an area designed to retain stormwater by either constructing an embankment or excavating a pit and which may include provisions for the management of water quality.

7. Minimum Setbacks:

- Shall be in accordance with Drawing SK-00-F02 in Schedule "B"

8. Development Standards

The site development shall substantially comply, with Drawing SK-00-F02 in Schedule "B" to the satisfaction of the Development Authority.

9. Signage

Site signage shall meet provincial requirements, be of neutral tones and an appropriate size to allow for ease of navigation. Interior directional signage shall not require a development permit.

10. Screening and Fencing

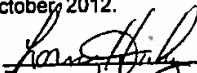
In addition to the landscaping requirements described in Schedule 6 of Land Use Bylaw 1211, the site development shall include perimeter landscaping to create a visual enhancement of the development and perimeter fencing to contain off site impacts. Additional landscaping for the entranceway shall be in keeping with the existing vegetation and landscaping overall shall substantially comply, with Drawing SK-00-F02 in Schedule "B" to the satisfaction of the Development Authority.


11. Development Approval Authority

For the purposes of this bylaw the approval authority is County Council.

12. This Bylaw shall come into effect on the date of final passage thereof.

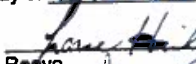
GIVEN first reading this 4th day of October, 2012.




Reeve


County Manager


GIVEN second reading this 2nd day of November, 2012.




Reeve


County Manager

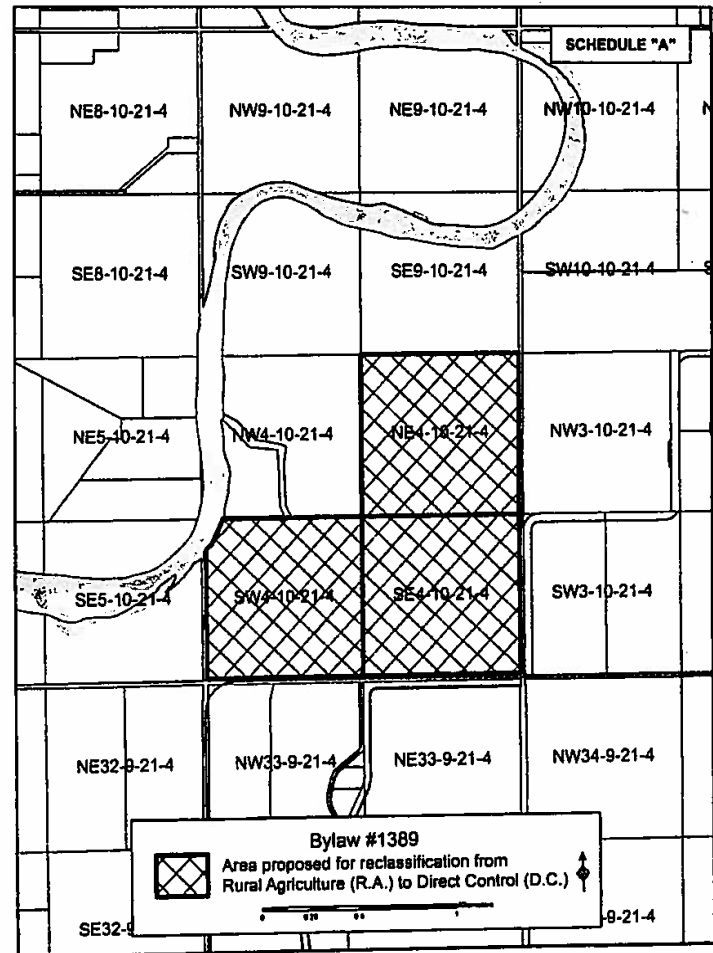
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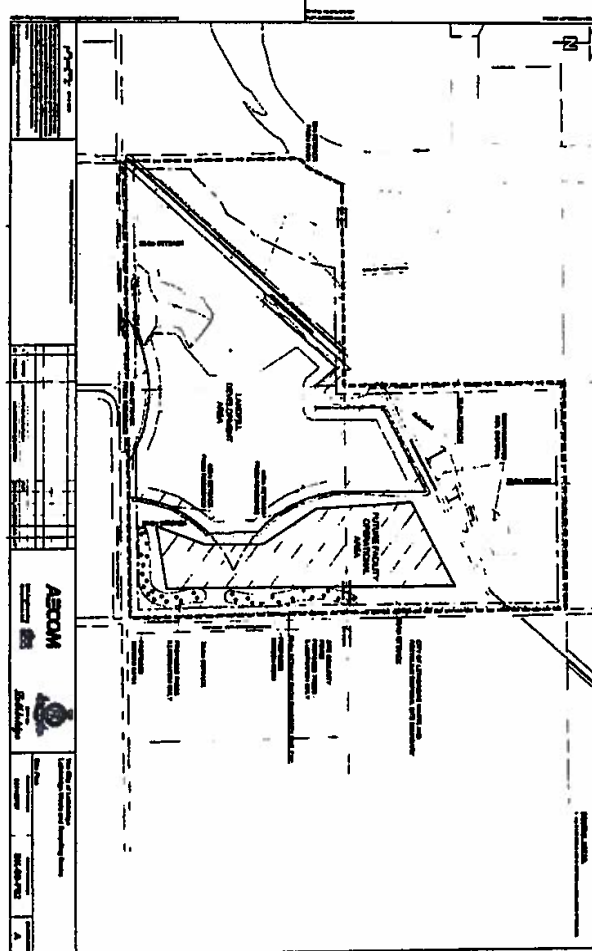
Reeve


County Manager

Schedule "A"



Schedule "B"



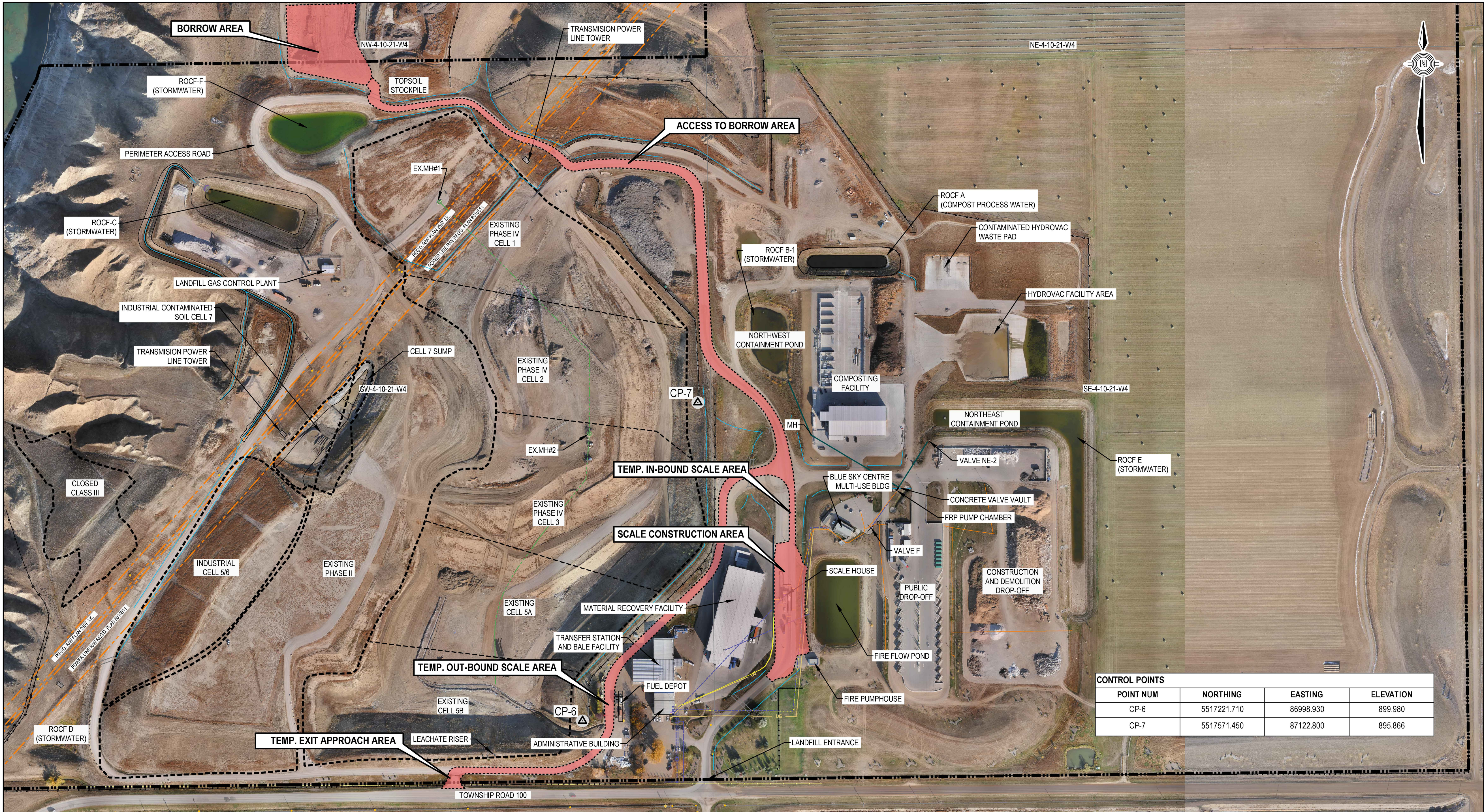
February 2025

LETHBRIDGE WASTE AND RECYCLING CENTRE

Scale Facility Upgrade - Issued for Tender

SHEET LIST INDEX

CIVIL		ARCHITECTURAL				MECHANICAL	
C100	OVERALL EXISTING SITE PLAN	A0.01	TITLE PAGE	A9.02	SPECIFICATIONS	M0.01	MECHANICAL LEGEND
C101	MAIN CONSTRUCTION AREA EXISTING SITE PLAN	A0.02	BYLAW REVIEW	A9.03	SPECIFICATIONS	M1.01	MECHANICAL SITE PLAN
C102	PROJECT STAGING PLAN	A0.03	CODE REVIEW	A9.04	SPECIFICATIONS	M2.01	DRAINAGE, WASTE & VENTING
C103	PLAN - GENERAL REMOVALS	A0.04	ENERGY CODE	A9.05	SPECIFICATIONS	M2.02	PLUMBING
C104	PLAN - IRRIGATION REMOVALS AND REPLACEMENT	A0.05	ENERGY CODE	A9.06	SPECIFICATIONS	M3.01	HVAC
C105	PLAN - PAVEMENT STRUCTURES	A1.01	SITE PLAN	A9.07	SPECIFICATIONS	M3.02	MECHANICAL ROOF PLAN
C106	PLAN - OVERALL RE-GRADING	A1.02	SCALE LAYOUT	A9.08	SPECIFICATIONS	M4.01	MECHANICAL DETAILS
C107	PLAN - SCALE SLAB GRADING LAYOUT	A2.01	FOUNDATION PLAN	A9.09	SPECIFICATIONS	M4.02	SPECIFICATIONS
C108	PLAN - TRAFFIC CONTROL INSTRUMENTATION LAYOUT	A2.02	FLOOR PLAN	A9.10	SPECIFICATIONS		
C109	PLAN - ROAD LAYOUT	A2.03	ROOF PLAN	A9.11	SPECIFICATIONS		
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C111	CONCEPTUAL DETOUR & TRAFFIC ACCOMMODATION PLAN	A3.01	ELEVATIONS	A9.13	SPECIFICATIONS		
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C201	SECTION A AND B	A3.03	ELEVATIONS	A9.15	SPECIFICATIONS		
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		A8.02	OPENINGS SCHEDULE				
		A8.03	INTERIOR FINISHES				
		A9.01	STANDARD NOTES				
STRUCTURAL						ELECTRICAL	
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S1.02	DEMO PLAN					E1.01	ELECTRICAL SITE PLAN
S1.11	TYPICAL DETAILS					E1.02	SCALE CONTROLS LAYOUT
S2.01	FOUNDATION PLAN					E2.01	POWER & SYSTEMS
S2.02	BOLLARD & GUARD RAIL PLAN					E2.02	POWER & SYSTEMS CANOPY
S2.11	SCALE HOUSE & KIOSK PLANS					E3.01	LIGHTING
S2.21	CANOPY FRAMING					E3.02	LIGHTING CANOPY
S2.22	CATWALK FRAMING					E4.01	DETAILS
S5.01	FOUNDATION DETAILS					E4.02	SCHEDULES (1 of 2)
S5.02	FOUNDATION DETAILS					E4.03	SCHEDULES (1 of 2)
S5.03	FOUNDATION DETAILS					E4.04	ELECTRICAL SPECIFICATIONS
S5.11	FRAMING DETAILS						
S5.12	FRAMING DETAILS						
S5.13	FRAMING DETAILS						



CONTROL POINTS			
POINT NUM	NORTHING	EASTING	ELEVATION
CP-6	5517221.710	86998.930	899.980
CP-7	5517571.450	87122.800	895.866

LEGEND:

EXISTING PROPERTY LINE

LANDFILL CELL BOUNDARIES

OHP RIGHT-OF-WAY

LEACHATE EXTRACTION PIPE

STORM WATER DRAINAGE

EXISTING CHAINLINK FENCE

EXISTING WIND SCREEN FENCE

EXISTING CULVERT

MAJOR CONTOUR (5 m)

MINOR CONTOUR (1 m)

EXISTING WATERMAIN

EXISTING GAS LINE

EXISTING UNDERGROUND POWER

EXISTING ELECTRICAL TRENCH

EXISTING POWER POLE

EXISTING LEACHATE MANHOLE

CONTROL POINT

NOTE:

BASED ON CONTOURS AND AERIAL IMAGERY PROVIDED BY VENITUS GEOSPATIAL (OCTOBER 2022 SURVEY)

ALBERTA NAD83, 3 DEGREE ZONE, CENTRED AT 114 DEG WEST

0

100 m

Scale: 1:2,000

NUM	DATE	DWN	CKD	APR	DESCRIPTION
REVISIONS					

NUM	DATE	TL	APR	DESCRIPTION
A	FEB 14/25	TL		ISSUED FOR TENDER
DRAWING STATUS				

PERMIT

PROFESSIONAL SEAL

CLIENT

CITY OF Lethbridge

TETRA TECH

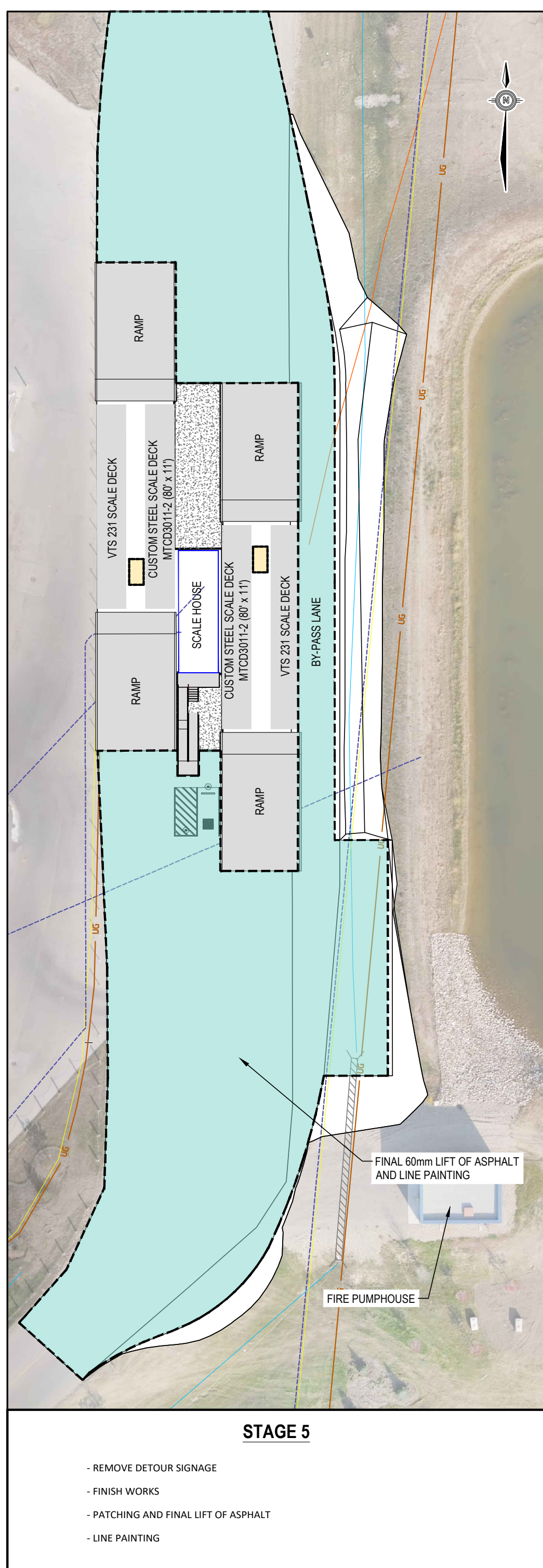
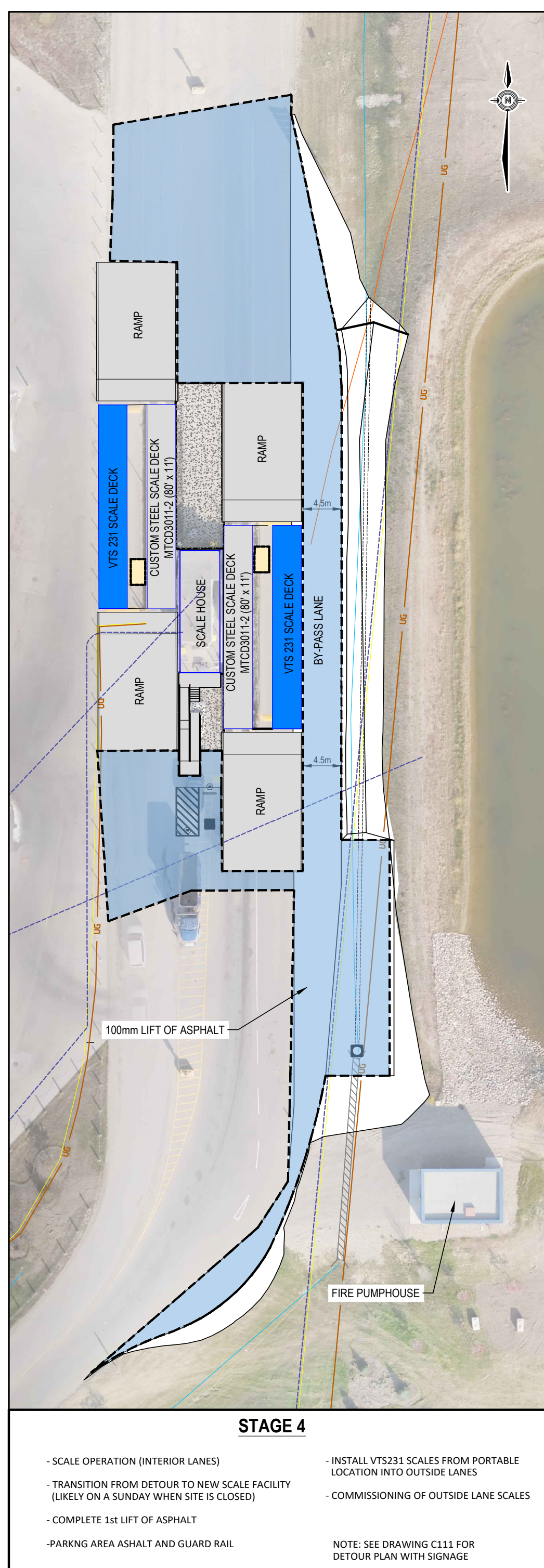
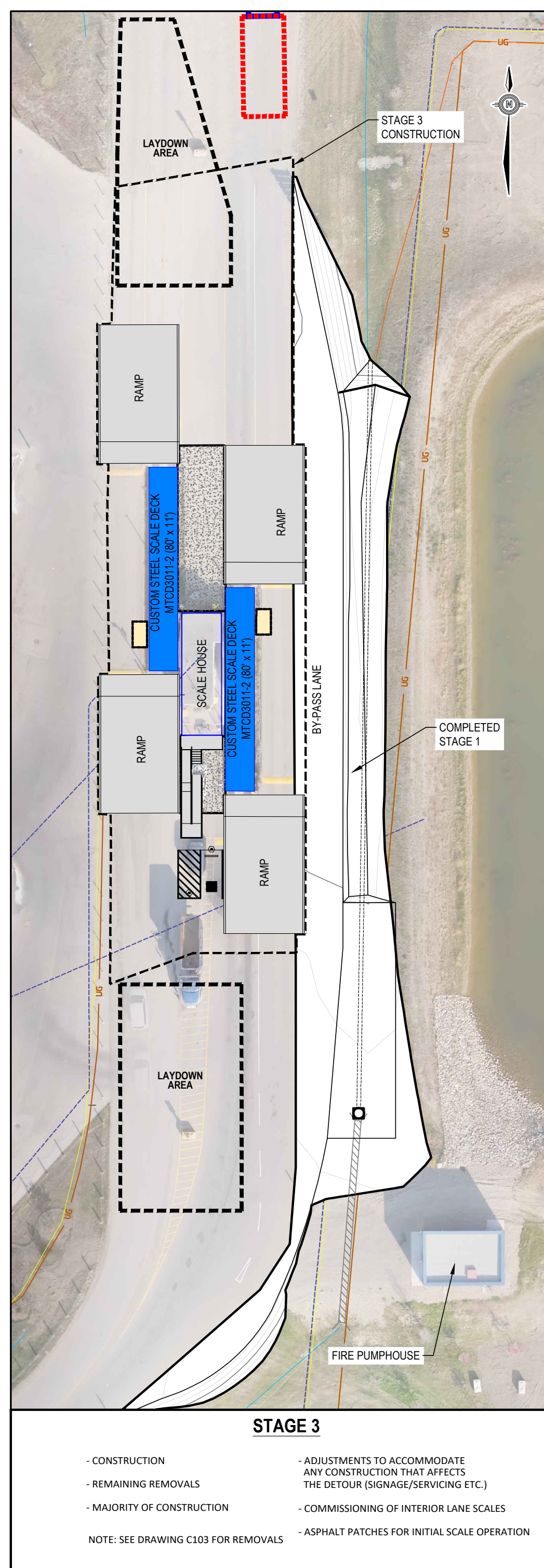
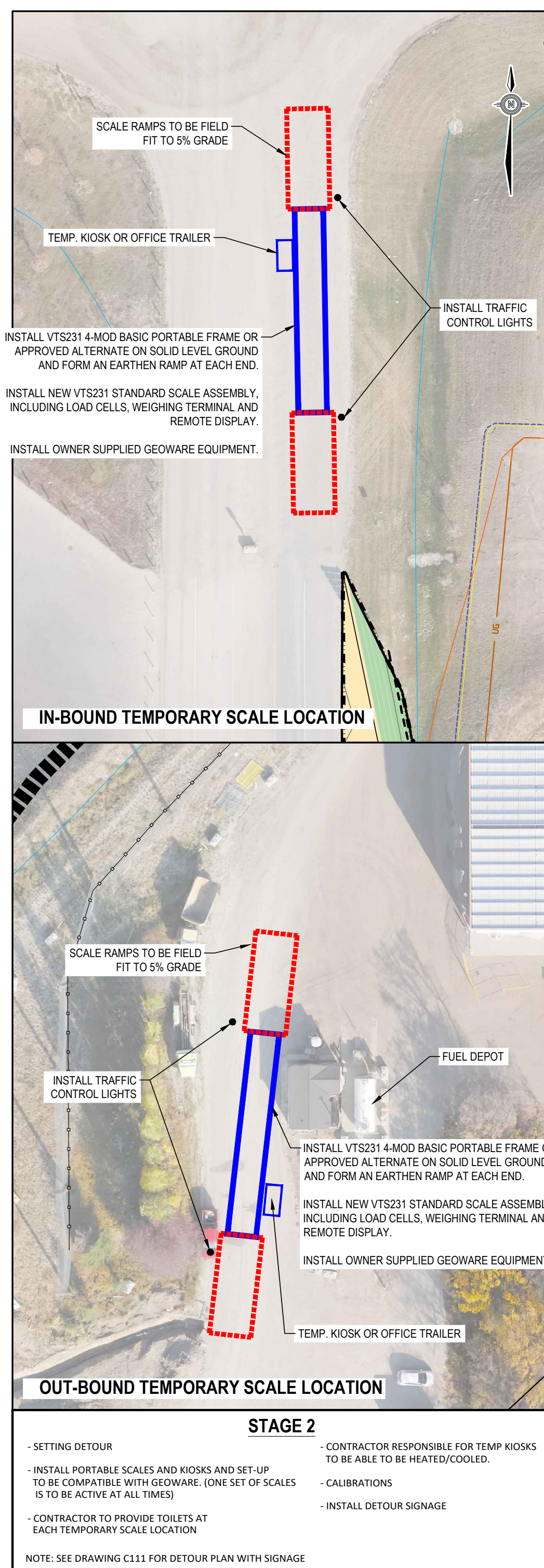
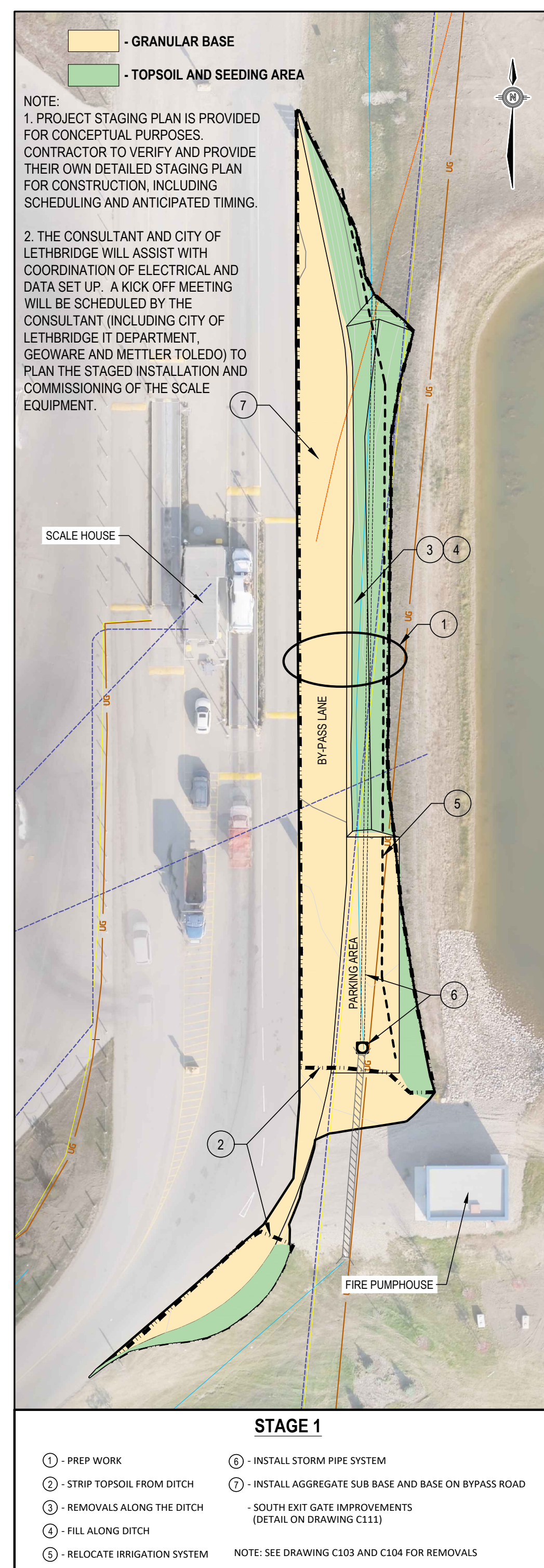
LETHBRIDGE WASTE AND RECYCLING CENTRE SCALE FACILITY UPGRADE

OVERALL EXISTING SITE PLAN

















PROJECT No: SWM-SWOP04883-01	OFFICE ESM	DES TJW	QHD HW	REV TL	DRAWING STATUS A
DATE February 14, 2025	SHEET No 1 of 18	DWN DRG	APP TL		

C100

Page 46 of 340




LEGEND:

	EXISTING PROPERTY LINE		MAJOR CONTOUR (5 m)
	LANDFILL CELL BOUNDARIES		MINOR CONTOUR (1 m)
	CHP RIGHT-OF-WAY		EXISTING WATERMAIN
	LEACHATE EXTRACTION PIPE		EXISTING GAS LINE
	STORM WATER DRAINAGE		EXISTING UNDERGROUND POWER
	EXISTING CHAINLINK FENCE		EXISTING ELECTRICAL TRENCH
	EXISTING WIND SCREEN FENCE		EXISTING POWER POLE
	EXISTING CULVERT		EXISTING LEACHATE MANHOLE

NOTE:

BASED ON AERIAL IMAGERY
PROVIDED BY VENTUS GEOSPATIAL
(OCTOBER 2022 SURVEY)



ALBERTA NAD83: 3 DEGREE ZONE,
CENTRED AT 114 DEG WEST

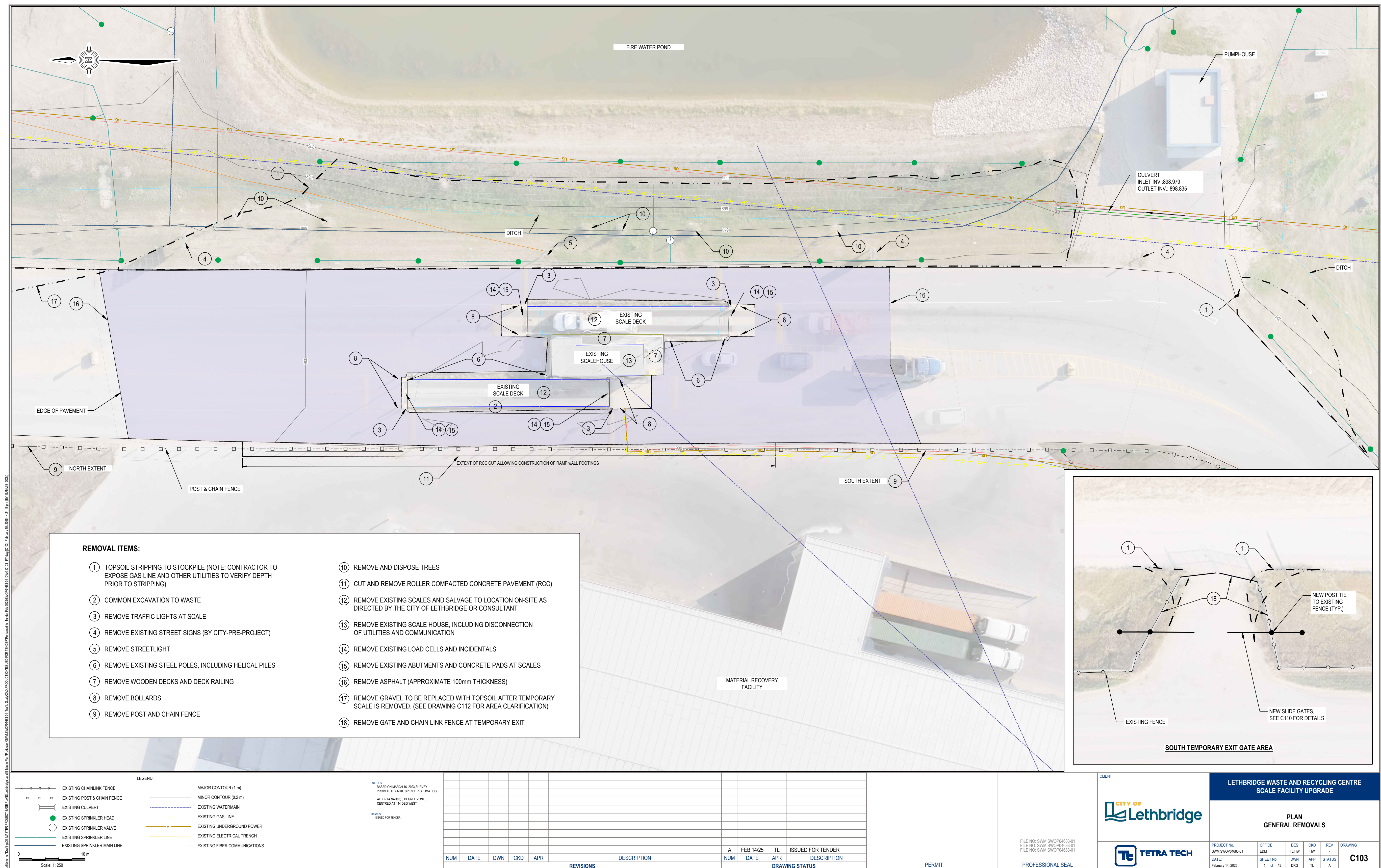


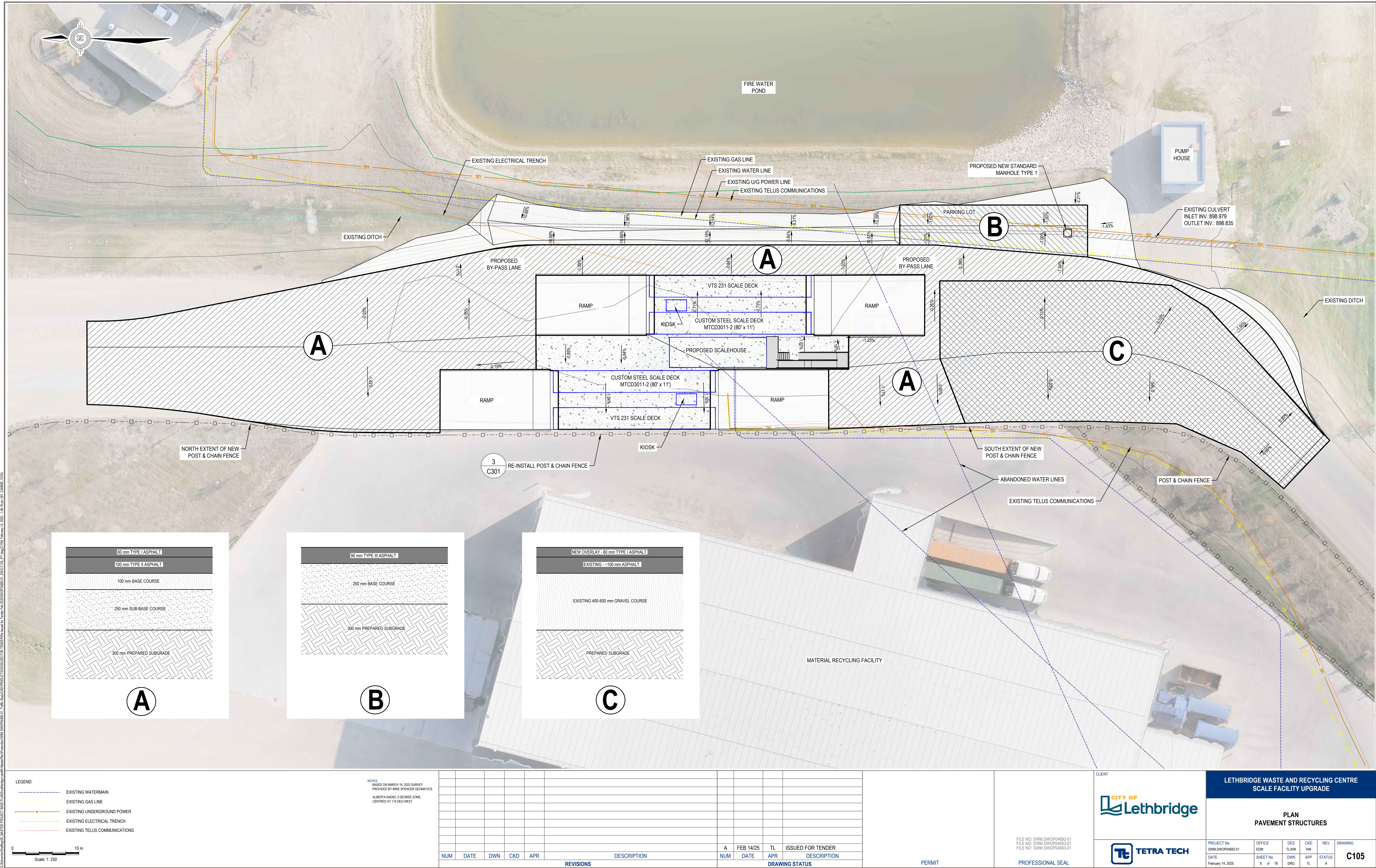
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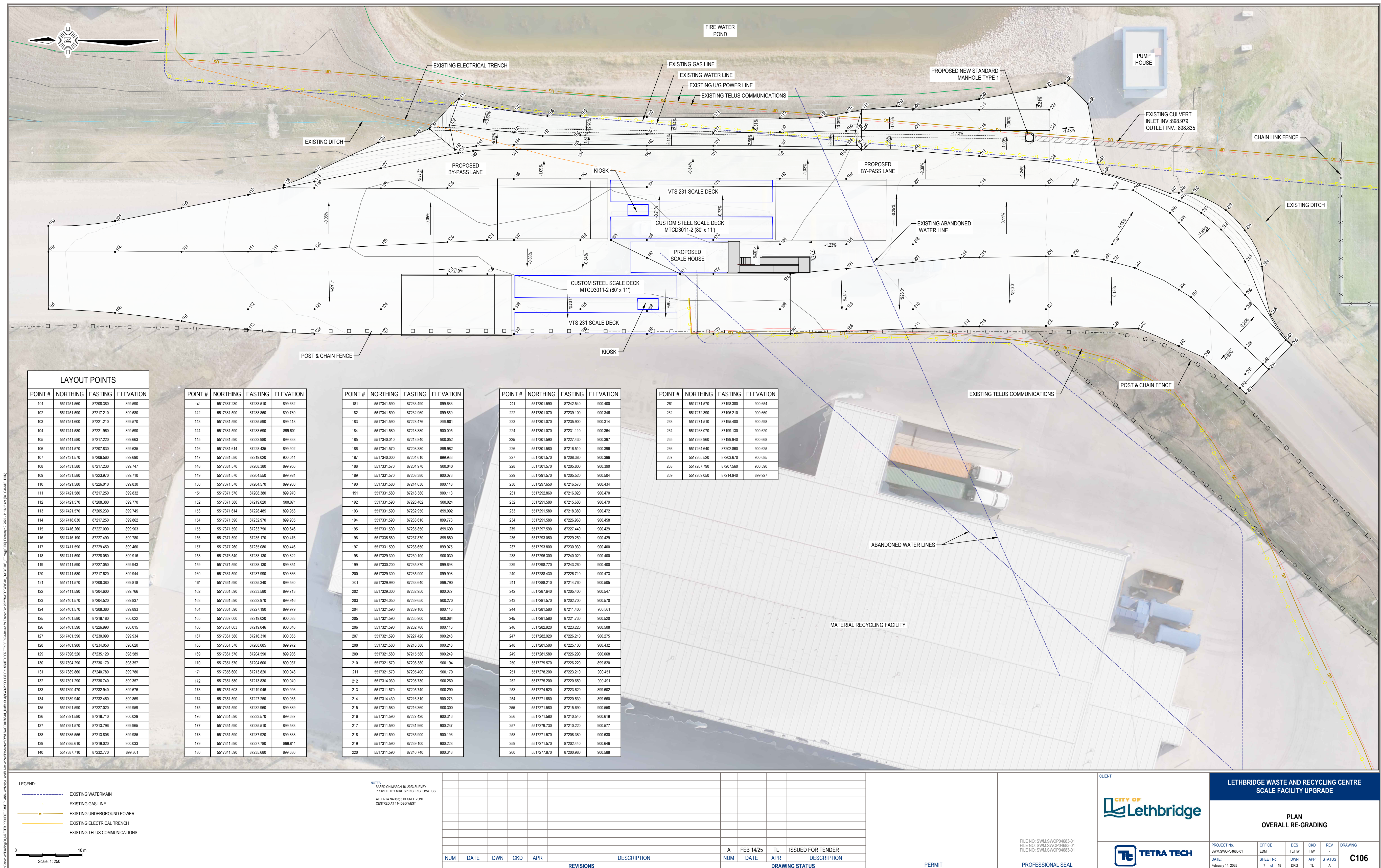
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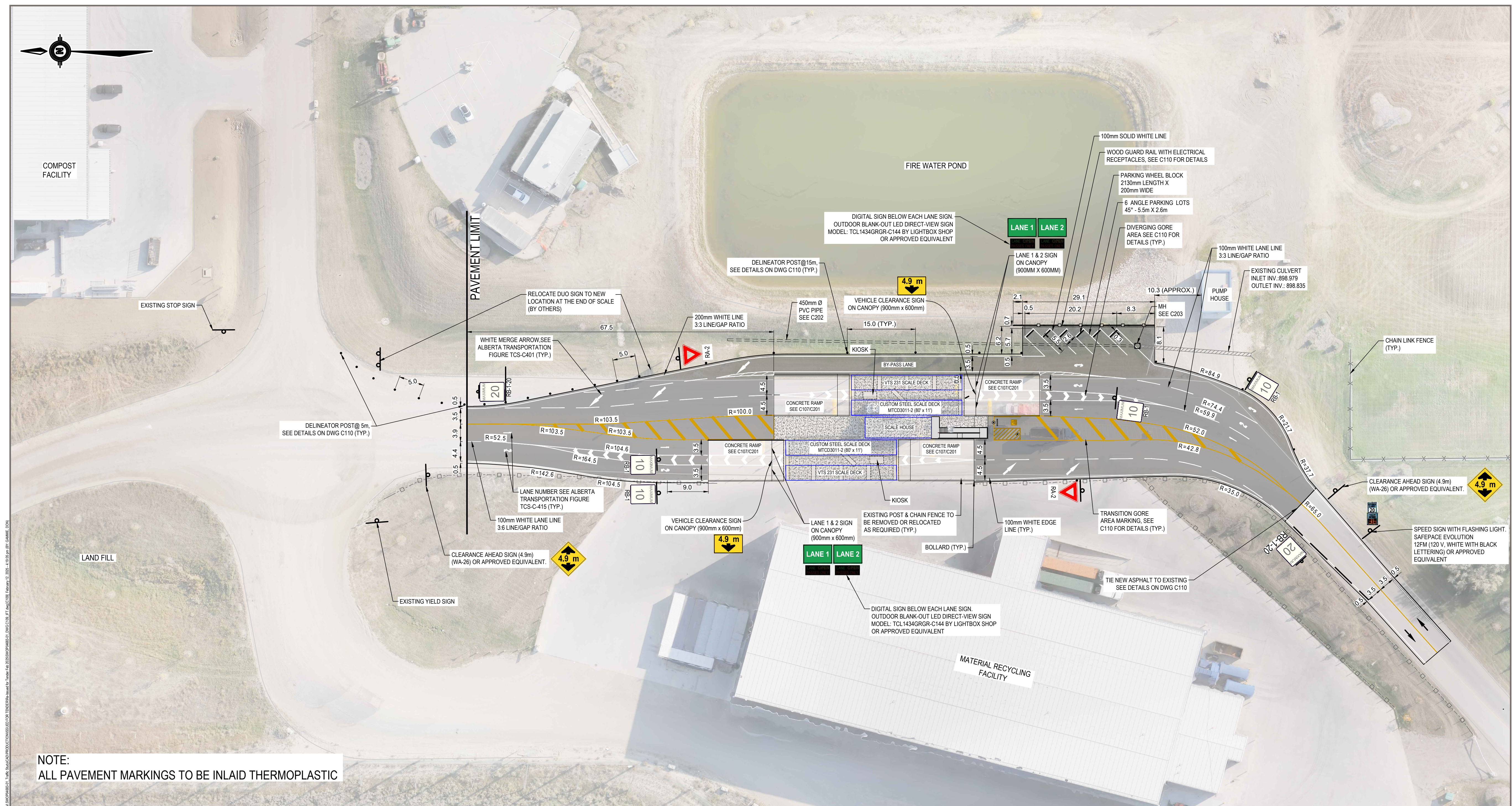
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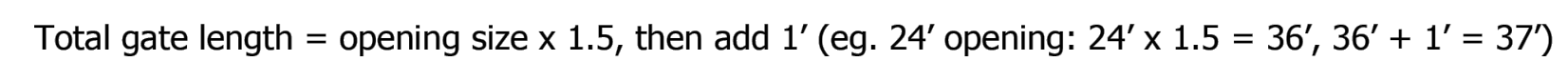
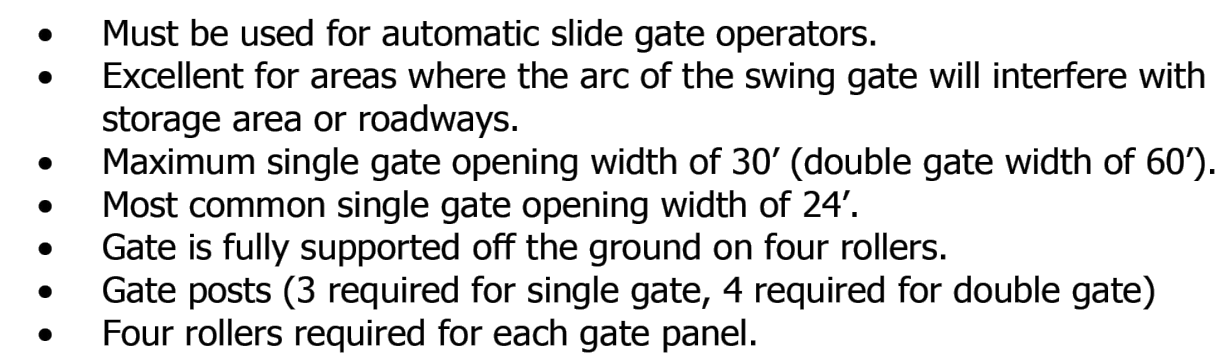
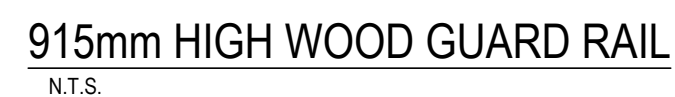
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	<h2>PROJECT STAGING PLAN</h2>						
	PROJECT No. SWM-23W065-01	OFFICE EDM	DES TLPW	CHD HW	REV APW	DRAWING	<h1>C102</h1>
	DATE February 14, 2025	SHEET No. 3 of 18	OWN DRG	APPD TL	STATUS A		







[illegible]



Construction: 1 7/8" O.D. Schedule 40 top/bottom rails and end uprights.
1 3/8" O.D. .090 wall vertical and horizontal braces.

Gate posts: Gate posts on either side of gate opening are to be set to the actual opening (eg. 24') face to face of post. Gate posts for the counter balance are set to be ½ of the opening from center to center of post (eg. 12' for a 24' gate).

[illegible]PERMIT

FILE NO: SWM.SWOP04683-0
FILE NO: SWM.SWOP04683-0
FILE NO: SWM.SWOP04683-0

PROFESSIONAL SEAL

CLIENT

 CITY OF Lethbridge

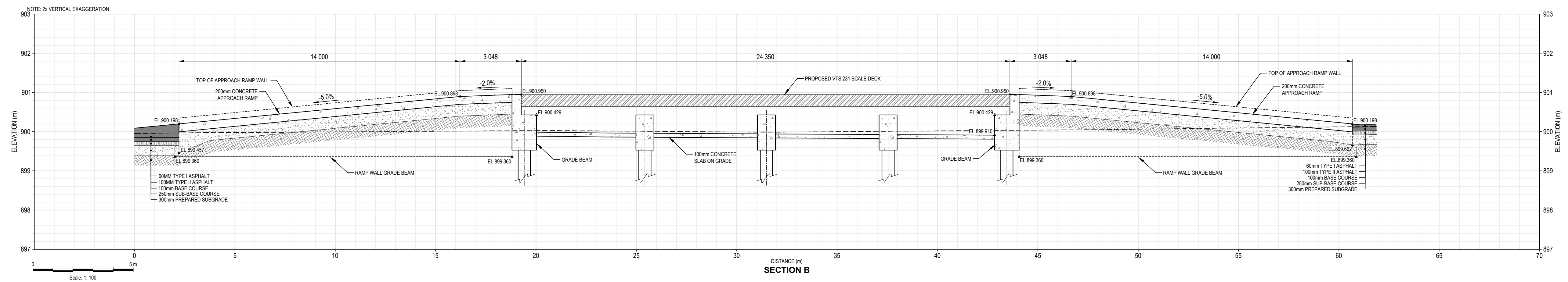
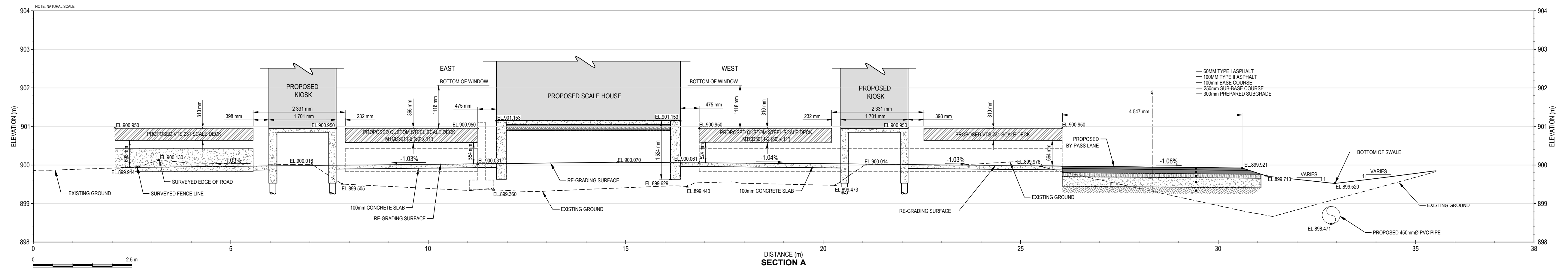


TETRA TECH

**LETHBRIDGE WASTE AND RECYCLING CENTRE
SCALE FACILITY UPGRADE**

DETAILS

PROJECT No. SWM SWOP04683-01	OFFICE EDM	DES TLHW	CKD HW	REV -	DRAWING C110
DATE: February 14, 2025	SHEET No. 11 of 18	DWN DRG	APP TL	STATUS A	



NOTES
 BASED ON MARCH 16, 2023 SURVEY
 PROVIDED BY MIKE SPENCER GEOMATICS
 ALBERTA NAD83; 3 DEGREE ZONE,
 CENTRED AT 114 DEG WEST

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PERMIT

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FILE NO: SWM.SWOP04683-01
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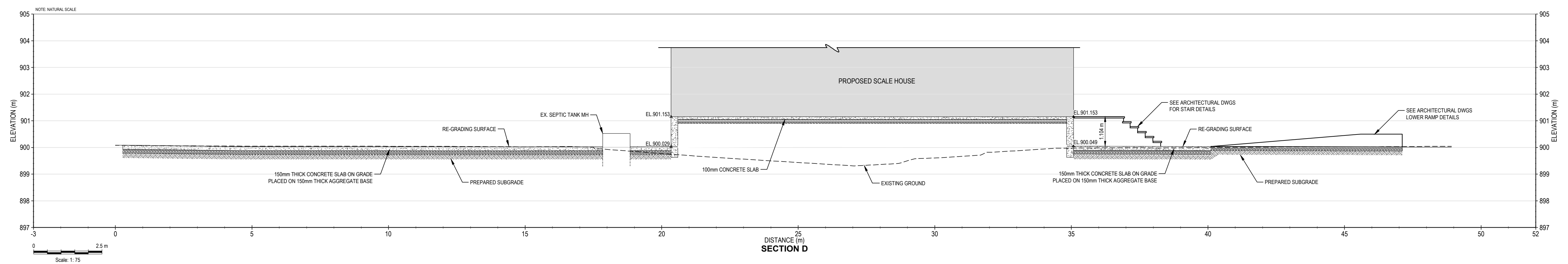
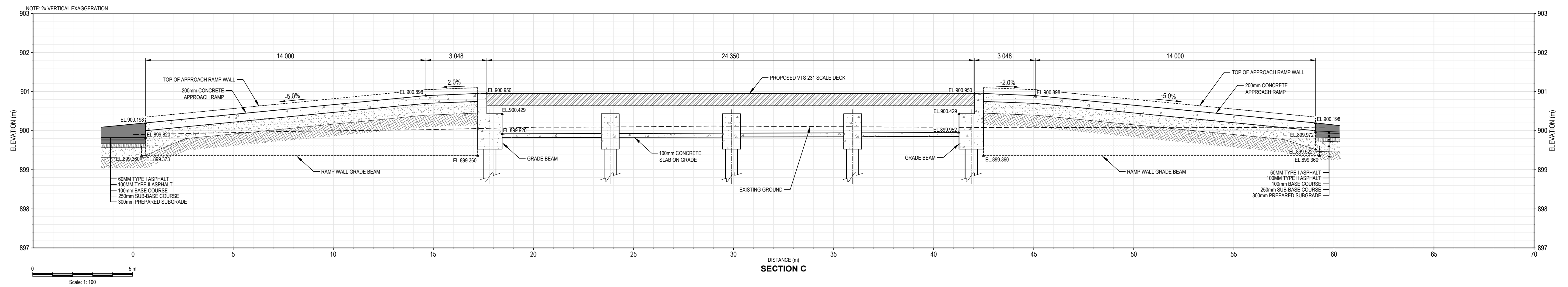
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**LETHBRIDGE WASTE AND RECYCLING CENTRE
SCALE FACILITY UPGRADE**

SECTION A AND B

PROJECT No. SWM SWOP04683-01	OFFICE EDM	DES TL/HW	CKD HW	REV -	DRAWING C201
DATE: February 14, 2025	SHEET No. 14 of 18	DWN DRG	APP TL	STATUS A	



NOTES
BASED ON MARCH 16, 2023 SURVEY
PROVIDED BY MIKE SPENCER GEOMATICS

ALBERTA NAD83; 3 DEGREE ZONE,
CENTRED AT 114 DEG WEST

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PERMIT

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FILE NO: SWM.SWOP04683-01
FILE NO: SWM.SWOP04683-01

PROFESSIONAL SEAL

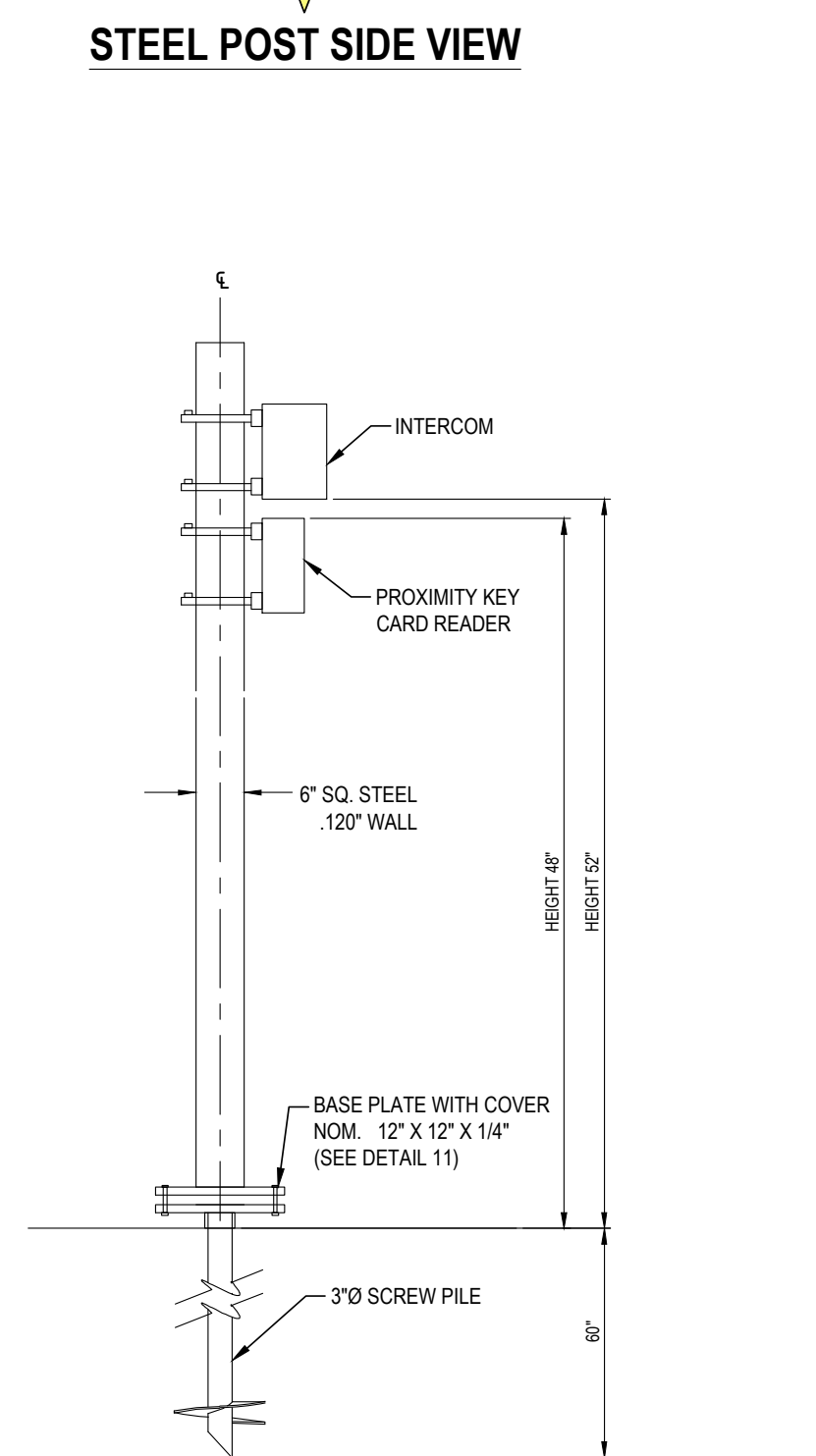

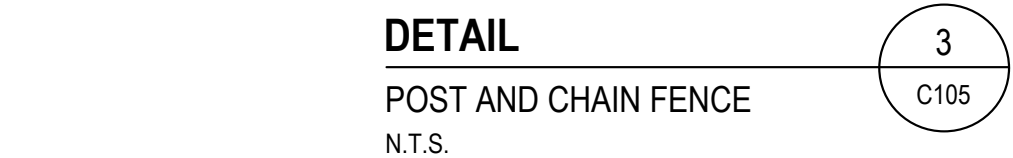

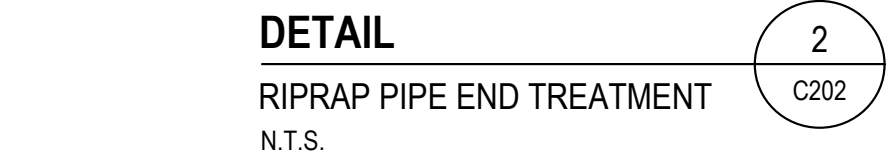

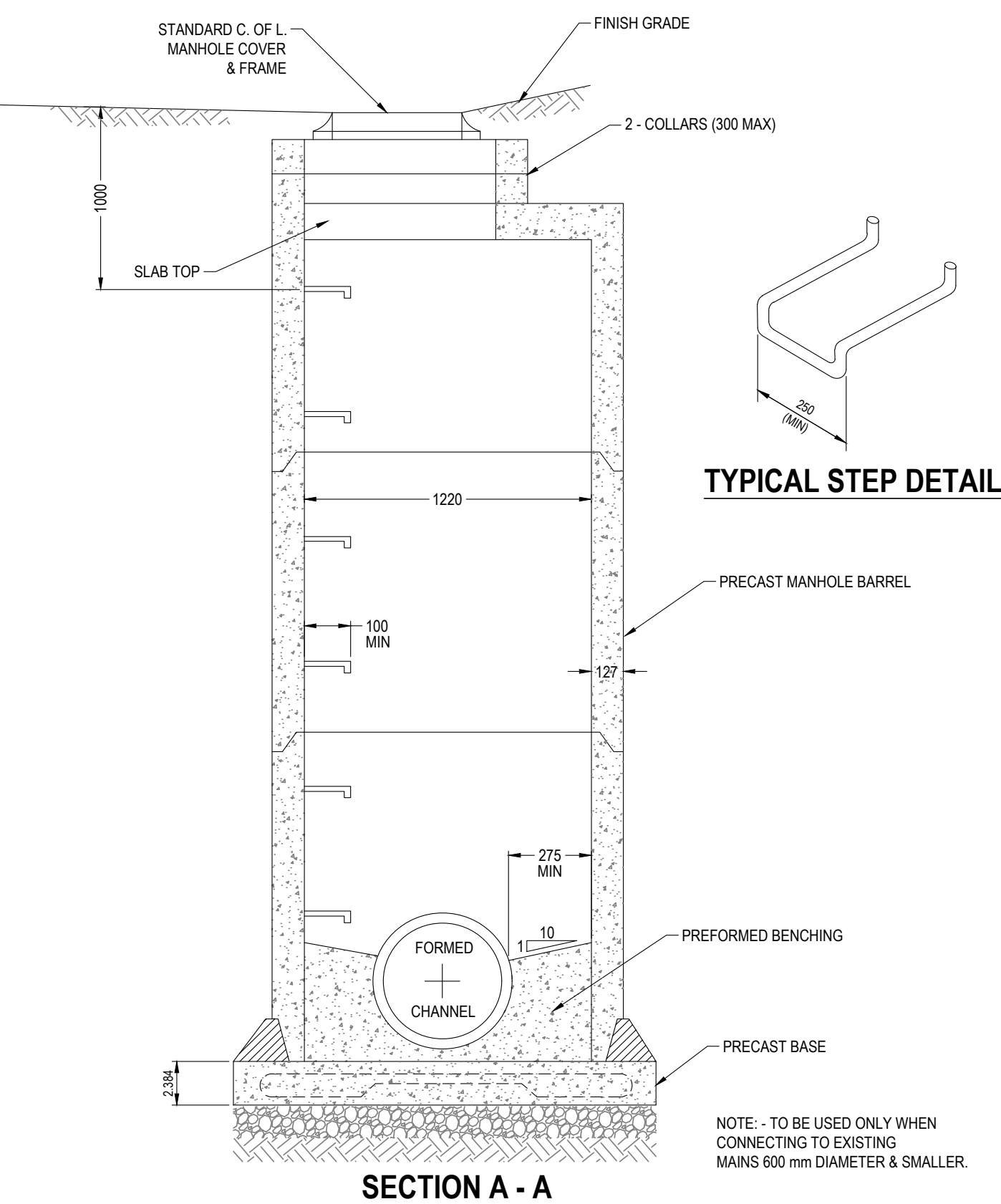
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**LETHBRIDGE WASTE AND RECYCLING CENTRE
SCALE FACILITY UPGRADE**

SECTION C AND D

PROJECT No. SWM SWOP04683-01	OFFICE EDM	DES TL/HW	CKD HW	REV -	DRAWING C202
DATE: February 14, 2025	SHEET No. 15 of 18	DWN DRG	APP TL	STATUS A	



6
C108

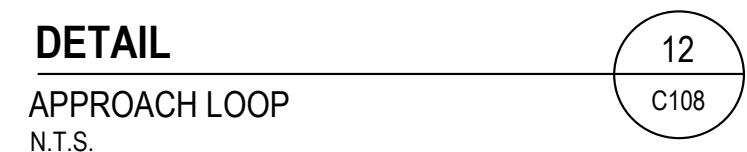
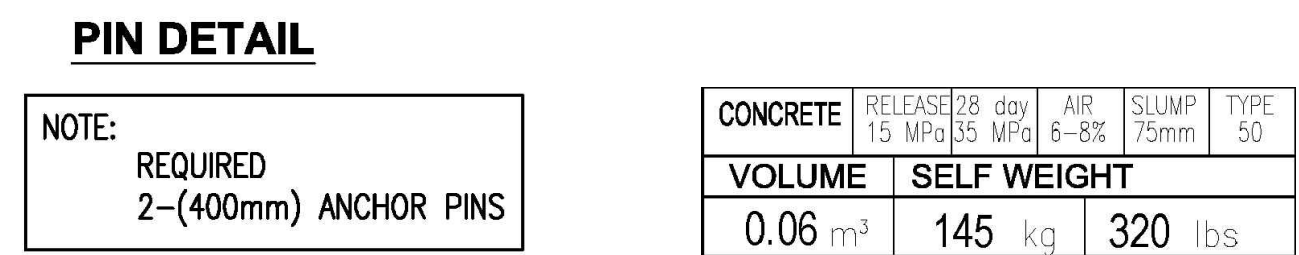
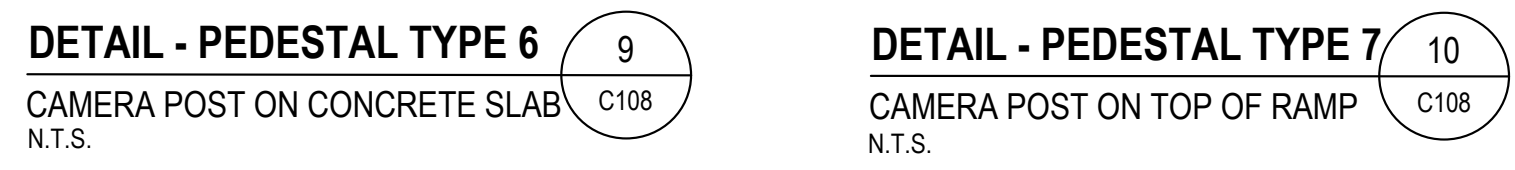
A	FEB 14/25	TL	ISSUED FOR TENDER
NUM	DATE	APR	DESCRIPTION
DRAWING STATUS			

FILE NO: SWM.SWOP04683-01
FILE NO: SWM.SWOP04683-01
FILE NO: SWM.SWOP04683-01

PROFESSIONAL SEAL



CITY OF Lethbridge

PERMIT

CLIENT

CITY OF
Lethbridge

**LETHBRIDGE WASTE AND RECYCLING CENTRE
SCALE FACILITY UPGRADE**

PROJECT No. SWM SWOP04683-01	OFFICE EDM	DES TLHW	CKD HW	REV -	DRAWING C302
DATE: February 14, 2025	SHEET No. 18 of 18	DWN DRG	APP TL	STATUS A	



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

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 2025-042

Applicant: City of Lethbridge, 910 4 Ave S, Lethbridge, ALBERTA, T1J 0P6

In Works Respecting of: Ancillary Buildings and Uses - Canopy (3931 sq. ft), Scale House (732 sq. ft.) with Wheel Chair Accessing Ramp (332.5 sq. ft.), Vehicle Scales, and Two Kiosks (56.3 sq. ft. each); and Temporary In-Bound and Out-Bound Scales and Office Trailers/Kiosks

On land located at: Q:SE S:4 T:10 R:21 M:W4 (213044 Township Road 100) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 2025-042 and **is subject to the conditions contained herein:**

- The Ancillary Buildings and Uses shall be located as per the approved site plan.
- All debris shall be removed and taken to an approved disposal site.
- Any lighting associated with this development shall be shielded and downcast so as not to generate a nuisance.
- The Development shall adhere to the recommendations of the Geotechnical Evaluation dated April 2023, as submitted to Lethbridge County.
- The parcel shall be graded as per the submitted plan as approved by Lethbridge County, within twelve (12) months of the issuance of this permit.
- The parcel shall be landscaped as per the submitted plan as approved by Lethbridge County, within twelve (12) months of the issuance of this permit.
- Any signage shall require a new development permit.
- Any use other than that approved by this development permit shall require a new development permit.
- Approval of all relevant Safety Code Permits (includes Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems) must be obtained prior to commencement. Safety Code Permits are obtained through **Park Enterprises Ltd**, #10, 491 W.T. Hill Blvd. South, Lethbridge. Phone - (403) 329-3747.
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).

Date of Decision:

April 17, 2025, as approved by County Council (Resolution X)

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

Page 1 of 3



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

Pursuant to Land Use Bylaw No. 24-007

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

Signed



Coordinator, Planning and Development



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

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

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

AGENDA ITEM REPORT



Title: 2024 Hamlet of Iron Springs and Turin Growth Study Reviews
Meeting: Council Meeting - 17 Apr 2025
Department: Development & Infrastructure
Report Author: Hannah Laberge

APPROVAL(S):

Hilary Janzen, Manager, Planning & Development	Approved - 02 Apr 2025
Devon Thiele, Director, Development & Infrastructure	Approved - 02 Apr 2025
Cole Beck, Chief Administrative Officer	Approved - 03 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The 2024 Hamlet of Iron Springs and Turin Growth Study Reviews compare current population/development trends in Iron Springs and Turin with those documented in the original Growth Studies published in 2019. These reviews gauge the effectiveness of the original Growth Studies in guiding long-term growth, land use, and infrastructure needs.

These reports are intended to be attached to the original Growth Studies to maintain their relevance and provide context into how the community has progressed.

RECOMMENDATION:

- Approve the 2024 Hamlet of Iron Springs Growth Study Review as an appendix to the original Hamlet of Iron Springs Growth Study.
- Approve the 2024 Hamlet of Turin Growth Study Review as an appendix to the original Hamlet of Turin Growth Study.

REASON(S) FOR RECOMMENDATION(S):

The 2024 review of the Hamlet Growth Studies will keep the original reports relevant by acknowledging new growth trends, as well as by tracking Lethbridge County's efforts in meeting community needs identified in the Resident Engagement Surveys.

Council previously approved the review of the Hamlet of Monarch Growth Study in December 2024.

PREVIOUS COUNCIL DIRECTION / POLICY:

The original Hamlet Studies were approved as part of the Lethbridge County Budget. To ensure that the Hamlet Growth Studies remain relevant guiding documents, they are to be reviewed every five years to evaluate growth and determine any changes to strategic direction.

BACKGROUND INFORMATION:

Both the Iron Springs and Turin Growth Studies were created in 2019 with the assistance of Steve Harty and the Oldman River Regional Service Commission (ORRSC). The Growth Studies illustrated logical areas for infill and development within the hamlets, as well as strategies for future expansion. Recommendations were based on census population numbers, an assessment of current conditions and resident feedback.

The Iron Springs review found the following highlights:

- Expansion of Iron Springs is not expected for the foreseeable future due to low population growth. Several vacant lots have also been consolidated since the previous study, limiting possibility for growth through infill.
- Significant changes to municipal servicing are not required for the foreseeable future.
- New development primarily consists of commercial/industrial uses.

The Turin review found the following highlights:

- Turin lacks reliable census data for its population, but the small amount of development combined with a similar residential character likely means that there is minimal change.
- New development consists mainly of new residences and accessory uses. However, there is now minimal opportunity for new housing.
- The majority of vacant land in Turin is intended for commercial/industrial use and has potential as the site of a future agribusiness node.
- Significant changes to municipal servicing are not required for the foreseeable future.

The full reviews are attached to this report and if approved will be added to their respective Growth Studies upon approval.

ALTERNATIVES / PROS / CONS:

None Identified

FINANCIAL IMPACT:

None Identified

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

[Iron Springs Hamlet Review](#)

[LETHBRIDGE COUNTY Hamlet of Iron Springs Growth Study FINAL Versio MAY 2019](#)

[Turin Hamlet Review](#)

[Lethbridge County - Hamlet of Turin Growth Study - FINAL MAY 2019](#)



HAMLET OF IRON SPRINGS GROWTH STUDY REVIEW

2024

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LETHBRIDGE COUNTY HAMLET OF IRON SPRINGS GROWTH STUDY REVIEW

Part 1

Overview

From 2018 to 2020, Lethbridge County created a series of hamlet growth studies for each of its hamlets. These studies were prepared by the Oldman River Regional Services Commission on behalf of the County. The purpose was to analyze the existing conditions, demographics and available lands of each hamlet to determine strategies to encourage and support its residential and economic viability. The studies also analyzed present and future servicing needs along with identifying logical areas to support growth with and/or surrounding the hamlet.

The Lethbridge County Municipal Development Plan (MDP) identified that planning for future hamlet growth areas is desirable within its land use management strategy. The MDP is a long-range statutory document providing a framework of policies for decision makers regarding future growth and development opportunities. As part of the growth policies in the MDP, one of the County's objectives is to sustain the hamlets within the County and continue to protect agricultural land uses by encouraging residential development in and around the hamlets. In particular, the MDP outlines the following policies:

- The County shall support hamlet growth provided appropriate servicing provisions exist to facilitate expansions.
- The County shall, where required, undertake servicing master plans and the development of infrastructure required to facilitate growth.

To ensure that the hamlet growth studies remain relevant guiding documents, they are to be reviewed every four years to evaluate growth and development within the community and any new strategies needed to accommodate changing community context.

1.1 Intent

This report reviews how the Hamlet of Iron Springs has changed since the original Hamlet Growth Study was published in May 2019. **Since the data that supported the previous growth study was largely collected in 2018, this report will include development in 2019 as part its data set.**

1.2 Objectives

- Review how Iron Springs has changed in the past 5 years, and how effective the growth study was in guiding its long-term growth and vitality.
- Examine any changes to existing land use and how development has progressed in the infill area outlined in the previous growth study.
- Compare population and development changes in Iron Springs against the resident survey to ensure the needs of the community are being met.
- Identify opportunities for expansion of municipal services/ community resources.
- If there are substantial changes, create a set of recommendations on how Lethbridge County can adapt the Hamlet Growth study to encourage the sustainable and prosperous growth of Iron Springs.



Figure 1 – Groundbreaking of the New Huntsville School Playground

Part 2

Changes Since the Last Growth Study

2.1 Population Growth

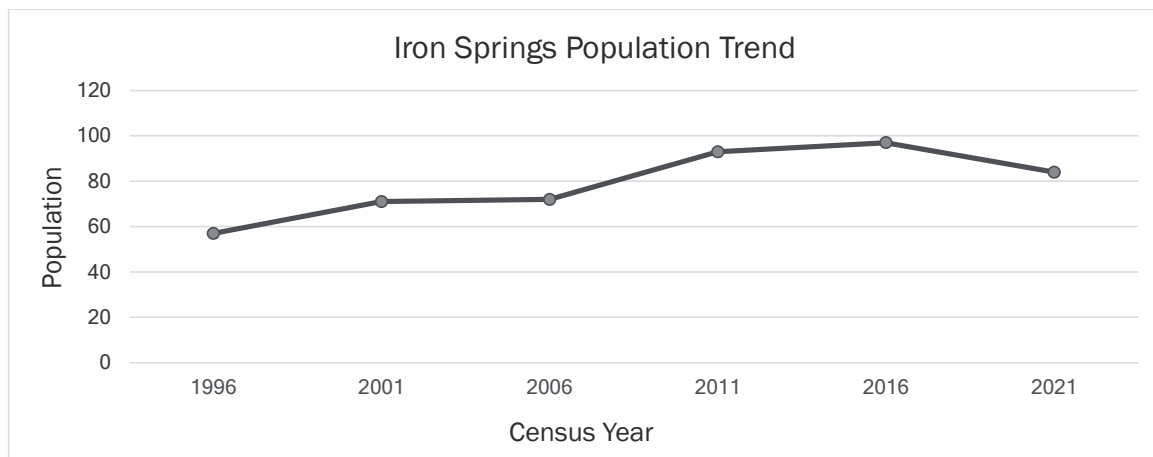
Since the last growth study, the reported population of Iron Springs has declined from 97 in the 2016 census to 84 in the 2021 census, with the average rate of decline being -13.4%. This is a departure from the hamlet's typical growth trend, which had seen sporadic rises and plateaus since 1996. Iron Springs currently has the third smallest population in Lethbridge County, with only one more person than the Hamlet of Chin.

Between the two censuses, the number of private dwellings has remained the same at 26, with 24 of these dwellings being occupied. There have been no new residences constructed since 2021, meaning the demographics are likely similar in 2024 to what they were in the last census period.

Table 1

Census Population and Growth

	2021	2016	2011	2006	2001	1996
POPULATION	84	97	93	72	71	57
5 YEAR TOTAL GROWTH (OR DECLINE) %	-13.4%	4.3%	29.2%	1.4%	24.6%	-
NO. OF PRIVATE DWELLINGS	26	26	24	26	-	-

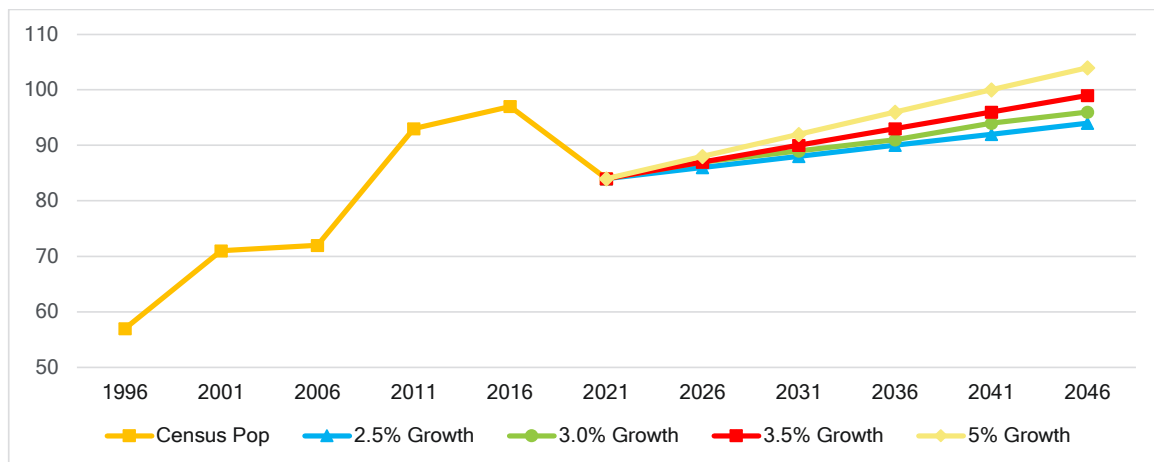


If Iron Springs returns to a positive growth rate, its population could range between 94 and 105 by 2046. It will take several census periods to regain the 2016 population numbers (possibly 2036 at a 5% growth rate or up to 2051 at a 2.5% growth rate).

Table 2

Updated Growth Projections Per Census Period

Year	2.5% Growth	3.0% Growth	3.5% Growth	5% Growth
2021	84	84	84	84
2026	86	87	87	88
2031	88	90	90	92
2036	90	93	93	96
2041	92	96	97	100
2046	94	98	99	105



2.2 Residential Assessment

The residential character of Iron Springs has remained largely unchanged from its 1970s to 1980s vintage appearance. Well landscaped properties are still the norm, and a lack of development has kept the hamlet a rural bedroom community. The lot sizes have also generally remained consistent with the last growth study, aside from one lot realignment that expanded residential space in the north of the hamlet.

No new residences have been added and no demolitions have been applied for. The only type of residential development in the past 5 years has been an addition to an existing residence in the south of the hamlet.

2.3 Commercial/ Industrial Assessment

There has been a small rise in commercial/ industrial activity with the development of one new auto/machine repair shop and a change in use to a tire shop/ automotive service. The latter business also expanded their operations in the same year.

2.4 Community Services

Christian Reformed Church is still the only community service active in the hamlet. Activities like government or health care services are still only accessible in the Town of Picture Butte.

There have been no changes to land designated as Hamlet Public Institutional, a land use district which supports development related to community services.

2.5 Parks and Recreation

The previous growth study found that Iron Springs was underserved in terms of recreational features (largely due to resource constraints). The small playground/ park space on County owned land has remained unchanged since its renewal in 2019.

This is balanced out by the available equipment in the Huntsville School playground, located immediately outside of the hamlet. Huntsville School updated their playground equipment in 2020 with a new play structure and new paved surfaces for basketball and pickleball. This update was carried out by Pallister School Division rather than the County, but it's proximity to the hamlet makes it a relevant change for residents.



Figures 2 and 3 - County Owned Playground (Left) versus Huntsville Playground (Right)

2.6 Confined Feeding Operations (CFO'S) – Proximity and Effects

Feedlot operations surrounding Iron Springs have remained relatively consistent since the last growth study was published. There have been two expansions to existing feedlots within a 1-mile radius of the hamlet. See **Map 1**.

- One cattle-based feedlot less than 1 mile west of hamlet expanded its operations to add 2000 calves.
- One mixed species feedlot a little over 1 mile northwest of the hamlet expanded its operations to add 800 cattle but reduced poultry by 11000 and ceased farrow to finish sow production.

In the Resident Engagement Survey, Iron Springs residents had mixed opinions on the impact of feedlots in their community. Some cited concerns such as dust and odour while others took a more ambivalent stance. The proximity of these two expansions may be seen as a negative change by some community members. However, minimal expansions in an area with a large number of feedlots may also be seen as a net positive.

Part 3

Growth and Land Use

Since the 2019 growth study, Iron Springs has had a small and sporadic amount of development. **Map 2** displays this growth through the different categories of development permits Lethbridge County issued between the publishing of the growth study and the present. Standalone waiver applications were not included in this survey.

In this 5-year period, the County received:

- 3 applications for commercial/industrial uses, including one change in use application. These applications are shared between two parcels and were related to the automotive/ trucking industry.
- 1 application for a residential use (additions to an existing residence).
- 1 application for signage (for commercial use).
- 1 application for an accessory use (hobby barn).

Diagram 1 - Development by Types of Uses

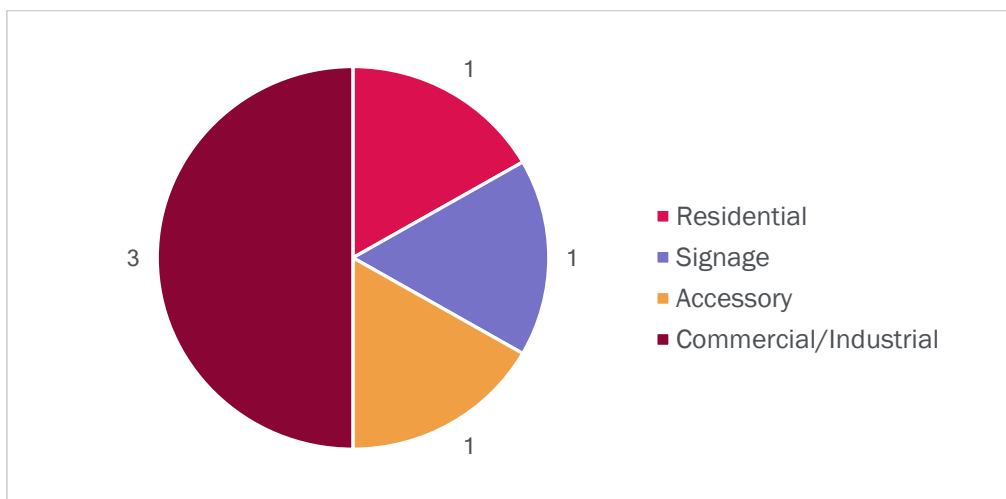
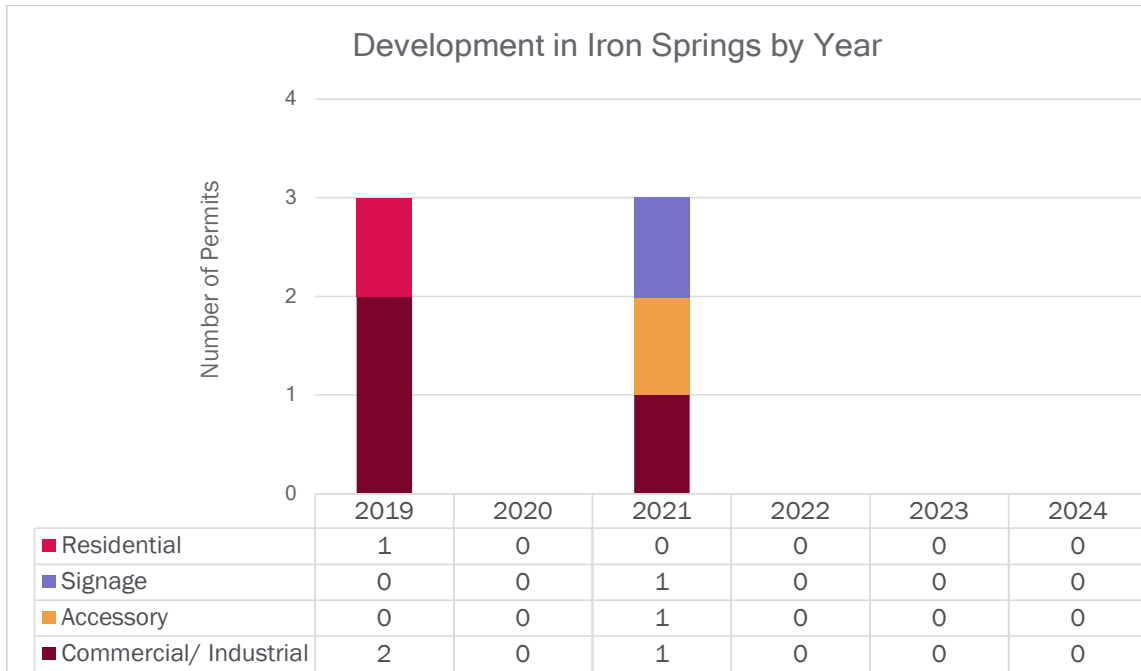


Diagram 2 - Development in Monarch Per Year



2019 and 2021 were the only years in which development permits were applied for, with 3 permits in each year.

The amount of investment into the community this development has brought in is not well documented, as only 3 applications included this information. In total, development costs are estimated to be \$623,000. Commercial/ industrial uses make up most of this amount at \$550,000, while residential and accessory development make up \$35,000 and \$38,000 respectively.

3.1 Infill

No residential infill has occurred through subdivisions or occupying vacant lots. Since Iron Springs does not have a piped water/sanitary system, there is also less opportunity to subdivide larger lots into smaller ones due to the need to accommodate private septic systems. A large decrease in the number of vacant lots has also minimized potential land for infill.

Vacant Lots

In the 2019 Growth Study, there were 10 vacant lots concentrated to the east of the hamlet. One consolidation of several lots has reduced this number to 2. See **Map 3**.

- 8 vacant lots have been consolidated into a neighbouring residential parcel, creating one larger occupied lot.
- 2 lots have remained vacant since the last growth study and are located on the far east end of the hamlet.

Lots Undersized for Development

The previous growth study also identified 3 residential titles deemed too small to be developed for residential use.

- 2 of these lots have since been consolidated into neighbouring properties.
- The one remaining lot is owned by the county and is not intended for residential use.

3.2 Future Expansion

Residential Expansion:

- The average number of persons per dwelling unit in Iron Springs has dropped from 3.7 in the 2016 census to 3.2 in the 2021 census. The average number of dwelling units per acre has stayed the same.
- There is also still sufficient space to accommodate future growth in the agricultural land bordering the hamlet if needed.
- A lack of demand for housing in the community means that expansion is not an immediate concern for the hamlet, and will likely not be for many years unless growth is actively promoted.

Commercial/Industrial Expansion:

- The two new commercial developments in the north of the hamlet could potentially signify the slow growth of a commercial/industrial area.
- The community is somewhat ambivalent towards more land being used as light/general industrial, as some prefer Iron Springs to stay as a bedroom community and others would like to see a growth in commercial business.

3.3 Future Municipal Services and Infrastructure

WATER: Iron Springs residents still access their water through the County's distribution system on the border of the hamlet. The previous growth study estimated that the current water supply would accommodate 20 years or more of growth at the projected rate of 2.5%. Considering that the population dip has pushed back these numbers, expansions to water servicing will likely not be needed for an even longer period.

SEWER: Iron Springs still relies on on-site private septic systems as its sewage infrastructure. A decline in population numbers and lack of residential growth means that Iron Springs is unlikely to reach a stage where a piped sewer system is a feasible option for the County.

DRAINAGE: There have been no changes to the existing drainage scheme of the hamlet. Since there is no new development and there are existing vacant lots that can still be filled, considerations for new drainage infrastructure have not been needed.

ROADS: During the last growth study, the roads were considered to be in average to poor condition. Some of the roads were experiencing surface breakup, cracking, and potholes. Road improvement was also a prevalent theme in the Resident Engagement Survey.

In 2023, Lethbridge County completed the Iron Springs Road Improvements Project. It involved upgrading the existing gravel road to the new Huntsville School to a paved standard, as well as reconstructing Center Street and a portion of 1st Street in Iron Springs. This has a positive impact on the current commercial/industrial activities of the hamlet, as seasonal road bans impeded traffic to businesses in this area. These roads will also require less regular maintenance by the County.

A large portion of the undeveloped road allowances in the east portion of the hamlet have been closed and consolidated into the same property that absorbed most of the vacant lots in this area.

There are no sidewalk provisions on streets within the hamlet.

Part 4

Analysis

The strategies for expansion in the Hamlet of Iron Springs Growth Study will likely not be relevant for several years and possibly decades. However, the growth study still has relevance as a long-range plan for expansion if the hamlet does eventually grow to need it.

- It is unlikely that there will be a significant enough change to population size to warrant outward expansion. This would require extensive effort to promote growth, such as a new industry or large development near the hamlet.
- The two remaining empty lots can still potentially accommodate housing demand given the Hamlet's slow growth rate (if their owner chooses to sell them).
- A decline in population numbers and lack of residential development means that there is little need to expand municipal services. The County has also already taken steps to improve existing infrastructure in the past few years, such as improving roads and updating playground equipment.
 - The quality and cost of the current water infrastructure was viewed negatively by the residents who responded to the growth study's survey. However, the small population size and lack of growth likely means that service changes are not feasible at this time.
- The small growth in commercial/industrial activity could generate future demand in the hamlet, leading to the potential to revisit municipal servicing and/or the establishment of other commercial uses secondary to the automotive sector.

Negligible growth is also not necessarily a negative feature for the residents of Iron Springs, since the small size and quiet atmosphere was a frequent reason for satisfaction in the Resident Engagement Survey.

Appendix

Chart 1 – List of Development in Iron Springs (2019 -2024)

Municipal Address	Permit Number	Development Type	Description	Cost of Development	Year
115 1 Avenue, Iron Springs	2019-165	Residential	Replace existing deck, new attached garage by roofline over deck	35,000	2019
Bay G, 45 Centre Street, Iron Springs	2019-177	Commercial/Industrial	Tire shop with minor auto service	0	2019
45 Centre Street, Iron Springs	2019-079	Commercial/Industrial	Industrial shop for roofing and trucking business (truck depot)	550,000	2019
112 Centre Street, Iron Springs	2021-063	Commercial/Industrial	Change in use: auto/machine repair	0	2021
112 Centre Street, Iron Springs	2021-064	Signage	Signage	0	2021
203048 Township Road 11-4	2021-084	Accessory	Hobby barn	38,000	2021



Map 1: Expanded CFOs Near Iron Springs

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)



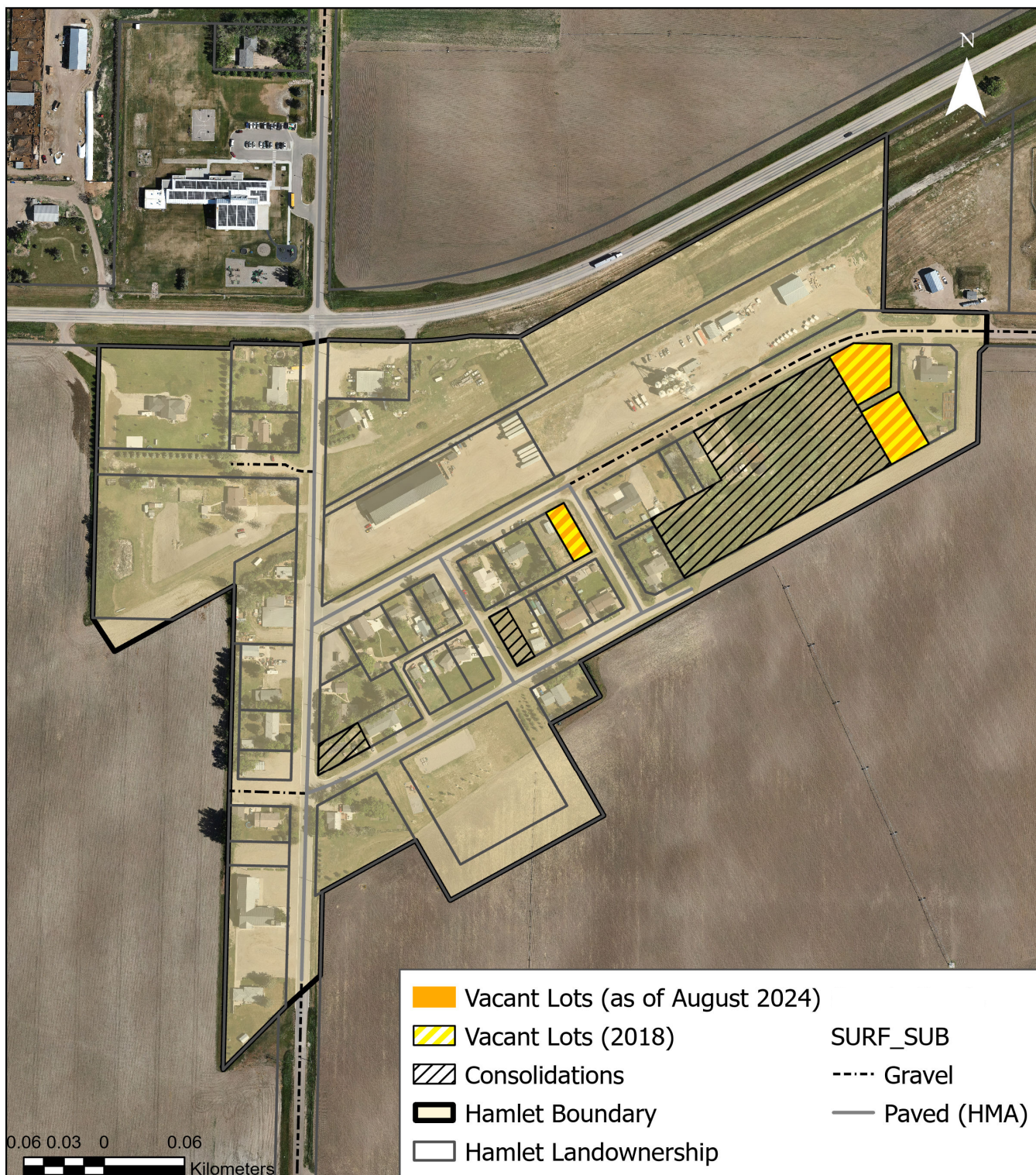


Map 2: Development in Iron Springs by Permit Type

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)



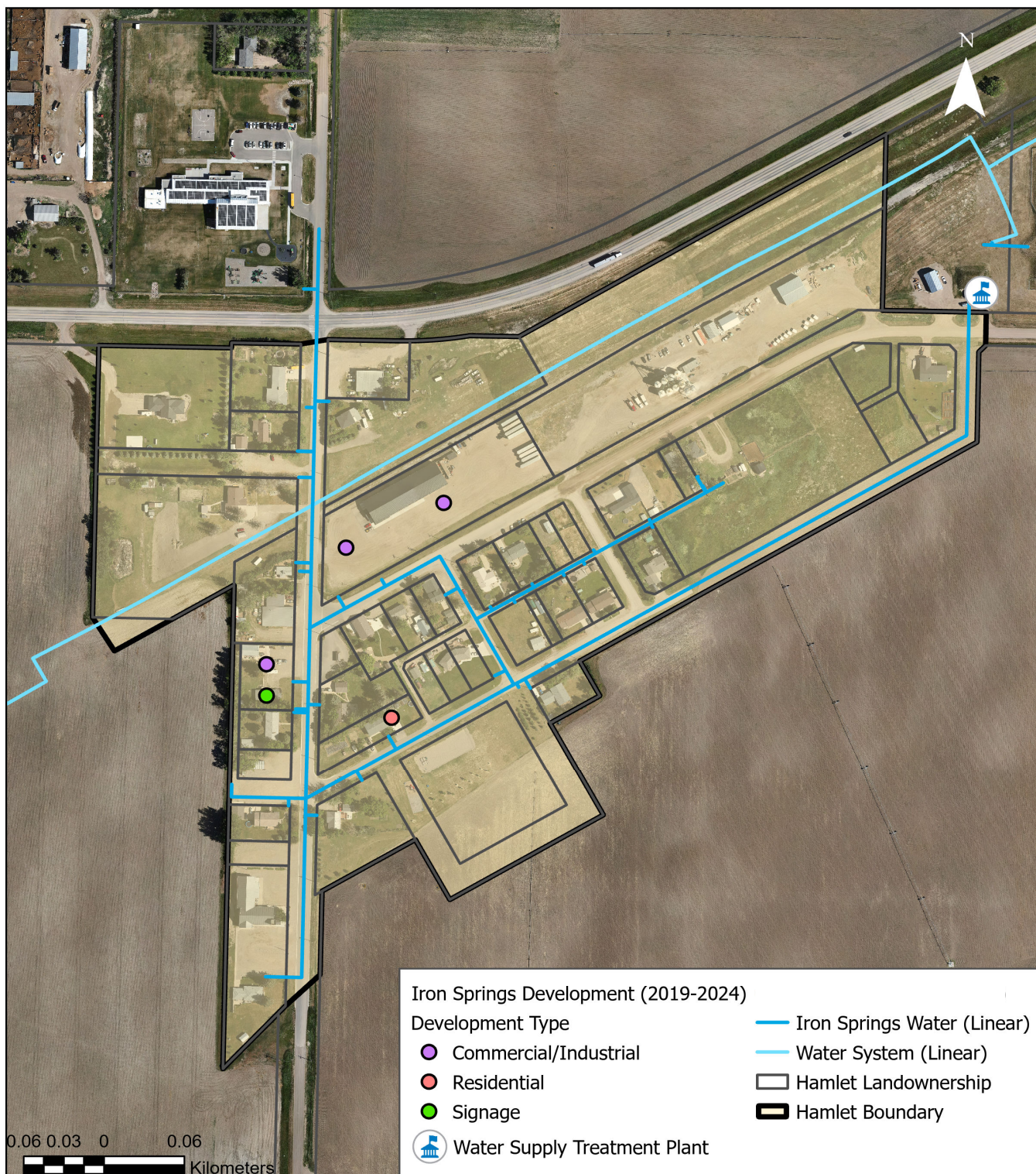


Map 3: Vacant Lots in 2018 versus Vacant Lots in 2024

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)





Map 4: Water Utility Infrastructure

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)





LETHBRIDGE COUNTY

Hamlet of Iron Springs

GROWTH STUDY

May 2019



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Prepared for Lethbridge County

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LETHBRIDGE COUNTY HAMLET OF IRON SPRINGS GROWTH STUDY

Part 1

STUDY OVERVIEW

This study is part of a series of hamlet growth studies that Lethbridge County is undertaking for each of its hamlets. The purpose of the studies is to encourage and support the residential and economic viability of the hamlets within Lethbridge County. The studies are to analyze present and future servicing needs along with identifying logical areas to support growth. The municipality has engaged the Oldman River Regional Services Commission, as municipal planners for the municipality, to review and prepare the studies/reports on behalf of the County.

The Lethbridge County Municipal Development Plan (MDP) identified that planning for future hamlet growth areas is desirable as part of its overall land use management strategy. The MDP is a long-range statutory document providing a framework of policies for decision makers regarding future growth and development opportunities. As part of the growth policies in the MDP, one of the County's objectives is to sustain the hamlets within the County and continue to protect agricultural land uses by encouraging residential development in and around the hamlets. In particular, the MDP outlines the following policies:

- The County shall support hamlet growth provided appropriate servicing provisions exist to facilitate expansions.
- The County shall, where required, undertake servicing master plans and the development of infrastructure required to facilitate growth.

The hamlet growth studies are to guide and facilitate the comprehensive planning and development of servicing that will be needed to support healthy, probable growth projections.

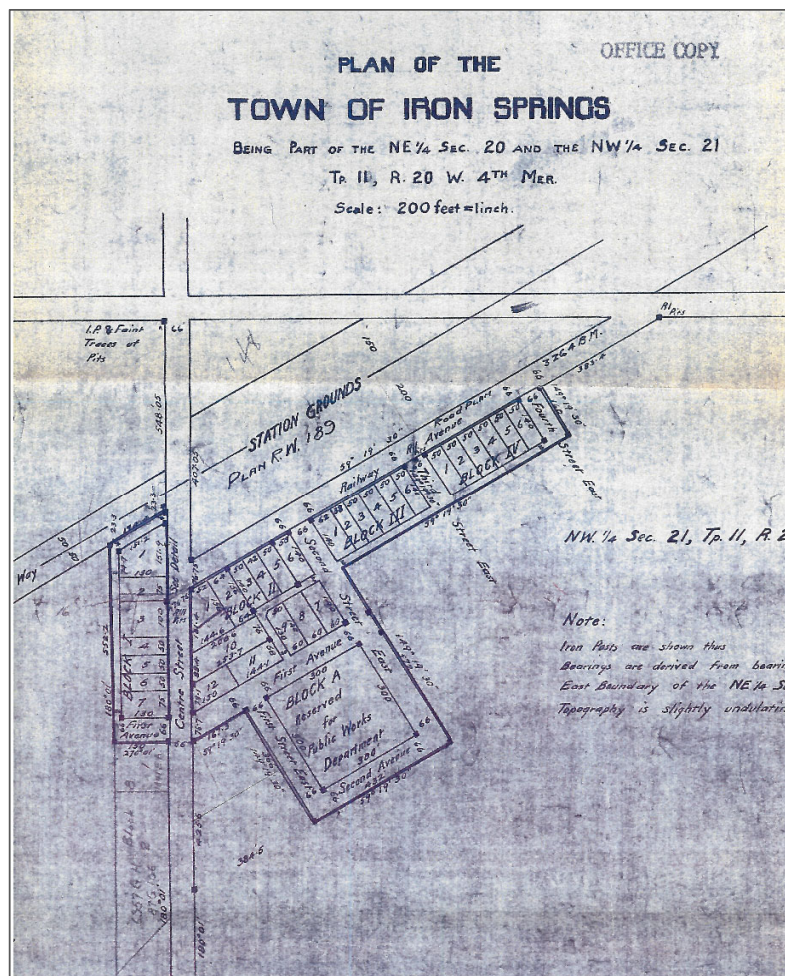
1.1 Intent

This report presents a summary of existing conditions and future considerations to support the growth and long-term viability of the Hamlet of Iron Springs.

1.2 Objectives

- To put together a plan to direct and encourage the hamlet to sustainably grow and prosper into the future in a logical/rational manner.
- To provide an overview of the general hamlet conditions and assess the overall vitality (well-being) of the community.

- To identify lands available within the present hamlet boundary to accommodate growth in a contiguous manner by developing available vacant or larger parcels of land in Iron Springs.
- To identify logical growth lands for the hamlet to assist in making future development more efficient, cohesive, and cost effective.
- To provide a planning framework to facilitate future development that could be readily serviced by municipal infrastructure. The reports' findings may be used to address and facilitate long-term infrastructure planning and management for the County.
- To provide an assessment/opportunity summary with recommendations to Lethbridge County decision makers to help guide future planning, servicing, and management.



Original Surveyed Iron Springs Plan of 1926 (Plan 6841DI)

Part 2

LEGISLATIVE BACKGROUND

Hamlets are small unincorporated communities within a larger rural municipality in Alberta. They are governed, taxed, and managed by the rural municipality within the boundaries of which they are located.

The *Municipal Government Act (MGA)*, section 59(1) states,

“59(1) The council of a municipal district or specialized municipality may designate an unincorporated community described in subsection (2) that is within its boundaries to be a hamlet.”

Subsections (2) and (3) state,

“(2) An unincorporated community may be designated a hamlet if the community:

- (a) consists of 5 or more buildings used as dwellings, a majority of which are on parcels of land smaller than 1850 square metres,*
- (b) has a generally accepted boundary and name, and*
- (c) contains parcels of land that are used for non-residential purposes.*

(3) The designation of a hamlet must specify the hamlet’s name and boundaries.”

The Hamlet of Iron Springs conforms to the stipulated *MGA* criteria.

This Growth Study is not a statutory plan as defined by the *MGA*, but is a tool to help guide and shape direction and policy for Lethbridge County regarding planning for the hamlet. The vision and recommendations may be incorporated into the County’s Municipal Development Plan.

Part 3

HAMLET OVERVIEW

The Hamlet of Iron Springs is located on Highway 25, approximately 28 km (or 17 miles) northeast of the City of Lethbridge, 13 km northeast of the Town of Picture Butte, and 30 km north of the Town of Coaldale via Highway 845. Iron Springs is one of the smaller hamlets in the County and has a land area consisting of approximately 64 acres (25.9 ha) within its designated boundary (which correlates to 0.26 km²). The hamlet is situated primarily within the NW 21-11-20-W4M, with a small strip west of Centre Street within the NE 20-11-20-W4M, and a small portion of former railway land to the north within the SW 28-11-20-W4M. The Canadian Pacific Railway (CPR) rail line was situated along the north perimeter of the hamlet (parallel to Highway 25). The CPR decommissioned the rail line and transferred it to Lethbridge County in 2011 and the tracks were subsequently removed. Highway 25 is situated along the north boundary of Iron Springs, and is a provincial highway connection that heads east and north and eventually intersects with Highway 521.

3.1 Population

According to the 2016 Census of Population conducted by Statistics Canada, Iron Springs as a designated place recorded a population of 97 living in 25 of its 26 total private dwellings, a change of 4.3% from its 2011 population of 93.¹ In 2011, Iron Springs had a population of 93 living in 24 of its 24 total dwellings, which was a 29.2% change from its 2006 recorded population of 72. Table 1 illustrates the census population and historical growth.

Table 1
Census Population and Growth

	1996	2001	2006	2011	2016
POPULATION	57	71	72	93	97
5 YEAR TOTAL GROWTH (OR DECLINE) %		24.6%	1.4%	29.2%	4.3%
NO. OF PRIVATE DWELLINGS			23	24	26

Overall, the Hamlet of Iron Springs is the second smallest hamlet (population wise) in Lethbridge County, with Chin being the smallest.

¹ Population and dwelling counts, for Canada, provinces and territories, and designated places, 2016 and 2011, 2011 and 2006 censuses (Alberta). Statistics Canada.

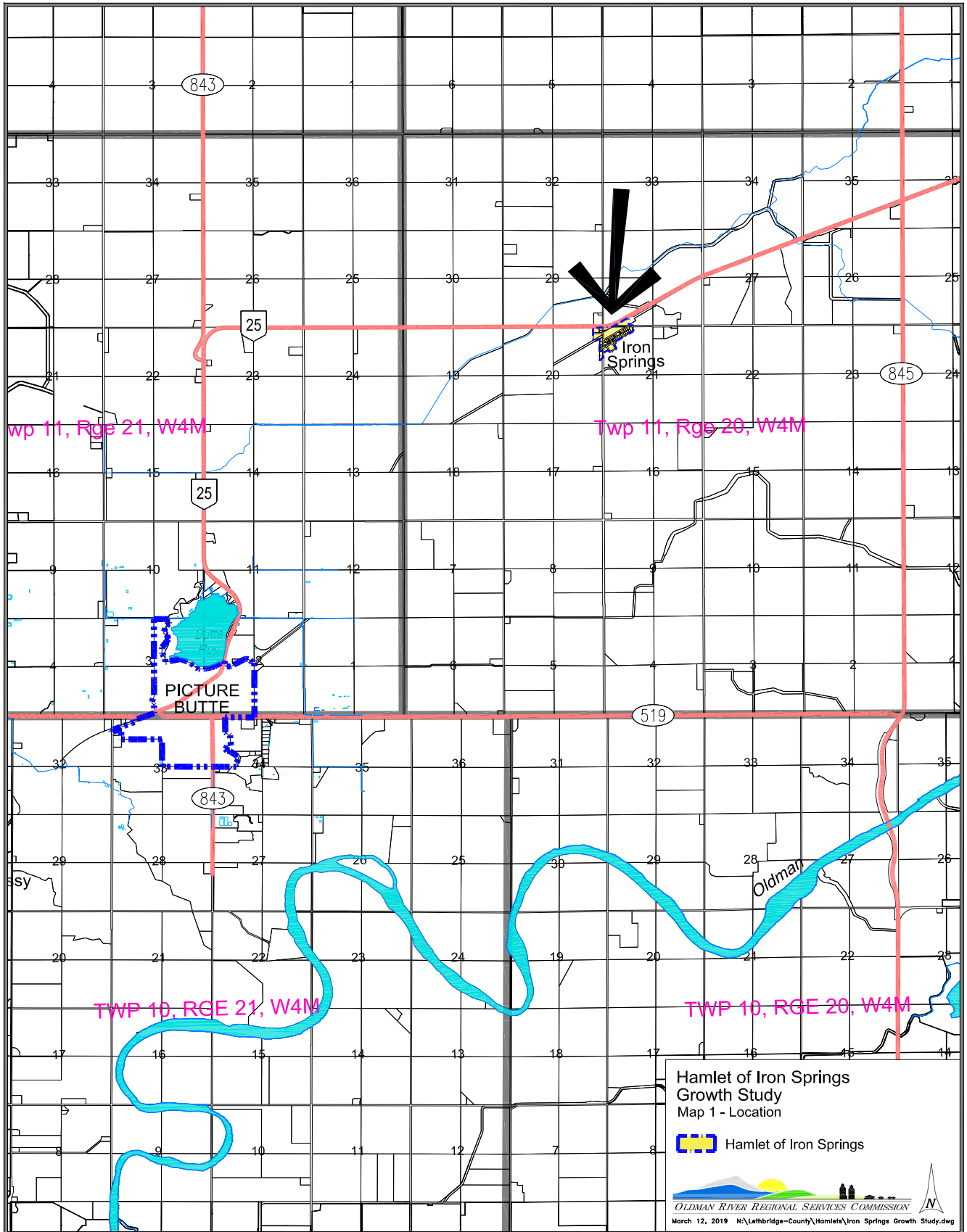
3.2 Hamlet History

Iron Springs derived its name from a local natural spring (Bulmer Spring) near the community which contained significant deposits of iron. The first post office was established in the community in 1908. Like many prairie communities, the evolution of Iron Springs is related to the railroad being established by the CPR in 1925 and the growth of the agricultural sector in the area. The CPR registered the Iron Springs Station Grounds plan for the Kipp-Northeasterly Branch Mile 19 in May 1925.

The Huntsville School district was established in 1906 and the school opened in 1907. One year later, that school was moved to the site where it currently stands—directly adjacent to the hamlet boundary across Highway 25.² Although the school is not within the actual hamlet boundary, it very much has influenced and been a part of the Hamlet. The school building, named after the original owner of the land, Mr. Will Hunt, has been through a number of major reconstructions (1925, 1958) and in 1959 began to accommodate grades 1-9. In 1967, grades 7-9 were no longer made available at Huntsville and students of these grades had to attend school in the nearby Town of Picture Butte. Many years later this changed once again, as Huntsville started to offer classes for grades 7-9 as a combined classroom for all three grades. The school building has been renovated many times over the years, and it was officially announced in 2017 that the province would provide funding to construct a new school to replace the old building. Construction of the school building commenced in the spring of 2019.

Irrigation in the area also helped contribute to the growth of the community. The Lethbridge North Irrigation District was created in 1923, and included the Picture Butte-Granite Falls, Turin-Gold Ridge, Barrhill-Bulmer-Circle, Iron Springs-Battersea and Shaughnessy districts. Irrigated agricultural lands and water available for livestock is also closely linked to growth and the settlement of European and especially Dutch immigrants in the area after World War II. As Dutch immigration increased, the countryside and area surrounding Iron Springs began to change as dairy, chicken and poultry farms became the norm of the surrounding farmsteads. Over the middle part of the last century (approximately 1940s to 1970s), commercial entities in Iron Springs included a grocery store, coffee shop, post office, two gas service stations, a machine shop and grain elevators. After the local population decreased over a couple decades (mid-70s to mid-90s), the population experienced significant spikes of 20% or more during two different census periods (2001 and 2011), increasing from just over 50 people in the mid-90s to just under 100 in the most recent 2016 census.

² Coyote Flats Historical Society (1967), Coyote Flats: historical review, 1905-1965. Volume 1. Lethbridge: Southern Printing.



Part 4

EXISTING CONDITIONS AND OVERALL ASSESSMENT

A review of the existing hamlet conditions was undertaken that involved a study of both land use and a general analysis of the character of the community. This review included assessing the following:

- Analysis of Population & Growth
- Determination of Land Use Patterns
- Community Services - churches, schools, community halls, commercial (e.g. groceries)
- Parks and Recreation (i.e. playgrounds, ball diamonds, green space, etc.)
- General State Synopsis - personal property conditions, weeds, unsightly premises
- Confined Feeding Operations (CFOs) - proximity / effects
- Identification of Vacant Land Parcels
- Servicing - municipal and private utilities

Based on a review of the existing conditions, a general assessment statement is provided on the current state of the community (i.e. hamlet). Some conclusions are provided on the identified constraints present or potential need for the provision of various municipal or community services.

As part of the project, a questionnaire survey was also sent to every property owner in the Hamlet of Iron Springs. The survey consisted of 11 questions with some opportunity for written comment. The purpose was to obtain citizen feedback and help Lethbridge County better understand existing conditions and issues to more comprehensively plan for future growth. A total of 30 questionnaires were sent out on March 1, 2019, with 10 surveys filled-out and returned, resulting in a 33% overall survey response rate. For a community survey this is considered as a fairly good response, as typically 20% or less is the usual experience in this type of exercise. However, it is noted the overall survey number and number of returns are a statistically small sample size. Nine of the surveys were completed by residents who were property owners, while only one of the returned surveys was from a non-resident property owner. The majority are long-term residents, as over 60% of the respondents have lived in Iron Springs for 10 years or more, and 50% indicate 20 years or more. Overall, residents seem to be satisfied with the quality of life in Iron Springs.

For the complete results and comments as supplied by the residents who filled-out the survey, please refer to Appendix B.

4.1 Population Projections and Growth

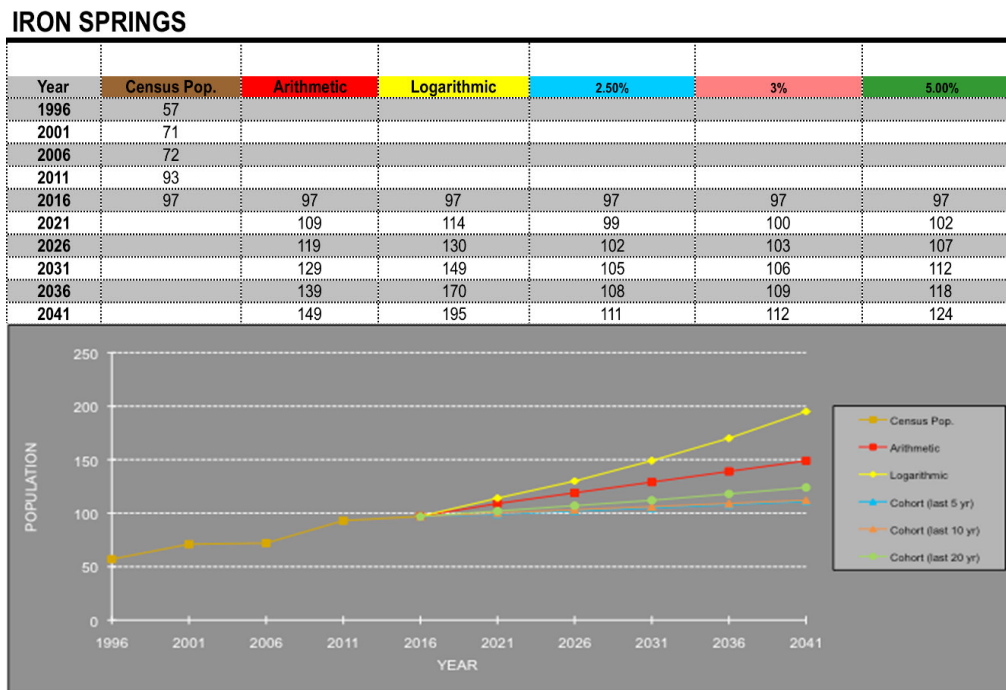
The following Table 2 illustrates population projections for the hamlet using the annual percentage compound growth method of population forecasting. A range of four different growth rates are provided below, from slow (2.5%) to strong (5.0%), displayed for five-year (census period) intervals.

Table 2
Projected Population Growth (2016-2041) Per Census Period

Year	2.5% Growth	3.0% Growth	3.5% Growth	5% Growth
2016	97	97	97	97
2021	99	100	100	102
2026	102	103	104	107
2031	105	106	108	112
2036	108	109	112	118
2041	111	112	115	124

Based on the fixed growth rate method for population projections, the 2041 population of the Hamlet of Iron Springs could reach between 111 and 124 people, dependent on the rate of growth and other factors. It is presumed the 2.5% to 3.0% may be the most probable future population growth rates unless growth is actively promoted, and land is available to build upon. The Arithmetic and Logarithmic straight-line projections in Diagram 1 depict a slightly higher growth trend.

Diagram 1
Population Projections Line Graph



Historically over the past two decades, the hamlet has experienced significant growth spikes, including two census periods of over 20% growth. This is likely due to an increase in immigration to the area (but may also represent some past under reporting in census surveys). (The computed growth projections are used to calculate future land consumption needs in the “Growth and Land Use Projections” in section 5.2 of the report.)

4.2 Residential Assessment – Existing Conditions

Similar to nearby Turin and other County hamlets, much of the current residential housing stock is of mixed vintage and the majority 30-50 years old, and a few are newer construction over the last few years. There are a number of pre-1960s dwellings existing, but most of the housing stock appears to be from the 1970s to 1980s vintage.

- Overall, the housing within the hamlet is in fairly good condition with just a couple number of older residences being in poor condition.
- Many residents have neat and nicely landscaped yards. There are relatively few properties that are not well maintained, and overall there appears to be limited issues with unsightly premises in comparison to what some of the other County hamlets experience.
- Overall, the community can be considered as generally tidy and well maintained.
- With little commercial and industrial uses operating in the hamlet, and those that do are located at the north adjacent to the former CPR railway lands, there are no real land use conflicts with residences apparent in the hamlet.
- Generally, most of the residential lots are deemed deficient in size for being dependent on private sewage systems, as there is no municipal sewer system in the hamlet. (However, they generally meet the Land Use Bylaw minimum stipulated size of 15,000 sq. ft.)

4.3 Business Commercial/Industrial Assessment – Existing Conditions

There is no real commercial activity as the hamlet basically serves as a rural bedroom community. For a few decades around the 1950s to 1970s, the hamlet did contain grocery stores, a post office, two gas service stations, a bulk fuel station, a machine shop and some grain elevators. Presently, there is only an agricultural related business on the former CPR lands, a newly established trucking business, and a super-box Canada Post outlet stand at a central location for residents of the hamlet.

- There are 1.28 acres of land designated as ‘Hamlet Commercial – HC’ adjacent to the entrance at Highway 25, but currently, there is no active commercial activity.
- There are no lands either designated or available for other types of commercial uses. Realistically, the population of Iron Springs is not large enough to support retail commercial type ventures such as convenience stores or gas stations.

- There is a sizeable amount of land (12.914 acres) designated as ‘Hamlet Industrial – HI’ due to the decommissioning of the rail line. The majority of the ‘Hamlet Industrial – HI’ designated land (12.69 acres) is located in the north, central portion of the hamlet for this reason as well. The County subdivided the railway lands in 2018 and created three large industrial titles. On the east portion at the end of Railway Ave, Block 1, Lot 3, Plan 1810343, on 4.35 acres of land is an agricultural fertilizer storage/sales operation. The west 2.64 acre parcel (Block 1, Lot 2, Plan 1810343) is currently vacant but has been purchased by a trucking business.
- A smaller designated ‘Hamlet Industrial – HI’ lot comprised of 0.224 acres of land is located on Centre Street and is owned by Lethbridge County and contains a municipal grader shed.
- Overall, there is some land available to potentially accommodate hamlet industrial businesses.

4.4 Community Services Assessment – Existing Conditions

Within Iron Springs there are no community or institutional service type organizations that are active in the hamlet, other than the Christian Reformed Church. At one time there was a Lutheran and Catholic Church also providing religious services in Irons Springs but they are no longer active places of worship.

- Within Iron Springs, 1.69 acres of ‘Hamlet Public Institutional – HPI’ land on Centre Street is utilized by the Christian Reformed Church.
- Another 0.339 acres of designated ‘Hamlet Public Institutional Land – HPI’ currently has an abandoned business shop type building located on it (former auto repair/service station).
- No formal government, personal health or care services (e.g. medical, seniors care, etc.) are available. The hamlet is both too small in population and too close to the Town of Picture Butte to be beneficiaries of such services being provided locally.
- It is noted that the Huntsville School (part of the Palliser School division), serves the Iron Springs community as an institutional educational use, but it is technically located outside the hamlet official boundary.

4.5 Parks and Recreation Assessment – Existing Conditions

There are just a couple minor outdoor recreational amenities available to hamlet residents. Currently, there is a children’s playground that contains a swing set, teeter-totter, and large amount of green space. The condition of the playground equipment appears to be newer, in good working condition. Outside the hamlet, the Huntsville School contains a large grass field and more up-to-date playground equipment (it is noted that this infrastructure is Palliser School Division’s and not Lethbridge County’s).

- There is approximately 4.0 acres of total land designated as ‘Hamlet Public/Institutional – HPI’ (which includes the 1.69 acres of land used for the church).

- There is a playground and park space designated as ‘Hamlet Public/Institutional – HPI’ that consists of approximately 2.0 acres of land. (There is more park space available at the Huntsville School, but this is located outside the hamlet boundary.)
- The hamlet may be considered somewhat underserved in regards to up-to-date parks and recreational structures or opportunities, especially considering the lack of park features that are available.
- The assessment and scheduling of repair/replacement and maintenance for recreational facilities or structures is managed through the County’s maintenance schedule for all County-owned parks.
- There are many constraints on available municipal capital funding sources to improve park and recreation facilities, which is applicable to all hamlets within the County.

4.6 Confined Feeding Operations (CFOs) – Proximity / Effects

Confined feeding operations (CFOs) represent a major component of the agricultural industry within the County and hamlet vicinity. While the contributions these operations make to the area economy is acknowledged, the large concentration of CFOs and their associated negative externalities (dust, noise, traffic, odour, etc.) are sometimes a source of contention amongst the public. The most contentious issue has historically been with respect to the practice of spreading of manure (a practice not limited to CFOs specifically) and the odour that this practice generates. Difficulty managing these conflicts between land uses is further compounded by the relative lack of control the municipality has on the management of these operations, as they fall under the oversight and regulation of the Natural Resources Conservation Board (NRCB).

Map 8 outlines the location and type of CFOs within the hamlet area (at time of this report). Within a 2-mile radius this includes 17 operations consisting of:

- 6 beef operations with a total animal units of approximately 54,500 (including a single large operation of 25,000 animal units, one 11,000 animal units, and another 10,000 animal units)
- 2 dairy operations with a total of 300 animal units
- 1 swine (farrow to finish) operation with a total animal units of 160, and 1 swine operation of 150 (farrow to finish) animal units
- 1 feeder hog operation with 400 animal units
- 1 broiler/chicken operation with 44,000 animal units
- 1 poultry unit of 35,000 chicken pullets/broilers animal units
- 4 mixed operations of unknown animal units (older, long established operations)

When the radius is examined at a 1-mile radius, the number of total operations is reduced to 7 operations consisting of:

- 2 beef operations (1 beef feeder operation of 6,200 animal units, and 1 beef finisher of 3,200 animal units)
- 2 dairy operations totaling 300 animal units
- 2 swine (farrow to finish) operation totaling 310 animal units
- 1 poultry operation of an unknown animal unit size

The one dairy operation is within the hamlet's Rural Urban Fringe land use district containing approximately 160 animal units, and is located approximately 185 meters from the closest point of the hamlet boundary (immediately west of Huntsville School). The Lethbridge County Rural Urban Fringe land use district boundary is the equivalent to the MDP CFO exclusion zone around Iron Springs.

- Compared to other urban communities and County hamlets, there is a fairly large concentration of confined feeding operations sited and operating within 2 miles of the hamlet.
- The CFO exclusion zone is currently established at approximately ½-mile north, just less than ½-mile west, and 1/3-mile to the south and east.
- The original hamlet Rural Urban Fringe zoning established in the Lethbridge County Land Use Bylaw was designated at a slightly less distance (i.e. smaller area) than what was applied around some of the other County hamlets, in order to account for the area confined feeding operations in existence and not negatively affect their ability to operate or expand.

Part 5

GROWTH AND LAND USE STUDY

An analysis of the existing and projected land use is needed to establish potential future growth in the hamlet community. This will help provide an assessment of current potential land available for infill development, and what (how much) contiguous hamlet boundary lands may be available for future hamlet expansion when warranted. The following matters have been reviewed as part of the planning analysis and are described in more detail this section:

(a) Infill Opportunity (inward growth)

- Inventory of vacant lots and potential to further develop
- Identifying the potential to further subdivide large parcels
- Potential to service and provide access to parcels

(b) Future Hamlet Boundary Expansion (outward growth)

- Identifying constraints (highways, railways, coulees, sewer lagoons, abandoned gas wells, etc.) (as depicted on Map 9)
- Examining adjacent land uses / conflicting uses
- Studying physical features – elevations, topography, wetlands, known flood areas, etc.
- Identifying future land growth and expansion directions

(c) Municipal Services

- Water and sewer
- Storm water management
- Roads/lanes

(d) Area Structure Plan (ASP) Needs / Considerations

5.1 Infill Opportunity (inward growth)

As part of the hamlet review, an analysis was completed to identify existing vacant lots that may be available to be developed. Also, the potential to subdivide existing larger parcels into additional lots was evaluated. Planning for infill development where feasible and where some services are readily available, such as roads and water lines, can assist the municipality in enabling growth but limiting the installation of costly new infrastructure. In light of the limited infrastructure in Iron Springs, specifically no sewer, the minimum lot size for subdivision is just under 1/3 acre in size. Due to the historical land and block/lot size establishment on the original surveyed hamlet plan of 1926 (Plan 6841DI), the minimum lot size value for lots without sewer capacity is 15,000 sq. ft. (Land Use Bylaw No. 1404). It is

further noted that, at one time, the provincial private sewage standards' minimum lot size was also established at 15,000 sq. ft.

To determine the availability of land for both the development of existing vacant³ lots and infill potential, an air-photo review of the identified parcels was carried out and followed up with field reconnaissance work. This analysis confirmed that there are presently (Fall 2018) 10 vacant titles of residential land (approximately 15,000 sq. ft. each in size) within the hamlet that could readily accommodate new housing. The lands identified as existing vacant titles with potential to be resubdivided are displayed on Map 4. The following is a breakdown of potential land available for development:

- The **10 identified vacant lots** are Lots 1-4 and Lots 6-9 on Block 6, Plan 8310792 and Lots 7 and 8 of Block 4, Plan 8310792. These lots were created in a 1983 subdivision based on the land use bylaw and provincial sewer standards of 15,000 sq. ft. area. Six of these lots on the south side would require 1 Ave to be extended to the east and developed to provide access.
- Lot 6, Block 7, Plan 1212226 in the northwest corner of the hamlet (north of Lucy Ave) is a good-size lot with a total area of 83,480 sq. ft. However, the location of the dwelling on the current lot would likely make it unfeasible to create any additional lots.
- Block 6, Plan 1041EA could potentially be subdivided as it is 142,541 sq. ft. (3.3 acres) in size. However, due to the position of an existing dwelling, the lot is likely only suitable for 1 subdivision on the west portion resulting in **1 additional lot**.

RESIDENTIAL:

Existing Vacant Residential Titles: (identified in yellow on Map 4)

- **10 lots** currently vacant.

Infill Potential of Existing Residential Titles:

- 1 existing large residential lot that has undeveloped portions that could be resubdivided to create **1 additional lot**.

RESIDENTIAL TOTAL:

- **11 Lots** – Existing and Infill Potential Residential Lots for Internal Hamlet Growth (with limited subdivision occurring).

COMMERCIAL:

Existing Vacant Commercial Titles:

- None.

³ Vacant refers to land that has no current buildings or improvements on it.

- There are no vacant commercial parcels within the hamlet. There is one commercially zoned parcel at the entrance of Irons Springs adjacent to Highway 25 that is owned by the residential property owners to the immediate south. The former automotive garage and convenience store building is used by the land owners for their own private automotive use.

Infill-potential of Existing Commercial Titles:

- None - There is no readily available infill or new subdivision potential for commercial lots.
- There could be the potential for the buildings (old service station/auto garage site) or site on Lot 8, Block 1, Plan 1811821, on Centre Street to be re-purposed and rezoned to Hamlet Commercial (and possibly subdivided to separate it from the associated dwelling on the same title), to be used for some type of commercial use.



(Study note: A review of the provincial Environmental Site Assessment Repository (ESAR) was completed which did not uncover a reclamation report on file with the repository for either of the former hamlet service station/auto garage sites: one located on a portion of NW 21-11-20-W4 on the SE corner of Highway 25 and Centre Street; and the other on Lot 8, Block 1, Plan 1811821 at the west intersection of Centre Street and Railway Ave.)

COMMERCIAL TOTAL:

- **None** (in respect of current circumstances).

INDUSTRIAL:

There are 12.914 acres of land designated as 'Hamlet Industrial – HI' due to the decommissioning of the rail line. The County subdivided the railway lands in 2018 and created three large industrial titles and has sold two of them, while the east 4.35 acre title (Block 1, Lot 3, Plan 1810343) at the end of Railway Ave is leased by the County to an agricultural seed cleaning operation (Agrium).

Existing Vacant Industrial Titles:

- **1 lot** - The north 5.7 acre linear-shaped title, parallel to Highway 25, comprised of the former railway lands (Block 1, Lot 1, Plan 1810343) is currently undeveloped and is available for industrial use, although access to this parcel is somewhat limited and confined to Centre Street to the west. (Further subdivision this parcel will be somewhat challenging due to the location and access constraints.)

(Study note: The presently undeveloped westerly 2.64 title for Block 1, Lot 2, Plan 1810343 was not classified as 'vacant' inventory as it has been sold to a trucking business with plans to develop on the parcel.)

Infill-potential of Existing Industrial Titles:

- An undeveloped portion of Block 1, Lot 3, Plan 1810343 (current fertilizer storage facility site) could be subdivided at the west end resulting in **1 additional lot**.
- The 2.64 acre title (Block 1, Lot 2, Plan 1810343) on the NW corner of Railway Ave and Centre Street could be subdivided at the west end resulting in 6 additional lots at the minimum bylaw lot size; however, for typical industrial use, only **3 lots** would be most likely.

INDUSTRIAL TOTAL:

- **5 Lots** – Projected Existing and Infill Potential Industrial Lots for Internal Hamlet Growth (with subdivision occurring).

5.2 Future Hamlet Boundary Expansion (outward growth)

GROWTH AND LAND USE PROJECTIONS

Iron Springs presently is comprised of approximately 64 acres (25.9 ha) of land within its boundary. For both long-range planning and to identify potential suitable land for future growth, an analysis of lands outside the current hamlet boundary were examined.

Land consumption calculations were completed based on population projections to delineate potential land needs in order to accommodate future hamlet growth. Chart 1 in Appendix A outlines the potential land requirements for future residential growth in the hamlet, based on forecasted rates of growth and the number of people per dwelling unit. Land acreage calculations have been provided on the 2.5% and 5.0% growth scenarios to account for long-term planning. However, with no municipal sewer service in Iron Springs it is probable that growth will occur at a slower rate than most recently experienced, as suitable land available to support new growth is limited. Additionally, the higher concentration of CFOs in the vicinity may limit the number of new residents desiring to live in the hamlet unless they are employed in nearby agricultural operations. In respect of these issues, the 2.5% may be considered the most appropriate rate to use for future growth projections and planning.

In 2016, the average number of persons per dwelling unit was 3.7 and the average number of dwelling units per acre was 2.1. From a land use and planning perspective, this is considered a very low land use density. Based on these calculations, it is possible to predict the amount of land that may be needed in order to accommodate additional dwelling units that will be required with the forecasted growth over the next 25 years (if no infilling were to occur). The growth calculations were completed for three different household sizes (3.5, 3.7, and 3.9 persons per dwelling unit) using two different annual growth rates (2.5% and 5.0%). Two land use projection growth rate charts are provided, one at the current hamlet low density land use with the large lot sizes (12,000 to 15,000 sq. ft.), and a second at a slightly higher density (lots averaging 7,800 sq. ft. in size) if municipal sewer was made available. (Refer to Appendix A, Chart 1 - Land Use Projections.)

The calculations indicate that if growth continues at the current rate and development continues at the same density, 2.0 acres of additional land may be required to accommodate the 2041 population (3.5 acres if growth were to occur at the 5.0% rate for each census period). If household sizes became smaller overtime (3.5 persons per dwelling unit), potentially up to 4.5 acres of land could be required.

GROWTH STRATEGY AND LAND USE PLANNING

Residential

The required land projections in Chart 1 to accommodate growth assume that no land is available within the hamlet. If the existing 10 residential lots were first developed internally, then the projections would take slightly longer to fulfill. The land to the west or to the south of the present hamlet boundary are the logical future growth areas and may be efficiently planned to integrate to the existing community. With large agricultural tracts of land adjacent to Iron Springs on both the south (southeast) and west sides, there would be more than sufficient lands available to accommodate future hamlet growth, if ever required.

The primary direction for future hamlet growth would be to occur to the south (southeast) of the present hamlet boundary. For more traditional type hamlet residential development, potential future growth areas and a preferred road linkage network with a basic block design is displayed in Map 5. The future concept layout in the diagrams are for general planning analysis, and may not have to be developed exactly in this manner; however, the contiguous land use concept and main road connections should be respected.

The following future long-term growth planning matters should be considered:

- The area illustrated to the south encompasses approximately 15 acres (6.1 ha) of residential growth lands for Iron Springs which would adequately provide the projected lands needed to accommodate growth. The potential lot sizes would be contingent on the type of sewer servicing provided.
- The future hamlet growth area may be subdivided and developed in logical phases in a contiguous manner, from north to south. The north side could utilize the existing hamlet road network of 1 Ave, while the south side of the block development would require additional road construction.
- Phases may be planned for and developed in sequence based on considerations of contiguous segments, logical servicing and road connectivity. When such lands are contemplated for growth, a more detailed conceptual design plan or Area Structure Plan (ASP) should be prepared with some engineering details provided.
- Potential future subdivision and growth areas may also be considered in relation to any Area Structure Plan that Lethbridge County may approve for the highlighted lands.

- For the Hamlet of Iron Springs to continue to grow at a reasonable rate, it would be dependent on municipal sewer service being made available. Without it, it is projected that the hamlet will not experience the same past historical growth rates, and will most probably grow very slow.

Industrial/Commercial

- For future industrial land use, the lands northeast of the current hamlet boundary (Lots 4-5 of Block 1, Plan 1810343) would be a suitable area for future general or light industrial type uses. The most westerly 3.5 acre (1.42 ha) lot contains the County municipal water truck-fill station (Lot 4), and the middle Lot 5 (6.32 acres) is also owned by the County and is the former hamlet water reservoirs site.
 - Lot 4 (water truck-fill station) may be unlikely for development, at least in the foreseeable future, as it contains the hamlet water supply cistern and the water station improvements but the north portion could potentially be subdivided and utilized if suitably planned. Alternately, at some future point the County could consider relocating the water truck-fill station and water tank.
 - The Lot 5 title contains 6.32 acres (2.56 ha) that could also be considered for potential industrial use. Depending on any future proposed specific land use for Lot 5, there may be the need for environmental reclamation on the property as this process was not undertaken when the reservoirs were removed (filled-in).
- As the two identified potential industrial land use parcels are presently between 3.5 to over 6.3 - acres in size, these may be developed without the need for municipal-provided sewer service depending on what the use may entail.

5.3 Municipal Services and Infrastructure

EXISTING SERVICING

WATER: The hamlet is serviced with domestic potable water from the City of Lethbridge provided to the hamlet via the North County regional pipeline that also serves the Hamlet of Turin. Water is delivered to a County cistern (located at 452 Railway Ave) and then re-pumped for the residents' use. Although there are fire hydrants dispersed throughout the hamlet, the water system does not include a fire pump. The water is allocated under the County's own water license.

SEWER: Iron Springs does not contain a municipal sewer system and each individual property has to have an on-site private septic system. This is the reason why the minimum lot area in Iron Springs is 3-times larger than other hamlets in the County that have a municipal sewer system installed.

DRAINAGE: Storm water drainage is managed through surface and overland drainage means as no formal (i.e. piped) municipal storm water drainage infrastructure system is in place. Iron Springs is generally quite flat but the elevations drop slightly to the east (northeast) approximately 1 metre over a ½-mile distance from the very west to the very east. The hamlet centre-westerly area at 1 Ave and

Centre Street is the highest point and elevation in the hamlet. The hamlet has experienced some minor ponding and drainage issues encountered during significant rain events.

ROADS: The majority of local municipal roads within the hamlet are asphalt, with Railway Ave turning into gravel beginning east of 3 Street. Generally, the roads may be considered in somewhat average to poor overall condition. Some of the roads are experiencing surface breakup, cracking, and some potholes. The residential blocks in the west half of the hamlet have rear lanes but the blocks in the east portion are undeveloped with some being used by property owners as part of their yard spillover. There are no sidewalk provisions on streets within the hamlet.

GROWTH SERVICING CONSIDERATIONS

In planning for future growth, the capacities for sewer and water infrastructure must be examined and addressed as part of the growth strategy.

WATER: As the hamlet is serviced with domestic potable water via the North County regional pipeline, there are no foreseen limitations to provide water for future growth at this time provided there is capacity under the County's water allocation license. The water distribution system should adequately be able to supply 20 years or more of growth at the projected rate.

SEWER: Iron Springs does not currently have a municipal sanitary sewer system. The lack of this infrastructure will limit the growth of the hamlet to accommodate new residential and possibly commercial/industrial development. In order to accommodate growth that would be more efficiently planned for future servicing with the existing unserviced properties and the available land of the surrounding area, the installation of a municipal sanitary system would need to be carefully examined and the benefits and the associated costs weighed. If such infrastructure were to be installed, the County may consider using a combination of local improvement levies, development fees, and service connection fees to help recover costs.

STORMWATER MANAGEMENT: It is anticipated future development would use overland/ditch type drainage systems with possible retention/detention storage areas, planned and utilized in a similar fashion to the existing hamlet situation. Landowners/developers who plan to develop future identified growth areas will need to address stormwater management as it pertains to their plans for subdivision at the conceptual design scheme or Area Structure Plan preparation stage. Developers will be obliged to submit an engineered stormwater management plan which must be professionally prepared by a licensed, qualified engineer. Approvals under the *Water Act* from Alberta Environment and Parks will also be required.

ROADS: The illustrated potential future parcel block and road network layout is conceptual to demonstrate the general location and required connection points to adjacent growth areas and must be refined further at the conceptual design scheme or Area Structure Plan stage. All new roads should be paved and are to be constructed by developers in accordance with Lethbridge County's *Engineering Guidelines and Minimum Servicing Standards*.

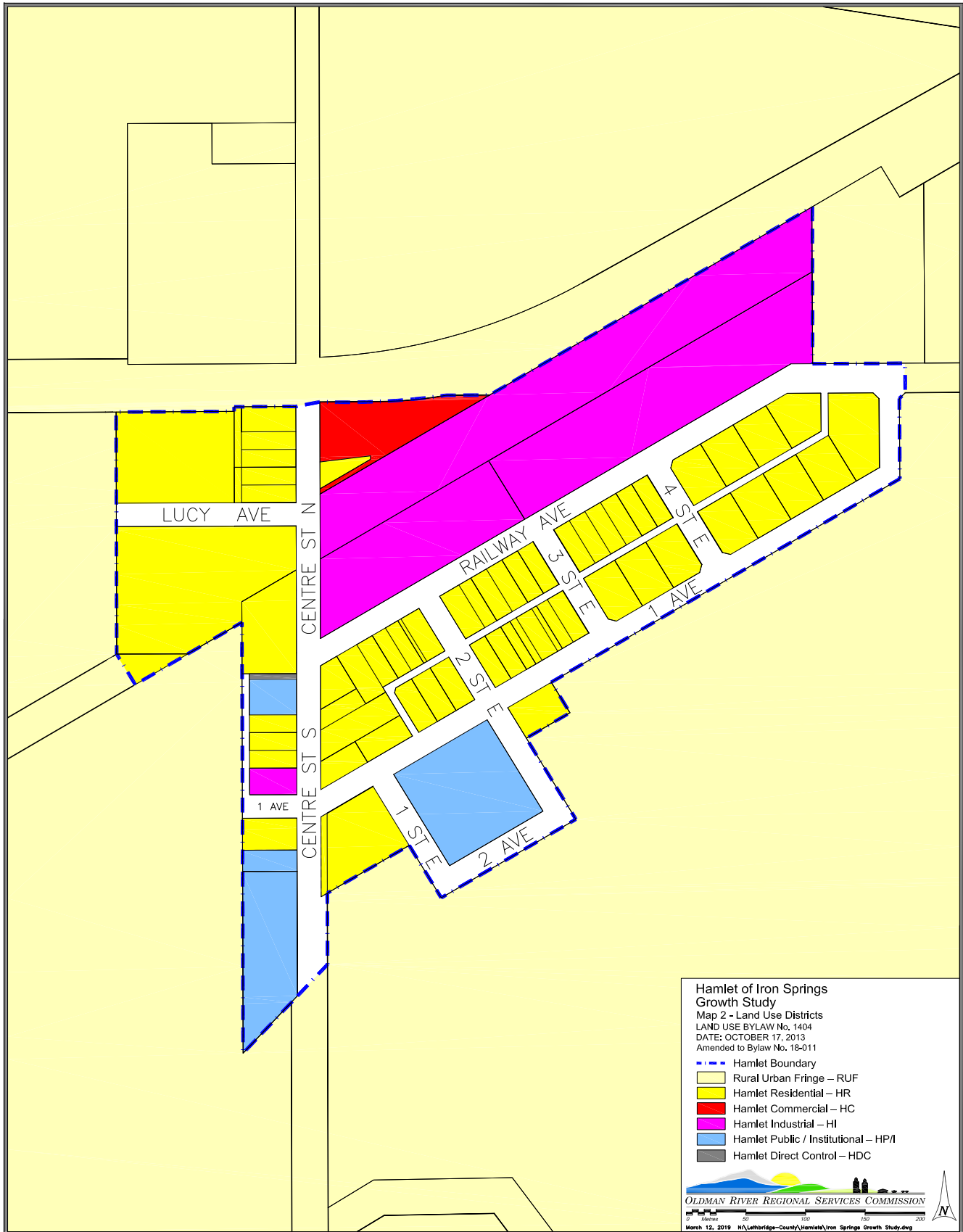
The County has also identified some existing lanes and roads, as illustrated on Map 6, to be considered for public closures. These registered public roads and laneways are undeveloped and neighboring property owners have been using the space for accessory structures or as part of their yard space. This process should include the public closure, sale and transfer to adjacent title owners, and consolidation by a plan of survey of the land areas into the adjacent titles. Lethbridge County may instigate this public process at its discretion. Map 6 also identifies the undeveloped road around the municipal park and playground site to be closed and the land area could be consolidated into the park space to make it one contiguous municipal land title.

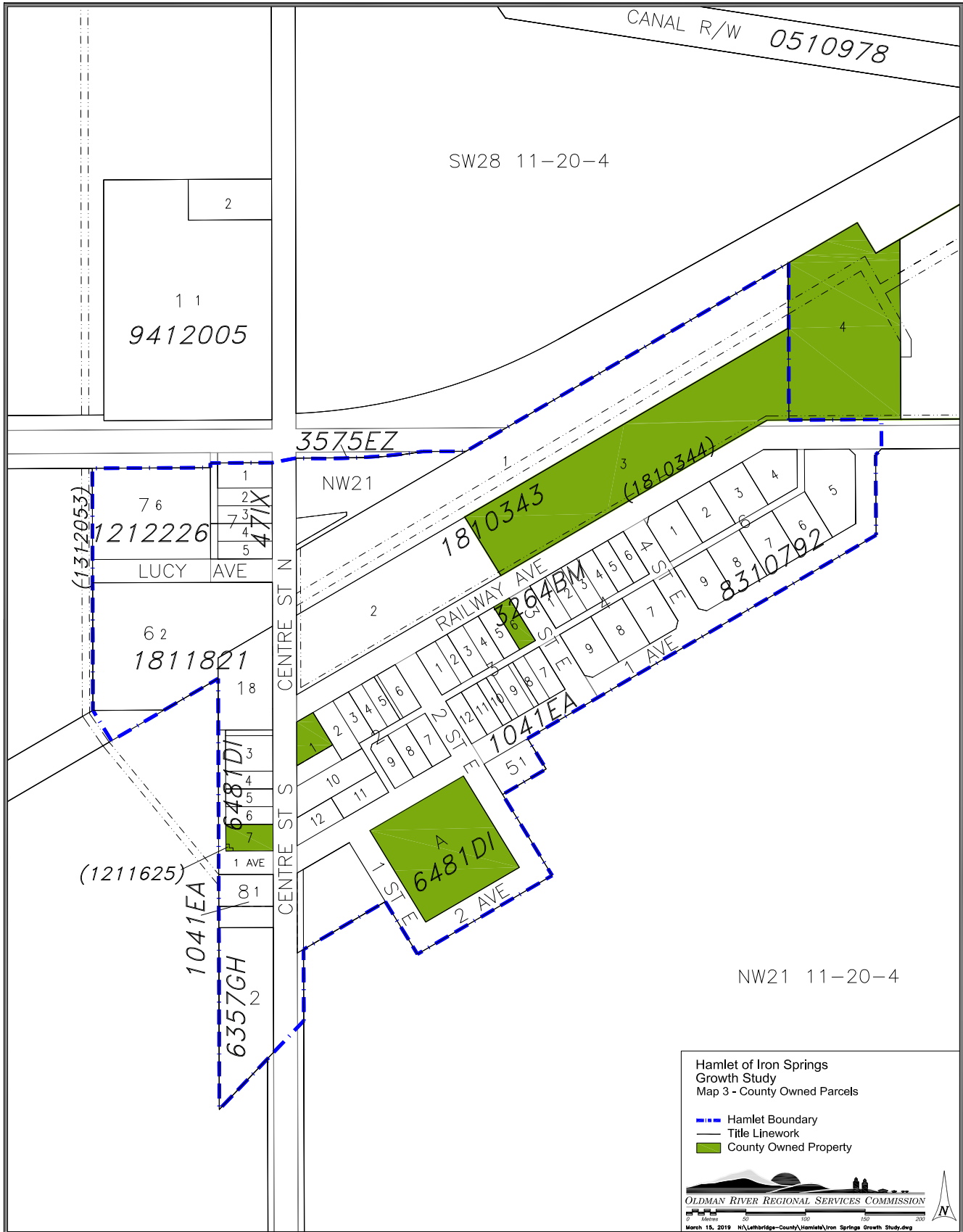
5.4 Area Structure Plan (ASP) Considerations

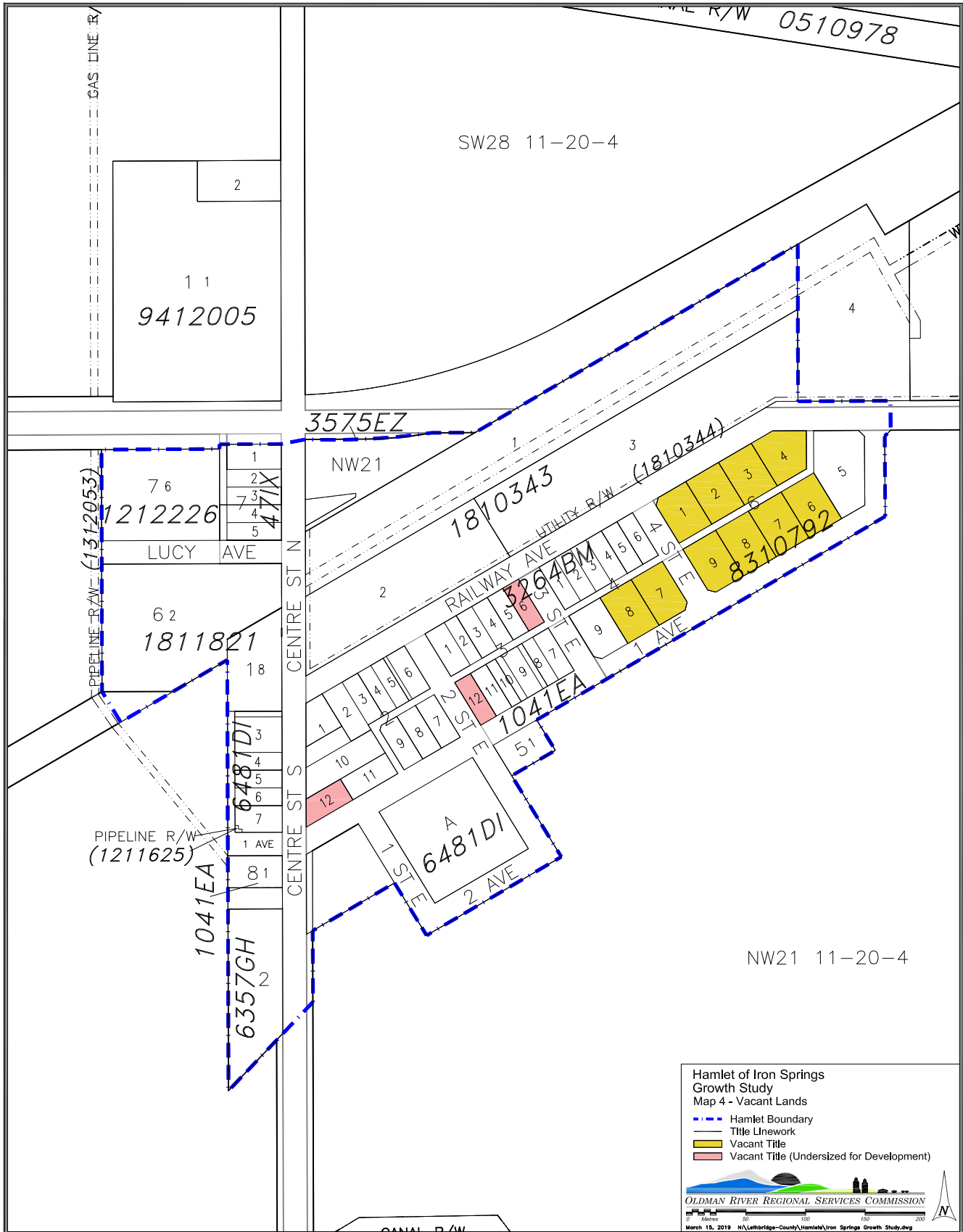
With no large tracts of undeveloped internal hamlet land available, there is no present need for any Area Structure Plan (ASP) preparation.

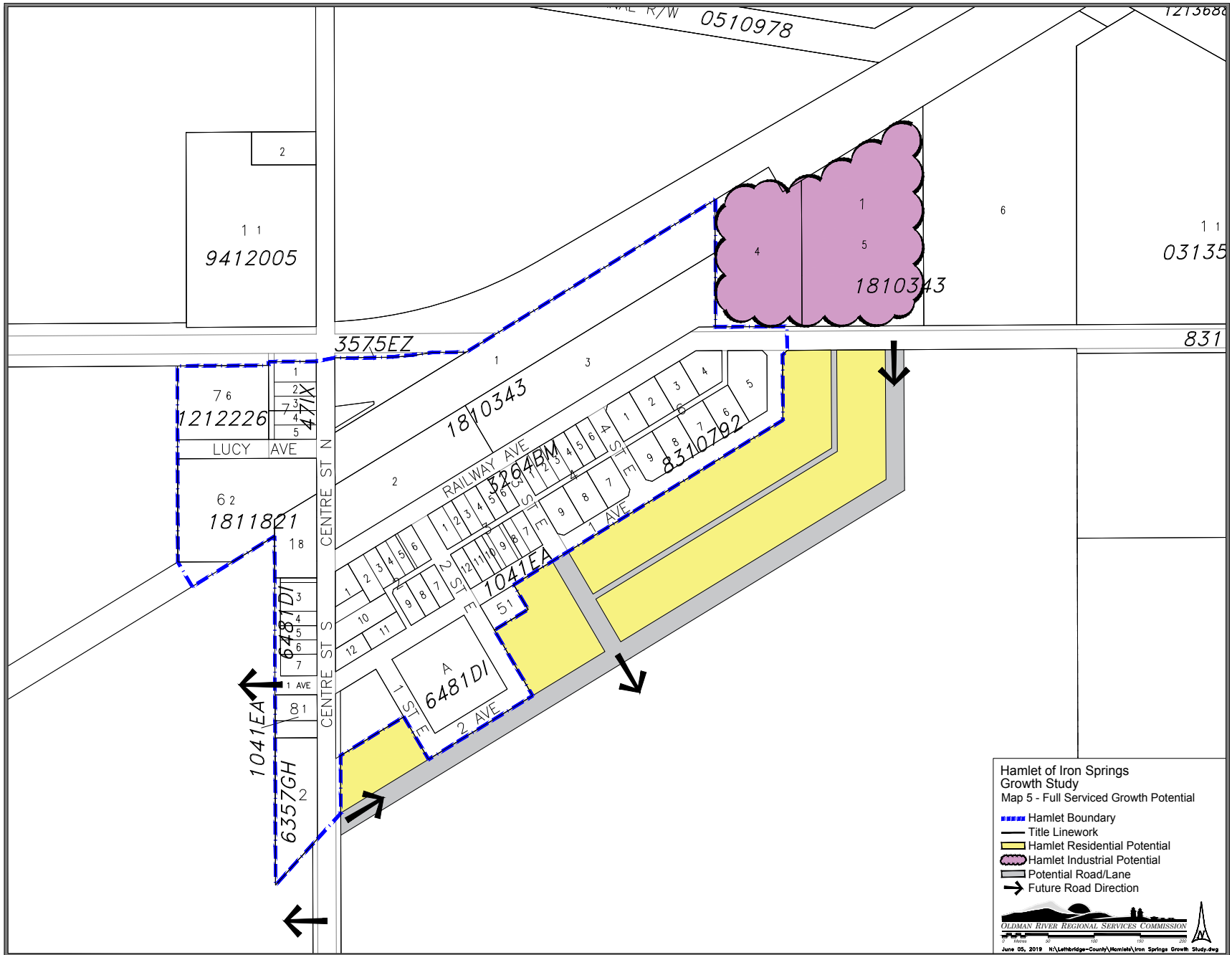
For future growth, depending on the intensity or density of future development, an Area Structure Plan or conceptual design scheme would be required prior to multi-lot subdivision or at a land use redesignation stage for undeveloped lands in the identified future growth areas. When an Area Structure Plan is required, it must be professionally prepared at the developer's/landowner's expense and shall comply with any and all relevant and applicable County policies.

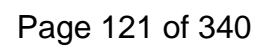
Information that may be requested for an Area Structure Plan or a conceptual design scheme in the County shall be in accordance with the requirements of Lethbridge County's Municipal Development Plan, Land Use Bylaw and this study, and may include: site plans, lot density and layout, sewer and water systems, roadways, utilities and services, surface drainage and storm water management, geotechnical investigations, municipal reserve, development concept, staging of development, development specifications, and any other matters deemed necessary by the County.

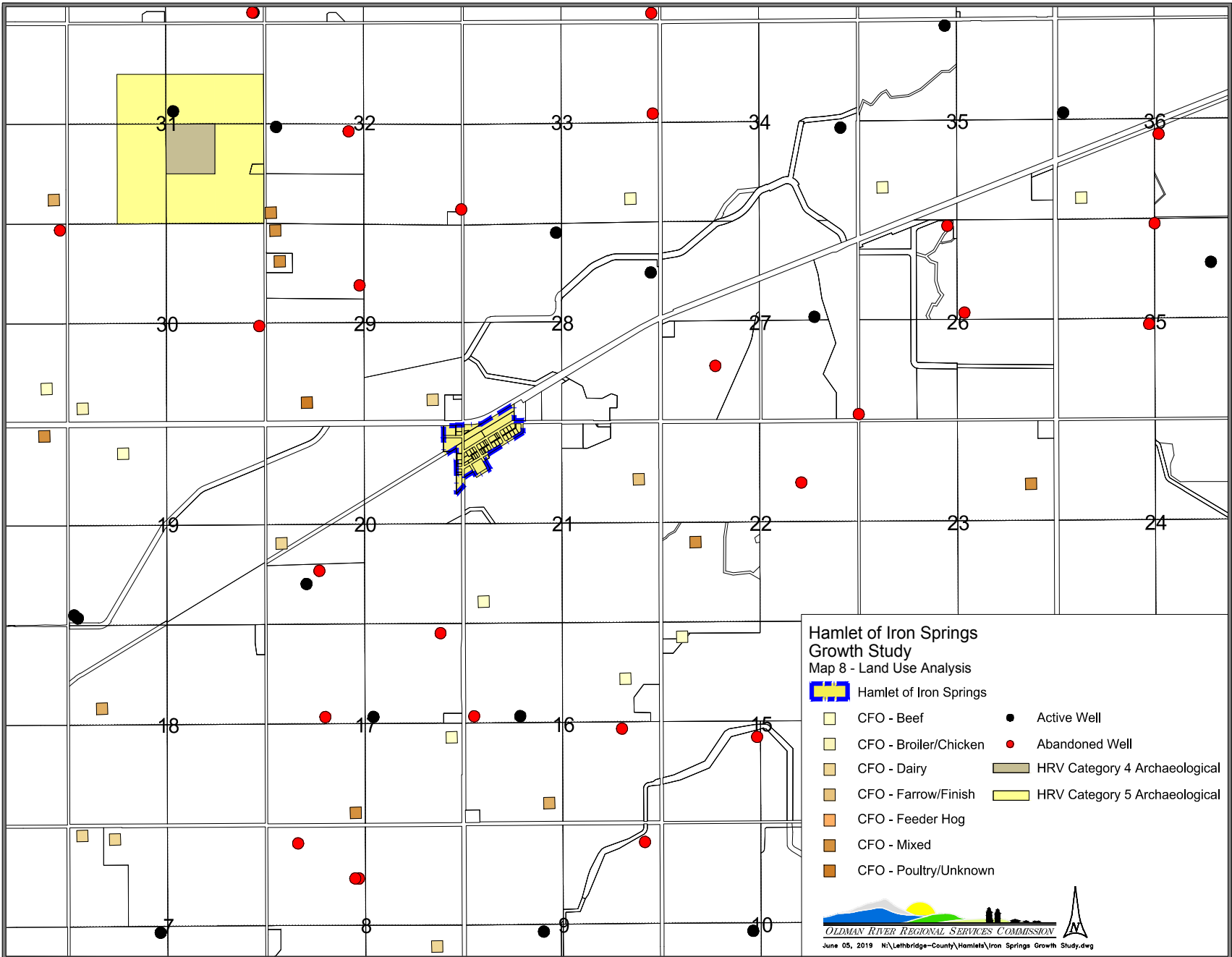












Part 6

GROWTH VISION / STRATEGY

In respect of the hamlet planning analysis completed, land use constraints, and the feedback provided by the citizens of Iron Springs, a growth vision for the hamlet has been formulated based on the following main general planning strategies:

- A prime strategy goal of this planning exercise is to support the residents of Iron Springs in experiencing a decent quality of life by choosing to reside in the hamlet, and to efficiently maintain and upgrade the municipal services provided as determined as necessary and feasible.
- New hamlet growth would largely be to accommodate residential and industrial type land use, as it is not foreseen that there is any foreseeable need to dedicate or develop retail type commercial land within the hamlet as it is economically too small population wise.
- Land to the south (and potentially west longer-term) of the present Iron Springs hamlet boundary is identified as logical future growth areas, primarily for residential land use growth.
- The hamlet should not be planned for growth to occur to the north of its current boundary and Highway 25 as it would create a community divided by the highway resulting in concerns with safety and servicing.
- Existing larger industrial parcels of land within the hamlet, and to the northeast adjacent to the boundary (a shown on Map 5), may be subdivided and developed for industrial land use.
- A long-term municipal servicing strategy should be considered for Iron Springs. At some point, Lethbridge County may want to consider undertaking a planning and engineering analysis to determine the feasibility of providing municipal sewer service to Iron Springs such as been done in the other County hamlets.

Part 7

GROWTH EXPECTATIONS SUMMARY AND RECOMMENDATIONS

This final section provides an overall summary of the existing and future growth expectations for the hamlet. Recommendations are also offered on planning matters that need to be addressed to enable growth, and/or the constraints that may be present for providing various municipal or community services.

LAND USE – GROWTH

1. With no municipal sewer service in Iron Springs it is probable that growth will occur at a slower rate than most recently experienced, as existing internal land available to support new growth is limited. Additionally, the higher concentration of CFOs in the vicinity may limit the number of new residents desiring to live in the hamlet unless they are employed in nearby agricultural operations. In respect of these issues, projecting and planning for realistic Iron Springs' growth is a little more challenging and may need to be monitored and reviewed more frequently by the County.
2. The vision for the land areas surrounding Iron Springs is to continue to use these lands for primarily agricultural purposes until such time additional hamlet urban residential expansion occurs. Where possible, these lands should not be prematurely fragmented.
3. A first priority to accommodate residential growth should be to encourage and allow infill development on the remaining vacant titles in the east portion of Iron Springs on the lots identified on Map 4, but additional subdivision should not be permitted as there is no municipal sewer service hookup available.
4. The existing undeveloped residential lots may be developed at their current size (11,500 to 15,000 sq. ft.), even though these would be considered deficient in size for private sewer use in respect of today's standards as they have been historically created and laid-out for this purpose.
5. As Iron Springs has experienced significant periods of growth (greater than 25% between two of the last four census periods), there could be a need to expand the hamlet boundary sooner rather than later. There is minimal infill or subdivision opportunity available due to the small size of undeveloped lots, and the need to meet the required larger minimum lot size standards of the hamlet for on-site private septic treatment.
6. The future identified growth areas south (and possibly west for longer-term) as identified on Map 5 will require an Area Structure Plan (ASP) or conceptual design scheme to more fully address future lot layouts, servicing, and utility rights-of-way that will be needed.

7. Any commercial or industrial developments planned for the parcels designated as such that are adjacent to Highway 25 will require consultation with Alberta Transportation and provincial roadside permit approval.
8. It is apparent there is little realistic need to plan for much retail/service type commercial activity to develop in the hamlet, as it is too small population wise to economically support such services. However, some limited non-retail type commercial activity may occur, particularly near Highway 25.
9. Any proposal to change the parcel located at the main hamlet entranceway (corner of Centre St and Highway 25) designated as 'Hamlet Commercial – HC' should be given careful consideration, as the hamlet has few other lots available for commercial activity. The siting of commercial land at the entrance to the community and along Highway 25 is also an important locational factor.
10. The County should support and encourage the establishment of certain non-intensive home occupations that cater to residents to provide personal services (such as health, fitness, hair and personal care, etc.) in order for the residents to benefit from quality-of-life type services in the absence of an active retail commercial sector being present in the smaller rural community.
11. The County should consider establishing a local improvement, redevelopment levy or off-site levy bylaw in the future to apply to new municipal infrastructure or upgrades that may be needed in the hamlet to accommodate growth.
12. New subdivisions must be planned with an associated stormwater management plan and land areas identified to manage the overland drainage. Any Area Structure Plan prepared for undeveloped land south or west of the current hamlet boundary will need to address stormwater management and the *Alberta Environment Protection Stormwater Management Guidelines* must be followed.
13. At the time future expansion outside the present hamlet boundaries is commenced and approved by Council, an adjustment to the official hamlet boundary in the Land Use Bylaw will be required and this should be filed with Municipal Affairs at that time.
14. As Lethbridge County has identified through this hamlet study process the potential to close some existing lanes and roads, as illustrated on Map 6, the County may instigate this public process at its discretion anytime it feels it is warranted. This process should include the public closure, sale and transfer to adjacent title owners, and consolidation by a plan of survey of the land areas into the adjacent titles.

COMMUNITY – GENERAL

15. With a large number of complaints about the condition of the internal roads within Iron Springs, this may need to be a priority infrastructure item for the municipality to assess. The County should continue as best it can to regularly assess the conditions of roads, rear lanes, and municipal properties to ensure maintenance is carried out in a timely and efficient manner as budgetary considerations allow.

16. The existing community park space owned by Lethbridge County (Block A, Plan 6481DI) containing the open space and some playground equipment should be protected and remain as public space; however, some amenity enhancement may be considered in future plans. The County should assess what may be the best use of the park space by further engaging Iron Springs' residents and potentially using available community reserve funds to make upgrades as determined necessary on the County-owned parcel.
17. Due to the high concentration of CFOs in proximity to the hamlet, altering or expanding the CFO exclusion area around the hamlet may be challenging, as it could impact a large number of operators. This may be a future Municipal Development Plan review discussion for County Council in order to more fully attempt to both address the needs of agricultural operators, while also trying to balance and successfully promote residential growth and attract new residents to Iron Springs. This is an issue that may require some careful consideration and additional public engagement.
18. The County should attempt to regularly engage and communicate the citizens of Iron Springs and the local community association about possible future hamlet plans as the ongoing planning of the hamlet unfolds over time.
19. As Lethbridge County has bylaws with regard to unsightly premises, animal control, burning, etc., that apply to properties and citizens in Iron Springs, and similarly within all of the County's jurisdiction, and these may be reviewed by the County from time-to-time to address or update their applicability on such matters.
20. This Hamlet of Iron Springs Growth Study and long-range strategy should be reviewed by Lethbridge County periodically over time to confirm its relevancy and to consider any necessary updates that may be warranted, especially if any infrastructure or servicing conditions change.

Appendix A

LAND USE PROJECTIONS

Appendix A

LAND USE PROJECTIONS

CHART 1
Land Use Projections

Year	Population		Assumed Persons per D.U.	Total Required D.U.		Existing Number of D.U.	New D.U. Needed		2016 Dwelling Units per Acre*	Land Acreage Requirement	
	High	Low		High	Low		High	Low		High	Low
2021	102	99	3.90	26	25	26	0	-1	2.10	0.07	-0.29
			3.70	28	27	26	2	1	2.10	0.75	0.36
			3.50	29	28	26	3	2	2.10	1.50	1.09
2026	107	102	3.90	27	26	26	1	0	2.10	0.68	0.07
			3.70	29	28	26	3	2	2.10	1.39	0.75
			3.50	31	29	26	5	3	2.10	2.18	1.50
2031	112	105	3.90	29	27	26	3	1	2.10	1.29	0.44
			3.70	30	28	26	4	2	2.10	2.03	1.13
			3.50	32	30	26	6	4	2.10	2.86	1.90
2036	118	108	3.90	30	28	26	4	2	2.10	2.03	0.81
			3.70	32	29	26	6	3	2.10	2.81	1.52
			3.50	34	31	26	8	5	2.10	3.67	2.31
2041	124	111	3.90	32	28	26	6	2	2.10	2.76	1.17
			3.70	34	30	26	8	4	2.10	3.58	1.90
			3.50	35	32	26	9	6	2.10	4.49	2.72

Note: * Units per acre with area for roads, reserve land, utility right-of-ways removed

Year	Population		Assumed Persons per D.U.	Total Required D.U.		Existing Number of D.U.	New D.U. Needed		Dwelling Units per Acre* 2	Land Acreage	
	High	Low		High	Low		High	Low		High	Low
2021	102	99	3.90	26	25	26	0	-1	3.60	0.04	-0.17
			3.70	28	27	26	2	1	3.60	0.44	0.21
			3.50	29	28	26	3	2	3.60	0.87	0.63
2026	107	102	3.90	27	26	26	1	0	3.60	0.40	0.04
			3.70	29	28	26	3	2	3.60	0.81	0.44
			3.50	31	29	26	5	3	3.60	1.27	0.87
2031	112	105	3.90	29	27	26	3	1	3.60	0.75	0.26
			3.70	30	28	26	4	2	3.60	1.19	0.66
			3.50	32	30	26	6	4	3.60	1.67	1.11
2036	118	108	3.90	30	28	26	4	2	3.60	1.18	0.47
			3.70	32	29	26	6	3	3.60	1.64	0.89
			3.50	34	31	26	8	5	3.60	2.14	1.35
2041	111	124	3.90	32	28	26	6	2	3.60	1.61	0.68
			3.70	34	30	26	8	4	3.60	2.09	1.11
			3.50	35	32	26	9	6	3.60	2.62	1.59

Note 1: the 2.1 dwelling units per acre is the 2016 hamlet density for Iron Springs (average 12,000 to 15,000 sq. ft. sized lots).

Note 2: the proposed 3.6 dwelling units per acre is based on a slightly higher hamlet density (smaller lots at 8,000 sq. ft. on average).

Note 3: 2016 Census, the average number of persons per dwelling unit (D.U.) was 3.7 for Iron Springs

Note 4: 'Low' population growth is based on 2.5% and 'High' population is based on 5.0%, for 5-year intervals

Appendix B

HAMLET RESIDENTS SURVEY AND RESPONSES

Hamlet of Iron Springs

Resident Engagement Survey

Connecting the Community - Lethbridge County

Please check a single box to answer the question, unless otherwise indicated. If a question has a space to add a comment or to elaborate, please feel free to write in a response. You do not need to sign the survey and answers can remain anonymous. If you have filled-out the paper version of the survey, please return it to Lethbridge County as indicated on the cover page notice. Thank you for your time!

1. Please describe your type of property/resident status within the hamlet.

- ☐ Property Owner - non-resident (i.e. do not live in the hamlet)
- ☐ Property Owner - resident (i.e. live in the hamlet)
- ☐ Renter - resident

2. If a resident, how long have you lived in the Hamlet of Iron Springs?

- ☐ Less than 3 years
- ☐ 4 to 6 years
- ☐ 7 to 10 years
- ☐ More than 10 years, but less than 20
- ☐ 20 or more years

3. Overall, how satisfied are you with residing in the hamlet and your quality of life?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied

If dissatisfied, can you explain why?

4. What do you like best about living in the Hamlet of Iron Springs? (please describe)

5. What you like least about living in the Hamlet of Iron Springs? *(if anything, please describe)*

6. Are any of the following items things you feel could be improved or added in the hamlet community? *(may choose more than one answer)*

- ☐ Better provision of services (please explain what) _____
- ☐ Provision of municipal sewer system
- ☐ Quality of housing available
- ☐ Increase homeowner's pride in yard/home ownership (i.e. less unsightly properties)
- ☐ Condition of roads
- ☐ More frequent policing or bylaw enforcement
- ☐ More retail / commercial businesses
- ☐ More recreational opportunities
- ☐ Nothing, I like things just the way they are
- ☐ Other (explain) _____

Comment?

7. How often do you or your family use the park/playground site? *(weather permitting)*

- ☐ Never
- ☐ Somewhat Intermittently (every couple of months)
- ☐ Occasionally (1 to 2 times per month)
- ☐ Regularly (on a weekly basis, with weather permitting)

8. Iron Springs has some existing light hamlet industrial land use along the former CPR railway lands. Do you feel the hamlet would benefit from having some additional lands planned for and designated for light or general industrial type land use along the highway, in order to accommodate potential new businesses?

- ☐ Yes
- ☐ Yes, if appropriately located, such as to the north-east
- ☐ No, I see no need
- ☐ Neutral, no opinion on the matter

Comment?

9. Lethbridge County prohibits new confined feeding operations (intensive livestock) being established within a specific distance of the hamlet boundary, approximately ½-mile north and 1/3-mile to the south, east and west. Do you generally feel this is suitable?

- ☐ Yes, this appears reasonable
- ☐ No, it should be a consistent ½-mile radius
- ☐ No, it should be a consistent 1-mile radius
- ☐ No, it should be increased to _____
- ☐ No, it should be decreased to _____
- ☐ Neutral, no opinion on the matter

Comment?

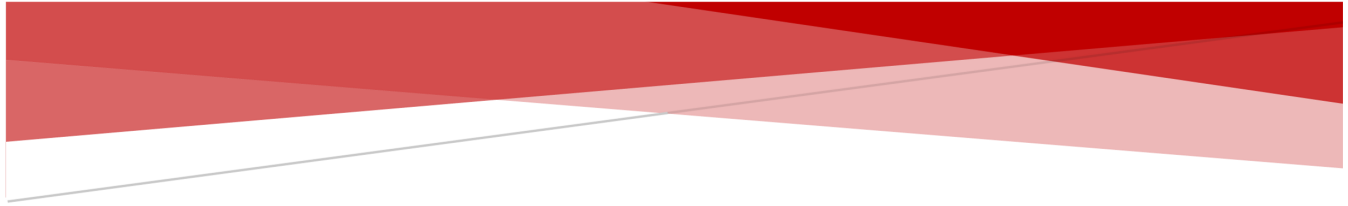
10. What do you feel are the top two (2) needs, services or issues that need to be addressed or provided in the Hamlet of Iron Springs? *(feel free to comment)*

- 1. _____
- 2. _____

11. Any additional hamlet matters you would like to provide comment on?

- ☐ No
- ☐ Yes, Comment:

Thank you for your time and feedback!
Please return by March 18, 2019



LETHBRIDGE COUNTY
GENERAL COMMENTARY RESULTS

SURVEY RESULTS

Resident Engagement Opinion Survey

Hamlet of Iron Springs Growth Study

Abstract

Responses and results of a public engagement questionnaire survey that was sent to every property owner in the Hamlet of Iron Springs on March 1, 2019.

Compiled April 18, 2019
By: Oldman River Regional Services Commission

Hamlet of Iron Springs Growth Study

RESULTS – Resident Engagement Opinion Survey

SURVEY OVERVIEW

The following are the results of a questionnaire survey that was sent to every property owner in the Hamlet of Iron Springs as part of public engagement for preparing the Lethbridge County hamlet growth study. The survey consisted of 11 questions with some opportunity for written comment. The purpose was to obtain citizen feedback and help Lethbridge County better understand existing conditions and issues to more comprehensively and efficiently plan for potential future growth and servicing.

A synopsis of the general findings of the completed survey is summarized below. The actual compiled resident responses to the individual questions and the written comments they provided is attached (starting on page 2, after the general summary). (The questionnaire was an anonymous exercise and individuals did not need to provide their name or contact information.)

GENERAL SUMMARY

A total of 30 survey questionnaires were sent out on March 1, 2019. There were 10 surveys filled-out (4 responses provided on-line through the website portal and 6 hand written submissions), resulting in a 33% overall survey response rate. For a community survey this is considered as a fairly good response, as typically 20% or less is the usual experience in this type of exercise. However, it is noted the overall survey number and number of returns are a statistically small sample size. Nine of the surveys were completed by residents who were property owners, while only one of the returned surveys was from a non-resident property owner. The majority are long-term residents, as over 60% of the respondents have lived in Iron Springs for 10-years or more, and 50% indicate 20-years or more. Overall, residents seem generally satisfied with their quality of life, with 40% stating 'very satisfied' and 60% stating 'somewhat satisfied'.

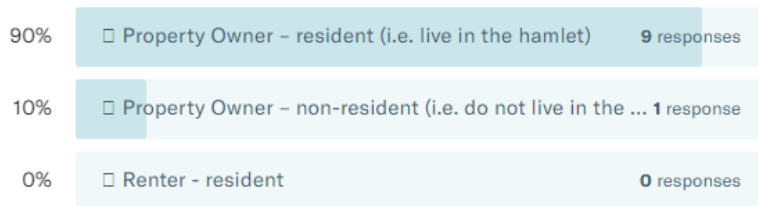
When asked what they liked best about Iron Springs, a few respondents stated they appreciate the peace and quietness, and small town feel of the hamlet. It was also commented they like the people and have good neighbors. In regards to opinions regarding the provision of any County municipal services (e.g. water, sewer and roads), the most frequent complaint mentioned was the road conditions (eight of the ten respondents stated this as a concern). Two of the survey respondents also mentioned the cost of water service was too expensive. A couple residents also expressed dissatisfaction with the absence of commercial services in the hamlet and having to commute to Picture Butte for milk or goods. Other commentary involved a small mix of various matters including: wanting more bylaw enforcement to occur, lowering the speed limit within the hamlet, encouraging a few property owners to tidy-up their yards, etc.

There was a mix of opinions on intensive livestock (i.e. CFOs) issues in the area. Forty percent are satisfied with the present CFO exclusion distances to the hamlet, while others thought it should be consistent ¼-mile all around, or greater on the west side, etc. There were also fairly split opinions provided about the County planning for hamlet industrial use along the former CPR railway lands (although overall, 50% are generally in favour). For the complete results and summary of comments as supplied by the property owners who filled-out the survey, refer to the attached results compilation.

Question1:

Please describe your type of property/resident status within the hamlet.

10 out of 10 people answered this question



Comments Summary:

- The majority of respondents are property owners who reside in Iron Springs. (One respondent indicated they are a property-owner, but not a resident.)

Question 2:

How long have you been a resident of the Hamlet of Hamlet of Iron Springs?

10 out of 10 people answered this question



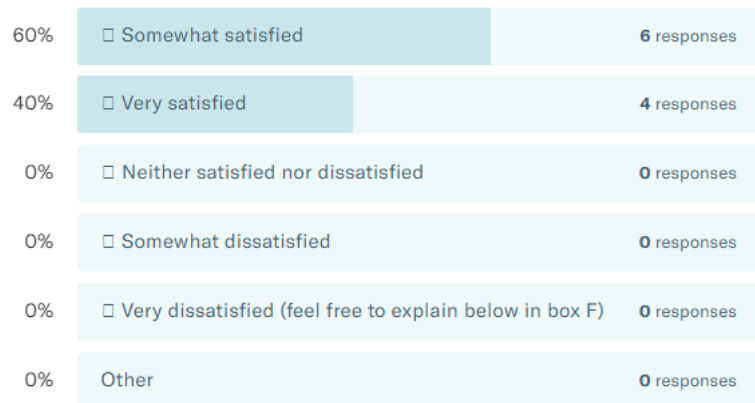
Comments Summary:

- The majority are long-term residents, as over 60% of the respondents have lived in Iron Springs for 10-years or more, and 50% indicate 20-years or more.

Question 3:

Overall, how satisfied are you with residing in the hamlet and your quality of life?

10 out of 10 people answered this question



Comments Summary:

- Residents indicate they are generally satisfied, with “somewhat satisfied” being the most frequent response, followed by ‘very satisfied’. No-one indicated they were dissatisfied.

Question 4:

What do you like best about living in the Hamlet of Iron Springs?

10 out of 10 people answered this question

Comments provided:

- Many replied that it’s a nice and quiet community, and they like the country style living.
- It was also mentioned there is an appreciation for having space and a small town feel.
- A couple residents stated that they are grateful for the people in the hamlet and they have good neighbors.
- One survey respondent mentioned that having the Hunstville school close by is a positive attribute, but they wished it was located south of the highway within the hamlet.

Question 5:

What do you like least about living in the Hamlet of Iron Springs?

8 out of 10 people answered this question

Comments provided:

- The most frequent response provided to this question was that the roads are in poor condition and need to be addressed, with one person stating that the roads do not seem to get repaired but their taxes keep going up.
- A couple survey respondents stated that they are of the opinion that the water service is currently very expensive. One respondent stated that they were satisfied with the water before the hamlet received Lethbridge water, and they are not pleased it is now going up from \$600/yr to \$900/yr in one year.
- It was indicated by one person that they were of the opinion the hamlet taxes were high for receiving what they considered as minimal services, such as minimal snow removal, poor street finishes that are turning into gravel and potholes, and no sewer system in place.
- Similar to the prior commentary, it was mentioned that one of the things least liked about living in Iron Springs is the lack of municipal infrastructure (no sidewalks, having gravel roads, etc.).
- There were a couple comments made regarding the lack of commercial services and having to go to Picture Butte to buy milk and other goods.

Question 6:

Are any of the following items things you feel could be improved in the hamlet community?

10 out of 10 people answered this question (with multiple choice)



Comments Summary: Some of the responses to Question 6 (regarding what could be improved in Iron Springs) correlate to the previous question about what was liked the least, especially with the answer of “conditions of the roads” being the top response. Respondents could pick more than one item or issue for this question. Under the ‘Other’ box the following three written comments were submitted:

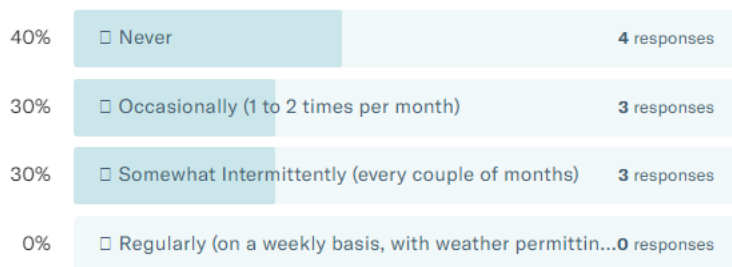
Comments provided:

- One person mentioned they would like to see the speed limit in the hamlet lowered to 18 mph (30 km/hr) or, speed bumps installed, as they felt speeding through the hamlet by out of towners is a problem.
- One resident provided comment that they mostly like things the way they are, but are of the opinion that some people could take better care of the appearance of their buildings and yard (but for the most part, they felt everyone's yard looks nice).
- One other person mentioned that they would like a proper drainage system in the hamlet.

Question 7:

How often do you or your family use the park/playground site? (weather permitting)

10 out of 10 people answered this question



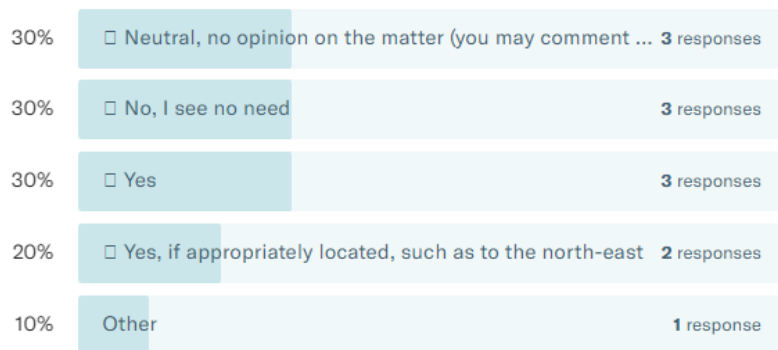
Response Summary:

- Residents generally indicate they only use the park/playground occasionally or somewhat intermittently. As such, expansion of such facilities would not appear to be a high priority need at this time. One respondent mentioned that they primarily used the park/playground area on the day of the annual Iron Springs parade and BBQ.

Question 8:

Iron Springs has some existing light hamlet industrial land use along the former CPR railway lands. Do you feel the hamlet would benefit from having some additional lands planned for and designated for light or general industrial type land use along the highway, in order to accommodate potential new businesses?

10 out of 10 people answered this question (with multiple choice)



Response Summary:

- Residents have fairly split opinions about Lethbridge County planning for additional hamlet industrial use along the former CPR railway lands. At least 50% of the respondents indicated they see it as beneficial, with two of the five indicating 'yes' with the qualifier that they are supportive if it is appropriately planned for and located to the north-east. Three persons indicated that they were neutral and really had no opinion one way or the other, while three others stated that they did not see the need for additional industrial uses.

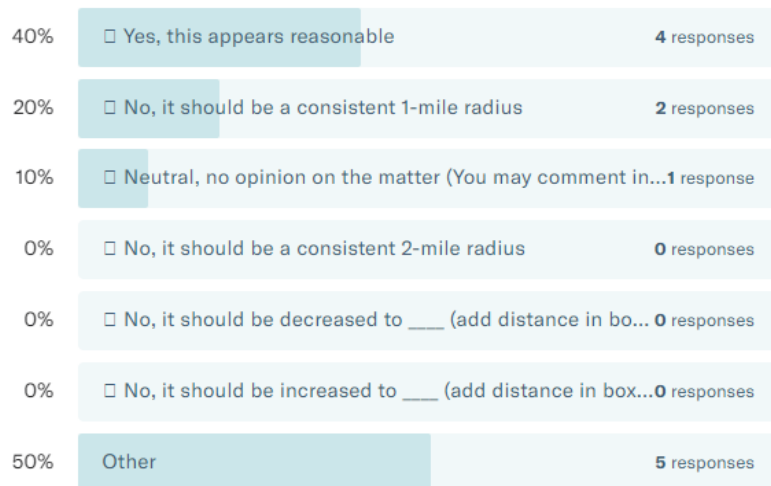
Comments provided:

- It is noted that there are more than 10 response boxes "checked" as a couple people provided multiple responses. One person who marked 'yes', also marked, 'Yes, if appropriately located to the north-east', and one person who marked 'I see no need' also checked the 'Other' box and wrote, "I'm not against it. I have heard the area might become a truck-stop. I am a trucker, I have no problems unless it gets noisy, messy, etc."

Question 9:

Lethbridge County prohibits new confined feeding operations (intensive livestock) being established within a specific distance of the hamlet boundary, approximately ½-mile north and 1/3-mile to the south, east and west. Do you generally feel this is suitable?

10 out of 10 people answered this question (with multiple choice)



Response Summary:

Residents have fairly split opinions about what they feel a suitable CFO exclusion distance or area should apply around Iron Springs. They also provided some comments or opinions on various livestock or animal issues affecting the hamlet.

Comments provided:

- One person mentioned that they have no issues with the current policy and don't even care if people in town have chickens, rabbits, etc.
- A separate individual stated that in the summertime at dusk, the cattle in the area stir up dry manure and dust so residents are unable to enjoy the outside or have windows open.
- One resident indicated, "No' the current distance was not suitable' and they felt it should be a consistent ¼-mile radius all around the hamlet.
- Another individual indicated that the felt the exclusion distance should be increased to 1-mile to the west, and also mentioned that the east wind sets off their carbon monoxide detector.
- One person provided the commentary that it was "Much too late 'to answer'" this question.

Question 10:

What do you feel are the top two (2) needs, services or issues that need to be addressed or provided in the Hamlet of Iron Springs? (Note: this survey questions was an open-ended opportunity for a survey respondent to provide their own written opinion or suggestions.)

6 out of 14 people answered this question

Comments provided:

- 1. Speed.
2. Welcome to the hamlet of Iron Springs sign (elevation, population, incorporation date, etc.)
- 1. Sewer system, to solve high water level
2. Proper street pavement
- 1. Water pressure (stable)
- 1. Better Roads
2. The water costs should be decreased.
- 1. The snow plow plugging up the driveway after it's just been shoveled out.
2. Properly fixing roads and drainage
cleared by the culverts.

Question 11:

Any additional hamlet matters you would like to provide comment on? (Note: this survey questions was an open-ended opportunity for a survey respondent to provide their own written opinion, comments or suggestions.)

3 out of 14 people answered this question

Comments provided:

- I would like stricter livestock rules so people can't have horses, cattle, pigs, turkeys, etc. in town.
- No chickens, donkeys and dogs running loose.
- I am happy with Iron Springs the way it is and hope that it won't grow much.
- The County has neglected Iron Springs for years!!
- Could there maybe be an extra/different way for the industrial traffic coming into the hamlet verses the main road?
- One resident provided all the following comments: "Third Street needs a street light, it's the only dark part of town. - Also, don't like it when the grader guy chews up my lawn. - I wish they would have decided to build the new Hunstville School on the south side of Hwy 25, as that would have been great for the community! - Come on out to our annual Irons Springs parade & BBQ (first Saturday after Labour Day!)"

HAMLET OF TURIN GROWTH STUDY REVIEW

2024

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LETHBRIDGE COUNTY HAMLET OF TURIN GROWTH STUDY REVIEW

Part 1

Overview

From 2018 to 2020, Lethbridge County created a series of hamlet growth studies for each of its hamlets. These studies were prepared by the Oldman River Regional Services Commission on behalf of the County. The purpose was to analyze the existing conditions, demographics and available lands of each hamlet to determine strategies to encourage and support its residential and economic viability. The studies also analyzed present and future servicing needs along with identifying logical areas to support growth with and/or surrounding the hamlet.

The Lethbridge County Municipal Development Plan (MDP) identified that planning for future hamlet growth areas is desirable within its land use management strategy. The MDP is a long-range statutory document providing a framework of policies for decision makers regarding future growth and development opportunities. As part of the growth policies in the MDP, one of the County's objectives is to sustain the hamlets within the County and continue to protect agricultural land uses by encouraging residential development in and around the hamlets. In particular, the MDP outlines the following policies:

- The County shall support hamlet growth provided appropriate servicing provisions exist to facilitate expansions.
- The County shall, where required, undertake servicing master plans and the development of infrastructure required to facilitate growth.

To ensure that the hamlet growth studies remain relevant guiding documents, they are to be reviewed every five years to evaluate growth and development within the community and any new strategies needed to accommodate changing community context.

1.1 Intent

This report reviews how the Hamlet of Turin has changed since the original Hamlet Growth Study was published in May 2019. **Since the data that supported the previous growth study was largely collected in 2018, this report will include development in 2019 as part its data set.**

1.2 Objectives

- Review how Turin has changed in the past 5 years, and how effective the growth study was in guiding its long-term growth and vitality.
- Examine any changes to existing land use and how development has progressed in the infill area outlined in the previous growth study.
- Compare population and development changes in Turin against the resident survey to ensure the needs of the community are being met.
- Identify opportunities for expansion of municipal services/ community resources.
- If there are substantial changes, create a set of recommendations on how Lethbridge County can adapt the Hamlet Growth study to encourage the sustainable and prosperous growth of Turin.



Part 2

Changes Since the Last Growth Study

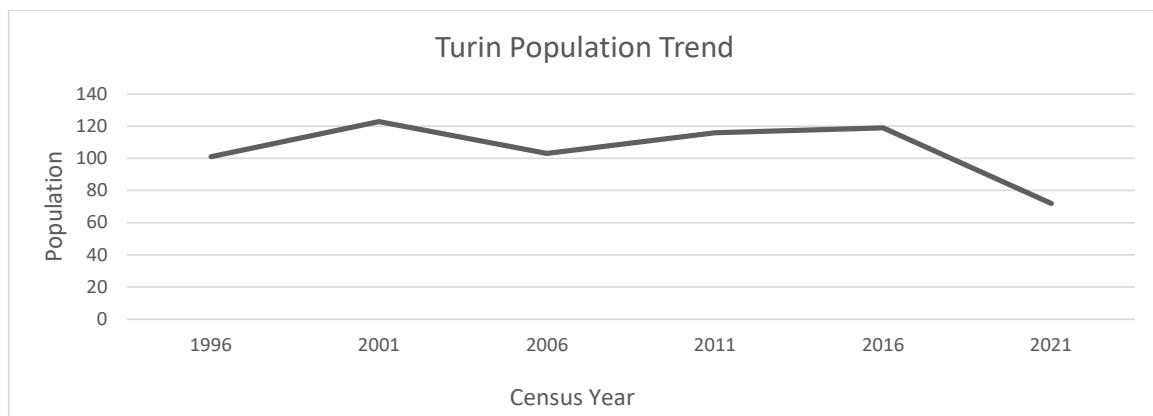
2.1 Population Growth

Since the growth study was published in 2019, the reported population of Turin has declined from 119 in the 2016 census to 72 in the 2021 census, with the average rate of decline being -39.5%. This is a significant difference from the hamlet's typical growth trend, which had small rises and dips since 1996. Turin's population has fallen behind the Hamlets of Iron Springs and Chin, making it the least populated hamlet in Lethbridge County (other than Kipp). Between the two censuses, the number of private dwellings dropped from 41 dwellings in 2016 to 34 in 2021. Only 28 of these dwellings were listed as occupied in the 2021 census, down from 37 in 2016.

Table 1

Census Population and Growth

	2021	2016	2011	2006	2001	1996
POPULATION	72	119	116	103	123	101
5 YEAR TOTAL GROWTH (OR DECLINE) %	-39.5%	2.5%	0.6%	-3.3%	-4.4%	-
NO. OF PRIVATE DWELLINGS	34	41	37	35		-



However, it should be noted that these numbers are likely inaccurate, as the number of dwellings in 2019-2024 remained above 40 in the County's assessment records. There are also not enough residential/ demolition development permits to explain such a drastic change in numbers. As of 2024, new residential developments have increased the total number of private dwellings to 44.

The severe population decline is also questionable, as such a large vacancy rate would have been noticed by the County or partner agencies. If we consider the 3 new residences constructed after the Growth study was completed, the population could have even risen by 3 - 10 people (assuming that the average household size remains consistent with the 2016 census at 3.3 people per dwelling).

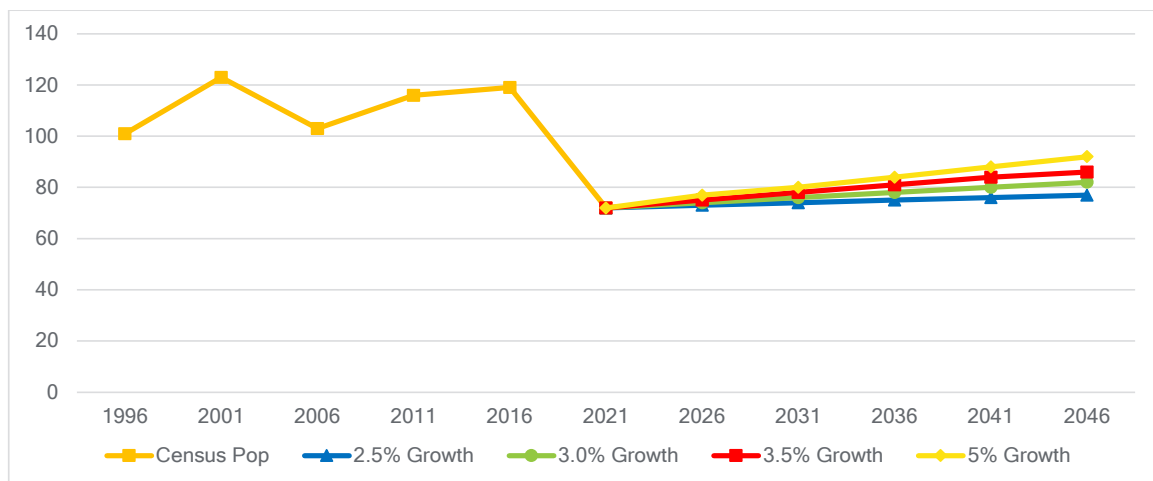
These numbers could be explained as an issue in the data collection process by Statistics Canada, either by data suppression, low response rate, or a coverage error. In a community as small as Turin, minor changes in population numbers would result in more pronounced growth/decline trends than it would in larger communities.

The following table is an updated set of population projections based on the 2021 census data. The new predicted growth rates are far below those predicted in the 2019 Growth Study. Based on the new projections, Turin could reach between 77 or 92 people depending on if growth is actively promoted or not. Due to the rapid decline, it will take 56 years (2081) at 5% growth rate to replace the 2016 population numbers.

If the 2021 census results are indeed flawed, Turin's growth trajectory could still be similar to the 2019 Growth Study.

Table 2
Updated Growth Projections

Year	2.5% Growth	3.0% Growth	3.5% Growth	5% Growth
2021	72	72	72	72
2026	73	74	75	77
2031	74	76	78	80
2036	75	78	81	84
2041	76	80	84	88
2046	77	82	86	92



2.2 Residential Assessment

Housing in Turin has remained relatively consistent with what it was in 2019, with well maintained properties and yards. The housing stock is still largely older dwellings in fair/good condition. A small rise in new residential developments (both in terms of new residences and additions/accessory buildings) has also balanced out some of this older housing. The new residences include one site built, one moved in and one manufactured home. Aesthetically, this range of housing style fits in with the rest of the community, which already has a variety of housing sizes and styles.

In the previous growth study, it was mentioned that 1 Avenue has some of the oldest housing in the hamlet. As of now, there have been two new residences added on this road, with one development happening in the area between 2 and 3 Street, a location concentrated with the majority of older housing also in slightly poorer condition.

There has also been a small rise in area being used for residential purposes, with 1 parcel zoned as Hamlet Direct Control being used as the site of a new residence.

2.3 Commercial/ Industrial Assessment

Commercial activity remains largely centered around Main Street (Range Road 19-3). There have been no changes to land designated as Hamlet Commercial or Hamlet Direct Control since the previous growth study was published.

- Assuming the population of Turin is similar to what it was in the 2016 census, the hamlet is still too underpopulated to support commercial uses. The Country Corner convenience and liquor store is the only commercial service still in operation and has been noted to struggle due to the low customer base.
- The Country Corner was also the only commercial use to make any changes to their property, adding a new garage to be used as cold storage in 2020.
- Parcels in the Hamlet Direct Control district continue to accommodate a local business and the post office.

Turin also had a large growth in area designated as Hamlet Industrial following the acquisition of land formerly owned the Canadian Pacific Railway. This led to the expansion of the hamlet's boundary in 2020.

- In the last growth study, it was noted that there was potential for agriculture related businesses to establish themselves in Turin. The sale of this new industrial land to a local feedlot could be a fulfillment of this prediction as well as potential for more industry in the hamlet. It should be noted, however, that these lands are not yet actively utilized.

- In the Resident Engagement Survey, community members were generally in support of commercial/industrial growth. The majority of respondents noted that they would like to be consulted about development in this area.
- During the boundary change, a small Hamlet Industrial lot was cut out of Turin's boundary (the north west corner of the hamlet) and consolidated with a neighbouring parcel and re-designated as Urban Fringe.

2.4 Community Services

Lands designated as Hamlet Public/Institutional have remained unchanged. Turin Community Curling Club is still the only community service active in the hamlet and acts as its community association. The area to the southwest of the hamlet is owned by the County and currently used as park space.

The former Turin school site and neighbouring land in the south of the hamlet is also still owned by the County and remains a site of potential future development.

Turin residents rely on the services in the Town of Picture Butte for shopping, government services or health care.

2.5 Parks and Recreation

The majority of recreation space in Turin is green space on County owned property. The playground and baseball diamond have remained in good condition with little to no change in terms of landscaping or infrastructure.

Lethbridge County is budgeting funds in 2025 for new playground equipment. This will be on County owned land and maintained and insured by Lethbridge County for the duration of its life cycle. This project is in partnership with the Turin Community Curling Club, who will support the implementation of this park through volunteering efforts.

2.6 Confined Feeding Operations (CFO'S) – Proximity and Effects

There have no changes to confined feedlot operations in the area around Iron Springs. The hamlet's CFO exclusion zone prevents new CFOs from being established

Part 3

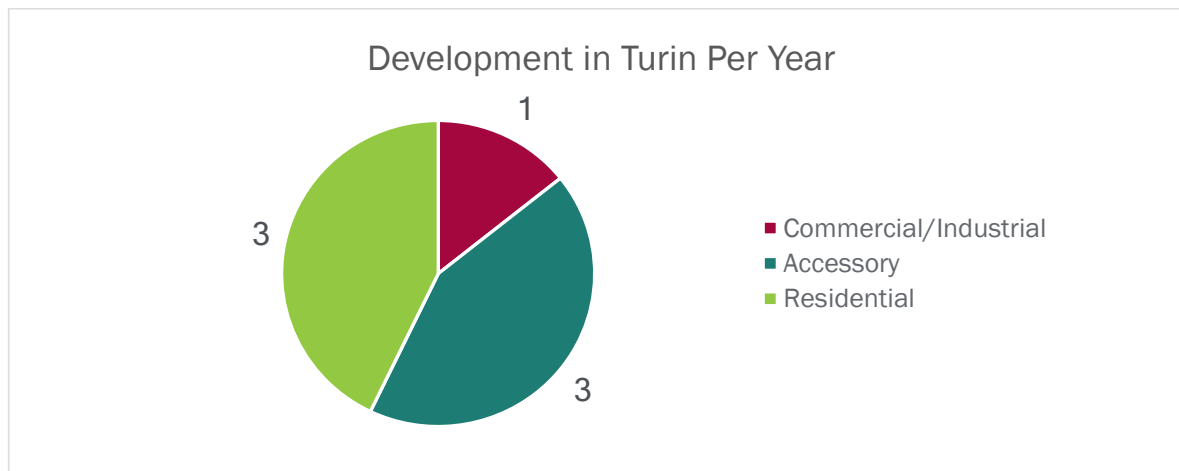
Growth and Land Use

Turin has had a small but somewhat consistent amount of development since the 2019 growth study. **Map 1** displays this growth through the different categories of development permits Lethbridge County issued between the publishing of the growth study and the present. Standalone waiver applications were not included in this survey.

Between 2019 and 2024, the County received:

- 1 application for commercial/industrial use, which was a garage/ cold storage building for the aforementioned Country Corner store.
- 3 applications for a residential use (a site built dwelling, a moved in residence and a manufactured home).
- 3 applications for an accessory use (an attached garage, a solar array, and a deck).

Diagram 1 - Development by Types of Uses



This new development has resulted in an estimated \$525,159 being invested in the community over the last 5 year period. Accessory uses made up \$55,159 of this total, while commercial/industrial made up \$20,000. The remaining \$450,000 comes from residential development.

3.1 *Infill*

Subdivisions

ORRSC determined that Turin had large swaths of area that could be subdivided to create up to 61 residential lots. Commercial/industrial infill was not possible through subdivision and was anticipated to rely on existing vacant parcels. Since the last growth study, the consolidation of former CPR lands is the only subdivision that has happened in Turin. This has created a significant amount of commercial/industrial infill potential in the community. The majority of eligible residential parcels are privately owned, and it will be up to their owners to decide to subdivide. See **Map 3**.

- Given the distance to other urban areas and services, demand for residential space in Turin is very low. Turin residents have also stated that they enjoy their large lot sizes, meaning the demand subdivision is also quite low.
- County owned lands in the south of the hamlet were not considered for subdivision in the previous growth study. Slow growth rates and a lack of demand for more residential lots also mean that repurposing these parcels is not a high priority for the County.
 - The existence of several vacant lots in the north of Turin also deters this, as there is no reason to add more vacant lots to the hamlet when there is still room for infill. Infill in this area would also be somewhat disconnected from the rest of the community.
 - New lots would also have to be serviced with water and sewer infrastructure, which would be an unnecessary cost for the County if there is little demand.

Vacant Lots

There are currently 13 vacant lots spread throughout the hamlet, the majority of which were vacant at the time of the last growth study. Two of the parcels that were vacant in the previous growth study are now filled, both of which are new residential developments.

3.2 *Future Expansion*

The borders of Turin have expanded eastward after the transfer of land formerly owned by the Canadian Pacific Railway to the County. This land has since been subdivided into 8 lots designated as Hamlet Industrial and was put up for sale in 2022. 4 lots have been purchased and the other 4 are owned by the County. This expansion connects to Highway 25 and is primarily serviced by gravel road and a small portion of pavement.

3.3 Future Municipal Services and Infrastructure

Under Municipal Development Plan Policy 9.8, new developments are required to be serviceable by local infrastructure services. However, unreliable census data makes it difficult to assess municipal servicing capabilities. A lack of significant population growth and development also means there is little to no demand to enhance existing municipal services within Turin (aside from servicing new developments within the existing boundary). Assuming Turin's real population has remained relatively the same since the 2016 census period, municipal infrastructure can be considered to be well utilized and not in immediate need of change. A drop in in population numbers would not impact lots that are already being serviced.

WATER: Turin is still serviced via domestic potable water line from the City of Lethbridge. The water is allocated under the County's own water license. A truck fill station and water treatment plant operate on County owned land to the south of the hamlet. See **Map 4**.

- 5 of the 8 new subdivided lots are connected to Turin's waterline. The waterline would have to be expanded to accommodate the other 3 on the far east side of the hamlet
- All new residential developments are serviced by the waterline. 1 residence northwest of the hamlet is also serviced.
- 7 parcels do not have direct service to the water line (as of August 2024).
 - 1 parcel has a small shed/ accessory type building but no residence.
 - The other 6 parcels are vacant and would need to be serviced in the future if a development is constructed on it.

SEWER: Turin is serviced by wastewater lines that feed into a 2 cell sewer lagoon system located to the east of the community. This system is maintained by the County. See **Map 5**.

- 8 parcels do not have service to Turin's sanitary lines as of October 2024.
 - All of these parcels are vacant and would need to be serviced in the future if a development is constructed on it. This is in accordance with Lethbridge County's Municipal Development Plan Policy 9.8.

DRAINAGE: There is still no formal (i.e. piped) municipal storm water drainage infrastructure system in Turin. The community continues to rely on drainage being directed existing gutters and ditches. No major drainage issues have resulted in a need to change this.

ROADS: The majority of local municipal roads within the hamlet are paved and may be considered in overall good condition. There is only one residence in the hamlet that relies on access from a gravel road. All 3 new residences have direct access to paved roads.

The majority of the new Hamlet Industrial area is serviced by a gravel road that was created during its subdivision. This road gives the hamlet another way to access Highway 25 and will likely be favoured by future businesses in this area. Only 3 of the 8 Hamlet Industrial parcels front a paved road, and only 1 has a direct approach to it. As this area develops more, it may become necessary to pave this road to prevent negative impacts like dust disturbing residential life. Higher intensity uses could also lead to deteriorating road conditions following an increase of traffic from larger commercial vehicles.

Another option would be to regularly treat this road with dust control to minimize its impact and/or to direct industrial traffic exclusively onto the highway. The latter option would require developers to build accesses directly onto the highway and involve consultation with Alberta Transportation and Economic Corridors.

Part 4

Analysis

Turin has changed very little since the last growth study. While inaccurate census data makes it difficult to determine the true rate of growth/ decline, the presence of well-maintained properties and interest in new playgrounds/ recreation spaces indicates a healthy population level. Lethbridge County is also still well equipped to accommodate future growth due to the large amount of developable County owned land and vacant parcels. Due to this, the plans for expansion laid out in the 2019 Hamlet of Turin Growth Study (while not immediately relevant), still act as a valuable guideline for any future changes.

- Very slow growth trends show that Turin is not a prime destination for new home buyers. This is likely due to its distance from other urban areas and most services. Turin will likely remain a rural bedroom community for the foreseeable future unless there is large amount of development in surrounding areas.
 - This is consistent with residents' expectations of the community, valuing it for its quiet atmosphere and spacious properties.
- The majority of vacant land in the Hamlet is intended for commercial/industrial use and is the potential site of a growing agribusiness node. This in turn may generate new demand for housing in the community.
- There are very few vacant parcels left in Turin to accommodate new residential development.
 - Residential infill is limited to privately owned parcels. Residential subdivision and development in Turin will likely be limited for the foreseeable future.
- If this growth trend continues, there will only need to be minor adjustments to existing utility infrastructure to accommodate growth in the next few years.

Appendix

Chart 1 - List of Development in Turin 2019 - 2024

Municipal Address	Permit Number	Development Type	Description	Cost of Development	Year
127 Main Street, Turin	2019-038	Residential	Manufactured home 2	25,000	2019
115 1 Avenue, Turin	2019-091	Accessory	Attached garage	40,000	2019
102 - 1st Avenue	2020-087	Commercial/industrial	Accessory Building with Waiver	20,000	2020
310 - 1 Avenue, Turin	2021-105	Residential	Residence with attached garage	250,000	2021
201 - 1 Avenue	2021-127	Residential	Moved-in residence with rear addition and front deck addition garden shed and detached garage	175,000	2021
310 1 Ave, Turin	2023-156	Accessory	Deck	5,311	2023
132 2 Street, Turin	2024-032	Accessory	Roof-mounted Solar Array	9,848	2024

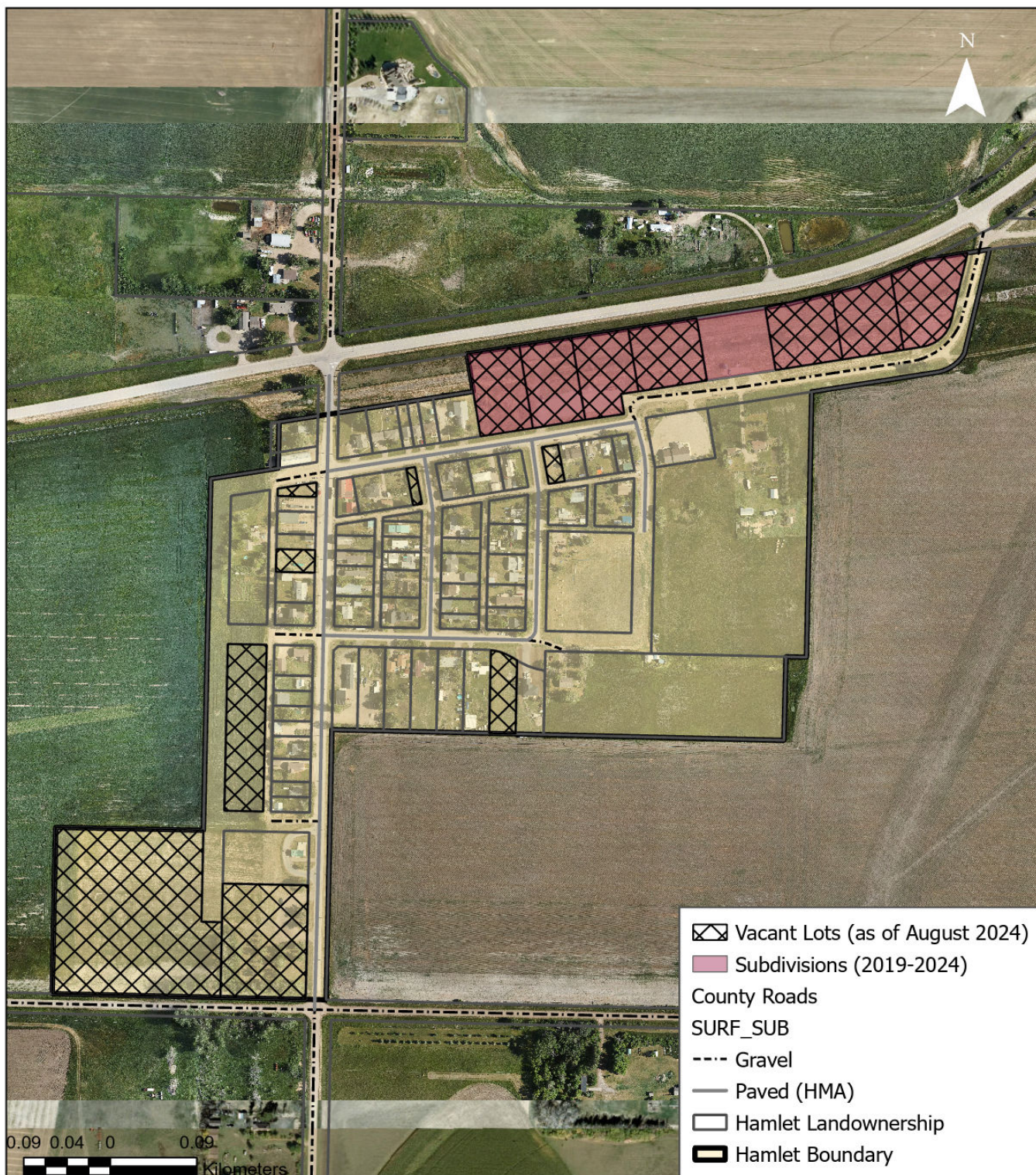


Map 1: Development in Turin by Permit Type

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)





Map 2: Vacant Lots and Subdivisions

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)



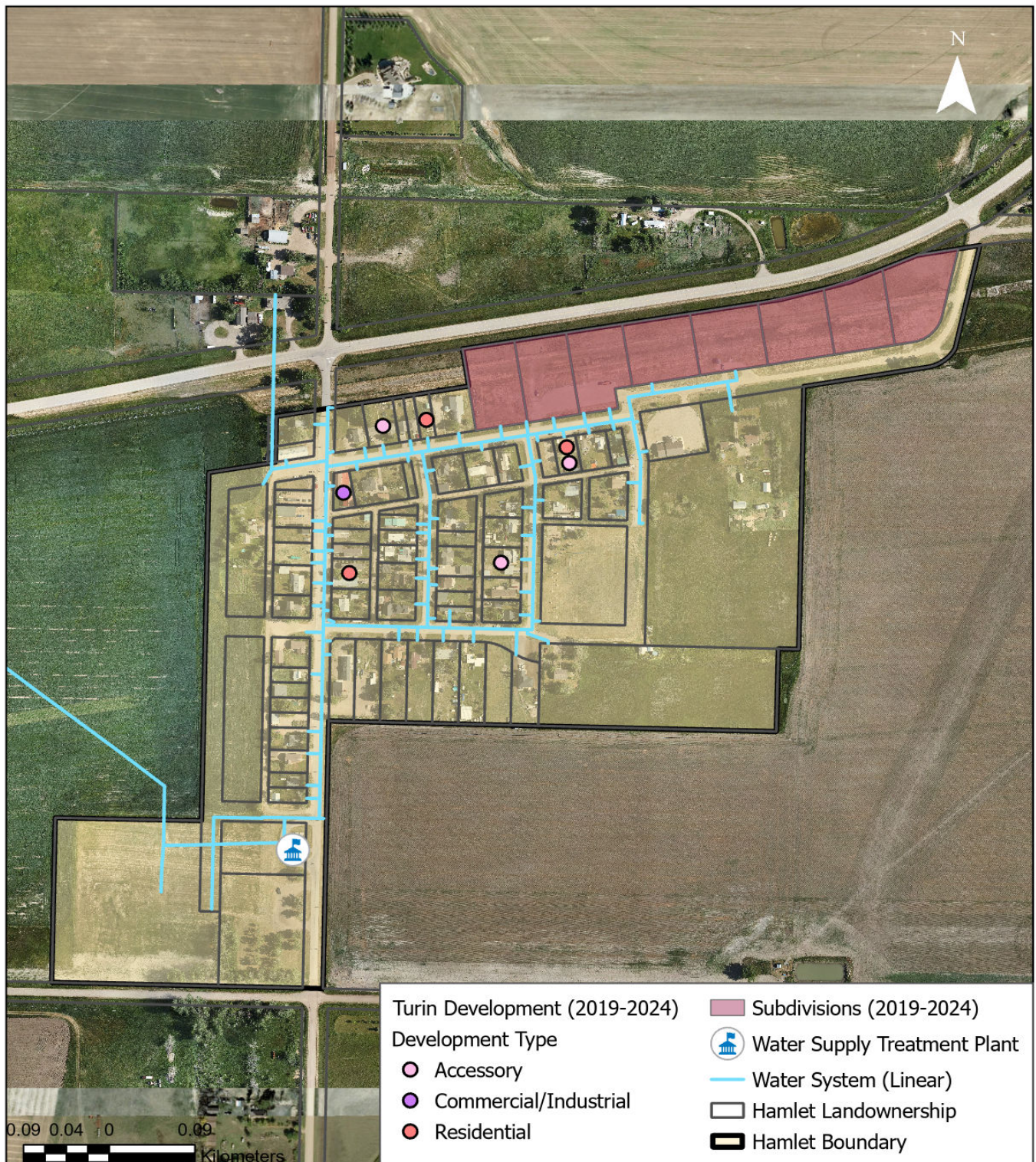


Map 3: Vacant Lots in 2018 versus Vacant Lots in 2024

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)



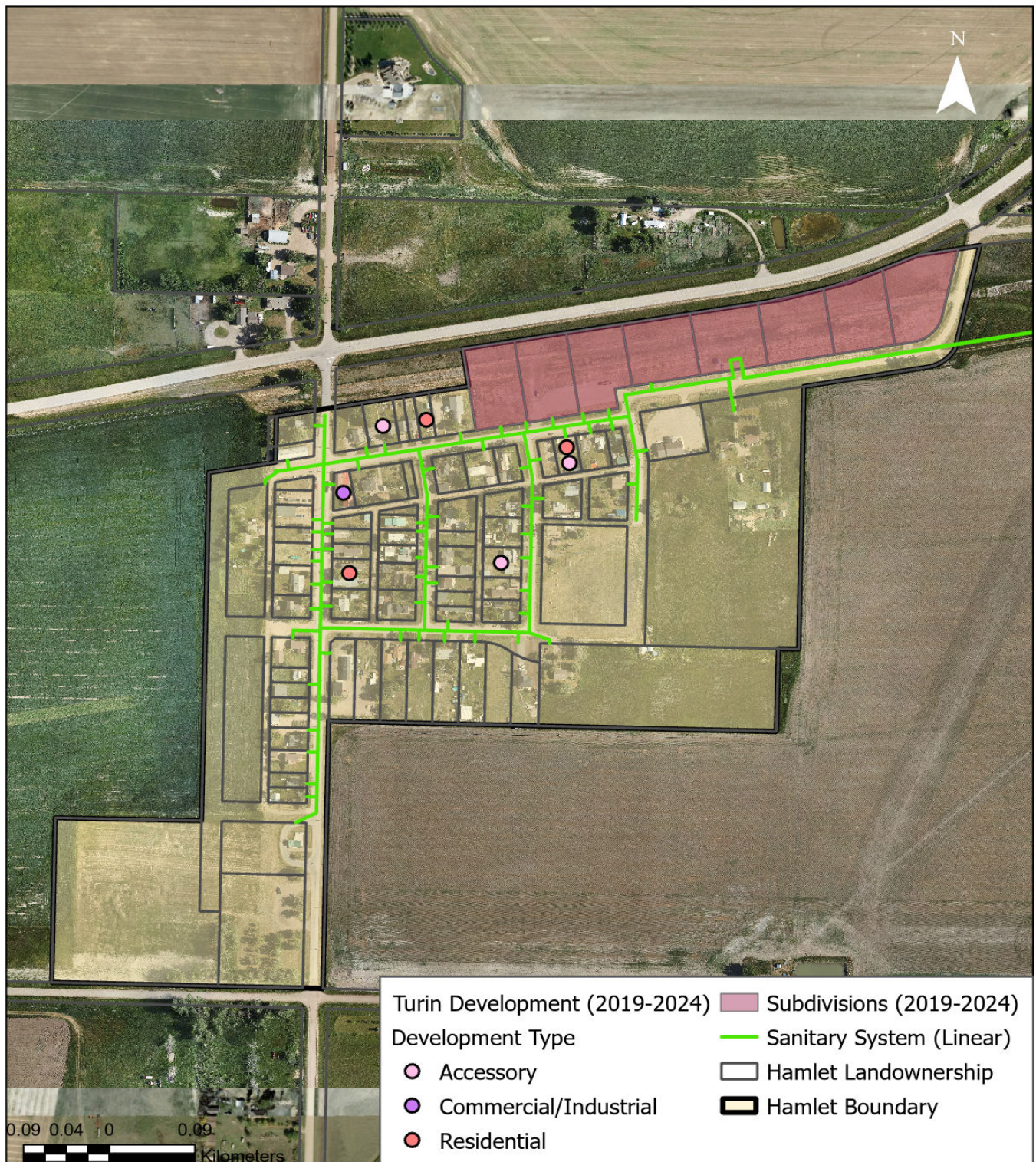


Map 4: Water Utility Infrastructure

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)





Map 5: Sanitary System Infrastructure

Created by: Hannah Laberge, Planning Intern

Data Source: Lethbridge County Development Permit Applications (2019 - 2024)





LETHBRIDGE COUNTY

Hamlet of Turin

GROWTH STUDY

May 2019



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Prepared for Lethbridge County

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LETHBRIDGE COUNTY

HAMLET OF TURIN GROWTH STUDY

Part 1

STUDY OVERVIEW

Lethbridge County is undertaking hamlet growth studies for each of its hamlets. The purpose of these reports is to encourage and support the residential and economic viability of the hamlets within Lethbridge County. The studies are designed to analyze and present the future servicing needs along with identifying logical areas to support growth. Lethbridge County has authorized the Oldman River Regional Services Commission (ORRSC), as municipal planners for the municipality, to review and prepare the studies/reports on behalf of the County.

The Lethbridge County Municipal Development Plan (MDP) has identified that planning for future hamlet growth areas is desirable within its land use management strategy. The MDP is a long-range statutory document that is specifically designed with a framework of policies for decision makers to assist with decisions that regard future growth and development opportunities. As part of the growth policies in the MDP, one of the County's objectives is to sustain the hamlets within the County and continue to protect agricultural land uses by encouraging residential development in and around the hamlets. In particular, the MDP outlines the following policies:

- The County shall support hamlet growth provided appropriate servicing provisions exist to facilitate expansions.
- The County shall, where required, undertake servicing master plans and the development of infrastructure required to facilitate growth.

The hamlet growth studies are to guide and facilitate the comprehensive planning and development of servicing that will be needed to support healthy, probable growth projections.

1.1 Intent

This report presents a summary of existing conditions and future considerations to support the growth and long-term viable expansion of the Hamlet of Turin.

1.2 Objectives

- To provide an assessment and overview of the general hamlet conditions and determine the overall vitality (well-being) of the community.

- To ascertain if the residents and property owners are generally satisfied with the services available and to identify any gaps in service provisions by the municipality.
- To create a realistic plan to direct and encourage the hamlet to sustainably grow and prosper into the future in a rational, feasible manner.
- To identify logical development and growth lands for the hamlet and protect them from fragmentation in order to assist in making future development more efficient, cohesive, and cost effective.
- To plan for different land uses in a sound, comprehensive manner and ensure there are no land use conflicts created by either poorly sited or incompatible uses operating adjacent to each other.
- To identify larger parcels of undeveloped lands available within the present Turin hamlet boundary that may be suitable to accommodate growth in a contiguous manner.
- To provide a planning framework to facilitate future development that could be readily serviced by municipal infrastructure. The report's findings may be used to address and facilitate long-term infrastructure planning and management for the County.
- To provide an assessment/opportunity summary with recommendations to Lethbridge County decision makers to help guide future planning, servicing and management.

Part 2

LEGISLATIVE BACKGROUND

Hamlets are small unincorporated communities within a larger rural municipality in Alberta. They are governed, taxed, and managed by the rural municipality within the boundaries of which they are located.

The *Municipal Government Act (MGA)*, section 59(1) states,

“59(1) The council of a municipal district or specialized municipality may designate an unincorporated community described in subsection (2) that is within its boundaries to be a hamlet.”

Subsections (2) and (3) state,

“(2) An unincorporated community may be designated a hamlet if the community:

- (a) consists of 5 or more buildings used as dwellings, a majority of which are on parcels of land smaller than 1850 square metres,*
- (b) has a generally accepted boundary and name, and*
- (c) contains parcels of land that are used for non-residential purposes.*

(3) The designation of a hamlet must specify the hamlet’s name and boundaries.”

The Hamlet of Turin conforms to the stipulated MGA criteria.

This Growth Study is not a statutory plan as defined by the *MGA*, but is a tool to help guide and shape direction and policy for Lethbridge County regarding planning for the hamlet. The vision and recommendations may be incorporated into the County’s Municipal Development Plan.

Part 3

HAMLET OVERVIEW

Turin is one of seven hamlets within Lethbridge County. It is located on Highway 25, approximately 56 km (35 miles) northwest of the City of Lethbridge and approximately 26 km (16 miles) east of the Town of Picture Butte (see Map 1). Turin has a land area consisting of approximately 70 acres (28 ha) within its boundary. The Canadian Pacific Railway (CPR) rail-line once ran adjacent to the north boundary of the hamlet. However, it has been decommissioned by the CPR and the right-of-way transferred to the County in 2011 and the rail-line subsequently removed. Highway 25 is also situated along the north boundary of Turin, running parallel to the former CPR rail-line, and is categorized as a secondary provincial highway. Highway 25 acts to connect Lethbridge to the Enchant area, as northeast of Turin it heads north and intersects with Highway 521.

3.1 Population

According to the 2016 Census of Population conducted by Statistics Canada, Turin as a designated place recorded a population of 119 living in 90 of its 98 total private dwellings, a positive change of 2.5% from its 2011 population of 106.¹ In 2011, Turin had a population of 106 living in 90 of its 90 total dwellings, which was a 0.6% change from its 2006 recorded population of 103. Table 1 illustrates the census population and historical growth.

Table 1
Census Population and Growth

	1996	2001	2006	2011	2016
Population	101	123	103	106	119
5 year total growth (or decline) %	--	4.4%	-3.3%	0.6%	2.5%
No. of private dwellings	--		35	37	41

The Hamlet of Turin is the fifth largest hamlet (population wise) in Lethbridge County, out of the seven official hamlets.

¹ Population and dwelling counts, for Canada, provinces and territories, and designated places, 2016 and 2011, 2011 and 2006 censuses (Alberta). Statistics Canada.

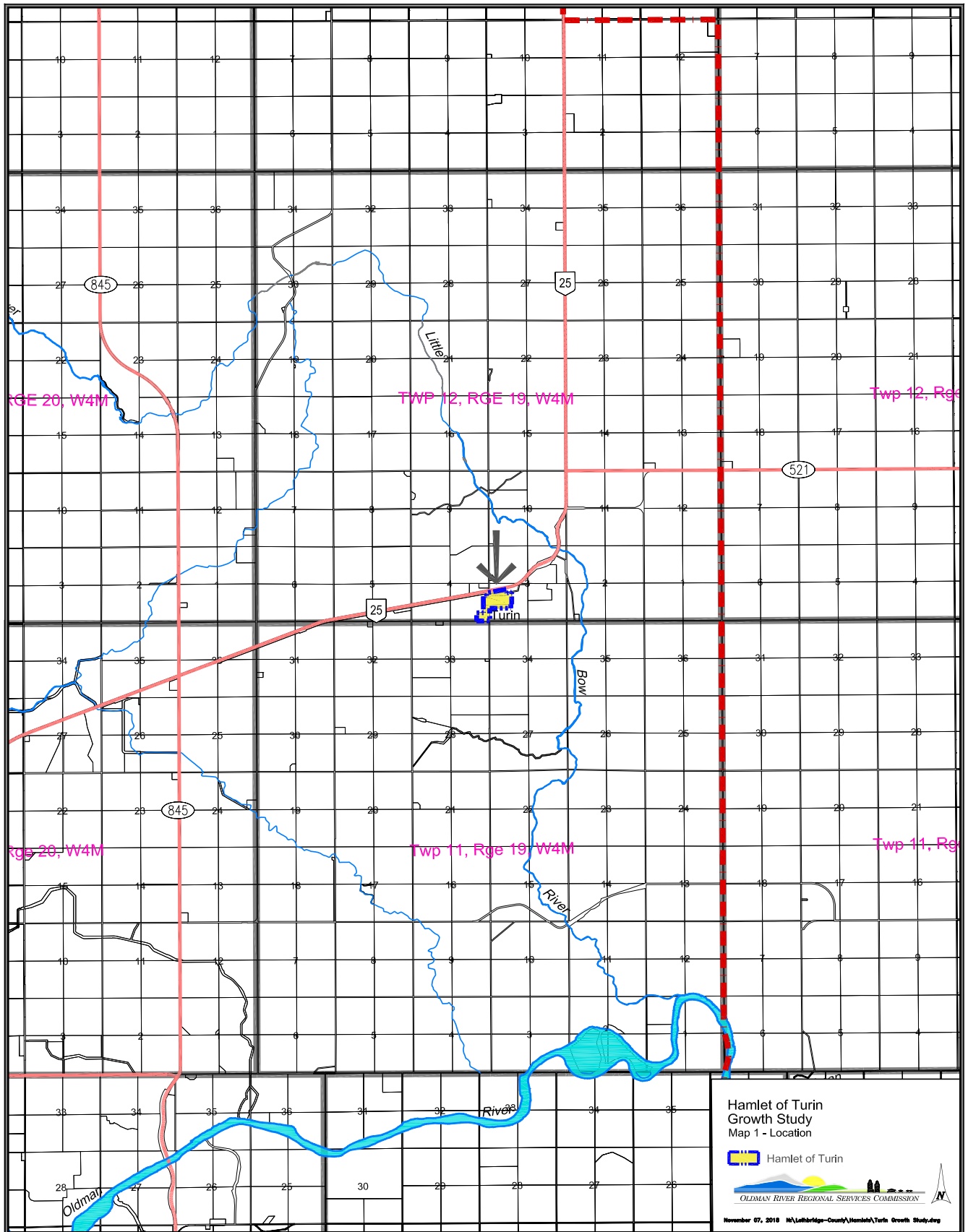
3.2 Hamlet History

Turin was founded in 1908, and although it shares a name with a more famous Turin in Italy, it was named after the first settler's horse². As is a similar story with many prairie communities, Turin's early growth was a direct result of the railroad being established by the CPR in 1925. Soon after, Alberta Pacific Grain built an elevator and these events resulted in an increase in population. The hamlet in those early years boasted a general store, lumber yard, blacksmith shop, automotive service garage, cafe and post office.³ The grain elevators on the CPR station grounds served the local agricultural producers for many years. The growth led to the need and establishment of the Turin School, operating from 1926 until it closed in 1975. The rail line is no longer operational as it was decommissioned by the CPR and transferred (sold) to the County in January 2011.

Even though Turin never developed to the same extent as some of the other hamlets in Lethbridge County, it has always served as an important rural community to the agricultural area. Although Turin's population has remained small, it has been relatively consistent over the past four decades and the hamlet does have the potential to become a small retirement community for those engaged in agriculture in the surrounding area.

² Coyote Flats Historical Society (1967), Coyote Flats: historical review, 1905-1965. Volume 1. Lethbridge: Southern Printing.

³ Publication celebrating the Turin School Reunion, 1978, Timothy Johnston and Rebecca Roberston



Part 4

EXISTING CONDITIONS AND OVERALL ASSESSMENT

A review of the existing hamlet conditions was undertaken. This involved a study of both land use and a general analysis of the character of the community. The following items were assessed as part of this review:

- Analysis of population and growth
- Determination of land use patterns
- Community services – churches, schools, community halls, commercial (e.g. groceries)
- Parks and recreation (i.e. playgrounds, ball diamonds, green space, etc.)
- General state synopsis – personal property conditions, weeds, unsightly premises
- Confined feeding operations (CFOs) – proximity/effects
- Identification of vacant land parcels
- Servicing – municipal and private utilities

Based on a review of the existing conditions, a general assessment statement is provided on the current state of the community (i.e. hamlet). Some conclusions are provided on the identified constraints present or potential need for the provision of various municipal or community services.

As part of the project, a questionnaire survey was also sent to every property owner in the Hamlet of Turin. The survey consisted of 12 questions with some opportunity for written comment. The purpose was to obtain citizen feedback and help Lethbridge County better understand existing conditions and issues to more comprehensively plan for future growth. A total of 46 questionnaires were sent out on December 14, 2018, with 14 surveys filled-out and returned resulting in a 30% survey response rate. For a community engagement survey this is considered a fairly good response, as typically 20% or less is the usual experience in this type of exercise. Three of the returned surveys were from non-resident property owners. It is noted that there are a number of property owners in Turin who do not actually reside in the hamlet but rent out or provide housing for agricultural workers. Over 38% of the respondents have lived in Turin for 10-years or more, while over 46% are newer residents living there 6 years or less. This is quite different than the Hamlet of Monarch, for example, where 74% of the respondents have lived in Monarch for 10-years or more.

Overall, residents seem to be generally satisfied with their quality of life in Turin. Multiple respondents stated they appreciate the good neighbours, quietness, open space and nicely kept yards in the hamlet. They also commented they liked that Turin has large yards and fewer neighbours in close proximity, and over 75% would like to see this continue. There was little mention of any issues or concerns with the provision of any County municipal services (e.g. water, sewer and roads). A couple of respondents expressed that an issue with living in Turin was a lack of commercial services and having to commute when needing goods or services. The responses provided from the hamlet residents and property owners were considered in formulating the growth plan and recommendations.

For the complete survey results and comments as supplied by the Turin residents who filled-out the survey, please refer to Appendix B.

4.1 Population Projections and Growth

The following Table 2 illustrates population projections for the hamlet using the annual percentage compound growth method of population forecasting. A range of four different growth rates are provided below; from slow (2.5%) to strong (5.0%), displayed for five-year (census period) intervals.

Table 2
Projected Population Growth (2016-2041) Per Census Period

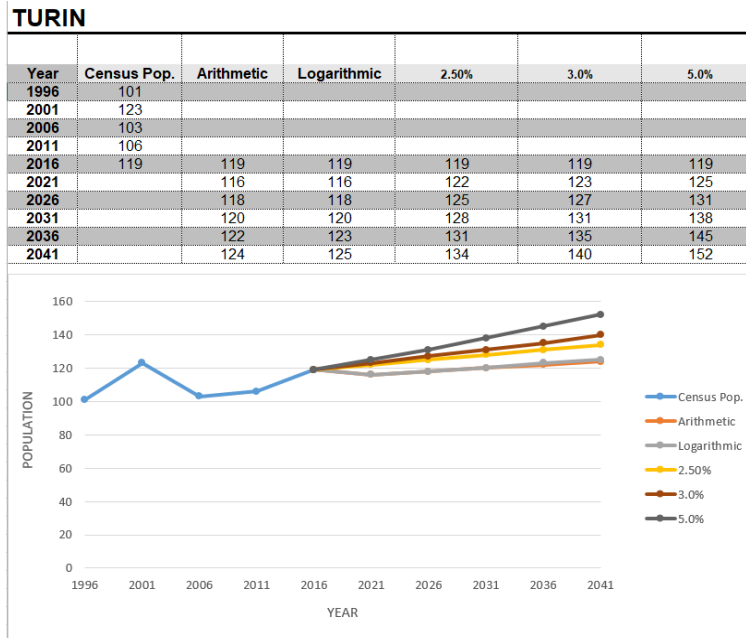
Year	2.5% Growth	3.0% Growth	3.5% Growth	5% Growth
2016	119	119	119	119
2021	122	123	123	125
2026	125	127	127	131
2031	128	131	131	138
2036	131	135	136	145
2041	134	140	141	152

Source: Stats Canada data

Based on the fixed growth rate method for population projections, the 2041 population of the Hamlet of Turin could reach between 134 and 152 people, dependent on the rate of growth and other factors. It is presumed the 2.5% to 3.0% may be the most probable future population growth rates unless development and growth is actively promoted (it is noted that a change of 2.5% was experienced from 2011 to 2016). The Arithmetic and Logarithmic straight line projections in Diagram 1 show a very close and similar growth trend. Historically, the hamlet has seen fluctuations in population growth, experiencing both increases and declines, but has remained relatively stable around the 110 person number over the last 20 years. (The computed growth projections are used to calculate future land consumption needs in the “Growth and Land Use Projections” in section 5.2 of the report.)

Diagram 1

Population Projections Line Graph



4.2 Residential Assessment – Existing Conditions

Many of the housing units in Turin are 40 plus years old. There has been some new construction as of the last decade, but most housing units remain from the 1970s through to the 1980s. There are a few pre-1960 dwellings, including a couple 1930 to 1940 vintage, and a half-dozen manufactured homes.

- Despite the somewhat older housing and lack of newer (i.e. last 10-years) housing stock, overall the majority of housing appears to be in fairly good condition with only a small number of residences being in poor condition. The street south of the former railway line, 1 Ave between 2 and 3 Street, appears to contain the greatest number of older homes that are in slightly poorer condition. It is noted that 2 Street contains a number of the older pre-1950 dwellings.
- Most residents appear to take great pride in home ownership and have nicely landscaped, well maintained yards. However, there are also a minority number of properties (3 to 4) that are in poor condition, and visually may be considered unsightly premises. A number of these have problems with excessive or unsightly outdoor storage/vehicle stockpiling on the property.
- Problems stemming from conflicting or incompatible land uses are few.
- Overall, the community can be considered as generally neat and well maintained for the most part.

4.3 Business Commercial/Industrial Assessment – Existing Conditions

There is very little commercial or industrial activity as the hamlet more or less serves as a rural bedroom community to the surrounding agricultural area. Although the hamlet has had some commercial and industrial activity in the recent past, including a corner grocery store, service station, liquor store, as well as some industrial businesses, its recent commercial activity has been minimal. The County Corner convenience and liquor store, with a small coffee shop, has survived but commercially struggles to remain open and has been the only retail commercial business in operation for many years. There is only approximately 0.33 acres (0.13 ha) of land (two titles) designated (zoned) as ‘Hamlet Commercial – HC’ land use in the hamlet.

- There is a contracted Canada Post Office being operated on a privately owned title on Main Street (RGE Rd 19-3) on land designated as ‘Hamlet Direct Control – HDC’.
- Main Street (RGE Rd 19-3) contains the main concentration of commercial type buildings, with a few being in poor condition and appear derelict. A couple are listed for sale.
- The population of Turin would have to significantly increase (typically a population threshold 3-times or more) to sustain any viable commercial store type activity.
- There is an agricultural associated light-industrial business (Corral Cleaners) located on the northwest side of Turin that operates on a parcel designated ‘Hamlet Direct Control – HDC’.
- Lethbridge County owns a 0.22 acre (0.08 ha) property on the west side of Main Street (Lots 9-10, Block 1, Plan 309DT) on which the municipality operates a portable recycling trailer for the hamlet residents.
- There is a large parcel of ‘Hamlet Industrial – HI’ land adjacent to Highway 25 which is vacant and owned by Lethbridge County, as it was the former Canadian Pacific Railway (CPR) right-of-way and station grounds. No industrial businesses currently operate within Turin on land designated ‘Hamlet Industrial – HI’.
- Industrial activity, especially related to agriculture, could find some available parcels, but consideration of such businesses should note the impact and proximity to any residential or public/institutional space (i.e. the park and community centre) in Turin.
- The provincial Environmental Site Assessment Repository (ESAR) of Alberta Environment and Parks (AEP) does not have a listing of a reclamation or an Environmental Site Assessment (ESA) completed and on file for the abandoned gas service station site. Thus, the site should be environmentally assessed prior to developing it for any type of new future use.

4.4 Community Services Assessment – Existing Conditions

Although small in size, Turin does benefit from a significant portion of designated public institutional land, including a large public park with ball diamonds and a recently renovated and updated community hall center.

- Within Turin, 0.52 acres (0.21 ha) of land is utilized by the community hall center which is owned by the Turin Community Curling Club (community association).
- There are no active churches located within Turin.
- There are no formal government, personal health or care services (e.g. medical, dental, seniors care, etc.) available in the hamlet. It is discernable that the hamlet is too small in population and likely too close to the Town of Picture Butte to be beneficiaries of such services being provided locally. Personal care, such as beauty/hair care, could reasonably be provided out of a house as a home occupation.
- At the southwest edge of Turin on Main Street (RGE Rd 19-3), within the hamlet boundary, Lethbridge County owns the former Turin school site (Block 3, Plan 309DT) consisting of approximately 2.37 acres (0.96 ha). This site could have some future development potential.
- Adjacent to the former school site, Lethbridge County also owns approximately 1.097 acres (0.44 ha) of land which currently contains a water fill station (Lot 1, Block 3, Plan 0312341), and a 6.37 acre (2.57 ha) title to the west which is the former water reservoirs site (Lot 1, Block 4, Plan 9712059). The ponds have been filled-in and may also be considered for future development if proper land reclamation has occurred (refer to Map 3 for County land ownership).
 - (Study note: A review of the provincial Environmental Site Assessment Repository (ESAR) was completed which did not uncover a reclamation report on file with the repository for the former hamlet water lagoon site located on Lot 1, Block 4, Plan 9712059.)

4.5 Parks and Recreation Assessment – Existing Conditions

There is one minor outdoor recreation area within the hamlet. Currently, there is a playground and a baseball diamond, as well as open green space on the County owned property.

- The playground and baseball diamond currently occupy approximately 2.08 acres (0.84 ha) of land within Turin and are designated as ‘Hamlet Public/Institutional – HPI’. The playground equipment has recently been updated and replaced with new infrastructure and is considered to be in good condition.
- In total, Turin has approximately 12.5 acres (5.06 ha) of land designated for ‘Hamlet Public/Institutional – HPI’ use within the hamlet. This includes the playground area, the community center and the former school site property containing the Lethbridge County water station.

- The greenspace and playground recreational parcel (Lot 15, Block 3, Plan 104DS) has the ball diamonds backstop fencing situated within a portion of undeveloped municipal road right-of-way (2 Ave). In the future it may need to be relocated if further development were to occur to the east, as the roadway may need to be developed and extended through for access.
- In consideration of the hamlet's population and total land area size, Turin does have a significant land area (18%) designated for public and institutional type uses, particularly greenspace and recreational use.
- The park space may benefit from some additional landscaping and recreational infrastructure; however, the residential survey did indicate that the majority of residents did not see a large need for many playground equipment upgrades or improvements.

4.6 Confined Feeding Operations (CFOs) – Proximity / Effects

Confined feeding operations (CFOs) represent a major component of the agricultural industry within the County and hamlet vicinity. While the contributions these operations make to the area economy is acknowledged, a large concentration of CFOs and their associated negative externalities (dust, noise, traffic, odour, etc.) are sometimes a source of contention amongst the public. Difficulty managing these conflicts between land uses is further compounded by the relative lack of control the municipality has on the management of these operations, as they fall under the oversight and regulation of the Natural Resources Conservation Board (NRCB).

Map 7 outlines the location, type, and size of CFOs within the hamlet area. Within a 2-mile radius this includes 3 livestock operations:

- 3 beef operations, totaling approximately 11,100 animal units.
- The largest of these operations contains 9,500 animal units (beef finishers) and is just over 0.5 miles away from the hamlet boundary.
- The second operation is within the 'Rural Urban Fringe' land use district zoning and is approximately 0.3 miles north of the hamlet boundary, with approximately 600 head of beef.
- Compared to other rural urban communities within Lethbridge County, the number of CFOs present within 2 miles of the hamlet is fairly moderate; however the size of one operation, at 9,500 beef finishers, is a relatively significant size.
- The current Municipal Development Plan Bylaw No. 1190 has an uneven CFO exclusion zone applied around Turin that prohibits new CFOs from being established. The CFO exclusion zone directly adjacent to Turin is approximately ½ mile west and south, ¼ mile east, 2 miles north (with east and north distances being greater due to the location of the Little Bow river valley).

Part 5

GROWTH AND LAND USE STUDY

An analysis of the existing and projected land use is needed to establish potential future growth in the hamlet community. This will help provide an assessment of current potential land available for infill development, and what (how much) contiguous hamlet boundary lands may be available for future hamlet expansion when warranted. The following matters have been reviewed as part of the planning analysis and are described in more detail in this section:

(a) Infill Opportunity (inward growth)

- Inventory of vacant lots and potential to further develop
- Identifying the potential to further subdivide large parcels
- Potential to service and provide access to parcels

(b) Future Hamlet Boundary Expansion (outward growth)

- Identifying constraints (highways, railways, coulees, sewer lagoons, abandoned gas wells, etc.)
- Examining adjacent land uses/conflicting uses
- Studying physical features – elevations, topography, wetlands, known flood areas, etc.
- Identifying future land growth and expansion directions

(c) Municipal Services

- Water and sewer
- Storm water management
- Roads/lanes

(d) Area Structure Plan (ASP) Needs / Considerations

5.1 Infill Opportunity (inward growth)

As part of the hamlet review an analysis was completed to identify existing vacant lots that may be available to be developed. Also, the potential to subdivide existing larger parcels into additional lots was evaluated. Planning for infill development where feasible and where services are readily available can assist the municipality in enabling growth but limiting the installation of costly new infrastructure.

To determine the availability of land for both the development of existing vacant⁴ lots and infill potential, an air-photo review of the identified parcels was carried out followed up with field reconnaissance work. This analysis confirmed that there are presently (Spring 2018) 6 vacant titles of residential land within the

⁴ Vacant refers to land that has no current buildings or improvements on it.

hamlet, and 5 of these could readily accommodate new housing. (One of the titles is deficient in size at only 25 feet.) The lands identified as either existing vacant titles or large lots with potential to be resubdivided are displayed on Map 4. The following is a breakdown of potential land available for development.

RESIDENTIAL:

Existing Vacant Residential Titles: (identified in yellow on Map 4)

- There are 5 lots currently (year 2018) vacant.

Infill Potential of Existing Residential Titles: (identified in green on Map 4)

- One of the 5 vacant lots on Arrowsmith Way at the west end of Turin is larger in size and could be subdivided further to create potentially an additional **10 lots**.
 - As described above, Lot 12, Block 2, Plan 0913194 is approximately 1.57 acres (0.64 ha) in size and could be subdivided into multiple lots, resulting in approximately **10 additional lots** (based on single unit residential lots defined as a lot size area of 5,000 to 6,000 sq. ft.).
- Lot 19, Block 1, Plan 0913194 (on Arrowsmith Way) contains approximately 0.64 acres (0.26 ha) and could be subdivided further to the north and south of the existing yard to create **5 additional lots** based on minimum lot size area of 5,000 to 6,000 sq. ft.
- Lot 9, Block 5, Plan 7711474 in the southeast portion of the hamlet is a large parcel at 4.9 acres (1.98 ha) and could create approximately **20 new lots** based on the primary residence remaining to occupy 45,000 sq. ft. (the approximate amount of the parcel it currently occupies).
- To the east of the hamlet park, Lot 1, Block 4, Plan 7610828 is designated as 'Hamlet Transitional/Agricultural – HTA' and contains 8.48 acres (3.43 ha) of land. Approximately 5.8 acres (2.35 ha) could be subdivided and developed if a plan was in place with additional roadways. This could result in up to approximately **22 new lots** being created, possibly 30 if the existing farmyard was removed.

RESIDENTIAL TOTAL:

5 lots (with no subdivision, just vacant parcels); or

61 Lots – Existing and infill potential residential lots for internal hamlet growth with subdivision occurring. (Calculation note: 57 infill plus the 4 vacant that cannot be further subdivided)

This number is based on 50 to 75 ft. width minimum lot sizes, and would likely be lower due to the desire for larger lot sizes and when roads and servicing were accounted for at the time of an Area Structure Plan. (Note: Land Use Bylaw No. 1404 minimum hamlet lot size is 50 x 100 ft.)

It is recognized that all the larger land parcels identified for residential infill potential are privately owned, and may or may not be further subdivided for new development. The hamlet survey indicated that many residents like the larger sized lots in Turin, and therefore resubdivision opportunity may be limited. One of the large land holdings owners stated they have no interest in subdividing their land. In consideration of this situation, a future growth plan has been provided to identify development potential.

COMMERCIAL:

Existing Vacant Commercial Titles:

- None
- **2 potential lots** (note: 2 existing vacant lots are zoned as 'Hamlet Direct control – HDC', one is owned by the County. These potentially could be used for commercial use if deemed appropriate.)

Infill-potential of Existing Commercial Titles:

- No current subdivision potential of existing lots to create infill.
- Two of the hamlet zoned Direct Control lots on the east side of Main Street have what appears to be abandoned or derelict (i.e. no businesses operating) buildings. These may have future commercial redevelopment potential (although the red brick building on Lot 24, Block 1, Plan 104DS appears to be in very poor condition).
- There may be additional future commercial land use opportunities for a small area east of the community hall if the existing farmyard was to disappear over time; and, on the southwest hamlet properties owned by Lethbridge County where the former school and water reservoirs were located, with additional planning (refer to Map 6).

INDUSTRIAL:

Existing Vacant Industrial Titles:

- **1 title** – 4.14 acres (1.68 ha) of a portion of the former CPR railway title within the hamlet boundaries is vacant. This title is owned by Lethbridge County and is available for both subdivision and industrial development.
- The southwest Lethbridge County former water reservoirs site containing 6.37 acres (2.57 ha) title could also be considered for potential light industrial use.
- (Note: 2 existing vacant lots on Main Street are zoned as 'Hamlet Direct control – HDC', one is owned by the County. These potentially could be used for commercial/light industrial use if deemed appropriate.

5.2 Future Hamlet Boundary Expansion (outward growth)

GROWTH AND LAND USE PROJECTIONS

The Hamlet of Turin presently is comprised of approximately 70 acres (27.9 ha) of land within its boundary. For both long-range planning and to identify potential suitable land for future growth, an analysis of lands outside the current hamlet boundary was undertaken.

Land consumption calculations were completed based on population projections to delineate potential land needs in order to accommodate future hamlet growth. Chart 1 in Appendix A outlines the potential land requirements for future residential growth in the hamlet, based on forecasted rates of growth and the number of people per dwelling unit. Land acreage calculations have been provided on the 2.5% and 5.0% growth scenarios to account for long-term planning. However, due to Turin's historic slow growth rate, 2.5% may be the most probable and it is recognized it was the actual rate experienced over the most recent 2011-2016 census period.

In 2016, the average number of persons per dwelling unit was 2.9 and the average number of dwelling units per net acre was 2.5. From a land use and planning perspective, this is considered a very low land use density but reflective of small, more rural communities. Based on these calculations, it is possible to predict the potential amount of land that may be needed in order to accommodate additional dwelling units in conjunction with the forecasted growth over the next 25 years. The growth calculations were completed for three different household sizes [2.7, 2.9 (current), and 3.1 persons per dwelling unit] using two different growth rates (2.5% and 5.0%) per five-year census period. Two land use projection growth rate charts are provided, one at the current hamlet low density land use with the large lot sizes (10,000 to 11,000 sq. ft.), and a second at a slightly higher density (lots averaging 7,800 to 8,000 sq. ft. in size). (Refer to Appendix A, Chart 1 – Land Use Projections.)

The calculations indicate that if growth continues at the current rate and development continues at the same density, 3.7 acres (1.50 ha) of additional land may be required to accommodate the 2041 population [6.2 acres (2.51 ha) if growth were to occur at the 5.0% rate for each census period]. If household sizes became smaller over time (such as 2.7 persons per dwelling unit), then potentially 5 to 8 acres of land could be required.

GROWTH STRATEGY AND LAND USE PLANNING

Residential

There are presently 12 acres (4.86 ha) of vacant undeveloped land available within the hamlet, spread out amongst four separate large parcel land titles. If the land owners were interested in subdividing these larger parcels, then the land (projections in Chart 1) needed to accommodate residential growth could be supplied fully within the hamlet boundary. As it is likely that at least some of the land owners have no interest in subdividing, then land may be required outside the present hamlet boundary to accommodate future growth. The lands to the south and possibly west of the present hamlet boundary are the logical directions for future growth. These areas may more readily be planned to connect efficiently to the

existing community, and may work efficiently for gravity sewer to flow to the east sewage lagoons. With approximately 30 acres (12.14 ha) of vacant land available on the south and 14 acres (5.67 ha) to the west side, these areas will sufficiently supply more than the needed land area for future hamlet expansion. These areas would realistically provide enough land for steady growth over the next century.

It is recognized that in respect of the traditional hamlet lot layout and rural character, any new subdivision lots created will likely be larger than a standard 50 x 100 foot minimum, as what is specified in the Land Use Bylaw. As reflected in the commentary from the Turin residents' survey, many have a preference for the larger sized lots. It is therefore expected that this would be the continued subdivision and development trend. (In consideration of the provincial South Saskatchewan Regional Plan (SSRP) land use principles, the larger lots may be considered as part of the County's efficient use of land strategy, as promoting and directing residential growth in the hamlet has the goal of envisioning less of a need or demand to subdivide county residential parcels 2 acres (0.81 ha) or greater in size on rural agricultural land outside of the hamlet.)

Industrial/Commercial

The County-owned former CPR railway lands contain 11.571 acres (4.68 ha) of land that could be used for industrial/light industrial development. Of this acreage, 4.14 acres (1.68 ha) is situated within the present hamlet boundary, while 7.43 acres (3.01 ha) is located outside the boundary. A further 5 to 10 acres of land has been identified to the east of the former railway lands, outside the hamlet boundary, that could also be used for long-term future industrial type land use. It is anticipated that potential industrial uses would be those more associated with agricultural related businesses. Part of the planning process should consider closing the east portion of 1 Ave where the community hall parking lot is located over, and register a road plan to realign and use actual existing east Turin access that transverses on the CPR siding lands. The closed road land acreage may subsequently be consolidated into adjacent land titles, pending any agreements made.

Lethbridge County also owns some properties in the southwest of the hamlet where the former school and water reservoirs were located. With some additional planning these properties may be developed for some type of potential future commercial or light industrial use. A portion of unnecessary public road, 1 Street W (located south of 3 Ave) may be closed and incorporated into the parcel.

Map 6 displays a conceptual land use plan illustrating likely land use types and directions for long-term future growth. A potential road network connectivity route is also considered. The future hamlet growth areas may be planned and subdivided in logical phases, based on considerations of contiguous segments, logical servicing and road connectivity. Future subdivision and growth should be considered in relation to Area Structure Plans that may be approved for the lands.

FLEX SWING SITE: The long-term growth plan has identified an option for a 'flex zone' site to be located to the east of the former school site and water-fill station, to the east of Main Street. This could be utilized for commercial, public, residential or potential mixed land use. This will offer some flexibility for long-term planning and would be need to be determined at a future Area Structure Plan stage.

5.3 Municipal Services and Infrastructure

EXISTING

WATER: The community is serviced with domestic potable water from the City of Lethbridge provided to the hamlet via the North County regional pipeline. The water is allocated under the County's own water license. The water is delivered to cisterns located under the County water truck-fill station parcel (300 Main Street). The provision of municipal water enables fire hydrants to be located throughout the hamlet and the County has a fire pump system in place.

SEWER: The hamlet had a municipal sewer waste water lagoon system installed in 2011. The piped hamlet system connects to the County's sewer lagoon located to the east, outside the hamlet boundary within the SE¼ 3-12-19-W4M.

DRAINAGE: Storm water drainage is managed through surface and overland drainage means as no formal (i.e. piped) municipal storm water drainage infrastructure system is in place. Main Street has concrete gutters but other streets have ditches and culverts in place along hamlet roads to help direct and manage run-off. The elevations of Turin generally drop to the northeast as drainage is naturally directed towards the coulees and Little Bow River basin. Historically, the hamlet has not traditionally experienced major drainage issues, with the exception of some local ponding experienced during significant rain or snow melt events.

ROADS: The majority of the local municipal roads within the hamlet are paved asphalt and may be considered in overall good condition. All the internal blocks have rear lanes which are graveled with some containing overhead power lines. The issue of overgrown vegetation extending into the lanes does not appear to be a significant problem as it is in some of the other Lethbridge County hamlets. Similar to other hamlets, there are no sidewalk provisions on streets within Turin.

GROWTH SERVICING CONSIDERATIONS

In planning for future growth, the capacities for sewer and water infrastructure must be examined and addressed as part of the growth strategy.

WATER: As the community is serviced with domestic potable water via the North County regional pipeline, there are no foreseen limitations to manage future growth at this time provided there is capacity under the County's water allocation license. The water distribution system should be able to supply 20 plus years or more of growth at the projected standard (slow) rate.

SEWER: The current sewage lagoon system in the SE 3-12-19-W4 (Lot 3PUL, Block 1, Plan 1510334) has sufficient capacity to serve future households and may be expanded if needed. The County PUL parcel containing the lagoons encompasses over 42 acres (17 ha) of land. There are no initial concerns with sewer capacity and the projected slow growth of the hamlet, as the lagoons are suitably sized and can also be irrigated off if required. In the future, lot owners who subdivide where no current municipal services are in place would be responsible to pay for stub-in installations and service lines to connect to the Turin municipal sewer waste water system.

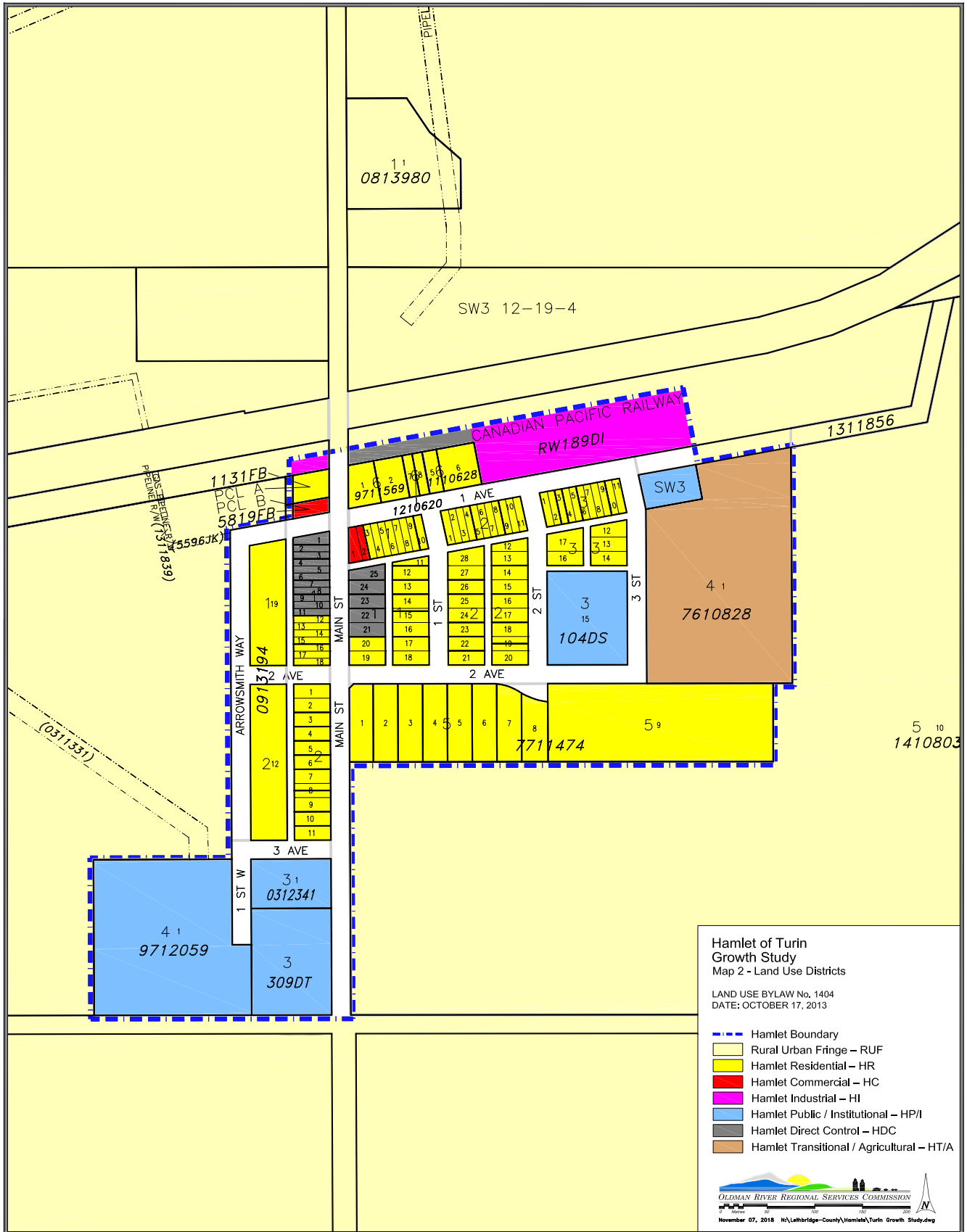
STORMWATER MANAGEMENT: Landowners/developers who plan to develop parcels or larger areas for multi-lot titles will need to address stormwater management as it pertains to their plans for subdivision at the Conceptual Design Scheme or Area Structure Plan preparation stage. Developers will be obliged to submit a stormwater management plan which must be professionally prepared by a licensed, qualified engineer. Smaller density proposals may need to submit a parcel/lot drainage plan to the County. It is anticipated an overland/ditch type of system would be planned and utilized in a similar fashion to the existing Turin situation.

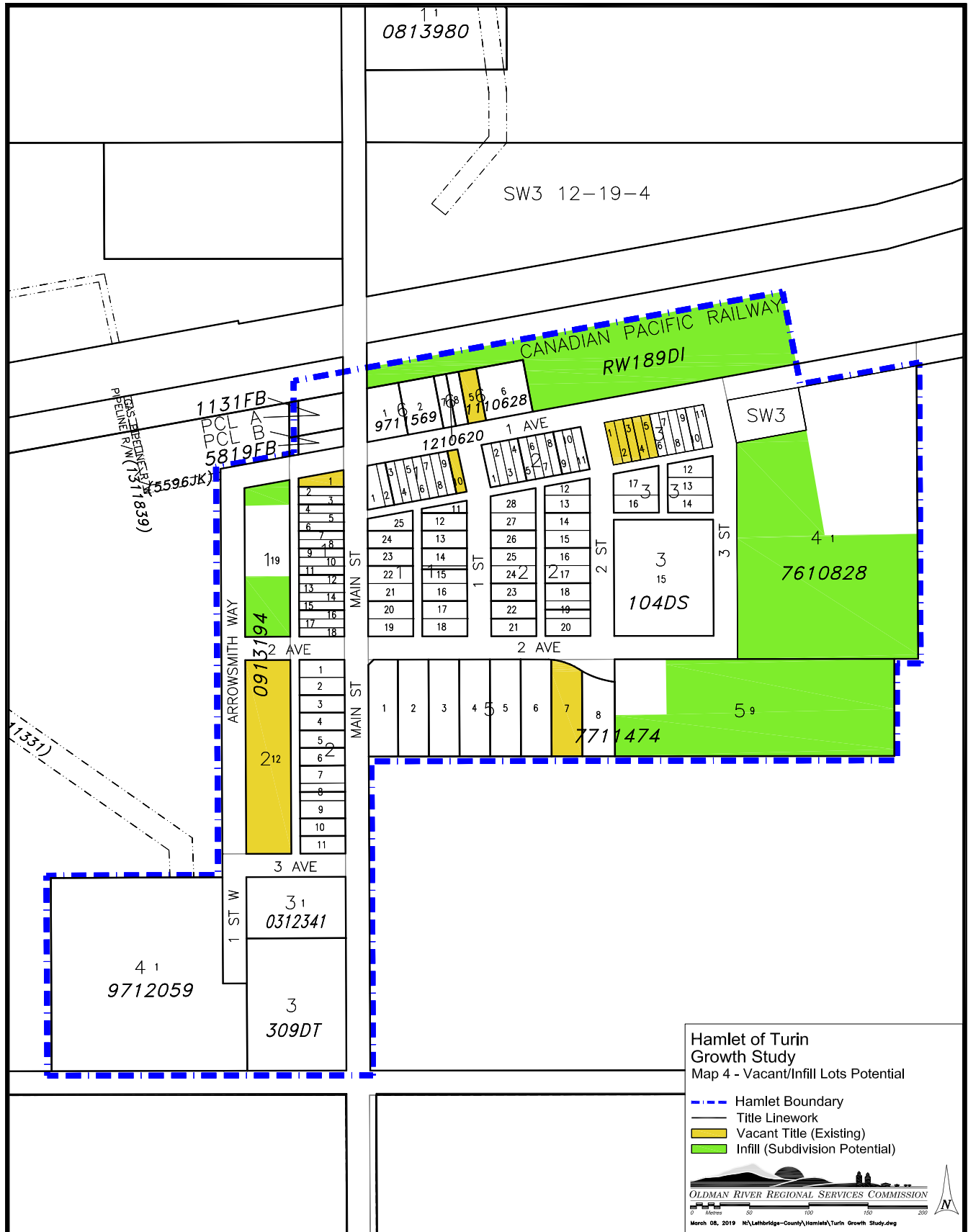
ROADS: The illustrated potential future road network connectivity layout is conceptual to demonstrate the general location and required connection points to adjacent areas and must be refined further at the Area Structure Plan stage. Some internal in-fill subdivision of large hamlet parcels may also require new roads for access/circulation. All new roads should be paved and are to be constructed by developers in accordance with Lethbridge County's *Engineering Guidelines and Minimum Servicing Standards*. It is noted that in the northeast along the former CPR railway lands, 1 Ave east is not developed through but dead-ends at the corner of 3 Street. The Turin community hall graveled parking lot is physically developed over the registered municipal road right-of-way area. This situation may be addressed and rectified through future planning exercises (as previously referenced in this report), and the former railway access road may be registered and used for the east Turin access to Highway 25.

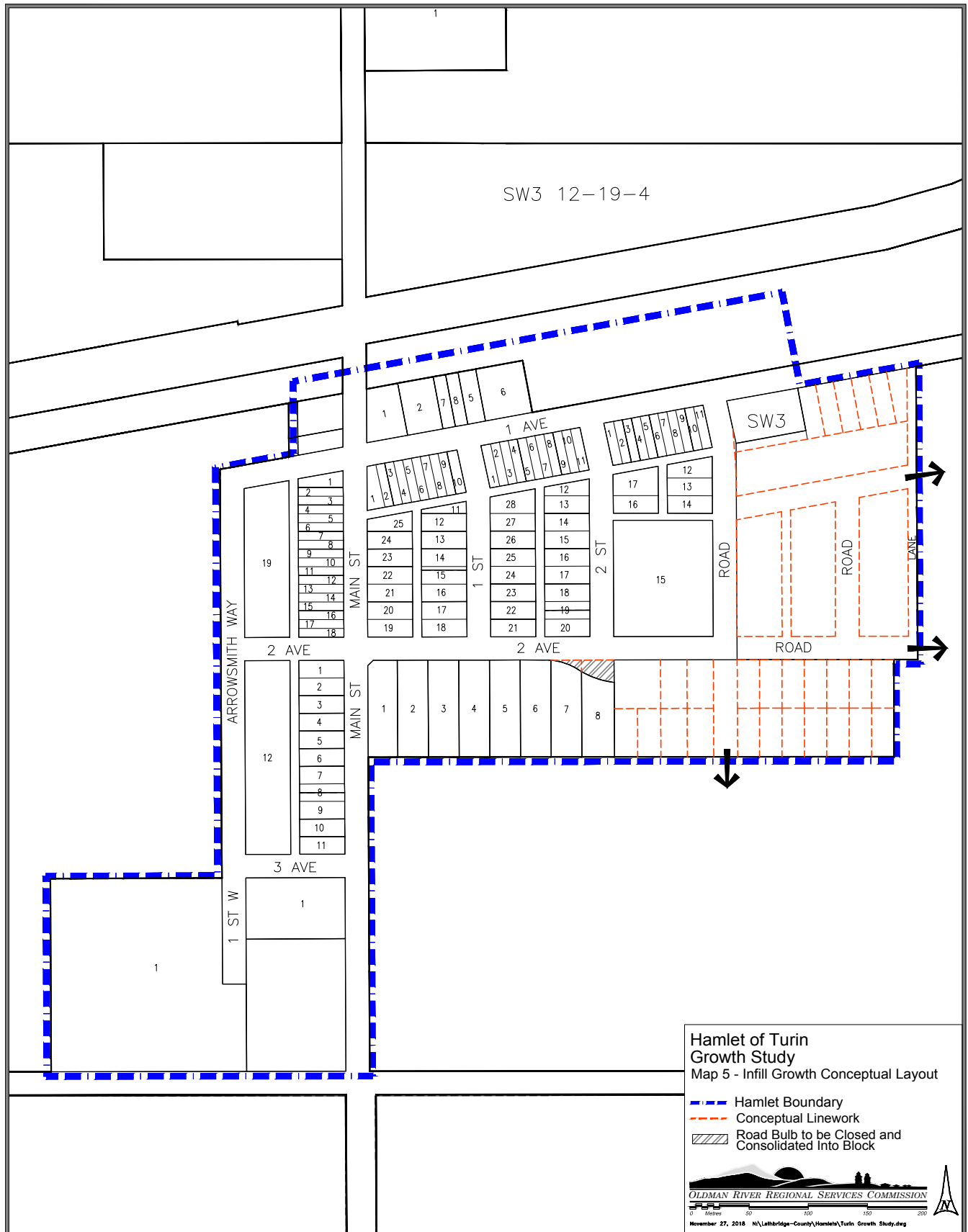
5.4 Conceptual Design Schemes or Area Structure Plan (ASP) Considerations

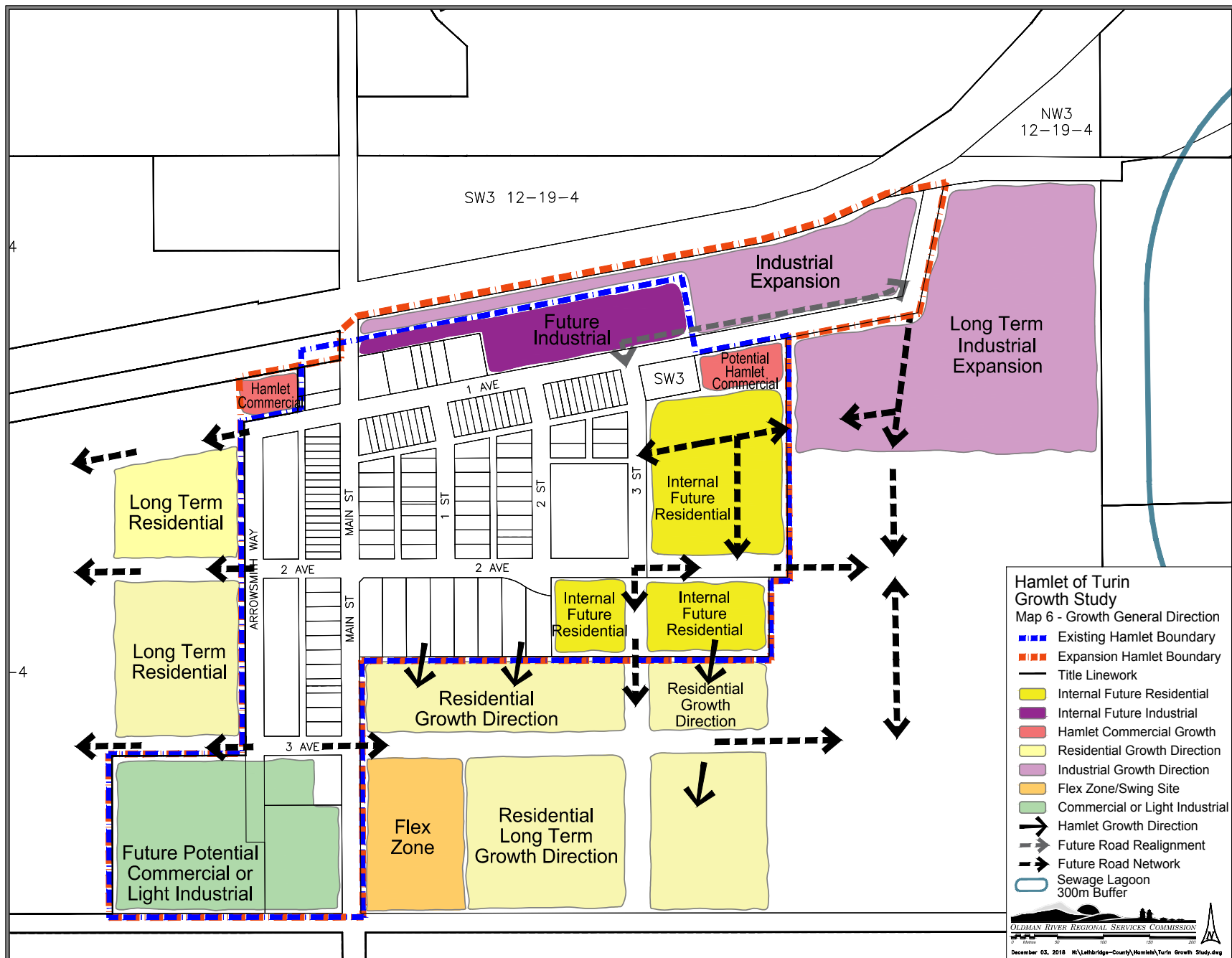
For undeveloped lands identified for future growth, both internally and outside the present hamlet boundary, a Conceptual Design Scheme or Area Structure Plan should be required prior to a multi-lot subdivision or at a land use redesignation stage. For smaller internal subdivision consisting of four or less lots, a Conceptual Design Scheme may be acceptable. When an Area Structure Plan (ASP) is required for a larger area, it must be professionally prepared at the developer's/landowner's expense and shall comply with any and all relevant and applicable County policies.

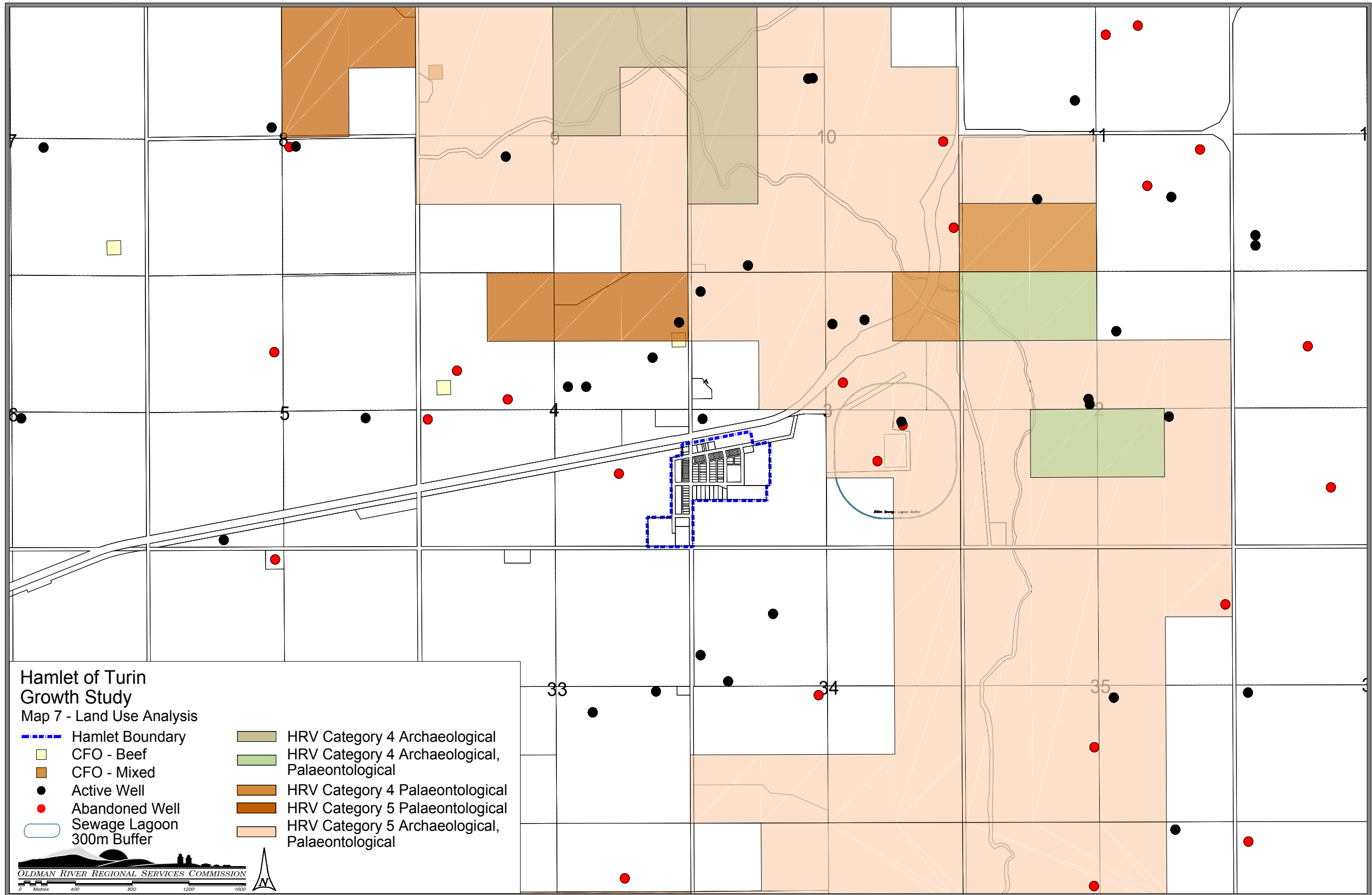
Information that may be requested for a Conceptual Design Schemes or Area Structure Plan shall be in accordance with the requirements of Lethbridge County's Municipal Development Plan, Land Use Bylaw and this study, and may include: development concept, site plans, lot density and layout, sewer and water systems, roadways, utilities and services, surface drainage and storm water management, lot grading plans, geotechnical investigations, municipal reserve provisions, staging of development, development specifications, and any other matters deemed necessary by the County.











Part 6

GROWTH VISION / STRATEGY

Urbanization of the hamlet has not occurred to the same extent to which it has happened in some of the other County hamlets likely due to its more remote distance to Lethbridge. However, its highway location and establishment as a peaceful, affordable rural community, may help make it an attractive centre in which to retire or reside, especially for those working at agricultural operations in the area. However, it is anticipated that growth will continue to occur at a generally slow rate.

In respect of the hamlet planning analysis completed, land use constraints, and the feedback provided by the citizens of Turin a growth vision for the hamlet has been formulated based on the following main general planning strategies:

- The hamlet may be planned for in accordance with a projected and continued slow growth rate (i.e. slow and steady status quo), likely of 2.5% or less per census (5-year) period.
- New hamlet growth should largely be planned to accommodate additional residential and light industrial type land use, as it is recognized that there is currently too small of a population to support much commercial/retail type growth over the next 25-plus year or more period.
- Larger parcel landowners with an interest in further developing and subdividing their land have an opportunity (and are encouraged) to do so, and this would help support hamlet infill development which is more efficient than undertaking new 'green-field' development.
- Lethbridge County should continue to promote the quality of life and viability of the hamlet as a rural residential community centre, by maintaining high servicing standards, ensuring bylaws are respected with respect to private properties, and encouraging local businesses to establish in the appropriately identified commercial/industrial areas, including the new potential on the former CPR lands.
- Lands to the south and partially west of the present Turin hamlet boundary are identified as the primary long-term future growth areas (as described in the growth section of this study) and should be protected from premature fragmentation.
- Lethbridge County should actively plan for, subdivide and sell its former CPR railway land title to accommodate hamlet and light industrial type land use. The County may also consider planning for, developing, and selling some of its surplus property land holdings in the southwest corner of Turin (former reservoirs and school site) to help encourage growth.
- It is illogical for the hamlet to grow north of its current north boundary along Highway 25, as it would result in the community being divided by the highway and likely create concerns with safety, access, and servicing.

Part 7

GROWTH EXPECTATIONS SUMMARY AND RECOMMENDATIONS

This final section provides an overall summary of the existing and future growth expectations for the hamlet. Recommendations are also offered on planning matters that need to be addressed to enable growth, and/or the constraints that may be present for providing various municipal or community services.

LAND USE – GROWTH

1. The study identifies that there seems to be no imminent need to expand the hamlet boundaries for residential growth, as there appears to be enough internal land available over the next 25-year period or longer.
2. With the anticipated slow growth rate, a first priority to accommodate growth would be to encourage and allow infill development and subdivision, such as the resubdivision of existing larger parcels that are able to connect to hamlet water and sewer services.
3. Many Turin residents appear to like and want the larger lot and yard sizes and even those who may have enough vacant land to subdivide and create an extra lot or two, may likely not be subdividing in order to maintain their larger land holding intact.
4. New residential lots may be subdivided at a size that may be considered “large lots” from an urban planning perspective (10,000 to 12,000 sq. ft. in size), to maintain the character of the existing community that has historically developed in such a manner. Through the community survey conducted for this study, a large number of current residents commented that one of the main benefits of living in the smaller community is the space and larger lots sizes.
5. The growth lands located to the south and west of the present Turin hamlet boundary identified as the main future growth areas should logically provide a 100-year plus land supply (30 acres of vacant land available on the south, and 14 acres on the west). This gives the County adequate time to continue to evaluate the on-going planning and servicing needs of the hamlet.
6. The long-term planning goal would be for any industrial type businesses that are located on Main Street, and currently designated as ‘Hamlet Direct Control – HDC’ to relocate to the northeast industrial area, and the Main Street parcels utilized for more commercial oriented or low impact, light industrial type use.
7. Hamlet expansion to the east, especially residential, will be slightly limited and must remain within the SW 3-12-19-W4 due to the location of the hamlet’s waste water sewage lagoon to the east (within the SE 3-12-19-W4) and the required 300 metre setback buffer to the lagoons. Lands to the east within the SE 3-12-19-W4 also are identified on the provincial mapping as potentially containing Historical Resource Areas and Environmental Significant Area elements, at a higher level. This would

need to be investigated and factored into any development considered in this area. It is also noted there is one active and one abandoned gas well in the area that need to be considered in relation to development and applicable setbacks.

8. The identified future growth areas (south, west or northeast) outside the current hamlet boundary as identified on Map 6 should require an Area Structure Plan (ASP) when being considered for hamlet growth, to more fully address future lot layouts, servicing, and utility right-of-ways that will be needed.
9. New bareland 'greenfield' subdivisions must be planned with an associated storm water management plan and land areas identified to manage the overland drainage. Any ASP prepared for undeveloped land outside the current hamlet boundary will need to address stormwater management and the *Alberta Environment Protection Stormwater Management Guidelines* must be followed.
10. The siting and protection of some visible commercial property situated close to the main entrance to the community, south of Highway 25, is an important business locational factor consideration. This should be considered in future hamlet development and planning endeavors, and such parcels protected for commercial use where possible.
11. Any commercial or industrial developments planned for the identified parcels adjacent to Highway 25 will require consultation with Alberta Transportation and provincial roadside permit approval.
12. Planning for and encouraging some local neighbourhood commercial activity that serves the Turin residents should be monitored on an ongoing basis, but the situation should be fully reassessed in 20 - 25 years, based on an analysis of population and growth at that time.
13. In the future, if new municipal infrastructure or upgrades are needed in the hamlet to service growth, the County can consider establishing a redevelopment or local improvement levy or off-site levy bylaw at that time.
14. At the time future expansion outside the present hamlet boundaries is commenced, an adjustment to the official hamlet boundary in the Land Use Bylaw will be required and this should be filed with Municipal Affairs at that time.
15. The Hamlet of Turin growth study and long-range strategy should be reviewed by Lethbridge County periodically over time to confirm its relevancy and to consider any necessary updates that may be warranted, especially if any infrastructure or servicing conditions change.
16. A large 2.0 acre (0.81 ha) parcel was set aside decades ago as park, greenspace for the community (Lot 15, Block 3, Plan 104DS) which is owned by the County, and this parcel should continue to serve as public open space/park space for the community and not be subdivided or developed for other uses. No additional new land is foreseen to be need for Hamlet Public/Institutional – HPI' for the considerable future.

17. The County should periodically assess not only the condition but the best use of the community park space, and further engage Turin residents about potential upgrades as determined necessary by the County or advise on what available community reserve funds may be accessible to fund improvements.
18. The Turin Community Hall is an important local resource and assembly space for residents to use. The County should stay apprised and regularly consult with the Community Association about any issues that may arise regarding its operations.
19. The former Turin school site which is owned by the County, has the potential to be developed and used for some other suitable use(s) that may benefit the community.
20. Overall, the privately owned hamlet lots are mainly neat and well maintained by residents other than a few untidy properties. The County should continue to monitor potential bylaw infractions with regards to unsightly premises, and similarly act in a fair and objective manner in enforcing bylaw standards, that apply to all properties in Turin, where deemed necessary.
21. The County should continue as best it can to regularly assess the conditions of roads, rear lanes, and municipal properties, to ensure maintenance is carried out in a timely and efficient manner as budgetary considerations allow.
22. A few of the exiting industrial/commercial buildings on Main Street are older Quonset style buildings. In the future, the County should try to work with new development permit applicants and discourage such agricultural styled buildings to be erected, with perhaps an exception being in the Hamlet Industrial land use district.
23. The County may need to consider new housing trends, types and neighbourhood designs in the future to allow or encourage population growth and home ownership in the hamlet. However, this should likely not be dispersed within the existing older established neighbourhoods and will need to be carefully considered and planned in the context of the proposal, lands and location at the time, and in consultation with hamlet residents.
24. The County should continue to encourage and support for higher quality of development to occur throughout Turin, and older manufactured homes or moved-ins should be carefully reviewed to ensure they are in good condition and not a visual blight or negatively impact existing residential housing.
25. Generally, the survey indicated residents do not have issues with the confined feeding operation exclusion area around the hamlet, so it may be left as is but should be reviewed from time to time.
26. The County should continue to regularly engage and communicate with the citizens of Turin and the local community association about possible future plans and as the onward planning of the hamlet unfolds over time.

Appendix A

LAND USE PROJECTIONS

Appendix A

LAND USE PROJECTIONS

CHART 1
Land Use Projections

Year	Population		Assumed Persons per D.U.	Total Required D.U.		Existing Number of D.U.	New D.U. Needed		2016 Dwelling Units per Acre*	Land Acreage	
	High	Low		High	Low		High	Low		High	Low
2021	125	122	3.10	40	39	37	3	2	2.50	1.33	0.94
			2.90	43	42	37	6	5	2.50	2.44	2.03
			2.70	46	45	37	9	8	2.50	3.72	3.27
2026	131	125	3.10	42	40	37	5	3	2.50	2.10	1.33
			2.90	45	43	37	8	6	2.50	3.27	2.44
			2.70	49	46	37	12	9	2.50	4.61	3.72
2031	138	128	3.10	45	41	37	8	4	2.50	3.01	1.72
			2.90	48	44	37	11	7	2.50	4.23	2.86
			2.70	51	47	37	14	10	2.50	5.64	4.16
2036	145	131	3.10	47	42	37	10	5	2.50	3.91	2.10
			2.90	50	45	37	13	8	2.50	5.20	3.27
			2.70	54	49	37	17	12	2.50	6.68	4.61
2041	152	134	3.10	49	43	37	12	6	2.50	4.81	2.49
			2.90	52	46	37	15	9	2.50	6.17	3.68
			2.70	56	50	37	19	13	2.50	7.72	5.05

Note: * Units per acre with area for roads, reserve land, utility right-of-ways removed

Year	Population		Assumed Persons per D.U.	Total Required D.U.		Existing Number of D.U.	New D.U. Needed		Dwelling Units per Acre* 2	Land Acreage	
	High	Low		High	Low		High	Low		High	Low
2021	125	122	3.10	40	39	37	3	2	3.60	0.92	0.65
			2.90	43	42	37	6	5	3.60	1.70	1.41
			2.70	46	45	37	9	8	3.60	2.58	2.27
2026	131	125	3.10	42	40	37	5	3	3.60	1.46	0.92
			2.90	45	43	37	8	6	3.60	2.27	1.70
			2.70	49	46	37	12	9	3.60	3.20	2.58
2031	138	128	3.10	45	41	37	8	4	3.60	2.09	1.19
			2.90	48	44	37	11	7	3.60	2.94	1.98
			2.70	51	47	37	14	10	3.60	3.92	2.89
2036	145	131	3.10	47	42	37	10	5	3.60	2.72	1.46
			2.90	50	45	37	13	8	3.60	3.61	2.27
			2.70	54	49	37	17	12	3.60	4.64	3.20
2041	152	134	3.10	49	43	37	12	6	3.60	3.34	1.73
			2.90	52	46	37	15	9	3.60	4.28	2.56
			2.70	56	50	37	19	13	3.60	5.36	3.51

Note 1*: the 2.5 dwelling units per acre is the 2016 hamlet density (average 10,000 to 11,000 sq. ft. sized lots).

Note 2*: the proposed 3.6 dwelling units per acre is based on a slightly higher hamlet density (smaller lots at 7,800 sq. ft. on average).

Note 3: 2016 Census, the average number of persons per dwelling unit (D.U) was 2.9

Note 4: 'Low' population growth is based on 2.5% and 'High' population is based on 5.0%, for 5-year intervals

Appendix B

HAMLET RESIDENTS SURVEY AND RESPONSES

Hamlet of Turin

Resident Engagement Survey

Connecting the Community

Please check a single box to answer the question, unless otherwise indicated. If a question has a space to add a comment or to elaborate, please feel free to write in a response. You do not need to sign the survey and answers can remain anonymous. If you have filled-out the paper version of the survey, please return it to Lethbridge County as indicated on the cover page notice. Thank you for your time!

1. Please describe your type of property/resident status within the hamlet.

- ☐ Property Owner - non-resident (i.e. do not live in the hamlet)
- ☐ Property Owner - resident (i.e. live in the hamlet)
- ☐ Renter - resident

2. If a resident, how long have you lived in the Hamlet of Turin?

- ☐ Less than 3 years
- ☐ 4 to 6 years
- ☐ 7 to 10 years
- ☐ More than 10 years, but less than 20
- ☐ 20 or more years

3. Overall, how satisfied are you with residing in the hamlet and your quality of life?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied

If dissatisfied, can you explain why?

4. What do you like best about living in the Hamlet of Turin? (please describe)

5. What you like least about living in the Hamlet of Turin? *(please describe)*

6. Are any of the following items things you feel could be improved in the hamlet community? *(may choose more than one answer)*

- ☐ Better provision of services (please explain what) _____
- ☐ Quality of housing available
- ☐ Increase homeowner's pride in yard/home ownership (i.e. less unsightly properties)
- ☐ Condition of roads
- ☐ More retail / commercial businesses
- ☐ More recreational opportunities
- ☐ More frequent policing or bylaw enforcement
- ☐ Nothing, I like things just the way they are
- ☐ Other (explain) _____

Comment?

7. Do you feel that the hamlet needs more up-to-date playgrounds and/or equipment for children?

- ☐ Yes
- ☐ Yes, but only if community groups help out to fund such endeavors
- ☐ No opinion
- ☐ No, I do not see the need

8. The hamlet generally contains larger sized residential lots than what you typically find in a town or city. Do you feel the hamlet should continue to develop this way in the future?

- ☐ Yes, I like having the larger sized lots and want them to remain
- ☐ I like the larger lots, but I do not mind if my neighbor develops a smaller lot (not less than 50 ft. wide)
- ☐ Lot sizes do not matter to me
- ☐ I support efficient land use, subdividing and creating standard urban sized lots (50 x 100 ft.) wherever possible

9. The County has identified some potential general areas within and adjacent to the hamlet to accommodate future development and growth, including some residential, commercial or light industry, and general industrial areas (please refer to attached map). Do you have any concerns or would you be supportive of the County planning to potentially allow for some future growth opportunity in these areas?

- ☐ Yes, I am supportive and have no concerns with such proposals
- ☐ Yes, provided the residents of the area are consulted in the planning process
- ☐ Neutral opinion - it does not matter to me
- ☐ No, I am not supportive

If you answered No and checked the last box, can you explain why?

10. Lethbridge County prohibits new confined feeding operations (intensive livestock) being established within a specific distance of the hamlet boundary, approximately ½-mile west, ¾-mile south, 1¼-miles east, and 2-miles north (with the east and north distances being greater due to the river valley). Do you generally feel this is suitable?

- ☐ Yes, this appears reasonable
- ☐ No, it should be a consistent 1-mile radius
- ☐ No, it should be a consistent 2-mile radius
- ☐ No, it should be increased to _____
- ☐ No, it should be decreased to _____
- ☐ Neutral, no opinion on the matter

Comment?

11. What do you feel are the top two (2) needs, services or issues that need to be addressed or provided in the Hamlet of Turin? (*feel free to comment*)

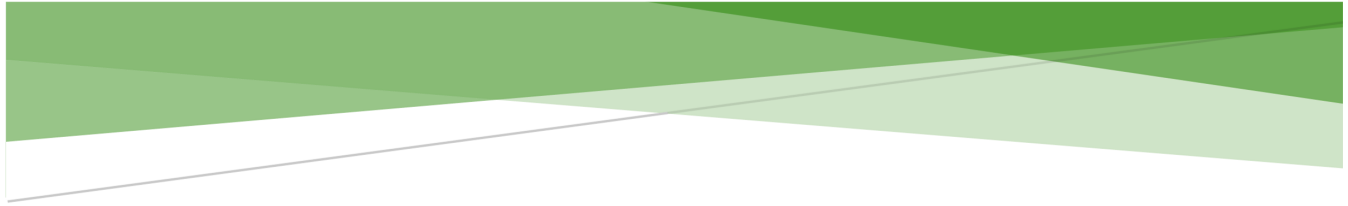
1. _____
2. _____

12. Any additional hamlet matters you would like to provide comment on?

- ☐ No
- ☐ Yes, Comment:

Thank you for your time and feedback!

Please return by January 7, 2019



LETHBRIDGE COUNTY
GENERAL COMMENTARY RESULTS

SURVEY RESULTS

Resident Engagement Opinion Survey

Hamlet of Turin Growth Study

Abstract

Responses and results of a public engagement questionnaire survey that was sent to every property owner in the Hamlet of Turin on December 10, 2018.

Compiled February 8, 2019
By: Oldman River Regional Services Commission

Hamlet of Turin Growth Study

RESULTS – Resident Engagement Opinion Survey

SURVEY OVERVIEW

The following are the results of a questionnaire survey that was sent to every property owner in the Hamlet of Turin as part of public engagement for preparing the Lethbridge County hamlet growth study. The survey consisted of 12 questions with some opportunity for written comment. The purpose was to obtain citizen feedback and help Lethbridge County better understand existing conditions and issues to more comprehensively and efficiently plan for potential future growth and servicing.

A synopsis of the general findings of the completed survey is summarized below. The actual compiled resident responses to the individual questions and the written comments they provided is attached (starting on page 2, after the general summary). (The questionnaire was an anonymous exercise and individuals did not need to provide their name or contact information.)

GENERAL SUMMARY

A total of 46 survey questionnaires were sent out on December 10, 2018. There were 14 surveys filled-out (4 responses provided on-line through the website portal and 10 hand written submissions), resulting in a 30% overall survey response rate. For a community engagement survey this is considered as a fairly good response, as typically 20% or less is the usual experience in this type of exercise. Three of the returned surveys were from non-resident property owners. It is noted that there are a number of property owners in Turin who do not actually reside in the hamlet but rent out or provide housing for agricultural workers. Over 38% of the respondents have lived in Turin for 10-years or more, while over 46% are newer residents living there 6-years or less. Overall, residents seem to be generally satisfied with their quality of life in Turin.

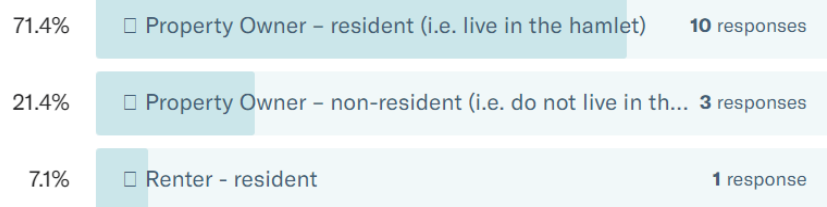
Multiple respondents stated they appreciate the good neighbours, quietness, open space and nicely kept yards in the hamlet. They also commented they liked that Turin has large yards and fewer neighbours in close proximity, and over 75% would like to see this continue. There was little mention of any issues or concerns with the provision of any County municipal services (e.g. water, sewer and roads). Only one person mentioned that they disliked that there was no garbage pickup, that recycling is minimal, and that snow removal on streets is minimal. A couple respondents expressed that an issue with living in Turin was a lack of commercial services and having to commute when needing goods or services. Having some small retail commercial activity, such as a convenience store and gas station, is desirable.

Other comments asked for more bylaw enforcement to occur. A majority of respondents do not seem to have issues with intense livestock (i.e. CFOs) in the area, and are satisfied with the present CFO exclusion distances to the hamlet. Generally, over 65% of respondents indicated they either 'have no concerns' or would 'have no concerns provided they are consulted', in regards to the County preparing a hamlet growth plan to address future residential, commercial, and industrial type land use in Turin. For the complete results and summary of comments as supplied by the property owners who filled-out the survey, refer to the attached results compilation.

Question1:

Please describe your type of property/resident status within the hamlet.

14 out of 14 people answered this question



Comments Summary:

- The majority of respondents are property owners who reside in Turin. (It is acknowledged that some home renters may have been left out of the survey if the property owner did not pass the survey information on.)

Question 2:

How long have you been a resident of the Hamlet of Turin?

13 out of 14 people answered this question



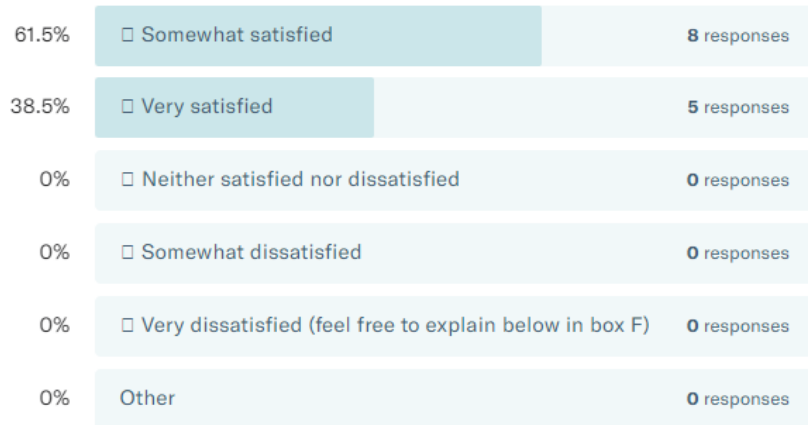
Comments Summary:

- There is a split amongst longer-term residents and newer (6 years or less) residents who answered the survey. (One respondent indicated they are a business owner, not a resident.)

Question 3:

Overall, how satisfied are you with residing in the hamlet and your quality of life?

13 out of 14 people answered this question



Comments Summary:

- Residents indicate they are generally satisfied, with “somewhat satisfied” being the most frequent response. No-one indicated they were dissatisfied.

Question 4:

What do you like best about living in the Hamlet of Turin?

11 out of 14 people answered this question

Comments provided:

- Many replied that people are somewhat friendlier, people generally look out for each other, and there are good neighbours.
- The appreciation for open space, large lots and not many houses was mentioned.
- Commentary indicated that it was appreciated that people keep their yards in good order.
- A couple mentioned the peace and quietness, lack of traffic congestion the hustle and bustle of people was appreciated.
- It was also stated that they liked Turin’s small town feel, knowing people of the hamlet, and affordable taxes.

Question 5:

What do you like least about living in the Hamlet of Turin?

12 out of 14 people answered this question

Comments provided:

- One person stated that young kids playing in the middle of the hamlet streets was not appreciated.
- A few comments mentioned that the remoteness of the hamlet, and having to commute to Lethbridge or Picture Butte when needing things, or having to rely on others for transportation to get there, was a bit of an issue.
- A couple residents mentioned that they disliked the smell of the feedlots and flies.
- A business property owner mentioned that if they actually lived there, the remoteness, lack of amenities of schools, disengagement of community, limited retail would be concerns.
- A few other concerns mentioned by one respondent were, issues with flooding in spring, no garbage pickup, snow removal on streets is felt to be minimal, and recycling is considered minimal or is full when needed.
- A resident stated that what they like things just the way they are now.

Question 6:

Are any of the following items things you feel could be improved in the hamlet community?

8 out of 14 people answered this question (with multiple choice)



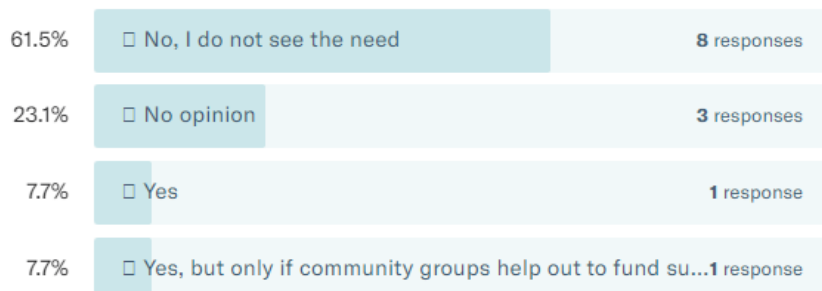
Comments provided:

- One person mentioned that they would like to see a service station in town.
 - One single survey respondent gave a number of opinions on the question regarding commentary on potential improvement items:
 - Better provision of services – regarding the sewer and water debenture, they do not agree that everyone with a stub to their empty properties should pay interest on a system that they are not connected to and using presently, since the stub was paid for by the owner of lot, and they feel it does not promote the community.
 - Quality of housing available – they are of the opinion the availability of housing is not an issue as there are no “takers” at the moment, as whomever is looking at purchasing in the hamlet may be able to pick up a cost-effective property.
 - Increase in home owners pride in yard – it was felt this can always be better, but the state of yards is considered generally pretty good, it was suggested that maybe 2 properties are in a poor state.
 - Condition of roads – it was suggested the roads are excellent for the hamlet size but there may be a concern with the drainage system in the hamlet.
 - More retail / commercial business – it was commented that this is a tough issue to resolve and it is best to focus on light industrial.
 - Recreational opportunities – it was suggest this could be better, but it was felt it is a community responsibility.
- The respondent summarized that what Turin needs is: a strong Community Association with organizational skills, goals and vision; a plan and assurance that all is on board on whatever is attempted, and to do all the little things that may enhance community. It was further suggested that the constructing of an RV park or campground may provide unbelievable value.
- Frequent policing and by-law enforcement – the respondent wasn’t sure if this is a problem but suggested that improvements could be better with lighting in community, cameras, better educated neighbourhood watch, etc.
 - The respondent felt that residents who do not want change and like things just the way they are is not an acceptable view, as they stated the world changes and tweaks around us constantly, and it was suggested that this could perhaps be, like all small communities, why nothing happens.

Question 7:

Do you feel that the hamlet needs more up-to-date playgrounds and/or equipment for children?

13 out of 14 people answered this question



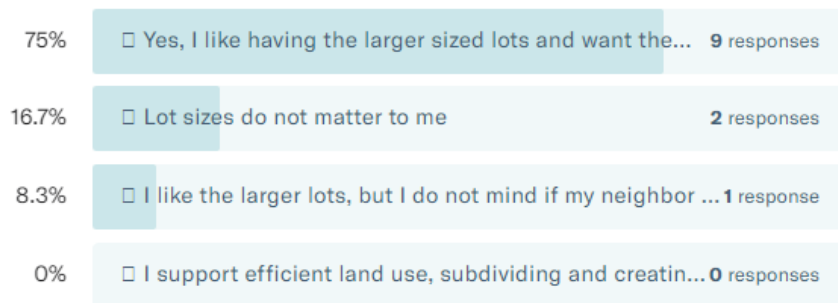
Comments Summary:

- Residents generally indicate they do not see the need for more up-to-date playgrounds/equipment. One person mentioned that they feel this already happens with the Turin Community Club.

Question 8:

The hamlet generally contains larger sized residential lots than what you typically find in a town or city. Do you feel the hamlet should continue to develop this way in the future?

12 out of 14 people answered this question



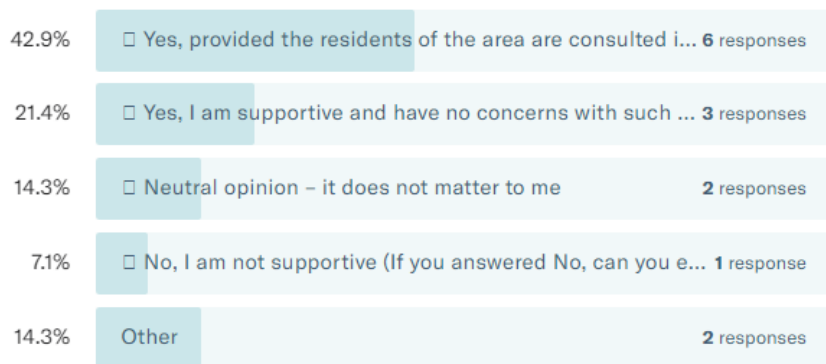
Comments provided:

- A property owner stated that an array of different sizes and shapes of lots is warranted, but large lots (15,000-20,000 sq. ft.) should be concentrated in a certain area, and that the “status quo” of standard lots of 50 x 125 simply do not cut it. It was additionally suggested that certain area(s) be dedicated in the community for the up and coming “tiny home” movement. This person also stated that that Turin will never compete with bigger centers and that the hamlet should embrace the rural living aspect and sell itself as sustainable, simple and clean living, and offer something unique to a certain people (life style of rural and agriculture). It was felt that amenities such as stores, schools, etc. will never happen and the hamlet has to think outside the box.

Question 9:

The County has identified some potential general areas within and adjacent to the hamlet to accommodate future development and growth, including some residential, commercial or light industry, and general industrial areas (please refer to map). Do you have any concerns or would you be supportive of the County planning to potentially allow for some future growth opportunity in these areas?

14 out of 14 people answered this question (with multiple choice)



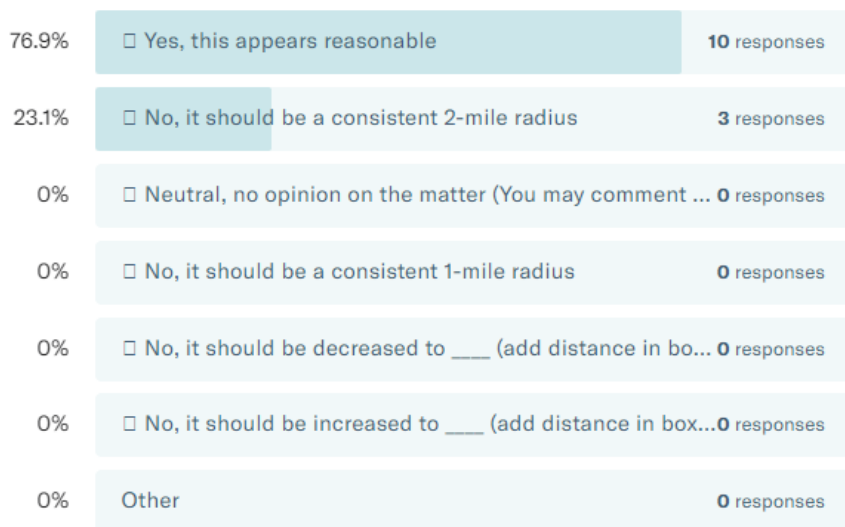
Comments provided:

- It was mentioned that the open space was liked.
- One person stated that they fully support the County's endeavor to establish a master plan in and around the community, but they were not necessarily in agreement with is the potential land designations presented. It was mentioned that a discussion should occur between the County and its citizens in and around the hamlet.

Question 10:

Lethbridge County prohibits new confined feeding operations (intensive livestock) being established within a specific distance of the hamlet boundary, approximately ½-mile west, ¾-miles east, and 2-miles north (with the east and north distances being greater due to the river valley). Do you generally feel this is suitable?

13 out of 14 people answered this question (with multiple choice)



Comments provided:

- It was mentioned by one resident that the County should not allow someone to start a pig feedlot within the hamlet boundaries.
- Similar to a question 9 response, one property owner stated that they fully support the County's endeavor to establish a master plan in and around the community, but they were not necessarily in agreement with the potential land designations presented. It was mentioned that a discussion should occur between the County and its citizens in and around the hamlet.
- It was suggested by one individual that due to Turin being a ranching and farming community the proposal of a riding arena/Ag area could be exempt from CFO rules as this would not have a concentration of livestock at all times.

Question 11:

What do you feel are the top two (2) needs, services or issues that need to be addressed or provided in the Hamlet of Turin?

6 out of 14 people answered this question

Comments provided:

- 1. A good service station.
2. Don't raise taxes.
- 1. Everything is fine.
2. The school property should be given back to original landowner.
- 1. Clean up of abandoned properties.
2. Control of cat population.
- 1. A gas station would be nice.
2. Restaurant.
- 1. That Turin needs a community association that is sound, shows leadership, educated, has goals and vision.
2. A county that has fore-thought in reaching out in a constructive and connected way and the ability to "tool" people and organisations with proper advice at a community level, and then, all will begin to fall into place.
- 1. Abandoned houses in Turin.
2. Basketball/Park in what is supposed to be an alley.

Question 12:

Any additional hamlet matters you would like to provide comment on?

3 out of 14 people answered this question

Comments provided:

- It wasn't understood by one property owner why their property is shown for future residential expansion.
- One person suggested that the County deal with the house on 1st Ave. that the County owns, even at a cost, as it is considered disgraceful and is distasteful to be seen from the highway.
- A concern was expressed about future residential plans for land that is not currently owned by Lethbridge County.

AGENDA ITEM REPORT



Title: Agricultural Service Board Level of Service
Meeting: Council Meeting - 17 Apr 2025
Department: Agriculture Service Board
Report Author: Gary Secrist

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 01 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Agricultural Service Board has updated the Level of Service(LOS) document to formalize the activities that will be performed by the department in 2025. Each year as the budget is set the Level of Service document will be brought forward to Council for approval. This document is being brought forward after review at the March 27th ASB Meeting.

RECOMMENDATION:

Moved that County Council approve the 2025 ASB Level of Service.

REASON(S) FOR RECOMMENDATION(S):

To provide an accurate and measurable Level of Service that is formed on an approved budget. Department staff will work within the budget to deliver the services based on Council priorities and field-level observation of maintenance needs. The goals set forward in this document will require flexibility as weather conditions can be a major factor in delivering Agricultural Services programs.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has previously approved the Agriculture Department Level of Service on a yearly basis.

BACKGROUND INFORMATION:

The Agricultural Service Board Level of Service Document will provide clear and measurable target for ASB activities that will be set annually by Council. Modifications to the document must take into consideration our baseline obligations under the ASB Grant which will be renewed for a five year term from 2025-2029. The document will be available to the public who will gain a better understanding of service levels provided and approved.

ALTERNATIVES / PROS / CONS:

That the Agricultural Service Board can suggest changes to the LOS to administration to be brought forward for council resolution at a future meeting. This could include increases or decreases which would be estimated by administration for proposed budget amendments.

FINANCIAL IMPACT:

The budget for 2025 is the main consideration of the Level of Service that can be provided. As the budget amounts have been considered and passed the Level of Service provides a business plan to carry our ASB services with the set budget amount as a template.

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

[Level of Service](#)

Agricultural Service Board

Level of Service

Created July 2022, Revised January 2025





Agricultural Service Board Business Plan

Vision

Lethbridge County Agricultural Service Board effectively supports one of the strongest agricultural economies in Canada.

Mission

Lethbridge County council and staff will support Agriculture Sustainability in all sectors through strong leadership and empowered employees. Our parks environment will inspire residents to be active and involved in their rural community.

Values

Service: Agriculture is the foundation of Lethbridge County. We are committed to achieving the highest level of customer service through evolving programs that support Agriculture.

Financial Accountability: Lethbridge County Agricultural Service Board will make wise use of financial resources in providing efficient and effective services.

Empowered Staff: Lethbridge County Agricultural Service Board intends to recruit and retain committed staff by providing a positive work environment that encourages teamwork, initiative, safety, respect, innovation, learning and hard work. Support and resources are provided to help employees succeed and contribute to our goals.

Strong Relationships: Lethbridge County Agricultural Service Board is committed to maintaining strong working relationships with provincial and federal governments, provincial and regional associations, agricultural commodity groups, neighboring municipalities, research and training institutions and educational institutions.

Sustainability: We are committed to using our resources wisely, thinking about long-term success and continuity in our operations and the services we provide. Our staff perform their duties safely and thoroughly, taking the time to make informed decisions to work efficiently and effectively. We measure new ideas and innovations carefully to make sure they'll have a positive impact and keep us strong for the long haul.

Continuous Improvement: We regularly look at how we can improve our processes and systems, ensuring our producers, residents, landowners and businesses are receiving services that are relevant and meaningful. Our staff are committed to learning and growing their skillset to best serve our community.



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Purpose, Considerations, and Level of Service

Lethbridge County Agricultural Service Board (hereinafter referred to as ASB) was officially formed in 1958. Operating under the Agricultural Service Board Act, Lethbridge County has always been a strong proponent in administering Provincial Legislation including:

- Alberta Weed Control Act
- Alberta Soil Conservation Act
- Alberta Agricultural Pest Act
- Animal Health Act

The Agricultural Service Board (ASB) is committed to the promotion of the quality of life in a rural environment. The ASB does this by providing services, information, and new technology in cooperation with other governments, jurisdictions, and agencies. This is achieved by establishing “levels of service” that ensure statutory requirements are met with consideration for the collective interests of residents and clients.

The ASB receives a portion of its funding from the provincial government for implementing the delegated legislation at the ground level. The ASB carries out mowing, spraying, and seeding programs for industry, landholders (i.e., owners and lessees) other County departments and several parks and cemeteries in the County. The County also rents specific equipment to county landholders to help them maintain their obligations under the County’s various legislative responsibilities. The ASB partners with the province and other partners to provide Rural Extension programming aimed at delivering Alberta’s agriculture environmental sustainability initiatives. Vegetation management constitutes a large portion of the ASB duties, including both mowing and spraying activities on all County owned right of way. Other ASB Vegetation Management areas include Cemeteries, Hamlets, Subdivisions, and County-owned Yards, Grader Camps and Water and Wastewater sites. The Parks department is also an additional service of the ASB.

Lethbridge County actively delivers weed and pest control programs that support agriculture production. Programs are designed to assist producers in both identification and control measures for designated weeds and pests. Weed control efforts give special attention to areas of concern that focus on:

- lands adjacent to the bed and shores of water resource features,
- haul routes to intensive livestock operations and other agricultural/rural businesses,
- CPKC Railway right of ways and,
- Recent road construction projects.

Roadside mowing efforts also contribute to the integrated program as ASB staff operate a fleet of mowers and are given the flexibility to control weed infestations occurring outside the first pass.



Scope of Responsibility

Lethbridge County ASB is responsible for Vegetation Management on all County owned right of way and public areas. Herbicide applications are also performed for Alberta Transportation on all Provincial Highways that are within County Municipal Boundaries.

Level of Service (LOS)

It is the expectation of County landholders, citizens, and the agriculture community that the ASB programs maintain a Level of Service that supports agriculture production and rural living. The Level of Service is achieved through funding for a balance between legislated commitments and the needs of our rural population.

Delivery/Support of the Weed Control Act

Strategy

To control the spread and establishment of noxious and prohibited weeds in Lethbridge County on both private and public land with guidelines provided under the following guidelines and procedures included in Appendix A; Weed Control and Vegetation Management:

- Weed Notices.
- Weed Extension and Inspections
- Leafy Spurge and Knapweed Vegetation Management
- Prohibited Noxious Weed Control
- Seed Cleaning Plants
- Integrated Weed Management

Level of Service Measures

- Two weed inspectors will be continuously appointed.
- 33% of municipal right of way will be sprayed to control regulated weeds. The 33% rotation is illustrated in the Spraying LOS map.
- All newly seeded roads will be mowed on an as needed basis to control weeds until the grass can withstand a chemical application.
- Revisit the GPS (200+) marked weed sites and hand pull or apply herbicide where necessary.
- Enter into a yearly service agreement with Volker Stevin to provide weed control on Alberta Transportation highways in the County. The contract will provide chemical weed control with allocations used on previously identified weed infestation or hot spots. Funding amounts for this service will depend on the Provincial budget.
- Work with the Planning and Development Department to develop a permitting program/system for Solar and other large industrial developments to include submission of vegetation and pest control plans to ensure compliance with the Weed Control and Pest Control Acts.

Delivery/Support of the Agricultural Pests Act

Strategy

To control the spread and establishment of declared pests and nuisances as outlined in the Pest and Nuisance Regulation with guidelines provided under the following guidelines and procedures included in Appendix B Pest Control and Management:

- Surveys
- Norway Rat
- Coyotes
- Skunks
- Live Traps
- Grasshopper Control

Level of Service Measures

- Two (2) pest inspectors are continuously appointed.
- Up to date pest information is available on the County website and in County Newsletters, which are published at least once a year.

Annual Inspections or Trapping Requirements:

- In cooperation with Alberta Agriculture, a total of ten (10) fields are inspected for Clubroot and Virulent Blackleg.
- Two (2) fields will be monitored for Bertha Army Worm.
- Bacterial Ring Rot inspections will take place on potato fields with locations supplied by the Alberta Potato Growers Association.
- Each township in the County will be surveyed for grasshoppers annually.
- Lethbridge County will have a supply of twenty (20) traps for Magpie and Skunk Control.

Delivery/Support of the Soil Conservation Act

Strategy

To prevent or stop soil erosion from occurring as outlined in the Soil Conservation Act with guidelines provided under guidelines and procedures in Appendix C Soil Conservation Management.



Level of Service Measures

- Two (2) soil conservation officers will be appointed.
- All known instances of soil erosion will be inspected.
- Current information on how to control soil erosion will be posted on the County website and will be promoted through the County newsletter and social media.
- Lethbridge County will have available tractors, straw crimper, cultivator with lister shovels and heavy equipment to carry out control measures when necessary.
- Work with the Planning and Development Department to develop a permitting program/system for Solar and other large industrial developments to include submission of soil conservation and plans to ensure compliance with the Soil Conservation Act.

Support of the Animal Health Act

Strategy

To support the Chief Provincial Veterinarian should a disease outbreak occur in Lethbridge County.

Level of Service Measures

Have staff trained on relevant diseases and how to support an animal disease outbreak situation should one occur. Training is provided during mandatory In-Service Training for Members of the Association of Agricultural Fieldmen or other seminars that may occur.

Resource Management/Rural Extension Program

Strategy

To provide rural extension programming that supports rural living and sustainable agricultural practices.

Level of Service Measures

- Collaboration of internal staff to provide Resource Management services and activities.
 - External expertise is leveraged to further support the program, as appropriate.
- Deliver Environmental Farm Plans to County producers.
- Assist producers with Sustainable Canadian Agricultural Partnership Programs.
- Collaborate with various stakeholders and support applied research projects that support sustainable agriculture.
- Work with drag line manure applicators to identify and install culvert road crossings that are mutually beneficial to producers and the County.
- Work with commercial manure applicators to extend Agricultural Operations Practices Act regulations and guidelines regarding appropriate manure management and application.
- Publish three newsletters to support Rural Living and Agricultural Services programs.



- Provide and promote programs to improve Riparian Health in the County
 - Work cooperatively with the four watershed groups.
 - Maintaining open communication with the Oldman Watershed Council, Cows and Fish and other groups and agencies focused on environmental sustainability.

Roadside Mowing

Strategy

To maintain a mowing program that is aesthetically pleasing while also providing: weed control, elimination of sightline issues and snow drift prevention with guidelines provided in Appendix D Roadside Mowing.

Level of Service Measures

- Paved roads will be mowed starting in the beginning of June. Mowing will then be treated on an as-needed basis during the growing season.
- All gravel roads will be mowed twice throughout the growing season commencing in mid- June. If re-growth is minimal a second cut may not be required. Mowing LOS map indicates the dryland areas of the County where a second cut is typically not required in dry years.
- A deeper cut into the ditch is made where heavy weed infestations or excess vegetation that may cause snow drift issues are identified.

Rental Equipment

Strategy

To provide a variety of agriculture related equipment to loan or rent to producers with guidelines provided in Appendix E ASB Rental Equipment.

Level of Service Measures

- The following pieces of equipment will be available: Brillion Drills, Plastic Mulcher, Tree Planter, and Chisel Plow with Lister shovels, Plastic Roller, and Straw crimper.
- Yearly rental rates will be set on an annual basis through the Lethbridge County Schedule of Fees Bylaw #25-001.



Parks, Cemetery, Hamlet, and Subdivision Maintenance

Strategy

To maintain all public areas to a consistent and set standard that Lethbridge County stakeholders can rely on as described in the following Appendix F Parks, Cemetery, Hamlet, and Subdivision Maintenance.

- Parks Vegetation Management
- Playgrounds and Trail Inspection

Level of Service Measures

Parks

- Parks are maintained on an as needed basis from May until October. Cycle times for mowing will vary on moisture conditions, cycling from 10-14 days between maintenance.
- Playgrounds are inspected by staff certified in playground inspection every two months, at a minimum.
- Trail Systems are inspected for safety related issues in the Spring and Fall.
- Enhance and renew playground equipment in cooperation with community groups.

Cemetery

- Cemeteries are mowed twice per year, subject to prevailing drought or excess moisture conditions.
- Mowing events are scheduled by the Supervisor of Agriculture on an "as needed" basis.

Hamlets/Subdivisions

- Hamlets are mowed twice a year, or more, depending on moisture conditions.
- Water and Wastewater Lagoons will be mowed and cleared of woody plants once per year or more depending on regrowth.
- Back-alley gravel levelling is completed, as needed, in the Spring and Fall.

Brushing/Tree Removal/Pruning Program

Strategy

To maintain all Lethbridge County Roadways, Water and Wastewater Lagoons, Parks, and Environmental Reserve land to address overgrowth and hazards created by trees, brush, and general vegetation.

Level of Service Measures

- Three (3) staff members are available for brushing work during the months of November to March when weather conditions allow.
- Priority brushing is completed where intersection obstruction is noted.
- Brushing will only take place from June to October for downed trees or brush caused by adverse weather conditions.
- Tree maintenance is performed in Parks and Environmental Reserves on an on an as needed basis.



Delay of Maintenance Operations

Vegetation Management on public spaces are impacted by multiple factors that can disrupt services and/or affect maintenance operations timelines, such as:

- Unsuitable or inclement weather.
- Equipment breakdowns.
- Intense farm activity causing safety considerations.
- Manpower shortage due to illness or absenteeism.
- Municipal emergencies.
- Public health emergencies (e.g., pandemic).

Conclusion

Lethbridge County ASB activities are a balance between legislated responsibility and levels of service defined by Council as representatives of the public. The ASB Grant, which provides supplemental funding, was renewed for a five-year term in 2025 (i.e., 2025 – 2029), all legislated activity is also set out in this document. 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.



Appendices

Guidelines and Procedures

Appendix A: Weed Control and Vegetation Management

1. Integrated Weed Management
2. Weed Extension and Inspections
3. Weed Notices
4. Leafy Spurge and Knapweed Vegetation Management
5. Prohibited Noxious Weed Control
6. Clubroot Inspection and Control
7. Seed Cleaning Plants

Appendix B: Agricultural Pest Act Policies

1. Surveys
2. Live Traps
3. Norway Rat
4. Coyotes
5. Skunks
6. Grasshopper Control

Appendix C: Soil Conservation Act

1. Soil Conservation Management

Appendix D: Roadside Mowing

1. Roadside Mowing

Appendix E: Rental Equipment and ASB Schedule of Fees

1. ASB Rental Equipment
2. Schedule of Fees/ASB Related Portion of Bylaw #25-001

Appendix F: Parks Policies

1. Parks Vegetation Management
2. Playground and Trail Inspection

Appendix G: Maps

1. Roadside Mowing
2. Roadside Spray Program



Appendix A: Weed Control and Vegetation Management

Guidelines and Procedures

1. Integrated Weed Management

- 1.1. To control weeds in Lethbridge County on a timely basis; to ensure compliance with the Weed Control Act.
- 1.2. Paved and oiled roads receive priority.
- 1.3. Spraying is carried out on a three-year rotation within the County, as follows:
 - Area 1 – All right-of-way west of RR-23-0 north of 519, west of 22-0 south of 519 and west of Highway 4 south of Lethbridge.
 - Area 2 – All right-of-way south and east of the Oldman River and east of Highway 4.
 - Area 3 – All right-of-way east of RR 23-0 north of 519 and south of 519 east of RR 22-0. The areas not scheduled for spraying will receive spot treatment.
- 1.4. Weeds that are too mature to be effectively controlled with chemicals or that are located too close to sensitive crops are mowed to control the spread of seeds. It is recognized that inclement weather could impede implementation of portions of the LOS.
- 1.5. Only chemicals registered for right-of-way use are employed.
- 1.6. Spray truck operators will exclude areas such as farmstead frontages and where canals, drainage channels, sloughs, and ponds encroach on the road allowance. Spray booms are also turned off 100 meters on either side of visible beehives.
- 1.7. Landowners that do not want their road allowances sprayed must visibly post DO NOT SPRAY signage so that operators have sufficient time to react.
- 1.8. "Do Not Spray" signs are available at the Lethbridge County office.
- 1.9. a. Landholders posting "Do Not Spray" must sign a "No Spray Zone" Agreement with Lethbridge County.
- 1.10. The County's rights-of-way are not considered as a "buffer zone" for organic farming purposes.
- 1.11. Operators will only spray when weather and wind conditions warrant and will keep a daily log of roads sprayed, weather conditions, wind direction and speed and the PCP number of the chemical being applied.
- 1.12. Difficult to control noxious or prohibited noxious weeds located in rights-of-way in small, contained infestations are mowed, pulled or hand-sprayed with a selective herbicide registered for control of the specific species involved.
- 1.13. The roadside spraying program is advertised prior to commencement of spray activities.
- 1.14. Roadside spraying is coordinated with roadside mowing to avoid duplication.

2. Weed Inspections

- 2.1. The Weed Inspector will enforce the Provincial Weed Control Act during the growing season from May to September.
- 2.2. The Inspector conducts their duties under the supervision of the Agricultural Fieldman or their designate.
- 2.3. The Inspector will contact landholders to provide weed control extension materials, where necessary.



- 2.4. County employees will always exercise suitable public relation skills when engaging landholders by applying a firm but fair approach.

3. Weed Notices

- 3.1. Notices to remedy a weed problem are issued at the discretion of the Agricultural Fieldman or their designate.
- 3.2. Notices are issued under the provisions outlined in the current Alberta Weed Control Act.
- 3.3. When a landholder demonstrates non-compliance with a weed notice, remedial work will be implemented by the County, or its agents, and all related costs are applied against the landowner.
- 3.4. Where payment is not received for remedial work, the amount owing is placed on the tax roll as an additional levy against the affected lands.
- 3.5. In cases of continued non-compliance, the Agricultural Fieldman, or their designate, may determine that prosecution is the only remaining compliance instrument. In such cases, the ASB Committee will review the case and approve or reject initiation of legal action in a Court of Law.

4. Leafy Spurge and Knapweed

- 4.1. During the growing season, the ASB will send operators to systemically survey, map and treat Knapweed and Leafy Spurge within the bed and shore and vacant public lands adjacent to water resource features.
 - 4.1.1. The County is compensated for costs associated with the water resource protection program through the ASB grant and a grant from Alberta Environment and Protected Areas.
- 4.2. Landowners adjacent to the bed and shore are encouraged to treat infestations of these weeds on their land. Where necessary, the County's Weed Inspector provides information to help landholders achieve effective results.
- 4.3. If the landowner does not respond to treatment requests for these species, a weed notice will be issued.

5. Prohibited Noxious Weeds

- 5.1. When a prohibited noxious weed infestation is discovered or reported, the County will conduct a thorough inspection to determine the area affected and the number of plants present.
- 5.2. Where necessary, the affected landholder is issued a Weed Notice, as outlined under the Weed Control Act.
- 5.3. Where the landholder is provided with the option to treat infestations occurring in row cropped fields.
- 5.4. The landholder is obliged to hand rogue or spot spray, as many times as the Weed Inspector deems necessary, to destroy all prohibited noxious plant material.
- 5.5. Spot spraying must be with a non-selective herbicide registered for control of the prohibited noxious weed.
- 5.6. All impacted plant material must be disposed of as directed by the Weed Inspector.
- 5.7. Where the weed inspector determines that:
 - 5.7.1. Roguing or spot spraying a prohibited noxious weed occurring in a row crop is not feasible, or
 - 5.7.2. The noxious weed infestation eradication was not conducted effectively.

- 5.8. The affected area will, at the discretion of the Agricultural Fieldman, be the eradicated of all vegetation within the infested area though:
 - 5.8.1. The application of a non-selective herbicide to the entire infested area or,
 - 5.8.2. By plowing under the entire infested area.
- 5.9. Harvest of a previously affected row crop field must be supervised by the Weed Inspector to reduce potential cross-contamination risks.
- 5.10. Eradication methods for prohibited noxious weed infestations identified in non- row cropped areas are determined by the Weed Inspector.
- 5.11. Persons failing to comply with a noxious weed notification are subject to the provisions set out under the Weed Control Act.

6. Clubroot Inspection and Control

- 6.1. Field Surveys
 - 6.1.1. Yearly inspections for Clubroot in Canola are completed by Agricultural Services Staff.
 - 6.1.2. Clubroot survey method, sampling technique, reporting and calculation of disease incidence must follow standard protocols provided by the Alberta Clubroot Management Committee.
 - 6.1.3. Positive identification of Clubroot in canola shall be confirmed by certified laboratory testing. Submit samples to two independent accredited laboratories.
- 6.2. Disease Spread Reduction
 - 6.2.1. A "Notice to Control Pests" shall be issued to any landowner found to own the land infested with clubroot, pursuant to the Agricultural Pests Act.
 - 6.2.2. The "Notice to Control Pests" may include any or all the following conditions:
 - A four-year prohibition from growing canola, mustard, and brassica crops.
 - Following the four (4) year prohibition period, the landholder must notify the Agricultural Fieldman, in writing, of their intent to grow canola variety. Whereby, the canola must be a registered clubroot resistant variety.
 - An owner or occupant must follow a Clubroot Management Plan, intended to reduce the spread of the disease through movement of soil or equipment¹.
 - All other users of the said field(s) must adhere to the same best management practices for Clubroot sanitation.
 - Prohibited crops grown within the four-year prohibition period will be destroyed, at the expense of the grower, using any appropriate means.
 - All neighboring landowners and all industries having genuine commercial interest will be notified of the confirmed positive Clubroot incidence and its location.
 - Canola growers in high-risk situations/locations should follow traditional Canola rotation recommendations (1 in 4 years) to reduce the risk of Clubroot introduction to clean fields.
 - Lethbridge County will review these guidelines and procedures within one year of a positive Clubroot result with the County.



7. Seed Cleaning Plants

- 7.1. Seed cleaning plants in the County and City of Lethbridge, or Village or Town whose borders are surrounded by the County will be inspected, as outlined in the Weed Control Act, Seed Cleaning Plant Regulations.
- 7.2. Seed plants are inspected once a year by the Agricultural Fieldman, or their designate.
- 7.3. A minimum of 20 samples per plant will be collected randomly throughout the year.
- 7.4. License issuance is based on test results, in conjunction with the licensing form provided under the Seed Cleaning Regulations of the Weed Control Act.

Appendix B: Pest Control and Management

Guidelines and Procedures

1. Surveys

- 1.1. At the request of senior government, agricultural pest surveys are undertaken by ASB staff for diseases such as the Blackleg and Clubroot in Canola, Ring rot in Potatoes, Fusarium in cereals and the Grasshopper Forecast survey.
- 1.2. The Agricultural Fieldman will negotiate survey methodology and cost share agreements prior to any survey being undertaken.
- 1.3. Surveys are completed with consideration to optimum survey timing, accounting for competing county programs and staffing needs.

2. Live Traps

- 2.1. Live traps are available to County landowners or lessees to enable control of Magpies, Raccoons, or Skunks.
- 2.2. A "Use Agreement," valid for 30 days, is required to obtain a live trap. The agreement includes the name, address, legal land description, telephone number and signature of the responsible landowner or lessee.
- 2.3. The landholder is charged for Live Traps in accordance with the Schedule of Fees Bylaw.

3. Norway Rat

- 3.1. All valid, reported sightings of a Norway Rat are investigated immediately.
 - 3.1.1. The validity of Norway rat sightings is determined by the Agricultural Fieldman or their designate.
- 3.2. Where the investigation identifies a positive sighting, where the animal(s) cannot be readily eradicated, the Provincial Rat Specialist will be contacted for assistance.
- 3.3. Lethbridge County will contact the individual(s) who originally submitted the sighting to disclose the outcome of the investigation.



4. Coyotes

- 4.1. All complaints involving Coyote predation on domestic livestock will be investigated as soon as is feasibly possible.
- 4.2. The investigating officer, as outlined under the Agricultural Pests Act, will determine the best method for eliminating the predator responsible.
- 4.3. The appropriate forms must be completed prior to issuance of pest control devices, such as poison or snares.
- 4.4. In particularly difficult cases the Provincial Predator Control Specialist will be contacted to assist the producer.

5. Skunks

- 5.1. All complaints involving skunks behaving abnormally are dealt with immediately. Residents in rural areas are encouraged to eliminate the skunk immediately, preferably without destroying the head or brain.
- 5.2. Where the resident is unable, for any reason, to eliminate the animal, the investigating Officer will trap or eliminate any skunk(s) behaving abnormally on behalf of the complainant.
- 5.3. The Provincial Wildlife Disease Specialist will be contacted to assist with having the animal tested. Results obtained from the Animal Disease Research Institute (ADRI) will be shared with the complainant.
- 5.4. Where positive results are established, the Provincial Wildlife Disease Specialist will cooperate with Canadian Food Inspection Agency (lead agency), the Agricultural Fieldman and ADRI to organize the necessary control measures.
- 5.5. Live traps are available to residents wishing to remove nuisance skunks from their property. Live traps issuance is provided in accordance with the Schedule of Fees Bylaw.

6. Grasshopper Control

- 6.1. Lethbridge County will cooperate with landholders wishing to control the severity of grasshopper infestations on adjacent County owned rights-of-way.
- 6.2. Landholders planning to perform grasshopper control on County owned right-of- way must have approval from the Agricultural Fieldman or their designate.
- 6.3. Grasshopper control methodologies must use procedures that minimize risks to road users/traffic.
- 6.4. Applicants for grasshopper control on County lands must include a signed waiver agreement prior to execution of county implemented control measures.
- 6.5. Grasshopper control approvals are issued where pest numbers are above the economic threshold, as per provincial guidelines.
- 6.6. Control methodologies must follow label directions provided for an approved pesticide brand formulation registered for use on grasshoppers.



Appendix C: Soil Conservation Management

Guidelines and Procedures

1. Soil Conservation

- 1.1. Lethbridge County's ASB recognizes the protection of soil quality and integrity is vital to agricultural, environmental, and human sustainability.
 - 1.1.1. Alberta's Soil Conservation Act, its associated regulations, as periodically amended, provide the legislated mandate to prevent loss or deterioration of the soil resource.
 - 1.1.2. The County is authorized by the province to enforce the Soil Conservation Act
- 1.2. Soil Conservation notices are issued at the discretion of the Agricultural Fieldman or their designate.
- 1.3. When a notice is issued, non-compliance may result in remedial work, either by the County or a Contractor designated by the County.
- 1.4. Remedial work may include mitigation work in the affected field(s) or removal of resulting soil deposits in County owned roadways or drainage ditches.
- 1.5. When remediation of County owned/controlled ditches is deemed necessary, the landholder will be notified prior to commencement of the work, including an estimate of cost.
- 1.6. Costs for the work are calculated using current Alberta Roadbuilders and Heavy Construction Association rates as authorized by the County's Schedule of Fees bylaw.
- 1.7. Upon completion, costs for the remedial complete by the County or its contractor, the legally titled landholder is issued an invoice.
- 1.8. Where the invoice is not paid on or before the due date, the amount will be subject to penalties and interest charges.
- 1.9. All outstanding invoices 120 days or more overdue will be placed on the County tax roll and collected based on County Tax bylaws and policy.
- 1.10. In cases of continued non-compliance, the Agricultural Fieldman or their designate. may determine that prosecution is the only remaining compliance instrument. In such cases, the ASB Committee will review the case and approve or reject initiation of legal action in a Court of Law.



Appendix D: Roadside Mowing

Guidelines and Procedures

1. Roadside Mowing

- 1.1. This program is developed, planned, and implemented by the Agricultural Department, in conjunction with Public Works operations.
- 1.2. Paved or oiled roads are mowed beginning in June, on an as-needed basis, during the growing season.
- 1.3. If necessary, all gravel roads will be mowed twice throughout the growing season, commencing in mid-June.
 - 1.3.1. Where re-growth is minimal, a second cut may not be required.
 - 1.3.2. Inclement weather, such as heavy rain events or early winter, could prevent the completion of the program.
- 1.4. Grader operations are coordinated and implemented in a manner that minimizes interference with and efficiency of mowing operations.
- 1.5. Roadside spraying operations are coordinated and implemented in a manner that minimizes interference with and efficiency of mowing operations.

Appendix E: ASB Rental Equipment

Guidelines and Procedures

1. Rental Equipment

- 1.1. ASB rents equipment for use exclusively on land located within Lethbridge County boundaries.
- 1.2. A current ASB rental equipment list and fees are advertised annually.
- 1.3. A chronological applicants list is maintained, and equipment distribution is provided on a first come, first-serve basis, as near as practical.
- 1.4. County personnel are responsible for moving rental equipment to and between farms.
- 1.5. The applicant is responsible to service, clean and maintain rental equipment, as necessary, before it is returned to the County and/or passed onto the next applicant.
- 1.6. The applicant will provide suitable equipment and competent personnel to operate County equipment.
- 1.7. Customers are assessed fees on a per acre or maximum daily charge, as specified by the Schedule of Fees Bylaw, at the discretion of the County.
- 1.8. The program is evaluated annually to implement necessary LOS or guideline changes.

Appendix F: Parks, Cemetery, Hamlet, and Subdivision Maintenance

Guidelines and Procedures

1. Parks

- 1.1. County Parks maintenance is the responsibility of the Agricultural Department.
- 1.2. The Parks department consists of the following:
 - 1.2.1. All municipal designated hamlet playgrounds and equipment.
 - 1.2.2. Municipal designated green space and walking paths.
 - 1.2.3. Inactive municipal school yards.
 - 1.2.4. Cemetery maintenance at Elinor, Albion Ridge, White Lake, and Barons cemeteries.

2. Playground & Trail Inspection

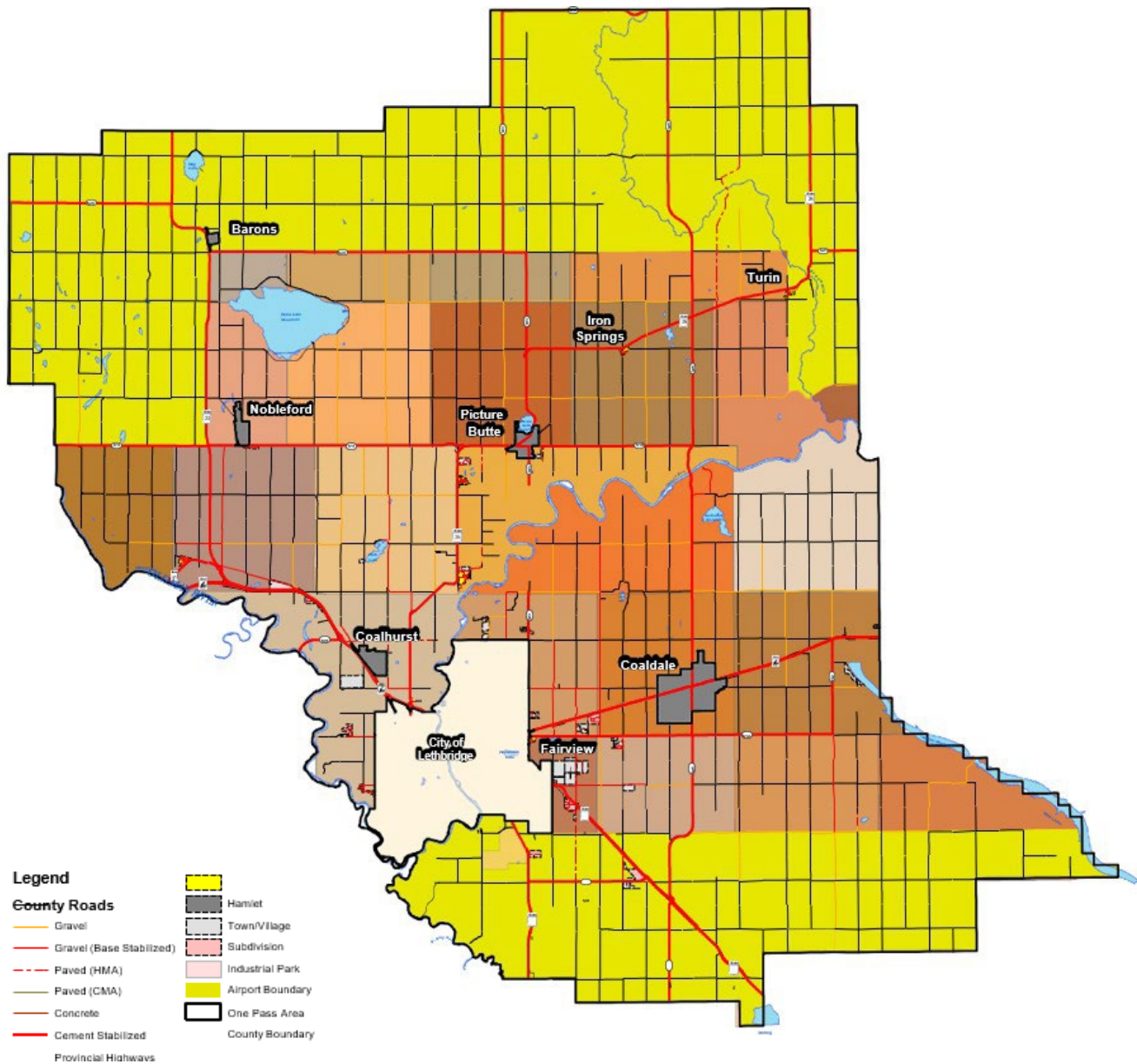
- 2.1. Playgrounds are inspected by staff certified in playground inspection every two months, at a minimum.
- 2.2. Lethbridge County trail systems are inspected by a department staff member on a semi-annual basis.
- 2.3. Inspections are recorded on the appropriate forms, including:
 - 2.3.1. Hazardous or potentially hazardous conditions.
 - 2.3.2. Corrective action required or taken to address identified hazards.
 - 2.3.3. Inspection date and inspector's signature.
 - 2.3.4. Inspection forms are submitted to the Agricultural Fieldman for review and coordination of necessary actions.

3. Supplemental

- 3.1. Playground equipment and Trails are also inspected by County crews during maintenance activities.
- 3.2. All equipment, facility and trail deficiencies identified by County maintenance crews are recorded and, wherever possible, corrected immediately.
- 3.3. Any debris, broken glass, foreign objects, etc. are removed from the site during inspection or maintenance activities.
- 3.4. Where identified deficiencies cannot be corrected immediately:
 - 3.4.1. The inspector or maintenance crew will erect caution tape to isolate the affected area.
 - 3.4.2. In such cases, qualified staff will be notified immediately to schedule the necessary corrective action as soon as is feasibly possible.

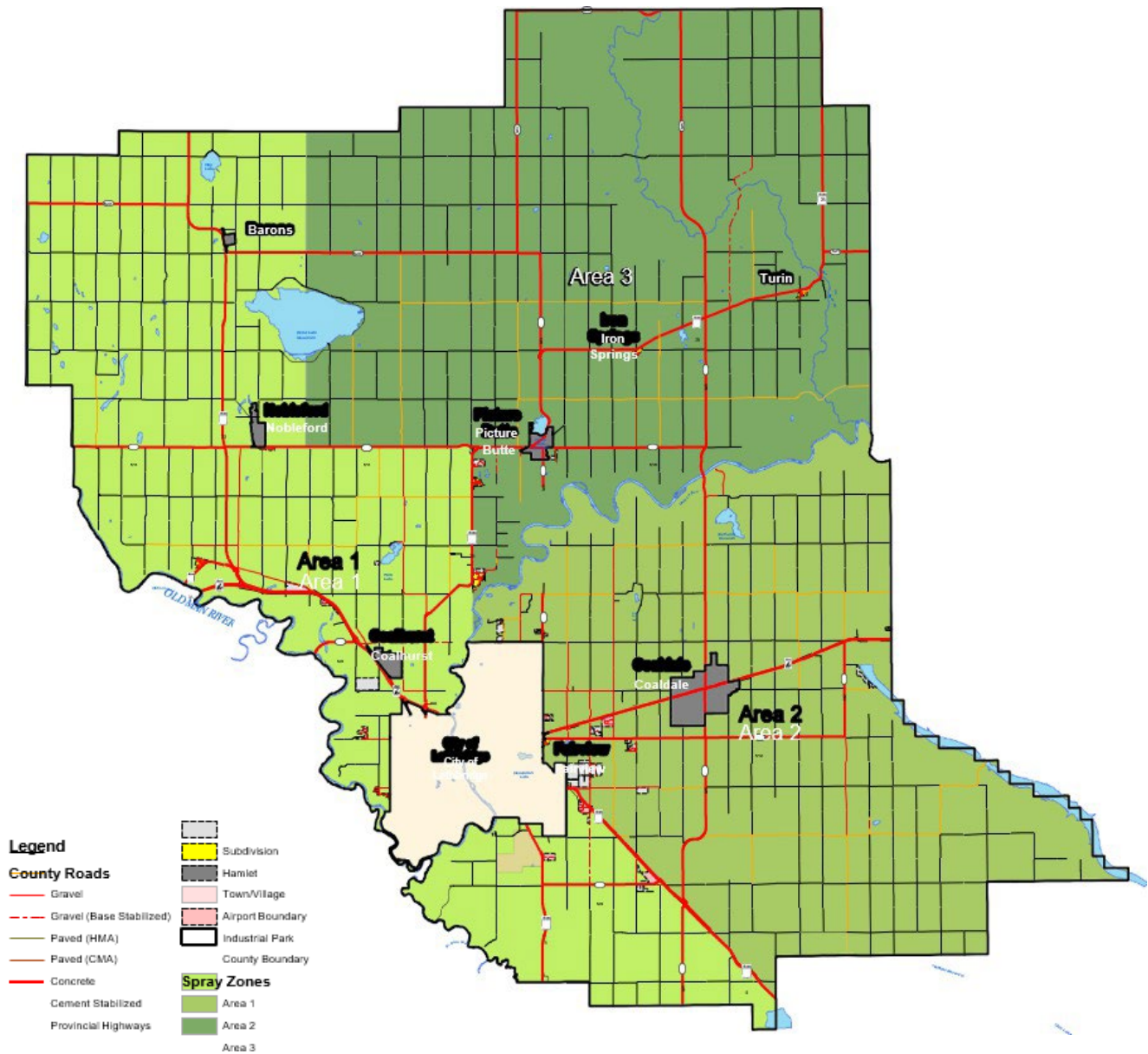


Lethbridge County Roadside Mowing – Map





Lethbridge County Roadside Spraying – Map



AGENDA ITEM REPORT



Title: 2025 Stirling Wind Benefit Project Funding Allocations
Meeting: Council Meeting - 17 Apr 2025
Department: Corporate Services
Report Author: Hailey Pinksen

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 01 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

In 2023, County was contacted by Potential Renewables Inc. regarding community funding through the Stirling Wind Project. The program has been developed as part of their community relations commitment and provides contributions back to the communities in which their wind turbines are constructed. An agreement regarding Stirling Wind Project was approved by Council at the September 21, 2023 Council meeting.

Lethbridge County, has 14 turbines and has received \$15,217 for the total 2025 contribution, with 40% (\$6,086) to be funded as part of the open allocation as outlined within the agreement. The balance, \$9,130.20 is meant for the fixed allocation portion of the agreement such as scholarships.

RECOMMENDATION:

That County Council approve the Stirling Wind Project Community Benefit Fund Open Allocation portion in the amount of \$6,086.80 to the following recipients as follows:

Fresh Start Recovery Centre - \$1,217.36
Friends of St. Joseph's School - \$1,217.36
Interfaith Food Bank Society of Lethbridge - \$1,217.36
Kinette Club of Coaldale - \$1,217.36
Lethbridge Therapeutic Riding Association - \$1,217.36

REASON(S) FOR RECOMMENDATION(S):

The recommendation has been made based on the the open allocation funding breakdown and input provided by Potenita Renewables Inc.

PREVIOUS COUNCIL DIRECTION / POLICY:

In 2024, Council approved funds for the following five organizations:

Bee Hive Child Care
Diamond City Citizens Association
Home and School Board St. Catherine's
McNally Community Association
Holy Spirit Catholic School

BACKGROUND INFORMATION:

As per the agreement, under Article 5, the open allocation portion of the Community Benefit Fund will be distributed each year based on 40% of the annual contribution being (\$6,086.80/annum).

The Open Allocation application process has since closed and all 14 applications were submitted for review and to determine eligibility by Potentia Renewables Inc. as the provider of the Stirling Wind Grant Funds. Their allocation recommendations are included below.

APPLICANT	PROJECT	FUNDING REQUEST	RECOMMENDED FUNDING
Fresh Start Recovery Centre	Fresh Start Run for Recovery	\$2,000	\$1,217.36
Friends of St. Joseph's School	Basketball Court	\$10,000	\$1,217.36
Interfaith Food Bank Society of Lethbridge	Kitchen Equipment Purchase	\$8,800	\$1,217.36
Kinette Club of Coaldale	Kinsmen Park Revitalization	\$10,000	\$1,217.36
Lethbridge Therapeutic Riding Association	Adaptive Cart Aquisition	\$10,000	\$1,217.36
TOTAL		\$40,800	\$6,086.80
AVAILABLE BALANCE		(\$6,086.80)	(\$6,086.80)
UNFUNDED PORTION		\$34,713.20	\$0

Council does have the authority to adjust the allocations as they see fit, with notification of any changes provided to Potentia Renewables. Additionally, council can also add funds from its own resources should they decided to do so. These funds are separate from the fixed funding portion for scholarship purposes.

ALTERNATIVES / PROS / CONS:

As the County has an agreement for the funding, the funds must be allocated, however Council does have the following options:

- Council could amend the applications as they see fit.
- Council can add funding from its own resources.

FINANCIAL IMPACT:

There is no additional cost to the County based on the proposed funding allocation, the 2025 grant funds have been received.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Stirling Wind Project Agreement](#)

COMMUNITY BENEFITS AGREEMENT

THIS AGREEMENT dated as of the 1st day of November (the "Execution Date"), 2023.

BETWEEN:

STIRLING RENEWABLE ENERGY LP, a limited partnership registered in the Province of Alberta, by and through its General Partner, **STIRLING WIND PROJECT LTD.**, a corporation incorporated pursuant to the laws of the Province of Alberta, (the "**Proponent**");

and

LETHBRIDGE COUNTY,
a county in the Province of Alberta, (the "**Recipient**")

WHEREAS

- A. The Proponent is developing an approximately 113-megawatt (MW) wind energy facility known as the Stirling Wind Project (the "**Project**") located, in part, within the Recipient's geographical boundaries.
- B. In recognition of the Proponent's community relations efforts the Proponent desires to provide certain contributions more particular described herein for the benefit of the Recipient and its residents in accordance with the terms of this Agreement.
- C. The Parties wish to set out the terms and conditions under which the Annual Contributions will be paid to the Recipient and the terms and conditions upon which the Community Benefit Fund will be established and administered.

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency which is hereby acknowledged, the Parties agree with each other as follows:

Article 1 - Definitions

- 1.1 In this Agreement, in addition to terms defined elsewhere in this Agreement, the following terms have the following meanings:
 - (a) "**Acting improperly**" means to act in breach of a duty of good faith, impartiality or trust;
 - (b) "**Agreement**" means this Agreement, including all Schedules, as it may be confirmed, amended, modified, supplemented or restated by written agreement between the Parties;

- (c) "**Annual Contributions**" shall mean Fifteen Thousand Two Hundred and Seventeen (\$15,217.00) Canadian dollars;
- (d) "**Anti-Corruption Laws**" means all applicable anti-corruption laws, including but not limited to, the *Corruption of Foreign Public Officials Act* (Canada), the *Criminal Code* (Canada), and any other similar legislation in any jurisdiction;
- (e) "**Arm's length**" has the meaning ascribed thereto in the *Income Tax Act* (Canada);
- (f) "**COD**" means the date on which commercial operation of the Project is attained within the meaning of a PPA. The expected COD is December 31, 2023. The Proponent will notify the Recipient of COD upon meeting this milestone;
- (g) "**Community Benefit Fund**" has the meaning ascribed thereto in Section 4.1;
- (h) "**Council**" means the council of the Recipient;
- (i) "**Effective Date**" means the date first above written;
- (j) "**Expenditure Application**" has the meaning ascribed thereto in Section 4.4;
- (k) "**Fixed Allocation**" has the meaning ascribed thereto in Section 5.1(a).
- (l) "**Government Official**" means:
 - (i) any officer or employee of a government or public international organization or any department or agency thereof or any government- owned or controlled entity (including government owned enterprises);
 - (ii) any person acting in an official function or capacity for a government or public international organization;
 - (iii) any person who holds a legislative or judicial position of any kind;
 - (iv) any political party or party official, or political office candidate;
 - (v) any individual who holds or performs the duties of an appointment, office or position created by custom or convention, including, tribal leaders and members of royal families;
 - (vi) public bodies performing a function of government and representatives thereof (including bands under the Indian Act (Canada) and the chief and council thereof);
 - (vii) any person who holds themselves out to be the authorized intermediary of a Government Official; and
 - (viii) includes any person not dealing at arm's length with any of the foregoing.

- (m) **"Open Allocation"** has the meaning ascribed thereto in Section 5.1(b);
- (n) **"Parties"** means the Proponent and the Recipient and "Party" shall mean either or both of the Parties as the context requires;
- (o) **"PPA"** means a Power Purchase Agreement and/or an Offtake Agreement entered into between Proponent and third party purchaser.
- (p) **"Project"** has the meaning set forth in the Recitals hereof;
- (q) **"Proponent Marks"** has the meaning ascribed thereto in Section 8.7;
- (r) **"AESO"** means the Independent System Operator, a not-for-profit corporation established under the Electric Utilities Act, SA, c E-5.1, operating as the Alberta Electric System Operator;
- (s) **"Term"** has the meaning ascribed thereto in Section 2.1; and
- (t) **"Turbine"** means an individual wind turbine installed as part of the Project for the purposes of producing electric energy.

Article 2 - Term

- 2.1 Subject to Section 2.2, this Agreement shall become effective on Effective Date and shall continue thereafter for a period expiring on the earlier of (i) the date which is 25 years following COD; and (ii) the day all the turbines in the Project are decommissioned (the **"Term"**).
- 2.2 Notwithstanding anything to the contrary in this Article 2, if the COD does not occur within three (3) years of the Effective Date, this Agreement shall terminate and be deemed to be null and void and of no further force or effect.

Article 3 –Annual Contributions by the Proponent and Community Support

3.1 Annual Contributions:

- (a) Subject to the terms and conditions contained herein, commencing within 90 calendar days of COD, and continuing annually within 90 calendar days of the anniversary of the COD throughout the Term, the Proponent agrees to pay the Recipient the Annual Contribution.
- (b) The Annual Contribution for any year in the Term less than 365 days shall be prorated using the percentage that the numbers of days in such year of the Term, as applicable, is to 365.
- (c) Notwithstanding anything to the contrary in this Agreement, the Annual Contribution shall not be payable by the Proponent for any year during the Term in which there exists an event or circumstance (other than ordinary course and scheduled maintenance) that

the Proponent determines has resulted in the loss or material inability of the Project to produce power for at least half of such year which affects 25% or more of the Turbines.

3.2 Community Support:

- (a) In the event that the Recipient (i) proposes or passes a bylaw or authorizes any other municipal action that (1) discriminates against the Proponent, or (2) violates applicable laws, or (ii) defaults under any applicable road use agreement, or (iii) engages in conduct in bad faith in a manner that materially interferes with, unduly delays or frustrates the Proponent's ability to construct, reconstruct, replace, use, monitor, maintain, operate, relocate and/or remove the Project, then the obligation of the Proponent to pay the any Annual Contribution shall be at an end and of no further force and effect.
- (b) The Recipient and the Proponent shall work cooperatively throughout the Term, including meeting at least once each year, to develop and review plans for ensuring that the Proponent is appropriately recognized by the Recipient and its residents for the financial contribution made by the Proponent to the Community Benefit Fund for the betterment of the community.
- (c) Without limiting the generality of the foregoing, the Recipient and the Proponent shall consult and agree on specific protocols for public recognition and branding of initiatives financed in large part from the Community Benefit Fund. For the purpose of publicly recognizing and branding initiatives financed using the Community Benefit Contributions received from the Proponent, the Recipient shall ensure that such level of public recognition and branding is commensurate with the amount that such financing is to the total cost of the particular initiative. In no event shall funds spent on any public recognition and branding exceed \$500.00 per year, unless both the Proponent and Recipient agree in writing.

Article 4 - Creation and Administration of Community Benefit Fund

- 4.1 The Recipient agrees to establish a segregated community benefit fund (the "**Community Benefit Fund**") financed solely by the Annual Contributions made by the Proponent. Subject to the limitations set forth in Section 4.2, the Community Benefit Fund shall be utilized in any lawful manner by the Recipient in its discretion provided that such uses shall be exclusively for the benefit of the Recipient and its residents.
- 4.2 The Parties acknowledge and agree that the Proponent has certain legal, regulatory and business standards and company policy interests with respect to anti-bribery matters and Anti-Corruption Laws. Therefore, the Recipient agrees that the Community Benefit Fund and the Annual Contributions received by the Recipient pursuant to this Agreement shall not be used for any unlawful, improper or unethical purpose, including the provision of benefits to the Recipient's employees, representatives or consultants or other such persons who have or could reasonably be perceived as having any improper conflict of interest with the Recipient or its elected or appointed representatives that could, in each case, give rise to perceptions of corruption or conflict of interest. For certainty, and without limiting the generality of the foregoing, the Recipient acknowledges and agrees that the Community Benefit Fund shall not

be used in respect of:

- (a) the provision of any payments, compensation or benefits of any kind to elected officials, officers, employees, contractors, volunteers and agents of the Recipient, or to any person not dealing at arm's length with any of the foregoing including, without limitation, family members of such persons; and
 - (b) the provision of any payments or expenditures by the Recipient in respect of general operating expenses of the Recipient (*provided*; that the Community Benefit Fund may be used in respect of direct expenses incurred by the Recipient for administration of this Agreement including, without limitation, advertising, photocopying, postage and stationery);
- 4.3 By way of example, and without in any way impeding the generality of the limitations set forth immediately above, the Community Benefit Fund is intended to fund community projects, events, or other one-time capital improvements from which the Recipient and its residents will realize a benefit.
- 4.4 Subject to Section 4, all proposed expenditures or application of funds from the Community Benefit Fund shall require approval by the Council in a public forum and shall necessarily include a written report detailing such approved expenditures or application of funds. The Recipient shall, by no later than May 30 of each year of the Term following the first year that an Annual Contribution is received by the Recipient provide a written report to the Proponent of monies received and expenditures made out of the Community Benefit Fund, including a detailed description of the initiatives on which the funds were spent, during the preceding year. The Recipient shall not be obligated to approve or distribute one hundred percent (100%) of the funds related to any Annual Contribution in any year of the Term and such funds may accrue up to an aggregate maximum amount of Fifty Thousand (\$50,000.00) Canadian Dollars and be distributed in subsequent years of the Term in accordance with this Agreement.
- 4.5 If the Recipient proposes to use the Community Benefit Fund for an expenditure which, notwithstanding the primary intention of the expenditure being for the benefit the Recipient and its residents, may reasonably be considered as a real or apparent impropriety or corruption, conflict of interest, illicit use of influence, offering or soliciting improper payment to any Government Official or to any person to influence that or another person to act in breach of a duty of good faith, impartiality or trust, to reward the person for acting improperly, or where the recipient may be considered to be acting improperly by receiving the thing of value, then the Recipient agrees that it shall, prior to submitting the proposed expenditure to Council in accordance with Section 4.3, first submit an application to the Proponent for the Proponent's prior written approval of such expenditure (the "**Expenditure Application**"). In reviewing the Expenditure Application, the Proponent may request (subject to applicable laws) any additional information from the Recipient that it deems necessary to inform the Proponent of such application and render its decision in respect of the Expenditure Application. The Proponent covenants and agrees to review any Expenditure Application and render its decision in a commercially reasonable time period.
- 4.6 Upon reasonable notice to the Recipient, the Proponent shall have the right to inspect all

records created and maintained which relate to the transactions undertaken by the Recipient with regard to the Community Benefit Fund.

- 4.7 The Parties acknowledge that the Annual Contributions and the Community Benefit Fund established pursuant to this Agreement:
- (a) have not been, or will not be, paid by the Proponent to secure any improper advantage applicable to the activities under this Agreement or the Project or applicable to either of the Parties or their respective affiliates in relation to the activities under, or funds paid or distributed under, this Agreement, in respect of the Community Benefit Fund;
 - (b) shall not be construed to create any obligation (including any obligation of favourable treatment) of the Recipient to the Proponent, except as specifically set out herein; and
 - (c) are for the overall benefit of the Recipient and its residents and in recognition of the Proponent's community relations efforts.
- 4.8 It is understood that any contracts entered into between the Proponent and the Recipient are not intended to secure any improper advantage for the Proponent under this Agreement or with respect to the Project.
- 4.9 The Parties have not made, offered or accepted, and shall not make, offer or accept, any payment, gift, promise or other advantage, whether directly or through affiliates or intermediaries, in violation of the anti-bribery laws or Anti-Corruption Laws applicable to the activities under this Agreement or in respect of the Project.

Article 5 – Annual Contribution General Guidelines

- 5.1 The Community Benefit Fund will be distributed as follows each year:
- (a) 60% of the Annual Contribution \$(9,131.00)/annum) to be fixed (“**Fixed Allocation**”) for distribution as per section 5.2 below;
 - (b) 40% of the Annual Contribution (\$6,086.00/annum) to be distributed through an open application process (“**Open Allocation**”).
- 5.2 The Fixed Allocation shall be distributed in the following manner:
- (a) Environmental Education: a minimum of two environmentally focused programs will be conducted in Lethbridge County schools, with reasonable efforts to prioritize R.I. Baker Middle School, John Davidson School and Kate Andrews High School, each year, preferably one entire middle school grade and one high school grade (i.e.: Grade fives and elevens). The full cost of this program will be covered by the fund and the provider of the program will be agreed upon by the Recipient and Proponent. Annual maximum \$4,000.00.
 - (b) University or College Scholarships: a minimum of one scholarship to be awarded to high achieving student(s) currently enrolled in Lethbridge County schools with

reasonable efforts to prioritize Kate Andrews High School, that are attending an accredited University or College in Canada or the United States, ideally in the field of Science, Technology, Engineering or Mathematics, the following year. Annual maximum per scholarship: \$2,000.00. Annual maximum for all scholarships: \$4,000.00.

- (c) Community Fee Assistance Program: a subsidy program to provide funds directly to programs on behalf of eligible individuals to access recreation, arts, libraries, culture programs or activities (i.e.: swim passes/lessons, arts. or sport program registration (formal or drop-in); or community provided transportation for necessities or programs (i.e.: handi-bus vouchers/passes). Barons Eureka Warner Family and Community Support Services will administer the Community Fee Assistance Program, and in doing so establish parameters for eligibility, application process and complete list of eligible expenses.
- (d) Where funds remain after the fulfillment of section 5.2a and b. above, or where a suitable program cannot be provided the balance of the fixed allocation funds may be made available through the Community Fee Assistance Program or Open Allocation process. Recipient will notify Proponent if funds are unable to be allocated per section 5.2a and b.

5.3 The Open Allocation process is detailed below:

- (a) Applications will be accepted from any locally based registered organization or party on an annual basis. Complete applications must be submitted to the Recipient prior to March 1st of each calendar year. Applications will be created and provided on the Recipient's website. A link to the applications will also be inserted on the Proponent's website.
- (b) Open Allocation funding recommendations will be made by the Recipient's Community Services Coordinator in cooperation with a representative of the Proponent with final approval by Recipient's Council. A representative of the Proponent will be invited to review the Open Allocation applications by March 15 and recommend applications to the Recipient by April 15.
- (c) Any funding that is not allocated will be reallocated to the Community Fee Assistance Program or carried over to the next intake.

5.4 Open Allocation funding categories include

- (a) Environmental enhancement - projects, events or initiatives that improve environmental quality, reduce environmental degradation, or increase community awareness of environmental issues
- (b) Social Welfare – projects, events or initiatives that provide support to at-risk groups or individuals within the community

- (c) Arts & Culture - projects, events or initiatives that celebrate local artists or culture or provide opportunities for groups or individuals to experience or create art
- (d) Health and Wellness - projects, events or initiatives that promote healthy lifestyles and choices and general community wellness
- (e) Education & Science - projects, events or initiatives that support learning and use of technology and innovation to improve the community
- (f) Emergency Relief - projects, events or initiatives that support individuals or businesses to adapt or recover from emergency situations.
- (g) Applications will be required to submit the appropriate form and provide any details deemed necessary by the Recipients review committee.
- (h) Fixed and Open Allocation funding decisions will be announced by June 15th, and all applicants will be advised in writing of the status of their application. All Fixed and Open Allocation funding decisions will be approved by the Recipient's Council.

Article 6 – Annual Contribution General Eligibility, Approval and Accountability

5.5 Eligible organizations or parties based in the Recipients geographical boundaries include:

- (a) Charitable organizations registered with CRA
- (b) Registered or incorporated not-for-profit organizations, under the Agricultural Societies Act, The Alberta Societies Act or Part 9 of the Companies Act, in good standing
- (c) Schools
- (d) Individuals or groups at the discretion of the Recipient and Proponent

5.6 Funding is not intended for ongoing operations or expenses, but to fund projects, special events or initiatives. Projects should be generally available to or benefit the community as a whole and funding should be utilized within an 18-month period from approval. Projects fulfilling more than one funding category and/or located within the Palliser School Division and Lethbridge County boundaries will be given preference. Funding can be provided for any amount between \$100 and \$10,000 annually. Examples include educational programs, capital projects or equipment (i.e.: community garden enhancements, school upgrades, playgrounds, seniors centre), community events related to funding categories (i.e.: Farmer's Market, Long Table, Culture Days, Children's Festival, Music or Art festivals), or initiatives (i.e.: Holiday Train, Plein Air Paintout, Artisan Markets, etc.).

5.7 Ineligible projects, organizations and parties include:

- (a) Individuals or individual pursuits unless approved by Council for consideration
- (b) For profit organizations

- (c) Projects occurring outside Lethbridge County or surrounding area
- (d) Sporting events, tournaments, bonspiels, etc.
- (e) Third party fundraisers or fundraising events
- (f) Conferences, trade shows, conventions (unless directly related to the funding categories)
- (g) Private foundations
- (h) Expenses incurred prior to project approval

5.8 The following factors shall be considered during the approval process:

- (a) Community enhancement/enrichment
- (b) Environmental protection/enhancement
- (c) Overall community impact
- (d) Efficient use of funds

5.9 Accountability of Funds:

- (a) Applicants provided financial support in amounts of \$1,000 or greater, pursuant to this policy will be required to provide a report on their project including how the funds were expended and the benefits to the community and their participants.
- (b) The program, event or activity will be undertaken without alteration from the description in the application.
- (c) The entire amount of financial support provided must be used exclusively for the program, event or activity identified in the application.
- (d) If the organization is unable to conduct the program, event or activity in the current year, a written letter of request for an extension must be submitted. If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the County.
- (e) The support of the County and Stirling Wind shall be recognized during the program, event or activity in the manner described in the application.
- (f) Programs, events, and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

- (g) Organizations receiving support pursuant to this policy must repay to the County any unexpended portion of the funds provided, or any amounts expended for the purposes other than those specified in the application.

Article 7 - Representations, Warranties and Covenants of the Recipient

7.1 As of the date hereof and throughout the term of this Agreement, the Recipient represents, warrants, and covenants to and with the Proponent that:

- (a) the Recipient has obtained approval and has authority to execute and deliver this Agreement and to perform its obligations hereunder;
- (b) this Agreement has been duly executed and delivered by the Recipient and constitutes a valid and binding obligation of the Recipient enforceable against it in accordance with its terms;
- (c) the existence of this Agreement and the commitments under this Agreement will in no way influence or be considered by the Recipient in connection with its decision- making processes relating to any decisions concerning the Proponent or in respect of the issuance of any permits or approvals by the Recipient for which it could exercise influence over either for or against the Proponent;
- (d) the Recipient will comply with all applicable Anti-Corruption Laws;
- (e) the receipt and/or use (as applicable) of the Annual Contributions and the Community Benefit Fund by the Recipient does not and will not violate any applicable laws, including but not limited to any anti-bribery laws or Anti- Corruption Laws;
- (f) no part of the Annual Contributions or the Community Benefit Fund has been or will be offered, promised, or given, directly or indirectly (including through an agent, subcontractor, or other intermediary):
 - (i) to or for the personal benefit of any Government Official in order to influence or reward official action; or
 - (ii) to any person to influence that or another person to act in breach of a duty of good faith, impartiality or trust, to reward the person for acting improperly, or where the recipient would be acting improperly by receiving the thing of value;
- (g) neither the Recipient nor any of its representatives, agents or administrators will receive or agree to accept any payment, gift or other advantage which violates Anti- Corruption Laws in relation to the Proponent, this Agreement or the Community Benefit Fund;
- (h) the Recipient will not, without prior written consent of the Proponent, assign or delegate any of its rights or obligations under this Agreement to a third party. The Recipient will not share any part of the Community Benefit Fund with third parties except as authorized under this Agreement or otherwise authorized in writing by the Proponent;
- (i) all reporting obligations, including the conditions contained or contemplated herein and

any obligations to regulatory agencies and tax authorities, will be met in connection with the Community Benefit Fund and the use thereof;

- (j) the Recipient will notify the Proponent promptly, and in any event within three (3) business days, upon becoming aware of any breach, imminent breach or suspected or potential breach of this Agreement by the Recipient or its representatives, agents or administrators; and the Recipient will communicate all of the representations and warranties set out in this Agreement to all persons who perform services for it or on its behalf in relation to the Proponent or the Community Benefit Fund, including any contractors, agents or representatives.

7.2 In the event that the Proponent has reason to believe that a breach of any of the conditions, representations, warranties or undertakings in this Agreement has occurred or is imminent, the Proponent may, in its sole and unfettered discretion, take any or all of the following actions:

- (a) withhold any contributions under this Agreement until such time as it has received confirmation to its satisfaction that no breach has occurred or is likely to occur;
- (b) take such other steps as are reasonably necessary to avoid a violation of Anti-Corruption Laws and amending this Agreement to include such additional conditions, representations, warranties, undertakings, and other provisions as it believes necessary, and the Recipient hereby agrees that this Agreement will be so amended to include such additional provisions;
- (c) report any conduct that constitutes or may constitute a violation of applicable Anti-Corruption Laws to the appropriate authorities; or
- (d) terminate this Agreement immediately in the event that the Proponent concludes, in its sole opinion, that the Recipient has breached any condition, representation, warranty, or undertaking under this Agreement relating to compliance with Anti-Corruption Laws, or that any such breach is likely to occur unless the Agreement is terminated.

7.3 The Recipient acknowledges and agrees to the restrictions regarding the management, administration, allocation, distribution and use of the Community Benefit Fund by the Recipient pursuant to this Agreement and understands that these restrictions reflect the Proponent's diligence in ensuring that it remains in compliance with all relevant foreign and domestic anti-bribery legislation and Anti-Corruption Laws at all times. The Recipient shall work cooperatively with the Proponent and make reasonable commercial efforts to implement additional reasonable governance processes, business standards, procedures and controls regarding anti-bribery and anti-corruptions in relations to its obligations under this Agreement, including those necessary to avoid any real or apparent impropriety or corruption, conflict of interest, illicit use of influence, offering or soliciting improper payment and interference with the Proponent's development, management and ownership of the Project and the use of the Community Benefit Fund.

7.4 Notwithstanding anything to the contrary herein, the Recipient, in its administration and management of the Community Benefit Fund, shall refrain from offering, giving or promising, directly or indirectly in any manner whatsoever, money or anything of value to a

Canadian or foreign Government Official to influence the official in his or her official capacity, induce the official to do or omit to do an act in violation of his or her lawful duty, or to secure any improper advantage in order to assist in obtaining or retaining business for or with, or directing business to, any person.

Article 8 – General

- 8.1 The Recipient is responsible for all taxes imposed on it in connection with the receipt and use of the Annual Contributions by the Recipient. The Proponent shall have no liability with respect to any such taxes. Upon request by the Proponent, the Recipient agrees to use reasonable efforts to cooperate and deliver any documentation relating to the Annual Contributions, the Community Benefit Fund or this Agreement, which the Proponent deems necessary to prepare or inform the Proponent's tax filings.
- 8.2 The Proponent shall not be liable for any loss, injury, or damage to the Recipient or for any loss, injury or damage to its elected officials, officers, employees, representatives, servants, contractors, and agents or to the property of the Recipient or its elected officials, officers, employees, representatives, servants, contractors, or agents, resulting from or relating to this Agreement, the Annual Contributions or the Community Benefit Fund.
- 8.3 The Recipient agrees to indemnify the Proponent against any claims, losses, costs, fines, or damages that arise in connection with the Annual Contributions, the Community Benefit Fund and/or a violation of the terms and conditions of this Agreement.
- 8.4 The Recipient shall keep proper books and records of transactions in accordance with the Municipal Government Act, the Public Sector Accounting Board (PSAB) and applicable County policies in relation to the Annual Contributions, the Community Benefit Fund and its uses thereof. The Recipient shall also use appropriate internal accounting controls to ensure that transactions and payments are recorded as necessary for the purpose of preparing financial statements in accordance with applicable accounting standards.
- 8.5 The Proponent or its designee has the right to audit and monitor the Recipient's receipt and use of the Annual Contributions and the Community Benefit Fund for a term of not less than seven (7) years from the date of receipt of the final Annual Contribution by the Recipient. Such an audit may include, but is not limited to, a review of all documents concerning the Annual Contributions and the Community Benefit Fund and its use, as well as interviews regarding the same with the Recipient's employees, representatives or other personnel. The Recipient will cooperate with any such audit, including providing the Proponent with documents requested in original form and making available individuals for interview as the Proponent may deem necessary.
- 8.6 The Recipient is required to keep all records relating to the Annual Contributions and the Community Benefit Fund and its uses thereof for not less than seven (7) years following the termination or expiry, as applicable, of this Agreement.
- 8.7 In recognition of the Proponent's Annual Contributions and the establishment of the Community Benefit Fund and further to the obligations set forth in Section 3.2(b) and (c), the Recipient agrees that it will unless otherwise requested by the Proponent display the

Proponent's corporate name, logos, marks and signage (the "**Proponent Marks**"), as reasonable and applicable, on the Recipient's infrastructure or at any applicable community event for which the Community Benefit Fund was utilized in respect thereof. The parties agree that, prior to the Recipient utilizing or displaying the Proponent Marks, the Recipient shall provide the Proponent with thirty (30) days' written notice of its intention to display any such Proponent Marks in each instance, and the Proponent shall have an ability to request changes in the use or display of such Proponent Marks or, in the Proponent's sole discretion, reject the use of the Proponent Marks by the Recipient in respect of a particular matter.

- 8.8 This Agreement shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein.
- 8.9 This Agreement constitutes the entire agreement between the Parties pertaining to the Annual Contributions and the Community Benefit Fund and overrides and hereby renders null and void any and all prior agreements, discussions, undertakings, correspondences, statements, understandings, or communications whatsoever, whether written or oral, regarding the subject matter of this Agreement.
- 8.10 Any notices or statements to be delivered or given by either Party to this Agreement must, unless otherwise permitted, be in writing and shall be delivered to the address and to the individual indicated below:

- (a) to the Recipient:

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

Attention: Cole Beck, Chief Administrative Officer
Email: cbeck@lethcounty.ca

- (b) to the Proponent:

Stirling Renewable Energy LP
c/o Potentia Renewables Inc.
200 Wellington Street West, Suite 1102
Toronto, ON M5V 3C7

Attention: Legal
Email: legalnotices@potentia Renewables.com and windbm@potentia Renewables.com

- 8.11 Either Party may give notice to the other Party hereto in the manner herein provided of a change of address or designation of individual. Any notices personally delivered or delivered by electronic mail shall be deemed given when so delivered; and any notices mailed shall be deemed to have been given on the third business day after being mailed by registered mail, provided if there is any disruption in postal service, they shall be deemed to have been given and received on the day of actual delivery.

- 8.12 This Agreement shall in no way be interpreted and construed as creating any agency, partnership, joint venture relationship, or taxable entity between the Parties for any purpose whatsoever. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, predecessors, successors and permitted assigns.
- 8.13 All references in his Agreement to dollars are in Canadian currency.
- 8.14 All of the provisions of this Agreement shall be treated as separate and distinct, and if any provision hereof is declared invalid, the other provisions shall nevertheless remain in full force and effect.
- 8.15 This Agreement may only be amended in writing by the parties. The non-exercise of, or delay in exercising, any power or right under this Agreement does not operate as a waiver of that power or right, nor does any single exercise of a power or right preclude any other or further exercise of it or the exercise of any other power or right. A power or right of a Party under this Agreement may only be waived in writing by that Party.
- 8.16 This Agreement may be executed in any number of original or electronic PDF counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one agreement.

[This space intentionally left blank; execution page to follow.]

IN WITNESS WHEREOF the Parties have executed this Agreement with effect as of the date first above written.

Lethbridge County

Stirling Renewable Energy LP, by and through
its general partner, Stirling Wind Project Ltd.

Signature: _____

Name: _____

Title: _____

Authorized Representative of Recipient

Signature: _____

Name: _____

Title: Chief Administrative Officer
Lethbridge County

Authorized Representative of Recipient

Signature: _____

Name: _____

Title: _____

Authorized Signatory of the Proponent

AGENDA ITEM REPORT



Title: Bylaw 25-013 - 2025 Business Tax Bylaw
Meeting: Council Meeting - 17 Apr 2025
Department: Corporate Services
Report Author: Hailey Pinksen

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 15 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

As per the *Municipal Government Act (MGA)*, a Business Tax Bylaw must be passed annually before May 1st of each year in which the bylaw is to be implemented, following approval of the municipal budget and prior to passing a Business Tax Rate Bylaw. The attached Bylaw 25-013 has been prepared for 2025 with no changes in content from the 2024 Bylaw with the exception of the bylaw numbering and dates and is being submitted to Council for consideration of all three readings.

RECOMMENDATION:

That Bylaw 25-013 being the 2025 Business Tax Bylaw be read a first time.

That Bylaw 25-013 being the 2025 Business Tax Bylaw be read a second time.

That Bylaw 25-013 being the 2025 Business Tax Bylaw be considered for third reading.

That Bylaw 25-013 being the 2025 Business Tax Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Council has approved the 2025 Budget which includes provisions and projections for business tax revenues and project expenses.

PREVIOUS COUNCIL DIRECTION / POLICY:

The County's first Business Tax Bylaw (No. 1500) was passed in 2017 and has been passed on an annual basis since that time. Business tax revenues have been projected in the 2025 budget at \$1.5 million; Council approved the 2025 Capital and Operating Budgets on December 19, 2024.

BACKGROUND INFORMATION:

The *Municipal Government Act (MGA)* gives municipalities the option to levy a business tax.

A Business Tax Bylaw must be passed annually prior to May 1st and prior to passing a Business Tax Rate Bylaw. The following MGA sections apply:

- Section 247 – adopt the annual operating and capital budgets prior to adopting the annual business tax bylaw - *2025 Capital and Operating Budgets were approved on December 19, 2024;*
- Section 371 – pass a business tax bylaw prior to May 1st – *on April 17th agenda;*
- Section 377(1) - *Each Council that has passed a Business Tax Bylaw must pass a Business Tax Rate bylaw annually - included on April 18th agenda*

The 2025 Capital Budget includes business tax as a municipal revenue source and established the revenue requirement from business tax. The Business Tax Bylaw provides the authority for business taxes to be collected from specific businesses operating within Lethbridge County as identified within the bylaw. The Business Tax Bylaw has been implemented to generate municipal revenues for Lethbridge County to assist with the maintenance and improvements of its paved roads, bridges and for debt repayment.

The proposed 2025 Business Tax Bylaw (No. 25-013) mirrors the 2024 Business Tax Bylaw (No. 24-008) with the exception of the bylaw number and dates, which have been updated.

ALTERNATIVES / PROS / CONS:

Council can choose not to approve the attached bylaw:

PRO - A 2025 business tax levy would not be issued to applicable agricultural operations.

CON - Amendments to the 2025 Budget would be required to determine new funding sources and/or cancel anticipated projects. As well a funding source for the 2025 Market Access Network debenture payments would be required.

FINANCIAL IMPACT:

Business tax revenues are a source of funding for current and future capital fiscal plans and are specifically allocated to the maintenance and improvement of the County's paved roads and bridges.

The 2025 Capital and Operating Budgets for the Market Access Network program has been passed by council in the amount of \$2.15 million, with \$1.5 million of those revenues being generated from the 2025 Business Tax.

LEVEL OF PUBLIC PARTICIPATION:

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

ATTACHMENTS:

[Bylaw 25-013 - 2025 Business Tax Bylaw](#)

BYLAW NO. 25-013

**OF LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

2025 BUSINESS TAX BYLAW

**BEING A BYLAW PROVIDING FOR THE ASSESSMENT AND TAXATION OF
BUSINESSES OPERATED WITHIN LETHBRIDGE COUNTY.**

WHEREAS the *Municipal Government Act* (R.S.A. 2000, c. M-26) provides that the council of a municipality may pass a business tax bylaw;

AND WHEREAS the *Municipal Government Act* further provides that a business tax bylaw can specify classes of businesses that are exempt from taxation;

**NOW, THEREFORE THE COUNCIL OF LETHBRIDGE COUNTY IN THE
PROVINCE OF ALBERTA ENACTS AS FOLLOWS:**

Short Title

1. This Bylaw shall be known and may be cited as the “2025 Business Tax Bylaw”.

Purposes

2. The purposes of the Bylaw are as follows:
 - a) to authorize the assessment and taxation of businesses operating in Lethbridge County; and
 - b) to provide for the exemption from taxation of certain classes of businesses operating in Lethbridge County.

Interpretation

3. In this Bylaw, unless the context otherwise requires:
 - a) “Animal Units” means the number obtained by multiplying the number of animals permitted to be stored on a premises by the number of animals equivalent to one animal unit for that species of animal, as set out in Schedule “B” attached hereto;
 - b) “Business” includes those businesses in Lethbridge County as defined in Section 1(1)(a) of the *Municipal Government Act*;
 - c) “Business Tax” means the amount of business tax as set in this Bylaw, which shall be arrived at in accordance with Section 378 of the *Municipal Government Act*;
 - d) “Business Tax Assessment” means the assessment arrived at pursuant to this Bylaw, which has been entered on the business tax assessment role;
 - e) “Business Tax Assessment Roll” means the assessment roll for all businesses as defined in this Bylaw which are not exempt hereunder, as determined on an annual basis by the municipal assessor;
 - f) “Business Tax Rate Bylaw” means that Bylaw which shall be passed in every year by the municipality, setting out the business tax rate for businesses as defined in this Bylaw;
 - g) “Business Tax Year” means the period commencing January 1st and ending on December 31st in the same year;

- h) "Condominium Grain Storage Operation" means a grain storage facility consisting of condominium units located on the premises for the purposes of storing grain;
- i) "Confined Feeding Operation" means a confined feeding operation as defined by the current Lethbridge County Land Use Bylaw;
- j) "Floor Space" means the floor space of all the floors in a building and the area outside the building that is occupied for the purposes of that business;
- k) "Municipal Assessor" means the person appointed to the designated officer position of municipal assessor pursuant to section 284.2 of the Municipal Government Act and Bylaw 1439.
- l) "Municipality" means Lethbridge County, a municipal corporation of the Province of Alberta and, where the context so requires, means the area contained within the municipal boundaries of Lethbridge County;
- m) "Person" means and includes one or more persons, a partnership, or cooperative, or joint venture, or a body corporate, or one or more bodies corporate, or an association of such persons or bodies corporate, who are carrying on a business on premises in the municipality;
- n) "Premises" means the parcel of land, or contiguous parcels of land, buildings, barns, corrals, yards, shelters, pens or any space, indoors or outdoors, occupied or used by a person for the conduct of business. Notwithstanding the above, in the event a person is conducting the same business on two contiguous parcels under two different development permits, such parcels shall not be considered to be the same premises;
- o) "Property Tax Assessment" means an assessment done by the municipal assessor under Part 9 of the Municipal Government Act; and
- p) "Ranch Operation" means a business where cows, bison, llamas, horses, sheep, alpacas, ostriches, or similar animals are kept primarily for breeding purposes, and where the offspring from such animals are sold or kept for breeding.

Persons Subject to a Business Tax

- 4.1 Any person who operates a business which is not exempt, as set out in Schedule "A" attached hereto, on premises located within the municipality, shall be required to pay the municipality a business tax in an amount arrived at by multiplying the business tax rate by the business tax assessment for such premises, which appears on the business tax assessment roll for that year.
- 4.2 Notwithstanding Section 4.1, no business tax shall be assessed on any business carried on or operated by the municipality or at a location operated by an official or employee of the municipality acting on behalf of the municipality in his or her capacity as such official or employee.
- 4.3 When a person carries on two or more businesses, at the same premises, the business tax assessments of each business shall be combined to determine the total business tax assessment for such person.
- 4.4 Notwithstanding that an exempt business is being operated on part of the premises, a person shall be required to pay business taxes for the non-exempt business or businesses.

- 4.5 No tax will be imposed in respect of a business that is exempt under Section 351, 375 or 376 of the *Municipal Government Act*.

Business Tax Assessment Roll

5. The municipal assessor shall prepare a business tax assessment roll annually for all businesses in the municipality which are not exempt under Schedule "A". The business tax assessment roll shall be separate and distinct from the property tax assessment roll.

Assessment and Taxation of Confined Feeding Operations and Ranch Operations

- 6.1 The storage capacity for each confined feeding operation shall be determined by using the animal storage capacity as set out in either the Development Permit or as approved by the National Resources Conservation Board (NRCB) for such premises. In the event there is no existing Development Permit, registration from the NRCB or an approval from the NRCB for such premises, then the municipal assessor shall determine the animal storage capacity in accordance with generally accepted Alberta Agriculture Source Materials and Practices.
- 6.2 The number of animal units for each confined feeding operation shall be determined by multiplying the relevant ratio as set out in Schedule "B" by the animal storage capacity as set out in either the Development Permit or the NRCB approval or as determined by the municipal assessor in accordance with generally accepted Alberta Agriculture Source Materials and Practices.
- 6.3 The animal units for each ranch operation shall be determined by multiplying the relevant ratio as set out in Schedule "B" by the number of breeding animals on the premises in the previous taxation year.
- 6.4 The business tax assessment for each confined feeding operation and ranch operation shall be arrived at by multiplying the number of animal units of storage capacity for the premises by the dollar value per animal unit of storage capacity as set out in the Business Tax Rate Bylaw.
- 6.5 In the event that there are two or more confined feeding operations, having different species of animals on the same premises, the total of the animal units for each confined feeding operation shall be used to determine the assessment for each premise.
- 6.6 For the purpose of the business tax assessment under this Bylaw, the dollar value per animal unit shall be set out in the Business Tax Rate bylaw.
- 6.7 The number of animals approved in a Development Permit or by the NRCB shall be deemed to be the storage capacity of the business on the premises.

Assessment and Taxation of Condominium Grain Storage Operations

7. The business tax assessment for condominium grain storage operations shall be arrived at by multiplying the tonnage capacity of the bin by the dollar rate per unit as set out in the Business Tax Rate Bylaw.

Assessment and Taxation of Dog Kennels and Mushroom Barns

8. The business tax assessment for dog kennels and mushroom barns shall be arrived at by multiplying the floor space by the dollar rate per unit of floor space as set out in the Business Tax Rate Bylaw.

Assessment and Taxation of Aqua Culture Operations

9. The business tax assessment for aqua culture operations shall be arrived at by multiplying the size of the pond by the dollar rate per acre of pond size as set out in the Business Tax Rate Bylaw.

Assessment and Taxation of Apiaries

10. The business tax assessment for apiaries shall be arrived at by multiplying the number of hives by the dollar rate per hive as set out in the Business Tax Rate Bylaw.

General Assessment Procedures

- 11.1 Every person who carries on a business subject to the business tax shall submit to and assist in any inspection required by the municipal assessor with respect to the business taxed or to be taxed and shall furnish to the municipal assessor all information required.
- 11.2 The business tax assessment roll shall contain the name of every person occupying, renting, or subleasing premises for the purpose of carrying on a business as defined herein and not exempted herein, and the municipal assessor shall assess such person by entering on the said roll, the assessment for the premises so occupied, rented or subleased, and the place where the business is carried on.
- 11.3 When the municipal assessor is satisfied that any person who has paid the business tax in any year, has given up, sold, or disposed of such business permanently, then the municipal assessor shall reimburse to such person the business taxes for the balance of the year on a monthly pro-rated basis.
- 11.4 Where the landowner or tenant liable to assessment in respect of any premises owned or leased by him leases or sub-lets the whole or a portion thereof, the municipal assessor in his discretion may assess either the tenant or the sub-tenant in respect of the premises or the portion of the premises leased or sub-let.
- 11.5 The occupant of any premises liable to taxation under this Bylaw shall be liable for the business tax aforesaid though he may also be the owner of the premises and as such owner be liable to taxation on the lands, buildings and improvements.
- 11.6 The municipality shall mail or cause to be delivered to each person taxable under this Bylaw, a written or printed notice showing the assessed amount pursuant to the business tax assessment roll, as well as the business tax levied against such business.
- 11.7 The business tax shall be due and payable by the deadline stated in the Lethbridge County Penalty Rate Bylaw. Balances that remain outstanding beyond the deadline shall be imposed a penalty in accordance with the Penalty Rate Bylaw. All penalties provided for by this, or the Lethbridge County Penalty Rate Bylaw, shall be added to and form part of the unpaid taxes.
- 11.8 The business tax shall be levied once during the calendar year beginning with January 1st and ending with December 31st.
- 11.9 The business tax issued under this Bylaw shall not be transferred except to a person who purchases the business or the shares in a corporation operated as a business in respect of which the business tax was issued.

Appeals

- 12.1 The person assessed for the purposes of the business tax has the right to appeal the assessment in accordance with the Municipal Government Act.
- 12.2 Any business tax owing that remains outstanding after the due process for appealing the assessment and the deadline for payment has passed shall be collected through the process outlined in accordance with Part 10 Division 9 of the Municipal Government Act (recovery of taxes not related to land).

Offences

- 13.1 A person who contravenes this Bylaw is guilty of an offence.
- 13.2 A person who is guilty of an offence is liable to a fine in an amount not less than that established in this Section, and not exceeding \$10,000, and to imprisonment for not more than 6 months for non-payment of a fine.

Coming Into Force

14. This Bylaw shall come into force and effect on the date it is passed.

GIVEN first reading this 17th day of April, 2025.

Reeve

Chief Administrative Officer

GIVEN second reading this 17th day of April, 2025.

Reeve

Chief Administrative Officer

GIVEN third reading this 17th day of April, 2025.

Reeve

Chief Administrative Officer

SCHEDULE "A"
Lethbridge County
Business Tax Bylaw 25-013
Businesses Exempt from Additional Tax through the Business Tax

All businesses whose primary business is the following:

- a) All recreational businesses, including golf courses, and riding stables.
- b) Grain and seed storage facilities, brokerages, and elevators, except for condominium grain storage operations.
- c) Grain and oil seed producers.
- d) Hay and forage grass producers.
- e) Vegetable growers.
- f) Potato, sugar beet, and root crop growers.
- g) Market gardens.
- h) Seed growers.
- i) Ranch operations having fewer than 100 animal units.
- j) Hay processing facilities.
- k) Manufacturing businesses.
- l) Research facilities.
- m) Personal service businesses.
- n) Professional and business services.
- o) Trucking and transportation businesses.
- p) Food processing businesses.
- q) Sand and gravel operations and landfill operations.
- r) Feed mills.
- s) Machine dealerships.
- t) Auto wreckers.
- u) Wholesale warehouses.
- v) Retail businesses.
- w) Summer pasture livestock operations.
- x) Auction markets.
- y) Confined feeding operations having fewer animals than the number of animals as per Schedule A-1.
- z) Dog kennels having fewer than 10,000 square feet of floor space.
- aa) Greenhouses.
- bb) Aquaculture operations having fewer than 10 acres of storage ponds.
- cc) Mushroom barns having fewer than 30,000 square feet of floor space.
- dd) Apiaries having fewer than the 500 hives.

**SCHEDULE “A-1”
Lethbridge County
Business Tax Bylaw 25-013 Exemption Thresholds**

Category of Livestock	Type of Livestock	Number of Animals
Beef	Cows/Finishers (900+ lbs)	150
	Feeders (450 – 900 lbs)	200
	Feeder Calves (< 550 lbs)	360
Dairy (*count lactating cows only)	Lactating cows* (Lactating cows only – associated Dries, Heifers, and Calves are not counted)	50
Swine (*count sows only)	Farrow to finish*	30
	Farrow to wean*	50
	Farrow only*	60
	Feeders/Boars	500
	Roasters	500
	Weaners	500
Poultry	Chicken – Breeders	1,000
	Chicken – Layer (includes associated pullets)	5,000
	Chicken – Pullets/Broilers	2,000
	Turkeys – Toms/Breeders	1,000
	Turkey – Hens (light)	1,000
	Turkey – Broiler	1,000
	Ducks	1,000
	Geese	1,000
Horses	PMU	100
	Feeders > 750 lbs	100
	Foals < 750 lbs	350
	Mules	100
	Donkeys	150
Sheep	Ewes/rams	300
	Ewes with Lambs	200
	Lambs	1,000
	Feeders	500
Goats	Meat/Milk	200
	Nannies/Billies	400
	Feeders	500
Bison	Bison	150
Cervid	Elk	150
	Deer	200
Wild Boar	Feeders	100
	Sow (farrowing)	50

- When Dairy Replacement Heifers are housed away from the dairy treat as Beef – Feeders
- When Dairy calves are housed away from the dairy treat as Beef – Feeder Calves

SCHEDULE “B”
Lethbridge County
Business Tax Bylaw 25-013 Animal Equivalent Units for
Confined Feeding Operations and Ranch Operations

Species of Animal	Type of Operation	No. of Animals Equivalent to 1 Animal Unit
Swine *(count sows only to calculate animal units)	Farrow to finish*	0.56
	Farrow to wean*	1.5
	Farrow only*	1.9
	Feeder/Boars	5
	Growers/Roasters	8.5
	Weaners	18.2
Beef	Cows/Finishers (900+ lbs)	1.1
	Feeders (450 – 900 lbs)	2
	Feeder Calves (<550 lbs)	3.6
Poultry	Chicken - Breeders	100
	Chicken – Layer-Liquid (includes associated pullets)	125
	Chickens – Layers (Belt Cage)	150
	Chickens – Layers (Deep Pit)	150
	Chicken – Pullet/Broilers	500
	Turkeys – Toms/Breeders	50
	Turkey – Hens (light)	75
	Turkey - Broilers	100
	Ducks	100
	Geese	50
Horses	PMU	1
	Feeders >750 lbs	1
	Foals < 750 lbs	3.3
	Mules	1
	Donkeys	1.5
Sheep	Ewes/rams	5
	Ewes with Lambs	4
	Lambs	21
	Feeders	10
Goats	Meat/Milk (per Ewe)	6
	Nannies/Billies	10
	Feeders	13
Bison	Bison	1
Cervid	Elk	1.7
	Deer	5
Wild Boar	Feeders	6
	Sow (farrowing)	1.25
Dairy *(count lactating cows only to calculate animal units)	Free Stall – Lactating Cows with all associated dries, heifers, and calves	0.5
	Free Stall – Lactating with Dry Cows only*	.6
	Free Stall – Lactating cows only	.7
	Tie Stall – Lactating cows only	.7
	Loose Housing – Lactating cows only	.7
	Dry Cow	1
	Replacement – Bred Heifers (breeding to calving)	1.15
	Replacements – Growing Heifers (350 lbs to breeding)	1.9
	Calves (<350 lbs)	5

AGENDA ITEM REPORT



Title: Bylaw 25-014 - 2025 Business Tax Rate Bylaw
Meeting: Council Meeting - 17 Apr 2025
Department: Corporate Services
Report Author: Hailey Pinksen

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 15 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

As per the *Municipal Government Act (MGA)*, a Business Tax Rate Bylaw must be passed annually following approval of the budget and the passing of a Business Tax Bylaw, which identifies the purpose and details of the business tax and the authority to levy the tax. The Business Tax Rate Bylaw has been prepared for 2025 with a 2% increase from 2024.

During the 2025 budget deliberations process Council had a discussion around reviewing the current business tax rate for animal units and whether or not to implement an increase to the rate due to inflationary cost increases related to materials and equipment, that have taken place since the business tax was first approved in 2017.

Since budget approval in December, Council has continued to discuss options and applicable increase amounts and provided direction to administration to bring forward the 2025 Business Tax Rate Bylaw to include a 2% (\$0.05) increase to the animal unit rate, increasing it from \$2.55 to \$2.60.

RECOMMENDATION:

That Bylaw 25-014, being the 2025 Business Tax Rate Bylaw be read a first time.

That Bylaw 25-014, being the 2025 Business Tax Rate Bylaw be read a second time.

That Bylaw 25-014, being the 2025 Business Tax Rate Bylaw be considered for third reading.

That Bylaw 25-014, being the 2025 Business Tax Rate Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Council has approved the 2025 Budget which includes provisions and projections for the business tax and falls inline with the passing of the 2025 Business Tax Bylaw establishing the authority to collect a business tax.

PREVIOUS COUNCIL DIRECTION / POLICY:

The County's first Business Tax and Business Tax Rate Bylaws were passed in 2017 and have been passed on an annual basis since. The 2025 Business Tax revenues are projected to be \$1.5 million as per the 2025 budget which was approved on December 19, 2024.

BACKGROUND INFORMATION:

The *Municipal Government Act (MGA)* gives municipalities the option to levy a business tax.

The following MGA sections apply:

- Section 247 – adopt the annual operating and capital budgets prior to adopting the annual business tax bylaw - *2025 Operating and Capital Budget has been passed.*
- Section 371 – pass a business tax bylaw prior to May 1st– *request to be passed at the April 17, 2025 Council Meeting;*
- Section 377(1) - *Each Council that has passed a Business Tax Bylaw must pass a Business Tax Rate bylaw annually.*
- Section 377(2) - *The Business Tax Rate Bylaw must set the business tax rate - request to be passed at the April 17, 2025 Council Meeting;*

The 2025 Capital Budget includes business tax as a municipal revenue source and established the revenue requirement from business tax. The Business Tax Bylaw provides the authority for business taxes to be collected from businesses operating within Lethbridge County. The Business Tax Rate Bylaw establishes the rate at which the business tax will be levied.

The proposed 2025 Business Tax Rate Bylaw# 25-014 presented mirrors the 2024 Business Tax Rate Bylaw #24-009 but has been updated for the current year and includes a \$0.05 increase to the animal rate. If the 2025 Business Tax Rate Bylaw is approved, the 2025 Business Tax notices will be prepared, with the goal of having them mailed out June 1, 2025.

ALTERNATIVES / PROS / CONS:

Council can choose to further increase or reduce the business tax rate amount from \$2.55 per animal unit to any denomination they are comfortable with.

PRO - Applicable operators would receive an increase or decrease to the 2025 business tax levy depending upon Council's decision.

CON - If the rate was decreases, an amendment to the 2025 Budget may be required to determine any funding gaps. If the rate is increased any unspent business tax funds would be transferred to the reserve for future use.

Council can choose to not approve the attached bylaw:

PRO - Operators would not be issued a business tax levy .

CON - Amendments to the 2025 Budget would be required to determine new funding sources and/or to cancel anticipated projects funded through the business tax. As well a funding source for the 2025 Market Access Network debenture payments would be required.

FINANCIAL IMPACT:

Business tax revenues are a source of funding for current and future capital fiscal plans and are specifically allocated to the maintenance and improvement of the County's paved roads and bridges as budgeted.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 25-014 - 2025 Business Tax Rate Bylaw \(2\)](#)

BYLAW NO. 25-014

**OF LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

2025 BUSINESS TAX RATE BYLAW

**BEING A BYLAW OF LETHBRIDGE COUNTY
FOR A 2025 BUSINESS TAX RATE.**

THE COUNCIL OF LETHBRIDGE COUNTY ENACTS AS FOLLOWS:

Short Title

1. This Bylaw may be cited as the “2025 Business Tax Rate Bylaw”.

Purpose

2. The purpose of the Bylaw is to provide a business tax rate for each class of business for 2025.

Business Tax Rate

3. The business tax rate for 2025 shall be as follows:

Class of Business	Dollar Rate per Unit of Storage Capacity or Floor Space
Confined feeding operations on each premises	\$2.60 per animal unit
Condominium grain storage operations	\$0.20 per ton
Ranch operations	\$2.60 per animal unit
Dog kennels	\$0.15 per square feet of floor space
Aqua Culture Operations	\$102.00 per acre of ponds
Mushroom Barns	\$0.15 per square feet of floor space
Apiaries	\$0.15 per hive

Coming Into Force

4. This Bylaw shall come into force and effect on the date it is passed.

GIVEN first reading this 17th day of April, 2025.

 Reeve

 Chief Administrative Officer

GIVEN second reading this 17th day of April, 2025.

Reeve

Chief Administrative Officer

GIVEN third reading this 17th day of April, 2025.

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: 2025 Calgary Stampede BMO Farm Family Awards
Meeting: Council Meeting - 17 Apr 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 01 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Calgary Stamped BMO Farm Family Awards presentation will take place on Monday, July 7, 2025 as part of the Stampede festivities. An invitation has come from the organizers for County representation to attend the event.

RECOMMENDATION:

That County Council select a Councillor and guest of his choice to represent Lethbridge County at the 2025 BMO Farm Family Awards scheduled for July 7, 2025.

REASON(S) FOR RECOMMENDATION(S):

To support agriculture and farm families in our municipality by participating in this event that celebrates the values of western heritage and generational farms.

PREVIOUS COUNCIL DIRECTION / POLICY:

Historically, the councillor of the division in which the nominee resides is selected with a guest of their choice to join the nominee in the days' activities. Two spots are available and no extra tickets will be granted through this invitation. This years award winner representing Lethbridge County is K-Belt Farms (Bruce Konynebelt) who lives in electoral Division 5.

BACKGROUND INFORMATION:

Annually Lethbridge County's Agriculture Service Board nominates an outstanding farm family to be awarded the Bank of Montreal Farm Family Award during the Calgary Stampede. The nominees will be hosted at a recognition program during the 2025 Calgary Stampede. As special guests, they will enjoy a daylong itinerary of Stampede events, including brunch and tickets to the rodeo. Representation must be submitted by May 1.

ALTERNATIVES / PROS / CONS:

Alternative: Do not send representation

FINANCIAL IMPACT:

A Council representative would be approved for attendance and related expenses.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[2025 Calgary Stampede BMO Farm Family Awards](#)



Thank you for submitting your Municipal District or County's nomination for the Calgary Stampede BMO Bank of Montreal Farm Family Awards. The time and effort that was put into the application is much appreciated; we would be unable to present these awards without the involvement and cooperation of the municipalities.

We cordially invite you and a guest to join in on the festivities Monday, July 7 as we honor the 2025 BMO Bank of Montreal Farm Family Award recipients. The day will begin in Champions Ballroom C on the second level of the BMO Centre on Stampede Park with registration and welcome reception at 9 a.m. Brunch will be served at 10 a.m. followed by the award presentations. The rodeo begins at 1:30 p.m. and the Farm Family award recipients, bank representatives, event volunteer hosts and the municipality representatives spend the afternoon taking-in the rodeo. Following the rodeo, everyone is free to enjoy other Stampede activities at their leisure. We ask that you please RSVP **by May 1** so we can accurately plan for the day. More final details about the day will be sent out in June.

Thank you again for your assistance in presenting the Calgary Stampede BMO Farm Family Award to a very worthy recipient. If you have any questions, comments or require further information please do not hesitate to contact me.

Sincerely,

Kristin Dennett
BMO Farm Family Event Coordinator
kdennett@calgariystampede.com.
406-760-8541



Farm Family Awards Brunch RSVP

MD/County of _____

Will be sending _____
First Name Last Name

First Name Last Name

To represent our Municipal District Office

Please return this form **no later than May 1, 2025**

to

Kristin Dennett
Calgary Stampede Agriculture Office
Phone: 406-760-8541
Email: kdennett@calgarystampede.com

AGENDA ITEM REPORT



Title: Bylaw No. 25-015 - Council Procedural Bylaw
Meeting: Council Meeting - 17 Apr 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 16 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The proposed revisions to the Council Procedural Bylaw aim to align the bylaw with recent amendments to the *Municipal Government Act (MGA)*, particularly concerning the conduct and requirements of Planning and Development Public Hearings. These changes are necessary to ensure legislative compliance and enhance procedural clarity. In addition to MGA-related updates, the revisions include general amendments intended to modernize the bylaw and reflect current governance practices. Collectively, these updates support improved transparency, efficiency, and responsiveness in Council operations.

RECOMMENDATION:

1. That Bylaw No. 25-015, being the Council Procedural Bylaw be read a first time.
2. That Bylaw No. 25-015, being the Council Procedural Bylaw be read a second time.
3. That Bylaw No. 25-015, being the Council Procedural Bylaw be considered for third reading.
4. That Bylaw No. 25-015, being the Council Procedural Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Since the last Council Procedural Bylaw was adopted there are amendments required pursuant to the MGA and to modernize and reflect our current governance practices.

PREVIOUS COUNCIL DIRECTION / POLICY:

The current Council Procedural Bylaw No. 20-019 was adopted by council on October 1, 2020.

BACKGROUND INFORMATION:

To enable greater public participation in public hearings, changes to the MGA in Bill 20 require municipalities to offer electronic options for public hearings on planning and development matters. This may include using a telephone, or online options. Electronic options for public hearings will ensure more residents are aware and informed of, and may participate in, local planning and

development matters. Municipalities must, by bylaw, provide for electronic means of public hearings to be established by April 30, 2025.

The draft bylaw has been amended to reflect changes regarding council meeting times and the deadline for agenda item submissions, preparation and distribution. A few new definitions and some minor wording changes in technical sections of the bylaw have also been proposed to improve clarity.

ALTERNATIVES / PROS / CONS:

1. Defeat Council Procedural Bylaw No. 25-015

Pros: maintains the status quo

Cons: misses the opportunity to keep the bylaw current and applicable, as circumstances change

2. Adopt Council Procedural Bylaw No. 25-015

Pros: keeps the bylaw current and adaptive to a constantly changing municipal

Cons: keeps the bylaw current and reflective of the municipal government environment in which Council operates

3. Amend Council Procedural Bylaw No. 25-015

Pros: Allows Council to include any specific amendments it would like to see in the bylaw

Cons: may delay adoption of the bylaw

FINANCIAL IMPACT:

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

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 25-015 - Council Procedural Bylaw](#)

LETHBRIDGE COUNTY

BYLAW NO. 25-015

COUNCIL PROCEDURAL BYLAW

A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE AND CONDUCT OF BUSINESS BY THE COUNCIL OF LETHBRIDGE COUNTY.

WHEREAS, the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, provides that a Council may pass Bylaws in relation to the procedure and conduct of Council and Committees established by Council.

NOW THEREFORE THE COUNCIL OF LETHBRIDGE COUNTY, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1.0 This Bylaw may be cited as “Lethbridge County Council Procedural Bylaw”

2.0 Purpose: To regulate the procedure and conduct of business by the Council of Lethbridge County.

3.0 DEFINITIONS AND INTERPRETATION

3.1 In this Bylaw

- 1) “**Act**” means the *Municipal Government Act of Alberta*, Chapter M-26, RSA 2000, as amended;
- 2) “**Acting Reeve**” is the Council member appointed by Council to be the Acting Reeve in the absence or inability of the Reeve and the Deputy Reeve to act;
- 3) “**Administrative Inquiry**” means an inquiry made in writing to the CAO by a Member of Council concerning the operations or actions of the County’s administration.
- 4) “**Agenda**” means the agenda for a Regular, Special or Closed meeting of Council prepared pursuant to Section 7;
- 5) “**Ballot**” means a secret paper ballot or a ballot cast by any electronic means that does not reveal how the voter voted;
- 6) “**Bylaw**” means a Bylaw of Lethbridge County;
- 7) “**Chief Administrative Officer**” (CAO) means the person appointed to the position in accordance with the *Municipal Government Act*;
- 8) “**Closed Meeting**” means a Meeting or portion of a Meeting held in the absence of the public.
- 9) “**Committee**” means a committee, board, commission, authority or any other public body established by Council.
- 10) “**Council**” means the Reeve and Councillors of Lethbridge County;
- 11) “**County**” means the Corporation of Lethbridge County and where the context so requires, means the area included within the geographic boundaries of the County;
- 12) “**Deputy Reeve**” means the member, or members who are appointed by resolution of Council to act as Reeve in the absence or incapacity of the Reeve;
- 13) “**Lay on the Table**” is a motion that temporarily delays action on a pending question when something else of immediate urgency has arisen or needs to be addressed before

consideration of the pending question resumes. The resumption must occur either later in the same meeting or if the meeting ends before the question is considered, at the next regular meeting.

- 14) “**Majority**” means more than half of the members present;
- 15) “**Member**” means a member of Council, duly elected and continuing to hold office;

16) “**Notice of Motion**” means the procedure by which a Council member may have a matter placed on a future agenda for Council’s consideration;

17) “**Point of Order**” means the raising of a question by a member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council’s business.

18) “**Presiding Officer**” means the Chairperson of a meeting – these terms may be used interchangeably;

19) “**Public Hearing**” means a meeting of Council convened to hear matters pursuant to the Act.

20) “**Quorum**” means the majority of Council, Committee or Board, unless the Bylaw, Terms of Reference or resolution establishing such a body specifies otherwise.

4.0 **APPLICATION OF THIS BYLAW**

- 4.1 This Bylaw applies to all Regular, Special and Closed Meetings of Council and to the extent practical, to Council Committees.
- 4.2 The precedence of the rules governing the procedure and conduct of Council is:
 - a) the *Municipal Government Act*;
 - b) other provincial legislation;
 - c) this Bylaw;
 - d) “*Robert’s Rules of Order Newly Revised – 12th Edition.*”
- 4.3 In accordance with Robert’s Rules for small assemblies of 12 or fewer members which shall guide Council, a motion is considered to be on the floor without the need of a seconder.
- 4.4 The Presiding Officer of any meeting has the same rights and privileges as all other members including the right to speak in debate and to vote on all questions.

5.0 **ORGANIZATIONAL MEETING OF COUNCIL**

- 5.1 Council shall hold an annual Organizational Meeting each year no later than two weeks after the third Thursday in October.
- 5.2 The CAO shall set the time and place for the Organizational Meeting, and the business of the meeting will be limited to:
 - a) Election of the Reeve, which shall may be by secret ballot. To be elected, an individual must receive a majority of the votes cast. Once elected, the individual must then be appointed as Reeve, by resolution adopted by majority vote. The Reeve shall serve until the following annual Organizational Meeting, as per the MGA.

For the election of Reeve, in the event that three or more individuals receive votes, but none emerge with a majority, one the following options for resolving the impasse should be agreed upon, prior to the commencement of voting:

1. Build a consensus around a single candidate who can be favoured by all of Council. In the event that consensus cannot be reached, repeated balloting as explained in the next subsection shall be conducted, until majority is reached.
 2. Balloting is repeated as many times as necessary until one candidate receives a majority vote.
- b) Appointment of the Deputy Reeve(s) by resolution of Council requiring a majority vote to serve ~~on a rotational basis~~ until the following annual Organizational Meeting, unless otherwise specified.
 - c) the appointment by resolution requiring a majority vote of Members to Committees which shall be for a term of one year, unless otherwise specified; and
 - d) any other business required by the Act, or which Council or the CAO may direct.

6.0 MEETINGS OF COUNCIL

- 6.1 Regular Council meetings shall be held in the Council Chambers twice per month on the first and third Thursday of each month, unless otherwise decided. Exceptions are during the month of July and August when there shall be only one Regular Council meeting and periodically at other times throughout the year when there is a scheduling conflict, subject to Council approval.
- 6.2 Unless otherwise decided, Council meetings shall commence at 9:00~~30~~ a.m. and shall continue not later than 4:30 p.m. of the same day unless by resolution of a majority vote of members present, taken before 3:30 p.m., an extension of the meeting beyond 4:30 p.m. is agreed to.
- 6.3 For all meetings requiring notice which includes Council Committee meetings, the notice must be:
 - a) issued a minimum 24 hours prior to the meeting date with written notice for each Councillor and for the general public;
 - b) in writing and specifying the time, date, location and in general terms, the purpose of the meeting;
 - c) e-mailed to each Council and/or Committee Member;
 - d) any other notification as requested by Council or the Committee.
- 6.4 The Reeve may call a Special Meeting of Council on shorter notice without giving notice to the public, provided that at least two-thirds (2/3) of Council members support waiving notice to the public before the Meeting begins.
- 6.5 The Reeve must call a Special Council meeting if the purpose of the meeting is stated and requested in writing, by a majority of Council members, within 14 days of receiving the request.
- 6.6 All Council meetings, except Closed Meetings, may be recorded by video or other electronic means and form part of the public record.

- 6.7 Council and Committee meetings through electronic communications may be held in accordance with the Municipal Government Act, if member(s) are unable to attend in person for legitimate reasons. Electronic meetings must provide, at minimum, opportunity for simultaneous oral communication among all participating members. Members who participate in a meeting held electronically are deemed to be present at such meeting.

7.0 REMOTE ATTENDANCE AT COUNCIL MEETINGS

7.1. A Member of Council may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Reeve, or required as a result of an emergency situation.

7.2. A Member of Council shall be permitted to attend a meeting using electronic communication if the location is able to support its use, ensuring all Members of Council participating in the meeting are able to communicate effectively.

7.3. A Member of Council attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

7.4. The Reeve, Deputy Reeve or Presiding Officer shall announce to those in attendance at the meeting of Council that a Member of Council is attending the meeting by means of electronic communications.

7.5. When a vote is called, Members of Council attending the meeting by means of electronic communications shall be asked to state their vote only after all other Members of Council present at the meeting have cast their votes by a show of hands.

8.0 PUBLIC HEARINGS

8.1 This part applies to meetings of Council only

8.2 The Reeve shall chair all public hearings

8.3 The procedures to be followed are as follows:

(1) The Chair shall declare the public hearing in session, state the purpose of the public hearing and outline the public hearing procedures.

(2) The Manager, Planning and Development (or delegate) shall present an overview and summary regarding the resolution, bylaw or matter to be dealt with, as well as any written submissions received prior to the public hearing.

(3) The Chair shall request those who wish to make a verbal presentation to identify themselves. A person who does not identify him or herself will not be given the opportunity to speak. The applicant will be invited to make the first presentation. Then the Chair shall then open the floor to public presentations.

(4) Public presentations may be made verbally, in writing, or both, with copies of written submission being filed with the Manager, Planning and Development.

(5) Presentations shall be directed to the Chair and be limited to ten (10) minutes in duration unless there is consent by the members to extend this limit.

(6) Persons making presentations may be questioned by Council and administration for clarification, however, Council shall not enter into debate during a Public Hearing.

(7) The Chair shall invite the applicant to make closing comments, if any.

(8) Following verbal presentations, the Manager, Planning and Development (or delegate) will respond to any questions from Council.

(9) The Chair shall close the public hearing.

(10) Once the public hearing is closed, the Chair shall advise that no further information on the matter shall be received by Council.

(11) The Chair may recess or postpone the public hearing.

(12) If a public hearing is postponed, Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the public hearing.

(13) Debate concerning matters raised at the public hearing shall take place after the public hearing is closed.

(14) In the case of a Public Hearing for planning and development matters, members of the public who are providing verbal submissions may participate through remote electronic means but must register with administration prior to the Public Hearing.

(15) Council shall not convene or authorize any additional public hearings for residential or mixed-use planning and development applications beyond those expressly required by the Municipal Government Act or other applicable provincial legislation. This restriction is intended to ensure that planning and development processes proceed in accordance with legislated timelines and without unnecessary delays. Statutory opportunities for public participation shall remain in place as prescribed by law."

9.0 AGENDAS

- 9.1 The CAO shall authorize the preparation and content of Council agendas which shall list the items and order of business to be conducted at the meeting.
- 9.2 The Executive Assistant shall prepare the agenda and ensure copies are distributed to Council members and to all Officers who are entitled to receive a copy, ~~by 4:30 p.m.~~ on the Thursday the week preceding the scheduled Regular meeting.
- 9.3 The Executive Assistant shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available to the media and public, but only after they have been provided to Council Members.
- 9.4 All submissions for the Agenda for Regular Meetings of Council shall be received by the Executive Assistant no later than ~~4:00 p.m. on~~ the Tuesday the week before the scheduled Regular meeting. Submissions for Public Hearings may be received at a Public Hearing but can only be included as part of the original -agenda if submitted prior to the Public Hearing agenda being prepared.
- 9.5 Only material which has been received in accordance with Section 8.4 or Section 9.3 of this Bylaw shall be considered at the Council meeting for which the Agenda is prepared unless staff deems that an emergency matter needs to be brought before Council, in which case the item shall:
 - a) be accompanied by a brief explanation from an Officer indicating the reasons for, and the degree of urgency of the item; and
 - b) if supported by a majority of Council members present, such matters shall then be considered as an addendum to the Agenda.

10.0 NOTICE OF MOTION

- 10.1 A Member may present a Notice of Motion to introduce a matter at a future Council meeting if the Notice of Motion gives sufficient detail so that the subject of the motion notice can be reviewed and/or researched by County staff in advance of the meeting at which the matter will be considered. A Notice of Motion does not require a vote by Council to be placed on the next agenda.
- 10.2 The subject of the Notice of Motion will appear on the following agenda as a matter for consideration at the next scheduled Regular Council meeting or as soon thereafter as may be feasible.
- 10.3 A Member may move to add a matter to the agenda that they deem to be of urgent public importance without prior Notice of Motion. Such matter shall only be considered at the meeting in which it is introduced upon receiving support to do so, by way of a majority of the members present. If supported by Council, such matters shall then be considered as an addendum to the Agenda.

11.0 COMMUNICATIONS AND DELEGATIONS

- 11.1 Any individual, group or organization wishing to submit written communication to Council on a matter of concern that the CAO deems is within Council's jurisdiction, may do so if the submission meets the following criteria:
 - a) it is legible and clearly sets out the matter and any financial or other request being made to Council;
 - b) and is signed by the writer electronically or otherwise and includes their contact information;
- 11.2 Any individual, group or organization wishing to present a written communication to Council on a matter of concern that the CAO deems is within Council's jurisdiction, may do so if the communication meets the following criteria:
 - a) it is legible and clearly sets out the issue and any financial or other request being made to Council;
 - b) if a representative wishes to verbally address Council pertaining to the issue in the communication prior notice of this intent should be given and should include their telephone number
 - c) is on paper or in a printable form;
 - d) each person must indicate their civic address, the legal description of property owned (if any), their legibly printed name, signature, the date they signed the communication and;
 - e) the communication must not be libelous, impertinent, improper or beyond Council's jurisdiction and authority.
- 11.3 A member of the public acting on their own or representing a group or organization may request in writing to speak to Council as a delegation and if approved, be placed on the agenda as an appointment. No more than two individuals representing a group or organization may speak on behalf of the group or organization. The request must be submitted in writing and:
 - a) include a summary of the information that will be presented to Council; and
 - b) include their contact information;

- 11.4 No individual(s) or person(s) representing a group or organization shall be permitted to address Council for more than fifteen (15) minutes, excluding the time required to answer questions put forward by Council Members. The fifteen (15) minute presentation time may be extended by a majority vote of Council members present.
- 11.5 Agenda items under Section 10.1, 10.2 or 10.3 must be received by the Executive Assistant no later than ~~4:00 p.m. on~~ the Wednesday one week prior to the next scheduled meeting.
- 11.6 In situations where the County has requested an individual or organization to make a presentation to Council, such presentations shall be limited to 15 minutes, unless:
- a) extended by a majority vote of Council; or
 - b) alternate arrangements have been made in advance of the meeting.
- 11.7 If the requirements of Subsection 10.1, 10.2, 10.3 or 10.6 are met, the CAO shall instruct the Executive Assistant to:
- a) include the submission or matter on a Council agenda; and
 - b) communicate with the person who made the submission to advise them of the date, time and location of the meeting where their matter will be considered by Council and any other pertinent details respecting their submission.
- 11.8 If the requirements for communications or delegations are not met, the Executive Assistant shall return the submission to the sender.
- 11.9 A petition requesting a Vote of the Electors is regulated by the Act.

12.0 QUORUM

- 12.1 If there is a quorum present at the time set for commencement of a meeting, but the Reeve and Deputy Reeve are absent, the CAO may call the meeting to order and then call for a Presiding Officer to be chosen by resolution of Council members present.
- 12.2 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.
- a) A Council meeting must be adjourned due to loss of quorum as a result of a Member(s) leaving the meeting.

13.0 ADJOURNMENT AND RECESS

- 13.1 Any member may move to recess a Council meeting at any time, including when another question is pending, except when:
- a) another member is in possession on the floor, or
 - b) the members are voting.
- 13.2 After a recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker or delay a vote.

- 13.3 A motion to recess may be amended only as to length of time in cases where a resumption time has been proposed, but neither the motion nor the amendment are otherwise debatable.
- 13.4 A member may move to adjourn a meeting at any time, even when business is pending. The motion is carried with a majority vote and is not debatable nor amendable. Any business on the agenda that has not been dealt with shall appear on the next agenda under unfinished business.

14.0 MINUTES OF COUNCIL

- 14.1 The Executive Assistant shall ensure:
- a) minutes of all Council Meetings are prepared and that a copy is distributed to each Member of Council for the next meeting or as soon as feasible thereafter;
 - b) a copy is made available to all County Officials who are entitled to receive copies; and
 - c) minutes of Council meetings that have not yet been approved by Council are made available in the form of an attachment to the next agenda, once that agenda is available to the public.
- 14.2 The Presiding Officer shall present minutes to Council with a request for a motion to confirm the minutes.
- 14.3 Any member of Council may make a motion requesting that the Minutes be amended to correct any inaccuracy or omissions at any future time by giving previous notice and receiving a majority vote on the amendment, or without notice and receiving a majority vote in favour of the correction.
- 14.4 Minor changes may be made to the minutes by Administration without Council approval to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change by Administration may be made which would alter a decision made by Council.

15.0 CONTROL AND CONDUCT OF COUNCIL MEETINGS

- 15.1 Council meetings will be held in public and no person may be excluded from the meeting except for:
- a) improper conduct; or
 - b) when, by resolution, Council moves into a Closed meeting to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.
- 15.2 Subject to being overruled by a majority vote of Members, which vote shall be taken without debate, the Presiding Officer:
- a) shall maintain order and preserve decorum and may, if necessary, call a Member to order;
 - b) shall decide points of order without debate or comment other than to state the relevant section of this Bylaw, subject to an appeal made in accordance with section 15.3 of this bylaw.
 - b) shall determine which Member has the floor;

- d) shall ensure that all Members who wish to speak on a motion have spoken and then call the question.
- 15.3 No person shall address Council or otherwise speak aloud unless they have first obtained the floor from the Presiding Officer. Any Council member may appeal the Presiding Officer's decision and the matter shall then be put to a vote with the majority vote prevailing.
- 15.4 Citizens in the viewing gallery during a Council meeting:
 - a) shall remain quiet and maintain order throughout the duration of the meeting; and
 - b) shall not applaud or otherwise interrupt any speech or action of a Member, or any other person addressing Council.
- 15.5 The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.
- 15.6 When a Member or Officer is addressing the Presiding Officer, every other Member shall:
 - a) remain quiet and seated;
 - b) not interrupt the speaker except on a Point of Order or Point of Procedure; and
 - c) not carry on private conversations.
- 15.7 When a Member is addressing Council the Member shall not speak disrespectfully of others, shout, raise their voice or use offensive language.
- 15.8 No member shall, subject to the Act, leave the Council Chambers after a question has been called, and before the question has been put to a vote. At that time, the Member shall leave the Council Chambers if they have received permission from the Presiding Officer.
- 15.9 A member who leaves the Council Chambers due to a conflict of interest must openly declare the matter by briefly stating the nature of the conflict which shall be recorded in the minutes.

16.0 CLOSED MEETINGS

- 16.1 Any Council member may move that Council move into a Closed meeting to consider matters that fall within one of the exceptions to disclosure under the Freedom of Information and Protection of Privacy Act (FOIP). In all cases, the applicable section of the FOIP Act shall be identified prior to resolving into any Closed meeting.
- 16.2 Procedures during Closed meetings differ only from Regular meetings insofar that the only motions permitted are:
 - a) to revert to a meeting held in public; or
 - b) to propose a recess.

17.0 POINT OF ORDER

- 17.1 When a Point of Order is raised by any member, it shall be immediately taken into consideration by the Presiding Officer who may consult with appropriate Senior Management Staff prior to making a decision.

- 17.2 The decision of the Presiding Officer shall be final unless a challenge is made pursuant to Section 16.3 of this Bylaw.
- 17.3 When a Member wishes to challenge a procedural ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" must be made immediately following the ruling, and the question shall be put immediately without debate.
- 17.4 The Presiding Officer's decision shall be either upheld or overturned by a majority of the Members present.

18.0 MOTION IN COUNCIL

- 18.1 Except as specifically provided elsewhere in this Bylaw, the following motions are debatable by Council:
- a) a motion for adoption of, refusal of, or further consideration of a report to Council;
 - b) a motion arising out of any matter included or proposed to be included on the Agenda;
 - c) a motion for amendment to any Bylaw or any matter arising directly out of any Bylaw presented before Council;
 - d) a motion for a second reading of a Bylaw;
 - e) a motion for appointment or dismissal of a Committee;
 - f) a motion for Council to go into a Closed meeting;
- 18.2 After a motion has been made but before it has been stated by the Chair, a member may change its wording or withdraw it completely. Once the motion has been stated by the Chair it becomes the property of the Council and only with the consent of a majority of Council may the mover change the wording of their motion or agree to a change proposed by another Member.

19.0 VOTING ON MOTIONS

- 19.1 A question or motion shall be declared defeated when it does not receive the required number of votes.
- 19.2 Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Members of Council to abstain.
- 19.3 Votes on all motions must be taken as follows:
- a) the Presiding Officer must declare the motion and call for the vote;
 - b) the Presiding Officer must declare the results of the vote verbally.
- 19.4 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason, unless immediately after the result of the vote has been announced the member requests and is granted, by unanimous consent, the right to do so.
- 19.5 If a member wishes to have the minutes of the meeting show who voted for and against a motion (a recorded vote), the member shall state this prior to the vote being taken.

20.0 RECONSIDERING AND RESCINDING A RESOLUTION

- 20.1 A Councillor who voted with the prevailing side may move to reconsider the resolution only at the same meeting at which the vote on the motion took place.

- 20.2 A motion to rescind a resolution, may be proposed at any meeting subsequent to the meeting at which the motion was passed, by any member, regardless of how they voted, by a majority vote with notice, or by a majority vote when notice has not been given.
- 20.3 A motion to rescind may not be applied to a resolution that has led to an irrevocable action that has already occurred.

21.0 BYLAWS

- 21.1 Every Bylaw shall have three readings before it is considered adopted. Only the title of the Bylaw and Bylaw number must be read at each reading.
- 21.2 A Bylaw shall not be given more than two readings at a Meeting, unless the Members present unanimously agree that the Bylaw may be considered for third reading, except in circumstances where the Bylaw requires provincial approval or that a Public Hearing be held after first reading and prior to adoption.
- 21.3 After first reading, a Member may ask a question concerning the Bylaw.
- 21.4 After a member has made a motion for second reading of a Bylaw Council may:
- a) debate the substance of the proposed Bylaw; and
 - b) propose and consider any amendments to the Bylaw that they may have.
- 21.5 A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the Bylaw.
- 21.6 When all amendments have been accepted or rejected the motion for the second reading of the Bylaw as amended, shall be put.
- 21.7 After Council votes affirmatively for a third reading of any Bylaw it becomes a municipal enactment of the County, and is effective immediately once it has been signed by the Chief Elected Official and the CAO, unless the Bylaw provides for a future effective date.
- 21.8 After adoption of a Bylaw, the Bylaw shall be signed by the Reeve or by the member presiding at the meeting at the time at which it was passed, and by the CAO, and shall be impressed with the corporate seal of the County.
- 21.9 Where prescribed by provincial statute requiring a Bylaw to be submitted to the electorate for voting, Council shall follow the requirements as set out in the relevant statutes.
- 21.10 After a Bylaw submitted to the electorate for voting has received its first reading by Council, it shall not again be debated in Council before the electorate has voted on it.

22.0 COMMITTEES

- 22.1 Subject to the provisions of the Act, Council may create Committees as deemed necessary and expedient for the orderly and efficient handling of the affairs of the County and may also:
- a) state the duties, responsibilities and purposes of a Committee by way of approving Terms of Reference; and
 - b) Appoint members to the Committee by resolution requiring a majority vote.
- 22.2 Each Standing or Select Committee shall select its own Chairperson.

- 22.3 In accordance with the Act, the Reeve is an ex-officio member of all committees.
- 22.4 The CAO or designate is a non-voting member of all committees.
- 22.5 If directed by Council, any member attending a meeting of an external governing body as a County Council representative, must vote in accordance with Council’s direction, if any has been given.
- 22.6 A committee may make a recommendation to Council who may then accept, reject or amend the recommendation as they deem appropriate.

This Bylaw shall come into effect upon third and final reading thereof, and hereby repeals previous Bylaw No. ~~19-04120-019~~.

GIVEN first reading, as amended, this 1~~7th~~st day of ~~October 2020~~April 2025.

Reeve

Chief Administrative Officer

GIVEN second reading this 1~~7th~~st day of ~~October 2020~~April 2025.

Reeve

Chief Administrative Officer

GIVEN third reading this 1~~7st~~st day of ~~October 2020~~April 2025.

Reeve

Chief Administrative Officer



Provincial Priorities Act

Municipal Sector

Fact Sheet

Background

The *Provincial Priorities Act* (PPA) and *Provincial Priorities Regulation* (PPR) come into force on April 1, 2025. As the lead for the municipal sector, Municipal Affairs (MA) will oversee the intake of all agreements between municipalities or municipal entities and federal entities.

The PPR defines municipal entities as:

- Library boards
- Municipally Controlled Corporations
- Municipal Growth Management Boards
- Regional Services Commissions
- Entities created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board
- Entities that are a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation

Federal entities include the Government of Canada departments, federal Crown corporations, and federal agencies.

Submission Requirements

Municipalities and municipal entities must submit information on all new agreements with federal entities, including any new agreement amendments, extensions, and renewals. These details must be provided along with a copy of the agreement to MA, regardless of the agreement's monetary value.

- Agreements valued under \$100,000 must be submitted to MA but do not need approval.
- Agreements valued between \$100,000 and \$5 million require ministerial approval. The Minister responsible for approving the agreement (lead ministry) will depend on the nature of the agreement between the federal entity and the municipality or municipal entity. For example, agreements related to public transit will fall under the responsibility of the Minister of Transportation and Economic Corridors, and agreements related to housing will fall under the responsibility of the Minister of Seniors, Community and Social Services.
- Agreements valued above \$5 million require Cabinet approval.

There are additional exceptions where provincial approval will not be required. These exceptions include, for example, minor administrative amendments, agreements for the purpose of responding to a disaster, and agreements between federal entities and municipally controlled corporations. While approval of agreements designated as exceptions is not required, these agreements must be submitted to MA as soon as possible after their execution for the exception to apply.

Existing agreements made between a municipality or a municipal entity that were signed prior to April 1, 2025, are not subject to the PPA, unless they are being amended, extended or renewed.

Intake Process

Agreements and intake forms should be submitted to MA to ma.provincialprioritiesact@gov.ab.ca when the signatories to the agreement are ready to sign the agreement or are in the final stages of negotiations.

- The intake form will collect high-level agreement information to assist in efficient processing of approval requests.
- Municipalities and municipal entities are encouraged to indicate on the intake form whether the execution of the agreement is time sensitive and the potential consequences of agreement delay.

<https://www.alberta.ca/federal-agreements-and-the-municipal-sector>

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Classification: Public



The intake form will be available on the Federal Agreements and the Municipal Sector website and will also be provided by email to all municipalities prior to April 1, 2025.

While not part of the formal intake process, situations may arise where municipalities or municipal entities would like to understand whether the province is likely to have concerns with an agreement prior to applying to a federal program and/or negotiating a final agreement. In such cases, they may contact MA for additional information on how federal program requirements may conflict with the requirements of the *PPA*, or they may submit a draft copy of the agreement for a preliminary assessment. MA will coordinate these requests with the lead ministry, which will review the information and identify any potential concerns.

Review Process

Upon receipt of the agreement, MA will forward the agreement to the appropriate lead ministry for approval.

The lead ministry, or Cabinet when required, will review the agreement, and the municipality or municipal entity will be notified of the decision to approve or reject the agreement or approve the agreement subject to specific conditions.

If an agreement is approved subject to specific conditions, the municipality or municipal entity will be given the opportunity to work with the federal entity to incorporate these conditions.

The Government of Alberta is committed to efficiently screening all agreements to minimize delays and ensure timely funding for Alberta's municipalities and municipal entities.

Contact Information

Additional information regarding the *PPA* and PPR can be found on the Federal Agreements and the Municipal Sector website, and additional questions can be directed to Municipal Affairs.

Hours: 8:15 a.m. to 4:30 p.m. (open Monday to Friday, closed statutory holidays)

Phone: 780-422-7125

Toll free: 310-0000 before the phone number (in Alberta)

Email: ma.provincialprioritiesact@gov.ab.ca

Website: <https://www.alberta.ca/federal-agreements-and-the-municipal-sector>

<https://www.alberta.ca/federal-agreements-and-the-municipal-sector>

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Classification: Public



[Municipal Letterhead]

[Date]

The Honourable Danielle Smith
Premier of Alberta
Office of the Premier
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

via Email: premier@gov.ab.ca

Subject: Support for Implementing Boat Dip Tank Technology and Invasive Species Prevention

Dear Premier Smith,

On behalf of the Council of [Municipality Name], we express appreciation and support for your government's commitment to protecting Alberta's lakes, streams and reservoirs through the inclusion of multi-year funding for aquatic invasive species (AIS) prevention in the 2025 provincial budget. This is a critical step in safeguarding the province's irrigation infrastructure, municipal water supplies, recreation economy, and natural ecosystems from the threat of invasive mussels.

Zebra and quagga mussels continue to spread across North America. Once introduced, they are virtually impossible to eradicate and impose significant operational and financial burdens—particularly on irrigation and drinking water systems. Proactive Provincial investment in effective prevention tools is essential.

Jurisdictions in the northwestern United States have demonstrated success using high-efficiency boat dip tank technology as part of their AIS programs. These systems allow for rapid, consistent, and scalable decontamination of watercraft, significantly reducing the risk of mussel transfer at inspection stations.

We see an opportunity for Alberta to accelerate deployment of this technology through a government–industry partnership. Mobilizing expertise and shared resources could fast-track implementation and serve as a model for other provinces.

In addition to physical prevention, we encourage government to continue investing in research aimed at identifying a long-term biological or natural control method. This could include collaborative efforts with other provinces, U.S. agencies, and academic institutions working toward innovative, science-based solutions.

We strongly support the expansion of Alberta's AIS prevention capacity and would welcome the opportunity to work with the Province and other stakeholders to protect the future of our water.

Sincerely,

[Name]

[Title]

[Municipality Name]

[Contact Information]

cc:

The Honourable Rebecca Schulz, Minister of Environment & Protected Areas

The Honourable RJ Sigurdson, Minister of Agriculture and Irrigation

The Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors



Memo

Date: April 14, 2025

To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities

Re: Chinook Arch Library Board 2024 Impact Report and Audited Financial Statements

Dear Sir/Madam:

Southern Alberta residents in communities both large and small rely on public libraries as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings in response to changing community needs.

Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other municipal members. It supports and enhances the services offered by your local library board or that of a neighbouring community. As a result of your membership in Chinook Arch, residents of your municipality have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

Attached to this memo are the Chinook Arch Library Board's 2024 Impact Report and 2024 Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or email rehpher@chinookarch.ca to schedule a presentation.

The Impact Report and Audited Statements are always available on the Chinook Arch website at www.chinookarch.ca.

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

A handwritten signature in black ink that reads "Darryl Christensen".

Darryl Christensen, Chair

Chinook Arch Library Board

TEL. 403.380.1500
CHINOOKARCH.CA

2902 7 Ave N, Lethbridge, AB T1H 5C6

2024 IMPACT REPORT

“ Look for quotes from Chinook Arch member libraries in this report. ”

Chinook Arch Snapshot



35 member library locations



40 municipalities served



35,168 library cardholders



29 staff members

Highlights from the Year

“We are a small library and would not be able to function well without the support we receive from Chinook Arch.”

In-Library Programming

Chinook Arch's Digital Literacy Clinics concluded in March. Funded by a \$170,000 grant from the Government of Alberta Civil Society Fund the program saw much success in 2023/2024.

32 clinics offered with
58 participants



75 Wi-Fi Hotspots
borrowed **3,508** times

7 Foot Traffic Promotions

ran in participating libraries to help boost in-library visits.



Over **2,700** people participated!

A successful Summer Reading Program



5,600 km
travelled in 2 short months!

22%
increase in more program participants

17% increase in Book BINGO participants (33% more teens and 83% more adults!)

Library Collections

A Teen Rotating Block was created and over 120 items were borrowed from it!



A block is a collection of materials that Chinook Arch loans on request to libraries to supplement their own collections on a temporary basis.

11 new regional programming kits were added to the collection, which now boasts over 50 kits.



Updated Technology

Upgraded 3 servers



2 storage servers

2 storage switches

This new hardware hosts the virtual servers needed to support and operate Chinook Arch and each of the member libraries.

Membership has its benefits

Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.



Direct Library Support

"Chinook Arch staff is great across the board. They are always available and always helpful."

1,947

support consultations
(in-person and virtual)



364

direct patron
interactions

84

Library programs in
member libraries with

4,140 participants



Connection and Learning Opportunities

"Chinook Arch does a good job of connecting us with what is happening with the organization and other member libraries."

In May, a Regional Programming Collection Petting Zoo allowed library staff to learn about the programming kits available and test them out for themselves!



18 training
events held

330
attendees



160

people connected at the 15th Annual
Southern Alberta Library Conference



Sharing Resources

"I am so amazed that over 90 of our books went out of province last year. Libraries rule!"



11%

increase in
Interlibrary
Loan lending

Interlibrary Loans allows library cardholders to borrow materials from other library systems - both in Alberta and beyond!

48,567

items added to
shared library
catalogue

573,200
items moved
between libraries

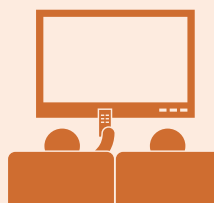


Our vans make
334 delivery
stops per month.
That's 4,008
stops a year!



Online Services Management

"I have several patrons who love these resources!"



22%

increase of
library material
checkouts on
OverDrive



audiobook
borrowing up

23%

39% increase in Kanopy views
Kanopy is a video-streaming platform
with 30,000+ shows for all ages.

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2024

CHINOOK ARCH LIBRARY BOARD
Index to Financial Statements
Year Ended December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2024, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

* denotes professional corporation

Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB
April 3, 2025

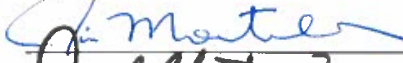

INSIGHT LLP

Chartered Professional Accountants

CHINOOK ARCH LIBRARY BOARD
Statement of Financial Position
December 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 1,140,600	\$ 1,392,190
Restricted cash (Note 3)	14,740	56,721
Accounts receivable	13,173	15,411
Goods and services tax recoverable	15,150	29,327
Technology purchase employee receivable (Note 4)	3,861	2,569
Prepaid expenses	249,721	240,820
	1,437,245	1,737,038
CAPITAL ASSETS (Note 5)	2,449,949	2,381,613
	\$ 3,887,194	\$ 4,118,651
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 62,904	\$ 59,137
Receiver General payroll liabilities	-	17,263
Employee benefit obligations (Note 6)	169,231	178,500
Deferred revenue (Note 7)	14,740	56,721
	246,875	311,621
DEFERRED CAPITAL CONTRIBUTIONS (Note 8)	1,855,985	1,877,724
	2,102,860	2,189,345
NET ASSETS	1,784,334	1,929,306
	\$ 3,887,194	\$ 4,118,651

ON BEHALF OF THE BOARD

 Director
 Director

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2024

	Unrestricted Fund 2024	Internally Restricted Fund 2024 (Note 9)	Capital Fund 2024	Total 2024	Total 2023
BALANCE - BEGINNING OF YEAR	\$ -	\$ 1,425,551	\$ 503,755	\$ 1,929,306	\$ 2,090,622
Deficiency of revenues over expenses	(144,972)	-	-	(144,972)	(160,275)
Capital asset additions	(231,367)	-	231,367	-	-
Capital grants received	75,000	-	(75,000)	-	-
Amortization of capital assets	163,030	-	(163,030)	-	-
Amortization of deferred capital contributions	(96,739)	-	96,739	-	-
Book allotment purchase, net of additions (Note 9)	55,925	(55,925)	-	-	-
Use of Technology Fund reserves (Note 9)	91,732	(91,732)	-	-	-
Use of Vehicle Fund reserves (Note 9)	64,635	(64,635)	-	-	-
Use of Operating Fund reserves (Note 9)	5,446	(5,446)	-	-	-
Transfer from Operating Fund reserves (Note 9)	17,310	(17,310)	-	-	-
Externally restricted funds returned to funder	-	-	-	-	(1,041)
BALANCE - END OF YEAR	\$ -	\$ 1,190,503	\$ 593,831	\$ 1,784,334	\$ 1,929,306

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2024

	Budget 2024	Total 2024	Total 2023
REVENUES			
Municipal levies	\$ 1,620,459	\$ 1,620,459	\$ 1,590,280
Provincial operating grant	1,075,006	1,069,220	1,038,499
Library board membership fees	654,731	655,537	642,471
Other income (Schedule 1)	431,500	453,659	416,578
Contract services (Schedule 1)	141,000	207,967	144,613
Provincial rural library services grant	134,125	134,126	134,125
Other grants (Schedule 1)	85,000	87,500	91,740
Municipal rural services fees	62,543	58,848	58,504
Amortization of deferred capital contributions (Note 8)	85,000	96,739	81,072
	4,289,364	4,384,055	4,197,882
EXPENSES			
Salaries and benefits	2,217,500	2,283,595	2,150,956
Library materials and collections	825,600	959,602	879,119
Programs and services (Schedule 2)	456,600	414,980	413,923
Contract and other services (Schedule 2)	140,000	224,795	147,732
Network services (Schedule 2)	160,000	185,753	198,556
Bibliographic services (Schedule 2)	85,500	82,654	89,328
Training and development (Schedule 2)	58,000	66,219	48,835
Shipping and delivery (Schedule 3)	64,000	55,081	59,237
Building and maintenance	53,400	45,159	53,732
Administration (Schedule 3)	39,000	28,250	34,457
Board expenses	9,300	14,463	11,205
Amortization of capital assets	180,000	163,030	105,240
	4,288,900	4,523,581	4,192,320
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	464	(139,526)	5,562
BOARD APPROVED PROJECTS FUNDED BY RESERVES			
Projects funded by Operating Fund reserves (Note 9)	-	5,446	-
Projects funded by Technology Fund reserves	-	-	143,037
Projects funded by Building Fund reserves	-	-	22,800
	-	5,446	165,837
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 464	\$ (144,972)	\$ (160,275)

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Revenue Schedule (Schedule 1)
Year Ended December 31, 2024

	Budget	2024	2023
OTHER INCOME			
Additional funds for library materials	\$ 300,000	\$ 311,779	\$ 294,417
Interest and investment income	90,000	94,645	102,576
Southern Alberta Library Conference	15,000	15,685	14,002
Fundraising and donations	15,000	15,650	-
Employment programs	4,500	8,400	3,735
Gain on disposal of property and equipment	5,000	7,500	1,848
Miscellaneous	2,000	-	-
	\$ 431,500	\$ 453,659	\$ 416,578
CONTRACT SERVICES			
Reimbursement for purchases	\$ 100,000	\$ 165,956	\$ 106,478
Contracts	39,000	41,650	37,244
Staff book purchases	2,000	361	891
	\$ 141,000	\$ 207,967	\$ 144,613
OTHER GRANTS			
Civil Society Fund grant	\$ 85,000	\$ 87,500	\$ 87,500
CFLSA grant	-	-	4,240
	\$ 85,000	\$ 87,500	\$ 91,740

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Expense Schedules (Schedule 2)
Year Ended December 31, 2024

	Budget	2024	2023
PROGRAMS AND SERVICES			
Rural library services grant transfer	\$ 171,600	\$ 161,835	\$ 148,115
Support subscriptions	160,000	116,256	143,300
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	18,240	14,989
Membership programs	9,500	9,905	9,337
Special projects	1,000	9,019	7,107
Library membership cards	3,000	8,739	-
Summer programs	1,500	986	1,075
	\$ 456,600	\$ 414,980	\$ 413,923
NETWORK SERVICES			
Network support and maintenance	\$ 90,000	\$ 117,059	\$ 94,070
Telecommunications	50,000	51,303	51,189
Equipment and software	20,000	17,391	53,297
	\$ 160,000	\$ 185,753	\$ 198,556
CONTRACT AND OTHER SERVICES			
Purchasing services for member libraries	\$ 100,000	\$ 182,799	\$ 109,614
ILS maintenance and service contract	38,000	41,650	37,244
Staff purchases	2,000	346	874
	\$ 140,000	\$ 224,795	\$ 147,732
BIBLIOGRAPHIC SERVICES			
Support services	\$ 70,000	\$ 72,064	\$ 74,313
Supplies for library materials	13,000	5,811	11,136
Cataloguing subscriptions	2,500	4,779	3,879
	\$ 85,500	\$ 82,654	\$ 89,328
TRAINING AND DEVELOPMENT			
Conferences, courses and staff travel	\$ 20,000	\$ 26,932	\$ 14,262
Southern Alberta Library Conference	25,000	26,554	19,578
Librarian meetings and training	12,000	11,687	14,017
Programs and training for libraries	1,000	1,046	978
	\$ 58,000	\$ 66,219	\$ 48,835

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Expense Schedules (Schedule 3)
Year Ended December 31, 2024

	Budget	2024	2023
SHIPPING AND DELIVERY			
Vehicle expense	\$ 50,000	\$ 43,439	\$ 47,672
Postage and shipping	5,500	5,018	5,367
Vehicle insurance	3,500	3,358	2,901
Freight	5,000	3,266	3,297
	\$ 64,000	\$ 55,081	\$ 59,237
ADMINISTRATION			
Professional fees	\$ 10,000	\$ 11,541	\$ 9,499
Office equipment maintenance	7,500	7,823	8,375
Office supplies and equipment	8,000	5,384	7,554
Coffee services	2,500	2,015	2,603
Bank charges	1,800	1,366	1,677
Subscriptions	2,400	940	2,037
Printing	500	357	139
Recruitment	800	241	763
Memberships	500	60	400
Advertising	500	-	298
Miscellaneous	500	-	25
Foreign currency exchange	4,000	(1,477)	1,087
	\$ 39,000	\$ 28,250	\$ 34,457

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Cash Flows
Year Ended December 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 4,219,136	\$ 4,064,918
Cash paid to suppliers and employees	(4,383,485)	(4,339,190)
Interest received	94,645	102,576
Cash flow used by operating activities	(69,704)	(171,696)
INVESTING ACTIVITIES		
Purchase of capital assets	(231,367)	-
Proceeds on disposal of capital assets	7,500	-
Cash flow from (used by) investing activities	(223,867)	-
DECREASE IN CASH FLOW	(293,571)	(171,696)
Cash - beginning of year	1,448,911	1,620,607
CASH - END OF YEAR	\$ 1,155,340	\$ 1,448,911
CASH CONSISTS OF:		
Cash and cash equivalents	\$ 1,140,600	\$ 1,392,190
Restricted cash	14,740	56,721
	\$ 1,155,340	\$ 1,448,911

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2024

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates and treasury bills. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

As at December 31, 2024, the Board held no temporary investments.

Cash that is externally restricted for specific purposes is presented as restricted cash.

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Capital assets

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4% declining balance method
Automotive (passenger)	50% declining balance method
Automotive (delivery vehicles)	33% straight-line method
Computer equipment	25% straight-line method
Office furniture and equipment	10% straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 8).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

3. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 7).

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2024

4. EMPLOYEE TECHNOLOGY PURCHASE PLAN

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,367,706	2,196,303	2,287,894
Equipment	116,136	71,437	44,699	53,113
Automotive	219,021	175,702	43,319	26
Computer equipment	289,861	164,813	125,048	-
	\$ 4,229,607	\$ 1,779,658	\$ 2,449,949	\$ 2,381,613

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2024

6. EMPLOYEE BENEFIT OBLIGATIONS

	2024	2023
Vacation accrual	\$ 163,011	\$ 170,685
Health spending account	6,220	7,815
	\$ 169,231	\$ 178,500

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

7. DEFERRED REVENUE

	2024	2023
<u>Indigenous grant</u>		
Opening balance	\$ 54,956	\$ 18,430
Funds received	-	75,331
Amounts recognized	(43,296)	(38,805)
	11,660	54,956
<u>CFLSA grant</u>		
Opening balance	-	4,240
Funds received	-	-
Amounts recognized	-	(4,240)
	-	-
<u>Other</u>		
Opening balance	1,765	2,541
Funds received	3,080	1,765
Amounts recognized	(1,765)	(2,541)
	3,080	1,765
Total	\$ 14,740	\$ 56,721

8. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2024	2023
Opening balance	\$ 1,877,724	\$ 1,958,796
Additions during the year	75,000	-
Amortization	(96,739)	(81,072)
	\$ 1,855,985	\$ 1,877,724

CHINOOK ARCH LIBRARY BOARD**Notes to Financial Statements****Year Ended December 31, 2024****9. INTERNALLY RESTRICTED FUNDS**

	2023	Additions	Uses	2024
Internally restricted funds				
Technology Fund	\$ 168,642	\$ 5,595	\$ 91,732	\$ 82,505
Vehicle Fund	246,360	-	64,635	181,725
Building Fund	336,554	-	-	336,554
Operating Fund	454,408	-	22,756	431,652
Book Allotment Fund	219,587	651,562	713,082	158,067
	\$ 1,425,551	\$ 657,157	\$ 892,205	\$ 1,190,503

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

During the year, a transfer of \$5,595 from the Book Allotment Fund to the Technology Fund was approved for a member library to purchase technology items.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the datacenter refresh project. The total cost net of GST was \$166,732 (budget - \$175,000). This project was funded in part by a Community Initiatives Program grant of \$75,000. The remaining cost of \$91,732 was funded by the Technology Fund.

The Board of Directors approved the use of internally restricted Vehicle Fund reserves to purchase a new cargo van (budget - \$54,000). This vehicle was approved in the 2022 capital budget but delivery issues delayed the purchase until the 2024 year.

The Board of Directors approved the use of internally restricted Operating Fund reserves for the following:

- The pop-up library kits project had a total cost of \$5,446 (budget - \$7,500).
- \$17,310 was transferred from the Operating Fund to offset the Unrestricted Fund deficit for 2024.

10. SIGNIFICANT REVENUE SOURCES

In 2024, 82% (2023 - 82%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2024, the Lethbridge population represented 50% (2023 - 49%) of the total membership population and generated 41% (2023 - 41%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

11. PURCHASE COMMITMENTS

As at December 31, 2024, the Board has entered into various purchase commitments for materials ordered for member libraries in the normal course of business. These commitments, totalling \$125,364, are expected to be fulfilled in the next year. The board anticipates receiving discounts on some materials of up to 40% of the price, to be determined at the time of delivery.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. Per the 2023 Annual Report, the LAPP services 304,451 (2022 - 291,259) members and retirees and 444 (2022 - 437) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

As at December 31, 2023, the LAPP disclosed an actuarial surplus of \$15.06 billion (2022 - \$12.67 billion). As at the financial statement date, the LAPP's 2024 statement of financial position had not yet been released.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2023 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 11.65% (2023 - 12.23%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2023 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 10.65% (2023 - 11.23%) on pensionable salary above this amount. The maximum pensionable salary is \$71,300 (2023 - \$66,600).

Total current service contributions by the Board to LAPP in 2024 were \$137,453 (2023 - \$133,378). The current service contributions by the employees of the Board to the LAPP in 2024 were \$122,228 (2023 - \$118,748).

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2024.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2024 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2024 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.



AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - March 2025
Meeting: Council Meeting - 17 Apr 2025
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 08 Apr 2025

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

No motion required.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

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

Lethbridge County Council Attendance
March 2025

Division 1

Councillor Lorne Hickey

March 6	Lethbridge County Council Meeting
March 17-19	RMA Spring Convention
March 19	Green Acres Finance Committee Meeting
March 21	Dhillon School of Business Dinner
March 26	Green Acres Board Meeting
March 27	ASB Meeting
March 31	IDP Review Meeting, City of Lethbridge

Division 2

Reeve Tory Campbell

March 3	Wellness Community Discussion
March 5	ASBG AGM
March 6	Lethbridge County Council Meeting
March 6	Rotary Club Lethbridge East Scholarship Dinner
March 7	Mayors & Reeves
March 13	Chinook Arch Personnel & Finance Meeting
March 18	Coalhurst/North of the River Collaboration Meeting
March 19	EDL AGM
March 20	Fire Services Discussion
March 25	Fire Services Meeting
March 31	IDP Review Meeting, City of Lethbridge

Division 3

Councillor Mark Sayers

March 6	Lethbridge County Council Meeting
March 14	Call with Auditor re: Water Commission
March 17	EOEP Course – RMA Convention
March 17-19	RMA Spring Convention
March 20	Fire Services Discussion
March 25	Fire Services Meeting
March 27	Southern Alberta Economic Development Summit
March 31	IDP Review Meeting, City of Lethbridge

Division 4**Deputy Reeve John Kuerbis**

March 4	Weekly Meeting with Community Futures Executive Director
March 6	Lethbridge County Council Meeting
March 10	IDP Meeting with Town of Nobleford
March 11	Weekly Meeting with Community Future Executive Director
March 14	Meeting with CAO
March 15	City of Lethbridge Firefighters Gala
March 16-19	RMA Spring Convention
March 17	EOEP Course
March 20	Fire Services Discussion
March 21	Dhillon School of Business Dinner
March 26	Community Futures Monthly Board Meeting
March 27	ASB Meeting

Division 5**Councillor Kevin Slomp**

March 6	Lethbridge County Council Meeting
March 10	IDP Meeting with Town of Nobleford
March 15	City of Lethbridge Firefighters Gala
March 17-19	RMA Spring Convention
March 20	Fire Services Discussion
March 25	Fire Services Meeting
March 27	ASB Meeting

Division 6**Councillor Klaas VanderVeen**

March 6	Lethbridge County Council Meeting
March 26	SAEWA Meeting
March 27	ASB Meeting

Division 7**Councillor Morris Zeinstra**

March 6	Lethbridge County Council Meeting
March 13	Seed Cleaning Plant Meeting
March 17-19	RMA Spring Convention
March 20	Fire Services Discussion
