



## AGENDA

### Council Meeting

9:30 AM - Thursday, September 2, 2021  
Council Chambers

Page

#### A. CALL TO ORDER

#### B. ADOPTION OF AGENDA

#### C. ADOPTION OF MINUTES

3 - 8

1. **County Council Meeting Minutes**  
[Council Meeting - 05 Aug 2021 - Minutes](#)

#### D. DELEGATIONS

9 - 15

1. **9:30 a.m. - Sugar Beet Growers - Melody Garner-Skiba**  
[Making Canada Sweeter Presentation](#)

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

16 - 32

1. **Bylaw 21-015 - Re-designation of portions of Lot 1, Block 1, Plan 0411743 and Lot 2 Block 1 Plan 1511150 from Rural Agriculture to Business Light Industrial - Public Hearing**  
[Bylaw 21-015 Land Use Bylaw Amendment - Rural Agriculture to Business Light Industrial - Public Hearing](#)

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2. **Bylaw 21-016 - Re-designate a parcel within the NW 1-9-21-W4 from Lethbridge Urban Fringe to Rural General Industrial - Public Hearing**  
[Bylaw 21-016 - Re-designate a parcel within the NW 1-9-21-W4 from LUF to RGI - Public Hearing](#)

#### F. SUBDIVISION APPLICATIONS

60 - 67

1. **Subdivision Application #2021-0-142 – Sawchuck - within the SE¼ 22-9-21-W4M**  
[Subdivision Application #2021-0-142 – Sawchuck - within the SE¼ 22-9-21-W4M](#)

#### G. DEPARTMENT REPORTS

## **G.1. MUNICIPAL SERVICES**

- 68 - 113      G.1.1. **Information Regarding Declaration of Agricultural Disaster**  
[Information Regarding Declaration of Agricultural Disaster](#)

## **G.2. CORPORATE SERVICES**

- 114 - 132      G.2.1. **Policy Review - Policy #150 Tangible Capital Assets**  
[Policy Review - Policy #150 Tangible Capital Assets](#)
- 133 - 150      G.2.2. **Quarterly Financial Report - May to July 2021**  
[Financial Report May - July 2021](#)

## **G.3. COMMUNITY SERVICES**

- 151 - 159      G.3.1. **Emergency Advisory Committee Review**  
[Emergency Advisory Committee Review](#)
- 160 - 163      G.3.2. **Helicopter Emergency Medical Services Review**  
[Helicopter Emergency Medical Services Review](#)

## **G.4. ADMINISTRATION**

- 164 - 172      G.4.1. **Revisions to Policy 161 - Donations to Community Organizations, Programs, Events & Activities**  
[Revisions to Policy 161 - Donations to Community Organizations, Programs, Events & Activities](#)

## **H. NEW BUSINESS**

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

- 173 - 176      1. **Lethbridge County Council Attendance Update - July 2021**  
[Lethbridge County Council Attendance Update - July 2021](#)

## **J. CLOSED SESSION**

1. **Chinook Intermunicipal Subdivision and Development Appeal Board - Board Appointment (FOIP Section 19 - Confidential Evaluations)**

## **K. ADJOURN**



# MINUTES

## Council Meeting

9:30 AM - Thursday, August 5, 2021  
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, August 5, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

**PRESENT:** Reeve Lorne Hickey  
Councillor Tory Campbell  
Councillor Ken Benson  
Councillor Steve Campbell  
Deputy Reeve Klaas VanderVeen  
Director of Community Services, Larry Randle  
Director of Public Operations, Jeremy Wickson  
Manager of Finance & Administration, Jennifer Place  
Executive Assistant, Candice Robison  
Supervisor of Planning & Development, Hilary Janzen  
Senior Planner, Steve Harty

### A. CALL TO ORDER

Reeve Lorne Hickey called the meeting to order at 9:30 a.m.

### B. ADOPTION OF AGENDA

1-2021 Deputy Reeve VanderVeen MOVED that Lethbridge County Council approve the August 5, 2021 Council Meeting Agenda as presented. CARRIED

### C. ADOPTION OF MINUTES

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

2-2021 Councillor S.Campbell MOVED that the July 8, 2021 Regular County Council Meeting Minutes be accepted as presented. CARRIED

#### C.2. Special County Council Meeting Minutes

3-2021 Councillor T.Campbell MOVED that the July 2, 2021 Special County Council Meeting Minutes be accepted as presented. CARRIED

### D. DELEGATIONS

#### 9:30 a.m. - Bursary Winners - Lexie Hornford and Peter Harris

Reeve Hickey presented Bursary Certificates to the two Lethbridge County Bursary winners Lexie Hornford and Peter Harris.

**E. SUBDIVISION APPLICATIONS**

**E.1. Subdivision Application #2021-0-134 – Brouwer  
- Lot 2, Block 18, Plan 1610157 within SW¼ 6-10-21-W4M (Hamlet of Diamond City)**

4-2021 Deputy Reeve VanderVeen MOVED that the Hamlet Residential subdivision of Lot 2, Block 18, Plan 1610157 within SW¼ 6-10-21-W4M (Certificate of Title No. 161 011 993), to subdivide a 66' x 196' (0.3 acre/ 0.13 ha) title into two equal lots, each being 66' x 98' (0.15 acre/ 0.06 ha) in size, for hamlet residential use; BE APPROVED subject to the following:

**CONDITIONS:**

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The existing caveat registered on title regarding an agreement for the future sewer/water service connection and any additional installation fees required should be accordingly addressed.
3. The applicant is responsible for all development costs, and any applicable municipal hamlet infrastructure installation fees, associated with servicing the subdivision proposal shall be paid to Lethbridge County prior to finalization.
4. That a final subdivision plan must be prepared by an Alberta Land Surveyor in such a manner acceptable to the Subdivision Authority and for Land Titles registration.
5. That any easement(s) as required by the utility agencies or the municipality shall be established.

CARRIED

**F. DEPARTMENT REPORTS**

**F.1. Bylaw 21-015 - Re-designation of portions of Lot 1, Block 1, Plan 0411743 and Lot 2 Block 1 Plan 1511150 from Rural Agriculture to Business Light Industrial - First Reading**

5-2021 Councillor Benson MOVED that Bylaw 21-015 - Re-designation of portions of Lot 1, Block 1, Plan 0411743 and Lot 2, Block 1, Plan 1511150 from Rural Agriculture to Business Light Industrial be read a first time.

CARRIED

**F.2. Bylaw 21-016 - Re-designate a parcel within the NW 1-9-21-W4 from Lethbridge Urban Fringe to Rural General Industrial - First Reading**

6-2021 Councillor T.Campbell MOVED that Bylaw 21-016 - Re-designate a parcel within the NW 1-9-21-W4 from Lethbridge Urban Fringe to Rural General Industrial be read a first time.

CARRIED

**G. PUBLIC HEARINGS - 10:00 AM**

**G.1. Bylaw 21-010 Ramias Subdivision Area Structure Plan and Bylaw 21-011 Land Use Bylaw Amendment Rural Urban Fringe to Grouped Country Residential - Public Hearing**

Reeve Hickey called a recess to the Council Meeting, for the Public Hearing for Bylaw 21-010 and Bylaw 21-011 at 9:55 a.m.

7-2021 Councillor Benson MOVED that the Public Hearing for Bylaw 21-010 and Bylaw 21-011 commence at 10:00 a.m.

CARRIED



Reeve Hickey asked three times if anyone from the public wished to speak in opposition of Bylaw 21-010 and Bylaw 21-011.

Dave Clifton was present and spoke in opposition of Bylaw 21-010 and Bylaw 21-011.

Reeve Hickey asked three times if anyone from the public wished to speak in favour of Bylaw 21-010 and Bylaw 21-011.

No one came forward.

8-2021	Councillor Benson	MOVED that the Public Hearing for Bylaw 21-010 and Bylaw 21-011 adjourn at 10:10 a.m.	CARRIED
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9-2021	Deputy Reeve VanderVeen	MOVED that County Council postpone 2nd Reading of Bylaws 21-010 and 21-011 and request that the plan be revised to ensure the natural drain is not changed.	CARRIED
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**G.2. Bylaw 21-013 - Text Amendments to the Lethbridge County Land Use Bylaw - Public Hearing**

Reeve Hickey called a recess to the Council Meeting, for the Public Hearing for Bylaw 21-013 at 10:17 a.m.

10-2021	Deputy Reeve VanderVeen	MOVED that the Public Hearing for Bylaw 21-013 commence at 10:18 a.m.	CARRIED
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Reeve Hickey asked three times if anyone from the public wished to speak in opposition of Bylaw 21-013.

No one came forward.

Reeve Hickey asked three times if anyone from the public wished to speak in favour of Bylaw 21-013.

No one came forward.

11-2021	Councillor T.Campbell	MOVED that the Public Hearing for Bylaw 21-013 adjourn at 10:26 a.m.	CARRIED
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12-2021	Councillor S.Campbell	MOVED that Bylaw 21-013 - Text Amendments to the Lethbridge County Land Use Bylaw be read a second time.	CARRIED
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13-2021	Councillor Benson	MOVED that Bylaw 21-013 - Text Amendments to the Lethbridge County Land Use Bylaw be read a third time.	CARRIED
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Reeve Hickey recessed the meeting at 10:27 a.m.

The meeting reconvened at 10:37 a.m.

## H. DEPARTMENT REPORTS

### H.1. COMMUNITY SERVICES

#### H.1.1. Planning and Development Department - 2nd Quarter Report 2021

14-2021 Deputy Reeve VanderVeen MOVED that County Council receive the Planning and Development Department 2nd Quarter Report for Information. CARRIED

#### H.1.2. Picture Butte Jamboree Days Parade - August 21, 2021 - Picture Butte

15-2021 Councillor T.Campbell MOVED that County Council allow any member of Council who wishes to attend the Picture Butte Jamboree Days Parade on August 21, 2021 in Picture Butte, to do so. CARRIED

#### H.1.3. Town of Coalhurst Parade - August 28, 2021 - Coalhurst

16-2021 Councillor S.Campbell MOVED that County Council allow any member of Council who wishes to attend the Coalhurst Parade on August 28, 2021 in Coalhurst, to do so. CARRIED

### H.2. ADMINISTRATION

#### H.2.1. Celebration of Indigenous Culture - September 11, 2021 - Readymade Community Centre

17-2021 Councillor T.Campbell MOVED that County Council authorize any member who wishes to attend the Readymade Community Centre's Celebration of Indigenous Culture event on September 11, 2021 at the Readymade Community Centre, to do so. CARRIED

18-2021 Councillor T.Campbell MOVED that County Council donates \$1,050 to the Readymade Community Association to assist in funding the Celebration of Indigenous Culture event with \$500 of the funds to be utilized from the Donations Reserve and \$550 to be utilized from the Council Discretionary Reserve. CARRIED

### H.3. CORPORATE SERVICES

#### H.3.1. Coaldale-Lethbridge Community Growing Project Request

19-2021 Deputy Reeve VanderVeen MOVED that County Council donates \$500 per the Lethbridge County Donations Policy 161 to the Coaldale-Lethbridge Community Growing Project with funding from the Donation Reserve. CARRIED

#### H.3.2. 2021 Business Tax Adjustments

20-2021 Councillor S.Campbell MOVED that County Council approve the 2021 Business Tax adjustment requests as presented in the total amount of \$5,495.69. CARRIED

### H.4. MUNICIPAL SERVICES

#### H.4.1. Mountain Meadows Slough Remediation

21-2021 Councillor S.Campbell MOVED that County Council approve the Mountain Meadows Slough Project with a budget of \$514,000 funded from MSI. CARRIED

I. **NEW BUSINESS**

I.1. **Notice of Motion**

Councillor Tory Campbell gave notice that at the next Council meeting he will make a motion regarding the potential declaration of a municipal agricultural state of emergency.

J. **COUNTY COUNCIL AND COMMITTEE UPDATES**

J.1. **Lethbridge County Council Attendance Update - June 2021**

22-2021 Deputy Reeve VanderVeen MOVED that Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - June 2021", identifying the activities and events attended by Lethbridge County Council for the month of June 2021 as information.

CARRIED

**Division 1**  
**Reeve Lorne Hickey**

June 3	Lethbridge County Council Meeting
June 4	Mayors and Reeves
June 9	Meeting with CAO
June 11	Virtual Meeting with MLA Ceci
June 15	Municipal Development Plan Council Workshop
June 15	Public Works Level of Service Workshop
June 17	Lethbridge County Council Meeting
June 18	Tour with Minister Hunter
June 23	Meeting with CAO
June 29	Picture Butte Arbitration

**Division 2**  
**Councillor Tory Campbell**

June 3	Lethbridge County Council Meeting
June 11	Virtual Meeting with MLA Ceci
June 15	Municipal Development Plan Council Workshop
June 15	Public Works Level of Service Workshop
June 17	Lethbridge County Council Meeting
June 23	Bursary Review Meeting
June 28	Lethbridge Regional Waste Commission Virtual Meeting
June 29	Southern Storm Drainage Committee Zoom Meeting

**Division 3**  
**Councillor Robert Horvath**

June 3	Lethbridge County Council Meeting
June 15	Municipal Development Plan Council Workshop
June 15	Level of Service Workshop
June 17	Lethbridge County Council Meeting

**Division 4**  
**Councillor Ken Benson**

June 3	Lethbridge County Council Meeting
June 15	Municipal Development Plan Council Workshop
June 15	Level of Service Workshop
June 17	Lethbridge County Council Meeting

**Division 5**  
**Councillor Steve Campbell**

June 2	Exhibition Park Board Meeting
June 3	Lethbridge County Council Meeting
June 15	Municipal Development Plan Council Workshop
June 15	Level of Service Workshop
June 17	Lethbridge County Council Meeting
June 21	Exhibition Park Committee Meeting
June 22	Community Futures Board Meeting
June 23	Bursary Review Meeting

**Division 6**  
**Councillor Klaas VanderVeen**

June 3	Lethbridge County Council Meeting
June 15	Municipal Development Plan Council Workshop
June 15	Level of Service Workshop
June 17	Lethbridge County Council Meeting
June 25	SAEWA Board Meeting
June 28	Lethbridge Regional Waste Commission Virtual Meeting

**Division 7**  
**Councillor Morris Zeinstra**

June 3	Lethbridge County Council Meeting
June 15	Municipal Development Plan Council Workshop
June 15	Level of Service Workshop
June 17	Lethbridge County Council Meeting

**K.    CLOSED SESSION**

**L.    ADJOURN**

23-2021      Councillor    MOVED that the Lethbridge County Council Meeting adjourn at 11:38  
                 T.Campbell    a.m.

CARRIED

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

# BUILDING A SWEET RECOVERY AFTER COVID



# The Journey



PRESENT  
LOCATION



DESTINATION



ROADMAP



PASSENGERS



# Present Location

Sole  
Feedstock  
Source of  
100%  
Canadian  
Sugar

Supply 10%  
of Domestic  
Market

20,000  
Tonnes is  
Exported to  
US

2150 Jobs

\$248.61  
million in  
GDP  
contribution

Verified  
sustainable



Increase

Food Security for Canadians of a staple product

Increase

Economic and rural development

Reduce

Impact on climate change

Increase

Economic diversification provincially and federally

Improve

Competitiveness for farmers

## The Destination- Domestic Sugar Policy





# The Road Map- 20% Supply Share

## Manage Imports



TRQ restriction on tonnes of raw cane sugar



Increase in % of SCPs that are made using beet sugar

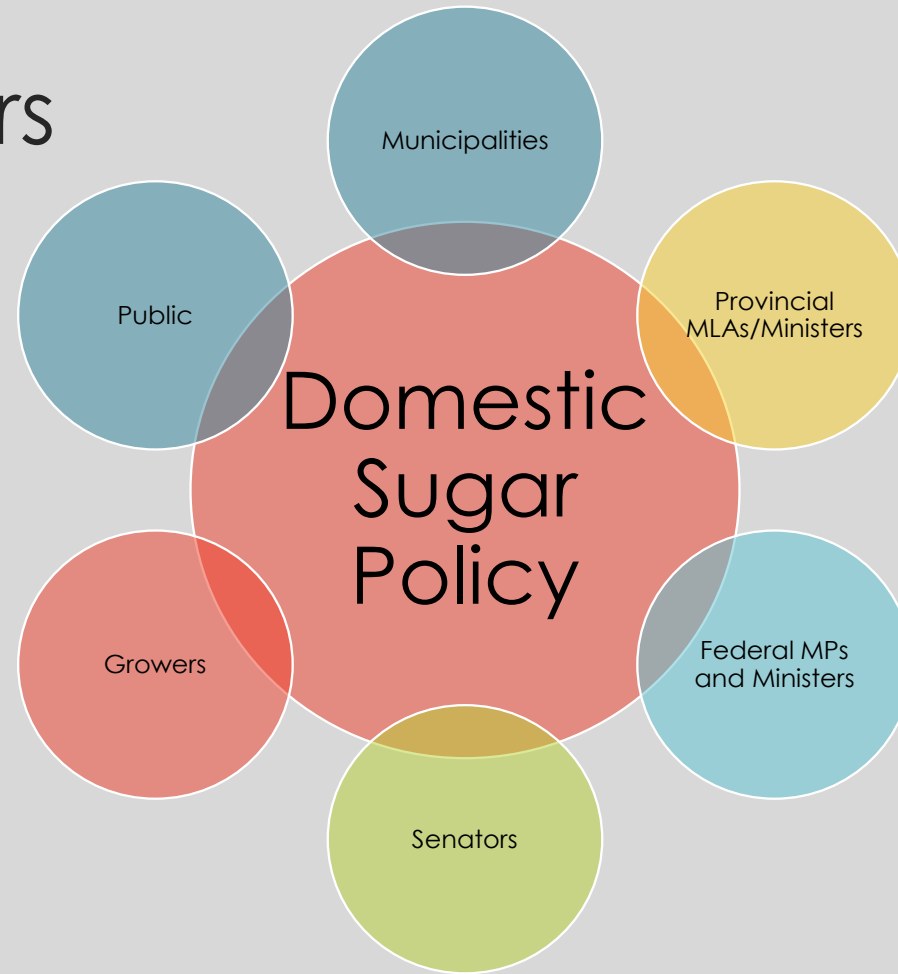
## Manage Exports



Prioritize beet sugar in all Free Trade Agreements



# Passengers





## Questions?

Contact:

Melody Garner-Skiba

Executive Director

[melody@asbg.ca](mailto:melody@asbg.ca)

Gary Tokariuk

President

[president@asbg.ca](mailto:president@asbg.ca)

Please consider joining us on this journey!

# AGENDA ITEM REPORT



**Title:** Bylaw 21-015 - Re-designation of portions of Lot 1, Block 1, Plan 0411743 and Lot 2 Block 1 Plan 1511150 from Rural Agriculture to Business Light Industrial - Public Hearing

**Meeting:** Council Meeting - 02 Sep 2021

**Department:** Community Services

**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 16 Aug 2021  
Approved - 16 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

An application has been made to re-designate lands from Rural Agriculture to Business Light Industrial to allow for the expansion of the light industrial business currently on the parcel.

## RECOMMENDATION:

That Bylaw 21-015 be read a second time, as amended.  
That Bylaw 21-016 be read a third time.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council previously re-designated lands in this area from Rural Agriculture to Business Light Industrial under Bylaw 20-002.
- Bylaw 21-015 received 1st reading on August 5, 2021

## BACKGROUND INFORMATION:

An application has been made to re-designate lands from Rural Agriculture to Business Light Industrial. The intent of this application is to expand the existing Business Light Industrial area to accommodate future light industrial development in this area.

The proposed application complies with the policies of the Intermunicipal Development Plan with the Town of Nobleford.

- The area has been identified as a rural commercial/light industrial area

The proposed application meets many of the policies of the Municipal Development Plan (Section 6.4) and the Industrial/Commercial Land Use Strategy for industrial development:

- The lands are poor quality agricultural lands, a portion of which have been used for commercial/light industrial purposes.
- There is a existing infrastructure in place to support future development.
- The lands are adjacent to Highway 519.
- The proposed use is agriculturally related and would be non-labour intensive.

After first reading of the Bylaw the applicant submitted a revised area for the rezoning that will add an additional 0.278 hectare / 0.69 acres to the Business Light Industrial area. This amendment is requested to ensure that the dugout that has been constructed is totally within the area considered for the rezoning and future subdivision.

The application has been circulated to all County Departments, external agencies, and the Town of Nobleford for review and their comments. No concerns were expressed regarding the proposed bylaw.

The application was sent to the affected landowners and advertised in the August 10 and 17 editions of the Sunny South News.

#### **ALTERNATIVES / PROS / CONS:**

County Council may refuse second reading of the Bylaw.

Pros: The property would remain as is, leaving more undeveloped / pasture area.

Cons: The property may have issues with regards to future subdivision and development.

#### **FINANCIAL IMPACT:**

- If the bylaw were approved, future development would be taxed at the County's industrial tax rate.
- The estimated taxes for the proposed development would be \$9,300 per 1 million of value of the development.
- There may be a requirement if the parcel is subdivided that a service road be constructed, if so the County would have to maintain the service road.

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

- The Industrial-Commercial Land Use Strategy identified this area for future Industrial/Commercial development.
- The proposed use meets the County's Strategic Goals to diversify the types of businesses in the County and support agriculturally related industry.

#### **ATTACHMENTS:**

[Bylaw 21-015 - Signed First Reading](#)

[REVISED Plan August 16 2021](#)

[Bylaw 21-015 Application](#)

[Rezoning Cover Letter](#)

[Bylaw 21-015 - Rezoning Map](#)

[Fortis Comments](#)

[ATCO Gas Comments](#)

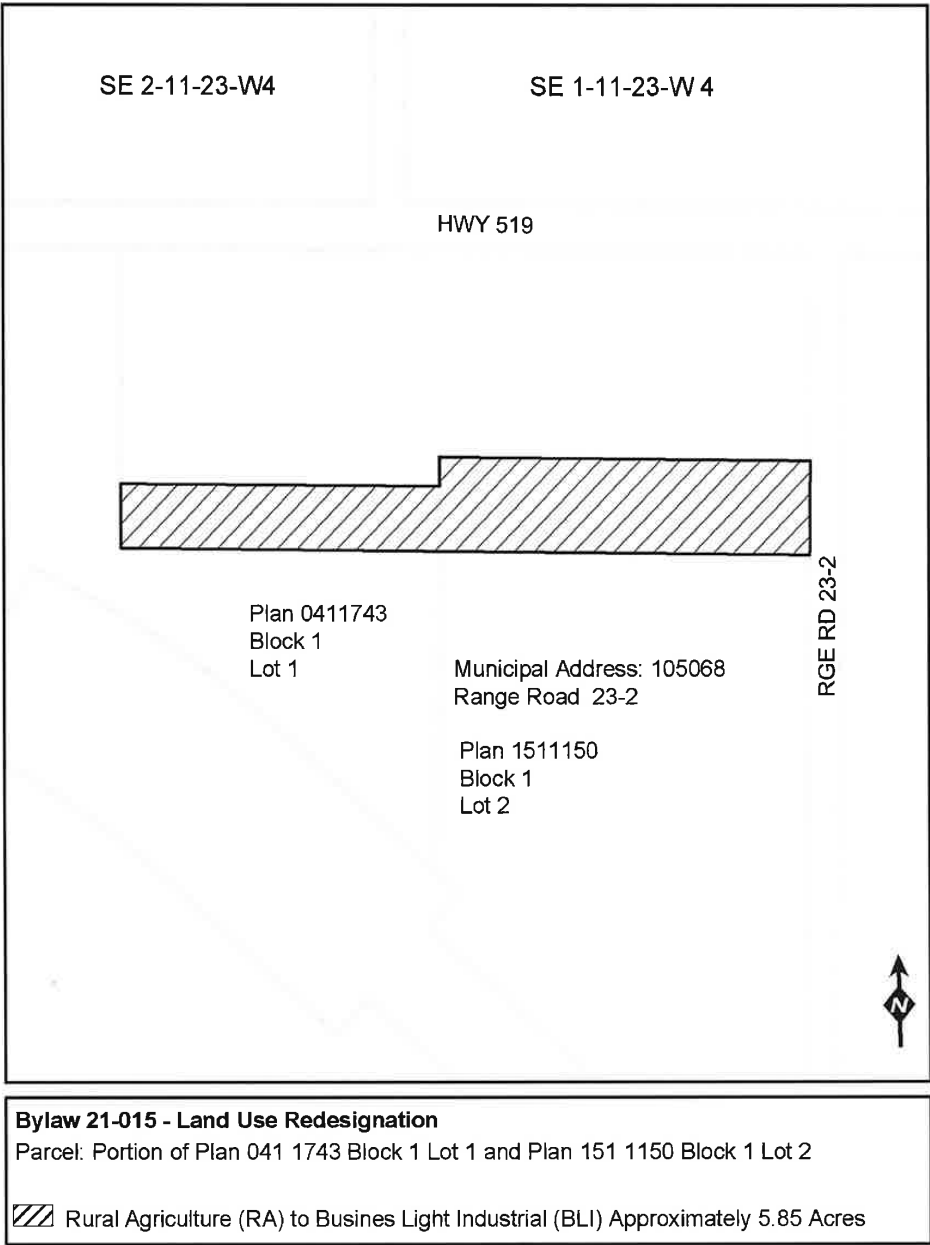
[AT Comments - May 13 2021](#)

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 21-015**

Bylaw 21-015 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 21-015 is to re-designate portions of Lot 1 Block 1 Plan 041 1743 and Lot 2 Block 1 Plan 151 1150 Rural Agriculture (RA) to Business Light Industrial (BLI) as shown below;



AND WHEREAS the re-designation of the lands will allow for future realignment of the affected and adjacent titles;

AND WHEREAS the re-designation of the lands will allow for future industrial development on the parcels;

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

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

GIVEN first reading this 5<sup>th</sup> day of August 2021.

  
\_\_\_\_\_  
Reeve

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

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

\_\_\_\_\_  
Reeve

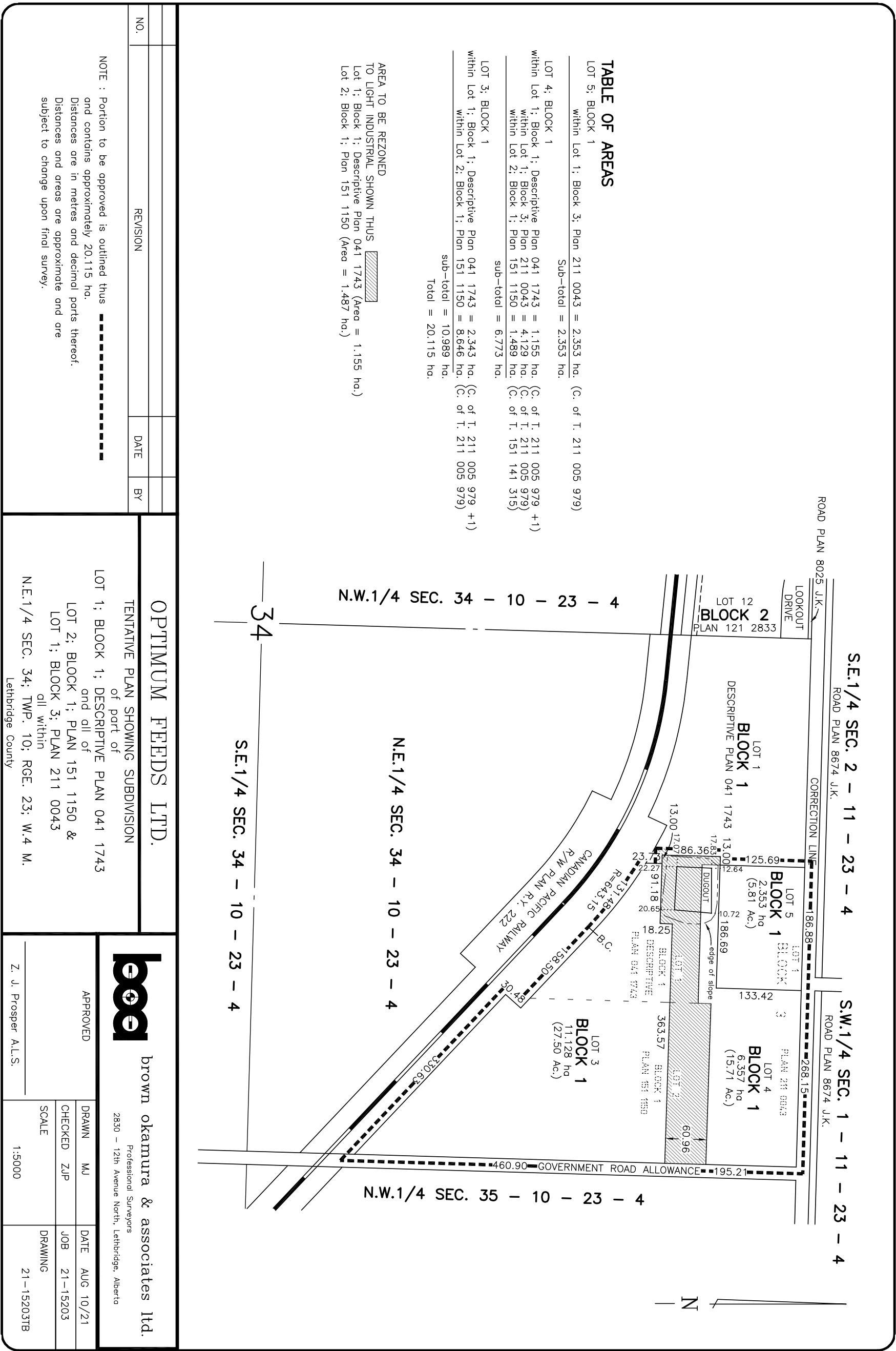
\_\_\_\_\_  
Chief Administrative Officer

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

\_\_\_\_\_  
Reeve

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

1 <sup>st</sup> Reading	August 5, 2021
2 <sup>nd</sup> Reading	
Public Hearing	
3 <sup>rd</sup> Reading	







**LETHBRIDGE COUNTY**  
**APPLICATION FOR A**  
**LAND USE BYLAW AMENDMENT**  
Pursuant to Bylaw No. 1404

Form C

OFFICE USE		
Date of Application: <u>April 29, 2021</u>	Assigned Bylaw	No.
Date Deemed Complete: <u>May 7, 2021</u>	Application & Processing Fee:	\$ <u>1500.00</u>
Redesignation <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. (Refer to sections 53(1))

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

**APPLICANT INFORMATION**

Name of Applicant: Zachary Prosper, ALS  
Mailing Address: 2830 12<sup>th</sup> Avenue North  
Lethbridge, AB  
Postal Code: T1H 5J9  
Phone: 403-329-4688 ext. 132  
Phone (alternate): \_\_\_\_\_  
Fax: \_\_\_\_\_  
Is the applicant the owner of the property? ☐ Yes ☒ No

IF "NO" please complete box below

Name of Owner: <u>Optimum Feeds, overeen, Roth</u>	Phone: <u>403-795-1184 (John)</u>
Mailing Address: <u>Box 706 (#See titles for other mailing addresses)</u> <u>Picture Butte, AB</u>	Applicant's interest in the property: <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Contractor/surveyor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Postal Code: <u>T0K 1V0</u>	

**PROPERTY INFORMATION**

Municipal Address: \_\_\_\_\_  
Legal Description: Lot(s) Lot 1, Block 1, Plan 041 1743 & Lot 2, Block 1, Plan 151 1150  
OR Quarter NE Section 34 Township 10 Range 23  
within

## AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation  
(zoning):

Rural Agriculture

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

Light Industrial

### SITE DESCRIPTION:

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

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

### OTHER INFORMATION:

Section 52 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please **attach a descriptive narrative** detailing:

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

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

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

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

- geotechnical report; and/or
  - soils analysis; and/or
  - evaluation of surface drainage or a detailed storm water management plan;
  - and any other information described in section 52(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;
- if deemed necessary.

#### SITE PLAN

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

#### DECLARATION OF APPLICANT/AGENT

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

APPLICANT

REGISTERED OWNER  
(if not the same as applicant)

DATE: April 5 2021

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

#### TERMS

1. Subject to the provisions of the Land Use Bylaw No. 1404 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the municipal development plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

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



Lethbridge County Council  
Cc: Hilary Janzen  
#100, 905- 4<sup>th</sup> Avenue South  
Lethbridge, Alberta  
T1J 4E4

RE: Application for Land Use Bylaw Amendment from Rural Agriculture to Light Industrial

Thank you for considering this application to amend the Land Use Bylaw. This application is to rezone a portion of Lot 2, Block 1, Plan 151 1150 and Lot 1, Block 1, Plan 041 1743. Both parcels are currently zoned rural agriculture and the portion outlined for both parcels would be rezoned to light industrial. This would be followed by a subsequent subdivision and consolidation with an adjacent parcel currently zoned light industrial. No new rural agriculture lots would be created and one additional lot zoned light industrial would be created for a future industrial development.

The existing building and approach on the current light industrial lot would be further subdivided from the remainder of the bare parcel. The remainder of the bare parcel would consolidate the rezoned land to allow for the future development with an industrial shop for bin manufacturing. An LNID fed dugout is proposed across the westerly portion of the new lot and a shop would be constructed on the east end.

All current developed parcels would maintain their services and access. Proposed access into the new parcel would come off of Range Road 232 to the east, which would mitigate traffic impact from Highway 519. The new parcel would receive a new private sewage system and suitability for a private sewage system is currently being assessed. Shallow services would run from the existing utilities servicing the existing shop.

The addition of the rezoned lands would allow for easier large truck access across the industrial parcel to the south of the proposed shop. The added lands would also allow for suitable storage to the south of the proposed shop, further away from the highway.

The proposal to rezone would affect three different landowners and all landowners have signed an agreement to the realignment of the boundaries. The proposed redesignation is consistent with the current uses of Light Industrial and Rural Agriculture and would allow for further development and use of the Industrial lot and maximize the benefit of the land. Should you have any further questions regarding the proposal, feel free to contact me.

Sincerely,

John Dekok  
[john@optimumbins.com](mailto:john@optimumbins.com)  
403-795-1184





# **Land Use Redesignation**

**Bylaw 21-015: Rural Agriculture (RA) to Business Light Industrial (BLI)**

**Parcel: Portion of Plan 041 1743;1;1 and Plan 151 1150;1;2. Approximately 5.85 Acres in total.**

**Located in Lethbridge County, AB**



Rural Agriculture (RA) to Business Light Industrial (BLI)

Page 11 of 17



Lethbridge County 2021  
This map is provided for informational purposes only. It is not intended to be used for legal or financial purposes. The County does not warrant the accuracy or completeness of the information provided. The County is not responsible for any errors or omissions in this map.



## Hilary Janzen

---

**From:** Davidson, Tracy <tracy.davidson@fortisalberta.com> on behalf of Land Service <landserv@fortisalberta.com>  
**Sent:** Monday, May 31, 2021 2:21 PM  
**To:** Hilary Janzen  
**Subject:** DUE JUNE 14 Lethbridge County - Bylaw 21-015 Land Use Redesignation  
**Attachments:** External Circulation - Bylaw 21-015.docx; 21\_015\_RA\_BLI\_Ortho.pdf

Good afternoon,  
FortisAlberta Inc. has no concerns regarding this land use redesignation application.

Thank you,

Tracy Davidson | Land Coordinator

**FortisAlberta Inc.** | 100 Chippewa Road, Sherwood Park, AB, T8A 4H4 | Direct 780-464-8815



**We are FortisAlberta.** We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

---

**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Tuesday, May 11, 2021 3:56 PM  
**To:** Cyrus (cyrus\_njung@cpr.ca) <cyrus\_njung@cpr.ca>; Nobleford Admin <admin@nobleford.ca>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <southzone.environmentalhealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <southdistrictengineering1@atco.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; LNID (lnid@telus.net) <lnid@telus.net>; Land Service <landserv@fortisalberta.com>  
**Subject:** [EXTERNAL] DUE JUNE 14 Lethbridge County - Bylaw 21-015 Land Use Redesignation

**EXTERNAL EMAIL:** Use caution with links and attachments.

Good Afternoon,  
Please see the attached referral from Lethbridge County and provide comments no later than June 14, 2021.

Regards,

**Hilary Janzen, RPP, MCIP**  
Supervisor of Planning and Development  
Lethbridge County  
905 4<sup>th</sup> Ave S  
Lethbridge, AB T1J 4E4

403.328.5525 office  
403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)





## Hilary Janzen

---

**From:** Minyukova, Veronika <veronika.minyukova@atco.com>  
**Sent:** Wednesday, May 12, 2021 11:04 AM  
**To:** Hilary Janzen  
**Cc:** Lahnert, Jessica  
**Subject:** RE: Lethbridge County - Bylaw 21-015 Land Use Redesignation

Good morning,

ATCO Gas has no objections to the proposed Land Use Redesignation.

Have a great day.

**Veronika Minyukova**  
Summer Student  
Natural Gas

---

**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Tuesday, May 11, 2021 3:56 PM  
**To:** Cyrus (cyrus\_njung@cpr.ca) <cyrus\_njung@cpr.ca>; Nobleford Admin <admin@nobleford.ca>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <southzone.environmentalhealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; South District Engineering <SouthDistrictEngineering1@atco.com>; South Land Administration <SouthLandAdministration@atco.cul.ca>; LNID (lnid@telus.net) <lnid@telus.net>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>  
**Subject:** Lethbridge County - Bylaw 21-015 Land Use Redesignation

**\*\*Caution – This email is from an external source. If you are concerned about this message, please forward it to [spam@atco.com](mailto:spam@atco.com) for analysis.\*\***

Good Afternoon,

Please see the attached referral from Lethbridge County and provide comments no later than June 14, 2021.

Regards,

**Hilary Janzen, RPP, MCIP**  
Supervisor of Planning and Development  
Lethbridge County  
905 4<sup>th</sup> Ave S  
Lethbridge, AB T1J 4E4

403.328.5525 office  
403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)



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AT File Reference: RSDP035894  
Our Reference: 2511/2512-NE 34-10-23-W4M (519)  
Your Reference: Bylaw 21-015

May 13, 2021

Hilary Janzen  
Supervisor of Planning & Development  
[hjanzen@lethcounty.ca](mailto:hjanzen@lethcounty.ca)  
Lethbridge County  
#100, 905 – 4 Avenue South  
Lethbridge, AB T1J 4E4

Dear Ms. Janzen:

**RE: PROPOSED LAND USE REDESIGNATION  
PORTIONS OF LOT 1, BLOCK 1, PLAN 0411743  
LOT 2, BLOCK 1, PLAN 1511150  
PORTION OF NE 34-10-23-W4M  
LETHBRIDGE COUNTY**

Reference your file to adopt Bylaw No. 21-015 to re-designate the above noted parcels of land from "Rural Agriculture – RA" to "Business Light Industrial - BLI" to accommodate the future subdivision and development of a business light industrial area into two (2) parcels.

Should the approval authority find sufficient merit to ratify the proposed rezoning, the subsequent subdivision would be contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation").

Alberta Transportation's primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

Notwithstanding the foregoing, resultant of the fact that the parcels to be created do have direct access to Highway 519 this application is subject to the requirements of Section 15(2) of the regulation.

To that end, the existing undeveloped service road right-of-way registered by Caveat (Registration Number 211 042 541) places this application in accordance with Section 15(2) of the regulation. Given this, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the business light industrial parcels as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance Alberta Transportation would grant a waiver of said Section 14 at the time of subdivision.

Notwithstanding that this application is in accordance with Section 15(2) the applicant is advised that no additional direct access to the highway will be allowed as a result of this application and that the existing direct access could remain on a temporary basis only.

The applicant would also be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the centre point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines and as such any development would require the benefit of a permit from Alberta Transportation. We would appreciate it if your transactions with the developer could include the requirement of a permit from Alberta Transportation. The applicant could contact Alberta Transportation through the undersigned, at Lethbridge 403-388-3105, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Thank you for the referral and opportunity to comment.

Yours truly,

Leah Olsen  
Development/Planning Technologist  
403-388-3105

LO

cc: Oldman River Regional Services Commission – [steveharty@orrsc.com](mailto:steveharty@orrsc.com)

# AGENDA ITEM REPORT



**Title:** Bylaw 21-016 - Re-designate a parcel within the NW 1-9-21-W4 from Lethbridge Urban Fringe to Rural General Industrial - Public Hearing  
**Meeting:** Council Meeting - 02 Sep 2021  
**Department:** Community Services  
**Report Author:** Hilary Janzen

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 16 Aug 2021  
Approved - 17 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

An application has been made to re-designate a parcel from Lethbridge Urban Fringe to Rural General Industrial.

## RECOMMENDATION:

That Bylaw 21-016 be read a second time.  
That Bylaw 21-016 be read a third time.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Lethbridge County Municipal Development Plan and Land Use Bylaw require that a non-conforming parcel be brought into compliance prior to any further expansion or development on that parcel.

## BACKGROUND INFORMATION:

An application has been made to re-designate lands from Lethbridge Urban Fringe to Rural General Industrial. The intent of this application is to bring the subject parcel into compliance with the County's Land Use Bylaw so that they can replace structures on the property lost to a fire and to also expand their current operations in the future.

The proposed application meets many of the policies of the Municipal Development Plan (Section 6.4) and the Industrial/Commercial Land Use Strategy for industrial development:

- The lands are solely used for the existing business and it is best use of the property.
- The lands have excellent access to the highway network.
- No new infrastructure is required to rebuild or expand the existing business.

- The existing and proposed use is agriculturally related and would be non-labour intensive. The applicant will have to apply for a development permit for future development which would include a storm-water management plan and detailed site plans.

The application has been circulated to all County Departments and external agencies for review and their comments. No concerns were expressed regarding the proposed bylaw.

The application was sent to the affected landowners and advertised in the August 10 and 17 editions of the Sunny South News.

#### **ALTERNATIVES / PROS / CONS:**

County Council may refuse 2nd Reading of Bylaw 21-016.

Cons: The business would not be able to rebuild the structure that was destroyed in the or expand operations.

#### **FINANCIAL IMPACT:**

If the bylaw was approved future development would be taxed at the County's industrial tax rate. There are no additional costs to the County (i.e. maintenance of infrastructure) that would arise if the proposed bylaw were approved.

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

The proposed re-designation will bring the property into compliance with the Lethbridge County Land Use Bylaw and allow for future re-development of the parcel to commence.

#### **ATTACHMENTS:**

[Bylaw 21-016 - Application](#)

[Bylaw 21-016 - Signed First Reading](#)

[AT Comments](#)

[SMRID Comments](#)

[SMRID Additional Comments - August 20 2021](#)

[Alberta Health Services Comments](#)

[City of Lethbridge Comments](#)

[CP Rail Comments](#)

[Fortis Comments](#)

[Telus Comments](#)



**LETHBRIDGE COUNTY**  
**APPLICATION FOR A**  
**LAND USE BYLAW AMENDMENT**  
Pursuant to Bylaw No. 1404

Form C

OFFICE USE		
Date of Application: <u>July 14, 2021</u>	Assigned Bylaw No.	<u>21-016</u>
Date Deemed Complete: <u>July 14, 2021</u>	Application & Processing Fee:	\$ <u>1500.00</u>
Redesignation <input checked="" type="checkbox"/> Text Amendment <input type="checkbox"/>	Certificate of Title Submitted:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. (Refer to sections 53(1))

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

**APPLICANT INFORMATION**

Name of Applicant: Green Prairie International Inc  
Mailing Address: 210072 Twp Rd 903 Phone: 403-315-4508 (John Van Hieiden)  
Lethbridge County Phone (alternate): 403-315-4630 (Craig Rumer)  
Postal Code: T1J 5P1 Email: johnvan@greenprairie.com

Is the applicant the owner of the property? ☒ Yes ☐ No

IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Postal Code: _____	

**PROPERTY INFORMATION**

Municipal Address: 210072 Township Road 903 Lethbridge County.  
Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
OR Quarter unparted Section 1 Township 9 Range 21  
see attachment

## AMENDMENT INFORMATION

What is the proposed amendment?

☐ Text Amendment

☒ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

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

IF LAND USE REDESIGNATION:

Current Land Use Designation  
(zoning):

Lethbridge Urban Fringe (LUF)

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

Rural General Industrial (RGI)

### SITE DESCRIPTION:

Describe the lot/parcel dimensions See Attached and lot area/parcel acreage 35.02 acres.  
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1" = 100'; 10 acres or more at 1" = 200')

☒ Site or Plot Plan Attached

☐ Conceptual Design Scheme or Area Structure Plan Attached

### OTHER INFORMATION:

Section 52 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please attach a descriptive narrative detailing:

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

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

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



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

- geotechnical report; and/or
  - soils analysis; and/or
  - evaluation of surface drainage or a detailed storm water management plan;
  - and any other information described in section 52(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;.
- if deemed necessary.

## SITE PLAN

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

## DECLARATION OF APPLICANT/AGENT

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

per  Vice President, Finance

APPLICANT

REGISTERED OWNER  
(if not the same as applicant)

DATE: July 14, 2021

*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 this 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, 905-4th Avenue South, Lethbridge Alberta, T1J 4E4.*

## TERMS

1. Subject to the provisions of the Land Use Bylaw No. 1404 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the municipal development plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

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

July 12, 2021

Green Prairie International Inc (GPI) requests its property be re-zoned from Lethbridge Urban Fringe to Rural General Industrial (RGI). The purpose of the change is to allow GPI to replace the building destroyed by the fire of June 30, 2021. GPI is not intending to change the use of the site from its use over the past thirty years.

The land is the site of an agriculture operation as a hay processing and packaging facility, with almost all hay sourced from the local area and exported for animal feed. Feed is used by rabbits, dairy animals, horses, goats and camels. Customers are located in USA, Japan, Korea, China, Netherlands and other EU, Middle East and Asian countries.

The primary use of the site is consistent the Rural General Industrial (RGI) use:

- Light Industrial Processing and Manufacturing

The primary use has a number of ancillary uses which are consistent with the RGI use:

- Agricultural Services
- Automotive Repair
- Cartage/Moving Services
- Offices, Private
- Warehousing
- Accessory Buildings, Structures and Uses to an Approved Discretionary Use
- Bulk Fuel Storage
- Seed Cleaning and Processing
- Shipping Containers
- Welding/Metal Fabrication

The primary use is consistent with other agriculture value added processors in Lethbridge County and Lethbridge.

GPI was actively engaged in its primary use long before many of the neighbouring RGI users built their operations. Two parcels across Hwy 3 kiti-corner to the GPI Property have been re-zoned to RGI. Parcels in the section west of the GPI Property are similarly zoned RGI. Property to the north and east are not in the Lethbridge Urban Fringe.

GPI is requesting the zoning change in order to replace the structure lost to the fire. Covered space is integral to the operation of the hay processing facility. GPI plans to submit two Development Permit Applications in the next month, one for:

1. erection of temporary covered structures (tarped sheds) and
2. permanent replacement buildings.

Neither of these Applications will change the use or increase the use capacity of the site. Therefore none of the constraints and/or hazard areas that were existing will be changed. GPI anticipates the second Development Permit Application will come with a comprehensive drainage plan.

Existing services to and within the site are adequate for existing uses. Electricity and water are provided by utilities. Minimal sewage requirements are processed by septic fields. The hay processing facility does not require water and does not produce waste water or sewage.

Access and egress to the GPI Property has been satisfactory for the existing uses.

#### GPI Property

The GPI Property is located north east of the intersection of Highway 3 and Range Road 211.

Attached to this Application is a dimensioned drawing of the plant site. Please note the hay storage building measuring 49.73 m x 109.8 m has been destroyed. Marked on the drawing is the proposed placement of three temporary tarped structures. The tarped structures are approximately 7,500 square feet each. The three total 22,500 square feet to replace 57,600 square feet. The tarped structures are placed to allow for continued operation during the staged construction of a permanent replacement of similar square footage to the destroyed building.



Legal Description

Meridian 4 Range 21 Township 9  
Section 1  
That portion of the North West Quarter  
Which lies north of Road Plan 9511762  
And South East of canal right of way on  
Plan 7510220  
Containing 14.2 hectares (35.02 acres) more or less  
Excepting thereout all mines and minerals  
And the right to work the same

Municipal Address

Green Prairie International Inc  
210072 Township Road 90B  
Lethbridge County, AB, T1J 5P1

Contact Information

John Van Hierden  
President  
Cell 403-315-4508  
[johnvan@greenprairie.com](mailto:johnvan@greenprairie.com)

Craig A Rumer  
Vice President, Finance  
Cell 403-315-4030  
[craig.rumer@greenprairie.com](mailto:craig.rumer@greenprairie.com)







**CERTIFIED COPY OF  
Certificate of Title**

S

LINC                      SHORT LEGAL  
0026 464 081          4;21;9;1;NW

TITLE NUMBER: 951 168 846  
AMENDMENT-LEGAL DESCRIPTION  
DATE: 27/07/1995

**AT THE TIME OF THIS CERTIFICATION**

GREEN PRAIRIE INTERNATIONAL INC.  
OF RR-8-30-11  
LETHBRIDGE  
ALBERTA T1J 4P4  
(DATA UPDATED BY: CHANGE OF NAME 011207792)

IS THE OWNER OF AN ESTATE IN FEE SIMPLE  
OF AND IN

MERIDIAN 4 RANGE 21 TOWNSHIP 9  
SECTION 1  
THAT PORTION OF THE NORTH WEST QUARTER  
WHICH LIES NORTH OF ROAD PLAN 9511762  
AND SOUTH EAST OF CANAL RIGHT OF WAY ON  
PLAN 7510220  
CONTAINING 14.2 HECTARES (35.02 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-  
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

**ENCUMBRANCES, LIENS & INTERESTS**

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
9391GA		RESTRICTIVE COVENANT "SUBJECT TO THE RIGHTS AND RESERVATIONS CONTAINED IN TRANSFER"
1485KX	21/06/1971	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE ST. MARY RIVER IRRIGATION DISTRICT
951 084 276	12/04/1995	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC. 320 - 17 AVENUE S.W. CALGARY ALBERTA T2S2Y1 PORTION AS DESCRIBED (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 001287332) (DATA UPDATED BY: CHANGE OF NAME 051028880)
061 342 354	22/08/2006	UTILITY RIGHT OF WAY GRANTEE - COUNTY OF LETHBRIDGE RURAL WATER ASSOCIATION LIMITED.

( CONTINUED )

**CERTIFIED COPY OF  
Certificate of Title**

PAGE 2

SHORT LEGAL 4;21;9;1;NW  
NAME GREEN PRAIRIE INTERNATIONAL INC.  
NUMBER 951 168 846

**ENCUMBRANCES, LIENS & INTERESTS**

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
131 139 692	13/06/2013	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - FORTISALBERTA INC. 320 - 17TH AVENUE S.W. CALGARY ATTENTION: LAND DEPARTMENT ALBERTA T2S2V1 AGENT - JAY BRAR
131 165 073	12/07/2013	UTILITY RIGHT OF WAY GRANTEE - ATCO GAS AND PIPELINES LTD.
141 328 853	04/12/2014	UTILITY RIGHT OF WAY GRANTEE - ATCO GAS AND PIPELINES LTD. AS TO PORTION OR PLAN:PORTION
201 227 493	09/12/2020	MORTGAGE MORTGAGEE - CANADIAN IMPERIAL BANK OF COMMERCE. COMMERCIAL SALES AND SERVICE CENTRE 595 BAY ST, SUITE 500 TORONTO ONTARIO M5G2C2 ORIGINAL PRINCIPAL AMOUNT: \$50,000,000
211 005 138	09/01/2021	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - FORTISALBERTA INC. 320-17 AVE SW CALGARY ALBERTA T2S2V1 AGENT - ROB GUNN.

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE  
REPRESENTED HEREIN THIS 12 DAY OF JANUARY ,2021



**\*SUPPLEMENTARY INFORMATION\***

MUNICIPALITY: LETHBRIDGE COUNTY  
REFERENCE NUMBER:  
941 326 565  
TOTAL INSTRUMENTS: 009

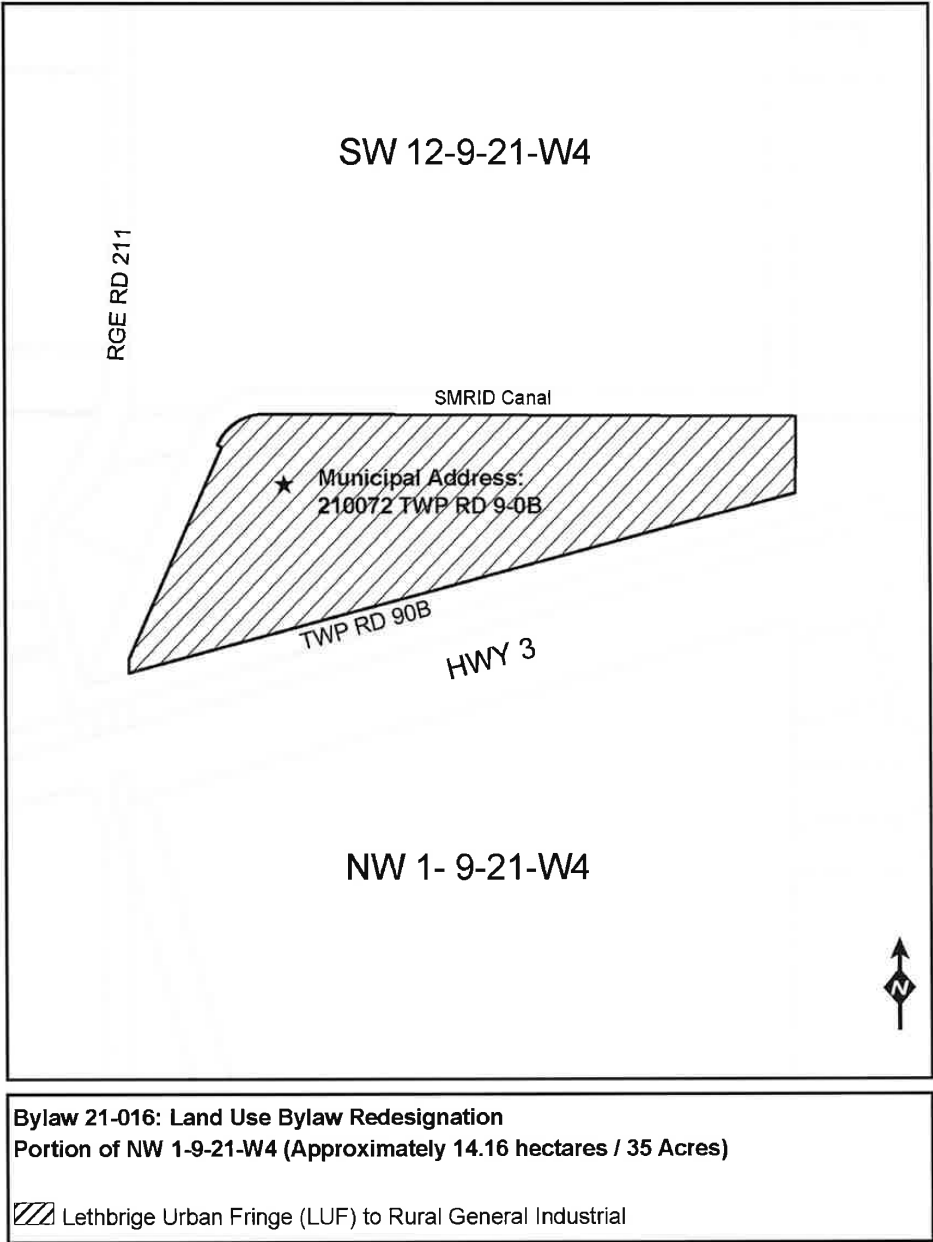


**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 21-016**

Bylaw 21-016 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 21-016 is to re-designate a portion of the NW 1-9-21-W4 (14.16 hectares/35 acres), north of Highway 3 and east of the St. Mary River Irrigation canal, from Lethbridge Urban Fringe (LUF) to Rural General Industrial (RGI) as shown below;



AND WHEREAS the re-designation of the lands will allow for the expansion of the existing industrial development on the parcel;

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

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

GIVEN first reading this 5<sup>th</sup> day of August 2021.

  
\_\_\_\_\_  
Reeve

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

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

\_\_\_\_\_  
Reeve

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

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

\_\_\_\_\_  
Reeve

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

1 <sup>st</sup> Reading	August 5, 2021
2 <sup>nd</sup> Reading	
Public Hearing	
3 <sup>rd</sup> Reading	

AT File Reference: RSDP037131  
Our Reference: 2511-NW 1-9-21-W4M (3)  
Your Reference: Bylaw No. 21-016

July 20, 2021

Hilary Janzen  
Supervisor of Planning & Development  
[hjanzen@lethcounty.ca](mailto:hjanzen@lethcounty.ca)  
Lethbridge County  
#100, 905 – 4 Avenue South  
Lethbridge, AB T1J 4E4

Dear Ms. Janzen:

**RE: PROPOSED LAND USE REDESIGNATION  
PORTION OF NW 1-9-21-W4M  
LETHBRIDGE COUNTY**

Reference your file to adopt Bylaw No. 21-016 to re-designate the above noted parcel of land from "Lethbridge Urban Fringe – LUF" to "Rural General Industrial – RGI" to accommodate the existing business to rebuild structures and expand their current operations.

Alberta Transportation's primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

To that end, we have reviewed the information that was forwarded to your office in support of the proposed Land Use Bylaw Amendment (reference to your Land Use Bylaw Amendment – Bylaw No. 21-016 dated July 14, 2021). Strictly from Alberta Transportation's point of view the proposal could be accommodated.

Given the information provided to date and as at this juncture this is merely a change in land use designation. Strictly from Alberta Transportation's point of view, we do not anticipate that the redesignation as proposed would have any appreciable impact on the highway. Therefore, we do not have any objections to the proposed land use redesignation and/or favorable consideration by the Lethbridge County land use authority.

Notwithstanding the foregoing, the applicant would be advised that any development within 300 metres of the limit of a controlled highway or within 800 metres from the center point of an intersection of a controlled highway and a public road would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Act and the corresponding Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the proposed business could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Thank you for the referral and opportunity to comment.

Yours truly,

Leah Olsen  
Development/Planning Technologist  
403-388-3105

LO

cc: Oldman River Regional Services Commission – [steveharty@orrsc.com](mailto:steveharty@orrsc.com)



St. Mary River Irrigation District



403.328.4401 (Phone)  
403.328.4460 (Fax)



525 40 Street South  
Lethbridge, AB T1J 4M1

July 21, 2021

Lethbridge County - Lethbridge  
905 4 Ave S  
Lethbridge, AB  
T1J 4E4

Dear Sir/Madam:

**RE: NW 01-09-21-W4**

**Lethbridge Country Land Use Bylaw Amendment - Bylaw 21-016**

---

Further to your July 14<sup>th</sup>, 2021 application in respect to the above-noted, we have the following comments:

- SMRID would like to see the Storm Water Management plan for the one in 100 year storm complete with contours showing all drainage being directed away from the SMRID canal. SMRID would like the opportunity to review and comment on this Storm Water Management plan.
- SMRID would like to know the location of the storage pond to handle the volume from the one in 100 year storm.
- SMRID would like to know the location of the septic fields.
- This parcel contains 26.0 permanent irrigation rights; therefore, approximately 19.0 permanent irrigation rights need to be sold and/or transferred.
- A Water Conveyance Agreement will be required if water is required for a fire protection pond or any other water required for use on this property.

Yours truly,

Jan Tamminga  
Manager of Operations

lp

pc. [johnvan@greenprairie.com](mailto:johnvan@greenprairie.com)



St. Mary River Irrigation District

August 19, 2021

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

**Attention: Hilary Janzen**

Hilary,

**RE: NW 01-09-21-W4  
Proposed Bylaw 21-016 - Notice of Public Hearing**

---

As the owner of the adjacent property, the St. Mary River Irrigation District agrees to the rezoning of the 35-acre parcel in the NW-01-09-21-W4M from Lethbridge Urban Fringe (LUF) to Rural General Industrial (RGI) as expressed in our previous comments. However, we would appreciate the following be addressed at the upcoming public hearing.

We request that they be required to supply storage for a one in one-hundred-year storm event with no allowance for pre-development releases because this will be classified as Rural General Industrial (RGI). Currently, the hard surface area accounts for 83% of the area, where as before development, it was cultivated farm land and could absorb some rainfall. We also request they be required to direct any runoff away from the canal as this does supply water to downstream users. They will also need to have written approval from SMRID and meet water quality standards before any releases will be allowed to enter our works.

Yours truly,

Jan Tamminga  
Manager of Operations

JT/lp

**Hilary Janzen**

---

**From:** Gail Williamson <Gail.Williamson@albertahealthservices.ca>  
**Sent:** Monday, July 19, 2021 1:51 PM  
**To:** Hilary Janzen  
**Subject:** Application to Bylaw 20-016 Greenprairie Industrial

Application documents have been reviewed, no objection.

Gail Williamson, CIPHI (C)  
Executive Officer/Public Health Inspector  
Alberta Health Services  
Lethbridge Community Health  
Phone 403-388-6690 ext 5  
Environmental Public Health 24 Hour Emergency Number 1-844-388-6691

---

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---

## Hilary Janzen

---

**From:** Tyson Boylan <Tyson.Boylan@lethbridge.ca>  
**Sent:** Tuesday, August 10, 2021 1:37 PM  
**To:** Hilary Janzen  
**Cc:** Maureen Gaehring; Heath Wright  
**Subject:** RE: [External] FOR REVIEW AND RESPONSE - Lethbridge County Bylaw 20-016

Hi Hilary,

Policy 3.4.4.24 of the Intermunicipal Development Plan states that for the area where the GPI Hay Plant is located (Policy Area 4, Subarea 3), *"Existing commercial and industrial development can continue to operate and expand with consideration for adjacent land users and in accordance with the applicable planning policies of the County."* Policy 3.4.4.23 of this same plan also states that, *"Should application for subdivision beyond that allowed under the County's agricultural subdivision policies be made on the fragmented parcels along Highway 3, the County shall require an Area Structure Plan that demonstrates good planning, appropriate servicing and appropriate access."*

In accordance with the Intermunicipal Development Plan, the City of Lethbridge has no concerns with the captioned rezoning application, as long as the proposed rezoning is to facilitate the ongoing operations of the GPI Hay Plant and the reconstruction of the buildings that were damaged and destroyed in the recent fire. Any additional subdivision to facilitate additional land uses and development in the area would require an Area Structure Plan to be drafted and approved first.

Please note that Lethbridge Fire and EMS, as the emergency services provider, will require the completion and submission of a fire safety plan by the applicant prior to out-of-ground construction commencing on the building(s).



**Tyson Boylan RPP, MCIP**  
Senior Community Planner | Planning & Design | City of Lethbridge  
**P:** 403.320.3928  
**E:** [tyson.boylan@lethbridge.ca](mailto:tyson.boylan@lethbridge.ca)  
**A:** 4<sup>th</sup> Floor, City Hall 910-4<sup>th</sup> Avenue South, Lethbridge, AB, T1J 0P6  
[lethbridge.ca](http://lethbridge.ca)

The City of Lethbridge (Sikóóhkotok) is located in the Territory of the Blackfoot Confederacy (Siksikaitapi). Lethbridge is also home to the Métis Nation of Alberta Region 3.

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---

**From:** Hilary Janzen [<mailto:hjanzen@lethcounty.ca>]  
**Sent:** Wednesday, July 14, 2021 4:33 PM  
**To:** Alberta Health Services ([SouthZone.EnvironmentalHealth@ahs.ca](mailto:SouthZone.EnvironmentalHealth@ahs.ca)); Alberta Transportation ([transdevelopmentlethbridge@gov.ab.ca](mailto:transdevelopmentlethbridge@gov.ab.ca)); SMRID ([lpark@smrid.ab.ca](mailto:lpark@smrid.ab.ca)); FortisAlberta Inc. - Referrals ([landserv@fortisalberta.com](mailto:landserv@fortisalberta.com)); ATCO Pipelines ([SouthDistrictEngineering1@atco.com](mailto:SouthDistrictEngineering1@atco.com)); ATCO Gas - Referrals Lethbridge ([southlandadmin@atcogas.com](mailto:southlandadmin@atcogas.com)); Telus Referrals (All) ([circulations@telus.com](mailto:circulations@telus.com)); Cyrus ([cyrus\\_njung@cpr.ca](mailto:cyrus_njung@cpr.ca)); Tyson Boylan  
**Subject:** [External] FOR REVIEW AND RESPONSE - Lethbridge County Bylaw 20-016

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Please review the attached application to redesignate a parcel within the County from Lethbridge Urban Fringe to Rural General Industrial.

Regards,

**Hilary Janzen, RPP, MCIP**  
Supervisor of Planning and Development  
Lethbridge County  
905 4<sup>th</sup> Ave S  
Lethbridge, AB T1J 4E4

403.328.5525 office  
403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)



## Hilary Janzen

---

**From:** Cyrus Njung <Cyrus\_Njung@cpr.ca>  
**Sent:** Friday, July 23, 2021 4:36 PM  
**To:** Hilary Janzen  
**Subject:** RE: FOR REVIEW AND RESPONSE - Lethbridge County Bylaw 20-016

Hi Hilary,  
No concerns from CP



**Cyrus Njung**  
Real Estate Technician  
Phone: 403-319-6456  
7550 Ogden Dale Road S.E.  
Calgary, AB T2C 4X9

---

**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Wednesday, July 14, 2021 4:33 PM  
**To:** Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; Cyrus Njung <Cyrus\_Njung@cpr.ca>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>  
**Subject:** FOR REVIEW AND RESPONSE - Lethbridge County Bylaw 20-016

This email did not originate from Canadian Pacific. Please exercise caution with any links or attachments.

---

Please review the attached application to redesignate a parcel within the County from Lethbridge Urban Fringe to Rural General Industrial.

Regards,

**Hilary Janzen, RPP, MCIP**  
Supervisor of Planning and Development  
Lethbridge County  
905 4<sup>th</sup> Ave S  
Lethbridge, AB T1J 4E4

403.328.5525 office

403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)



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## Hilary Janzen

---

**From:** Pounall, Diana <diana.pounall@fortisalberta.com> on behalf of Land Service  
<landserv@fortisalberta.com>  
**Sent:** Wednesday, August 11, 2021 9:07 AM  
**To:** Hilary Janzen  
**Subject:** FOR REVIEW AND RESPONSE - Lethbridge County Bylaw 20-016  
**Attachments:** External Circulation - Bylaw 21-016.docx; Bylaw 21-016 - Application.pdf

Good day,

FortisAlberta has no concerns, please contact 310-WIRE for any electrical services.

Warm Regards,

---

**Diana Pounall** | Land Coordinator, Land Department

FortisAlberta | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | p: 587-775-6264



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---

**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** Wednesday, July 14, 2021 4:33 PM  
**To:** Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; Land Service <landserv@fortisalberta.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>; Cyrus (cyrus\_njung@cpr.ca) <cyrus\_njung@cpr.ca>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>  
**Subject:** [EXTERNAL] DUE AUGUST 14 FOR REVIEW AND RESPONSE - Lethbridge County Bylaw 20-016

**EXTERNAL EMAIL:** Use caution with links and attachments.

Please review the attached application to redesignate a parcel within the County from Lethbridge Urban Fringe to Rural General Industrial.

Regards,

**Hilary Janzen, RPP, MCIP**  
Supervisor of Planning and Development  
Lethbridge County

905 4<sup>th</sup> Ave S  
Lethbridge, AB T1J 4E4

403.328.5525 office  
403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)



## Hilary Janzen

---

**From:** Tanya Roberts <tanya.roberts@telus.com> on behalf of circulations <circulations@telus.com>  
**Sent:** Friday, July 16, 2021 1:55 PM  
**To:** Hilary Janzen  
**Subject:** RE: FOR REVIEW AND RESPONSE - Lethbridge County Bylaw 20-016

Good afternoon,

TELUS Communications has no objection to the above circulation.

Thank you,

**Tanya Roberts**  
**Real Estate Specialist | TELUS Rights of Way**  
**Customer Network Implementation**  
2930 Centre Avenue NE, Calgary, AB T2A 4Y2  
[rightofwayAB@telus.com](mailto:rightofwayAB@telus.com)



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**From:** Hilary Janzen <hjanzen@lethcounty.ca>  
**Sent:** July 14, 2021 04:33 PM  
**To:** Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; SMRID (lpark@smrid.ab.ca) <lpark@smrid.ab.ca>; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com) <landserv@fortisalberta.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; circulations <circulations@telus.com>; Cyrus (cyrus\_njung@cpr.ca) <cyrus\_njung@cpr.ca>; Tyson Boylan <Tyson.Boylan@lethbridge.ca>  
**Subject:** FOR REVIEW AND RESPONSE - Lethbridge County Bylaw 20-016

Please review the attached application to redesignate a parcel within the County from Lethbridge Urban Fringe to Rural General Industrial.

Regards,

**Hilary Janzen, RPP, MCIP**  
Supervisor of Planning and Development  
Lethbridge County  
905 4<sup>th</sup> Ave S  
Lethbridge, AB T1J 4E4

403.328.5525 office

403.328.5602 fax  
[www.lethcounty.ca](http://www.lethcounty.ca)



# AGENDA ITEM REPORT



**Title:** Subdivision Application #2021-0-142 – Sawchuck  
- within the SE¼ 22-9-21-W4M

**Meeting:** Council Meeting - 02 Sep 2021

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development  
Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 09 Aug 2021  
Approved - 09 Aug 2021  
Approved - 16 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The application is to reconfigure and reduce in size a 39.49-acre country residential parcel to 10.0-acres, by subdividing 29.49-acres of land and consolidating it to an adjacent 119.49-acre agricultural title, thereby creating an enlarged agricultural title 148.98-acres in size. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2021-0-142 be approved subject to the conditions as outlined in the draft resolution.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for subdivision consideration in accordance with the County's criteria as a reconfiguration/ realignment of titles, with no additional titles being created above what presently exist. Separate standalone titles are not being created but the land being subdivided and consolidated is between existing titles.
- The residential yard acreage's adjusted title will be reduced to 10.00-acres in size as a result of the reconfiguration and complies with the bylaw.
- The remnant 148.98-acre sized agricultural title exceeds the bylaw minimum agricultural parcel size requirements.
- The subdivision and consolidation process will enhance the agricultural situation as it enables the irrigated and cultivated land to be added and farmed with the larger agricultural title as one cohesive land unit.



**BACKGROUND INFORMATION:**

The parcel is located ½-mile east of the City of Lethbridge boundary and Highway 843, and approximately 3-miles north of Highway 3. The proposal is to accommodate a land swap and property line adjustment between adjacent titles to reduce in size the county residential parcel and return to the ¼-section the agricultural portion of land that is being farmed along with the remainder of the ¼-section land.

The existing 39.49-acre county residential title is an old historic title originally created for LSD 8 within the section. The proposed reduced yard parcel size and configuration will remain at the current west boundary extension to capture the water turn-out situated at this location. The applicant has arranged to transfer the irrigation rights under the pivot area to the agricultural title. The two owners have also agreed to a lease agreement for the agricultural operator to continue to farm the acreage's smaller cultivated/irrigated land area.

The Surveyor's sketch illustrates there are no building or improvements in the area of the subdivision line. The existing septic field system is situated just to the west of the dwelling and will remain within the confines of the property with the adjusted subdivision line. Access is unaffected and will remain from the east municipal road allowance. It is noted the access driveway traverses slightly over the north property line with the neighbor which should be relocated entirely within the legal parcel boundaries.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a reconfiguration/realignment of titles subdivision. The application was circulated to the required external agencies with no concerns expressed. No easements were requested (at time of agenda report preparation).

**ALTERNATIVES / PROS / CONS:**

The Subdivision Authority could decide to not approve if it is determined the proposed reconfiguration is not suitable and the titles would remain as is.

Pros:

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

Cons:

- the cultivated agricultural land would remain within the smaller acreage title and a refusal would likely be appealed by the applicants

**FINANCIAL IMPACT:**

None, and the tax situation will remain as is.

**REASON(S) FOR RECOMMENDATION(S):**

The proposed subdivision meets the provincial Subdivision and Development Regulations, and the municipal subdivision policies as stated in the Land Use Bylaw.

**ATTACHMENTS:**

[5A 2010-0-142 Lethbridge County APPROVAL](#)  
[2021-0-142 Lethbridge County diagrams](#)

## RESOLUTION

2021-0-142

**Lethbridge County**

**Agricultural & Country Residential** subdivision of SE1/4 22-9-21-W4M

THAT the Agricultural & Country Residential subdivision of SE1/4 22-9-21-W4M (Certificate of Title No. 211 095 931, 091 037 568), to reconfigure and reduce in size a 39.49-acre (15.98 ha) country residential parcel to 10.0-acres (4.05 ha), by subdividing 29.49-acres (11.93 ha) of land and consolidating it to an adjacent 119.49-acre (48.36 ha) agricultural title, thereby creating an enlarged agricultural title 148.98-acres (60.29 ha) in size; BE APPROVED subject to the following:

### CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels (involving 29.49-acres to be consolidated with the remnant SE 22-09-21-W4M agricultural title), be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting title cannot be further subdivided without approval of the Subdivision Authority.
4. That the applicant widens (to the required carriageway width) and relocates the access driveway so that it is situated entirely within the confines of the 10.00-acre title boundary and no longer encroaches over the north property line, which may involve a survey prepared by an ALS for confirmation, to the satisfaction of the municipality.
5. That any easement(s) as required by utility companies or the municipality shall be established.

### REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision reconfiguration is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposal conforms to the County's subdivision criteria as a reconfiguration of titles, with no additional titles being created above what presently exist.

### INFORMATIVE:

- (a) Reserve is not required as the proposed subdivision is a reconfiguration of titles with no additional titles created and complies with Section 663(a) of the Municipal Government Act.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)

2021-0-142  
Page 1 of 2

- (d) Canada Post has no comment.
- (e) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) # 751 112 784 & 881 005 699.  
Therefore, ATCO Gas has no objection to the proposed subdivision.
- (f) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“Reference your file to create a parcel for hamlet residential use at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 (“the regulation”).

Alberta Transportation’s primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

To that end, the parcel to be created will be well removed from Highway 843 with indirect access to the highway being gained solely by way of the local street system. As such, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the hamlet residential parcel as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance, Alberta Transportation grants a waiver of said Sections 14 and 15(2).

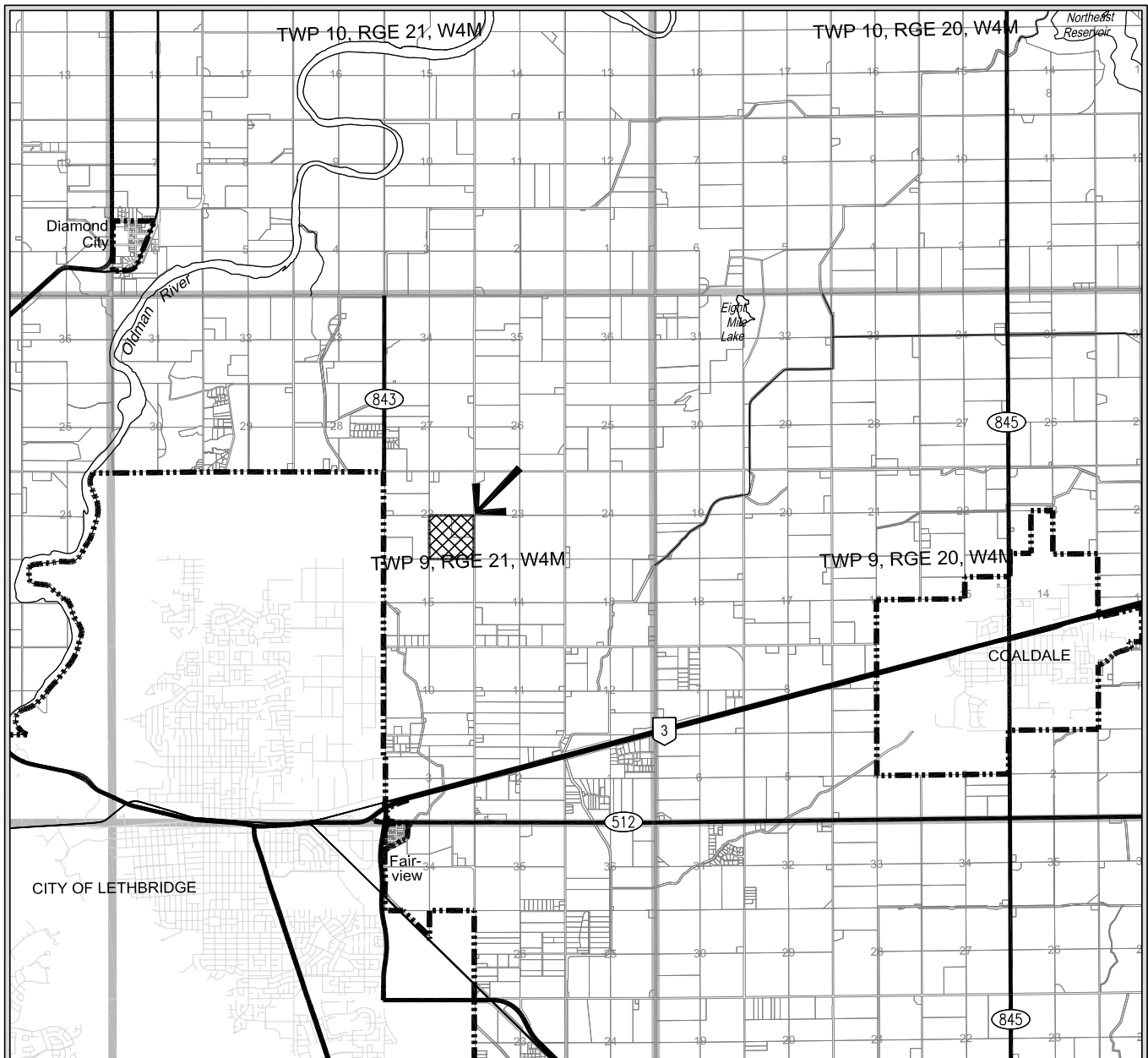
Notwithstanding the foregoing, the applicant would be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the center point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the hamlet residential parcel could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

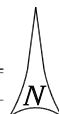
Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

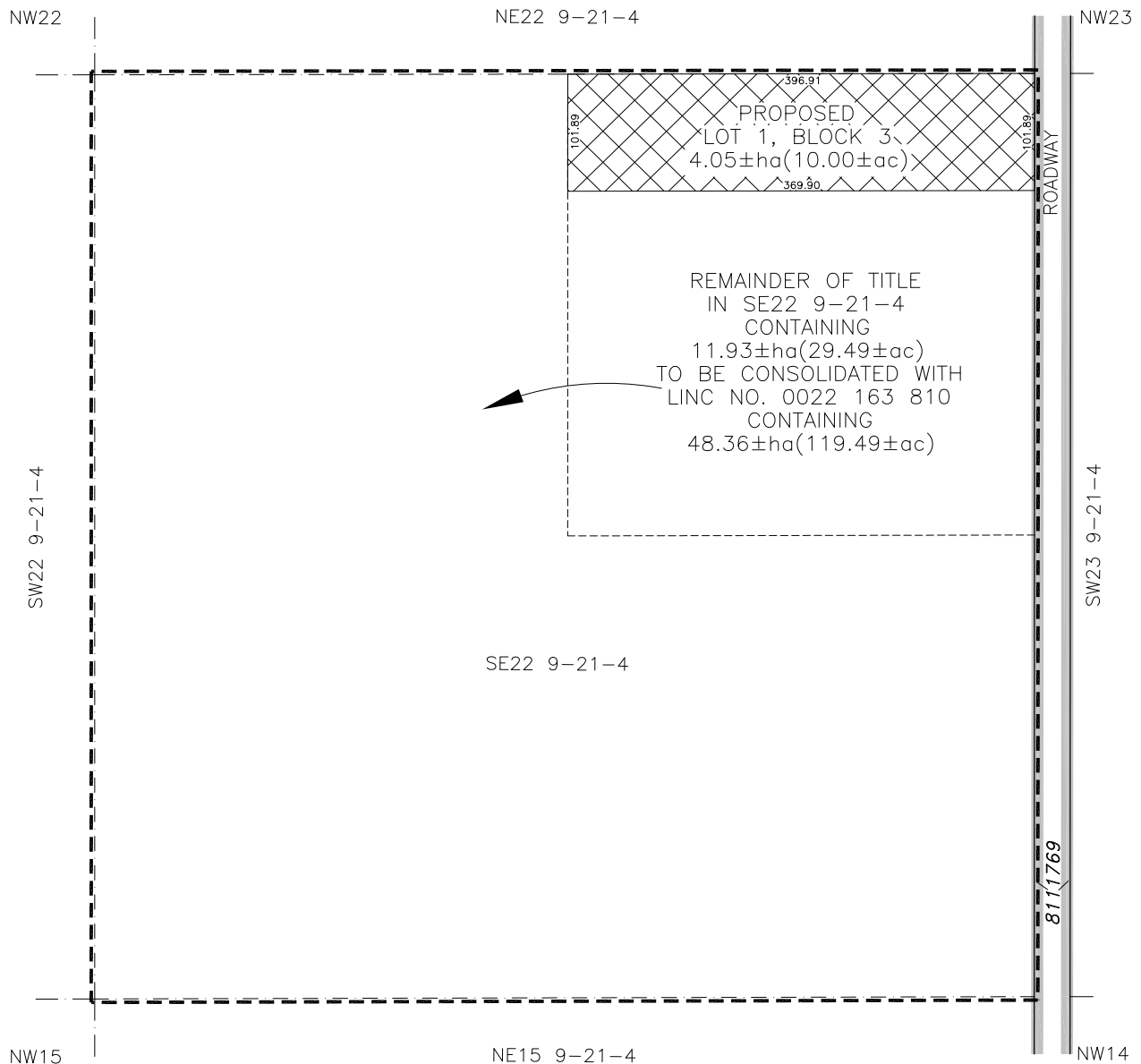
Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”



**SUBDIVISION LOCATION SKETCH**  
**SE 1/4 SEC 22, TWP 9, RGE 21, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: JULY 23, 2021**  
**FILE No: 2021-0-142**





## SUBDIVISION SKETCH

See tentative plan of subdivision by Halma Thompson Land Surveys Ltd. file no. H30221

SE 1/4 SEC 22, TWP 9, RGE 21, W 4 M  
MUNICIPALITY: LETHBRIDGE COUNTY

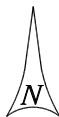
DATE: JULY 23, 2021

FILE No: 2021-0-142



July 23, 2021 N:\Sub\2021-0-142.dwg

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## SUBDIVISION SKETCH

See tentative plan of subdivision by Halma Thompson Land Surveys Ltd. file no. H30221

SE 1/4 SEC 22, TWP 9, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JULY 23, 2021

FILE No: 2021-0-142

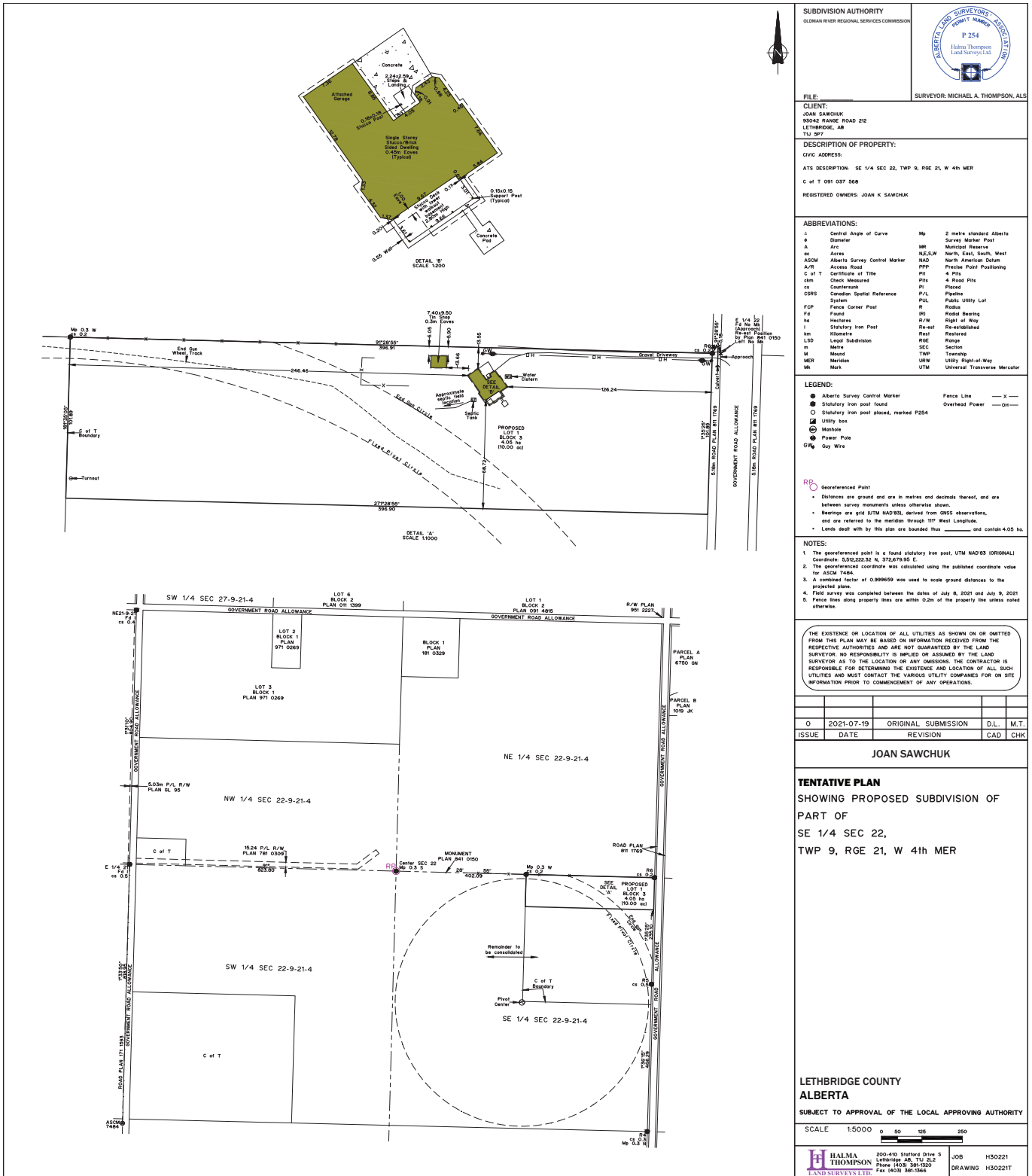


July 23, 2021 N:\Sub\2021-0-142.dwg



AERIAL PHOTO DATE: 2018





# AGENDA ITEM REPORT



**Title:** Information Regarding Declaration of Agricultural Disaster  
**Meeting:** Council Meeting - 02 Sep 2021  
**Department:** Administration  
**Report Author:** Jeremy Wickson

## APPROVAL(S):

Jeremy Wickson, Director of Public Operations,

Approved - 25 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The declaration of an agricultural disaster brings awareness to the challenge faced by the local producers and community this growing season.

By declaring or sending a letter of support, this would support local producers in their supportive funding from the federal government for disaster relief.

## RECOMMENDATION:

Council can send a letter of support to Ministry of Agriculture and Forestry.

The full declaration of disaster report (see attached RMA guide) will not be pursued or submitted.

## PREVIOUS COUNCIL DIRECTION / POLICY:

During the August 5 regular meeting of council a notice of motion was made for administration to research the declaration of an agriculture disaster as several regional and provincial municipalities had sent letters of support to the minister.

## BACKGROUND INFORMATION:

Regional municipalities, Vulcan County, MD of Willow Creek and MD of Taber, councils have all motioned to send a letter of support to the minister due to the ongoing drought conditions that have affected crop productivity. Confined feeding operations have in conjunction faced challenges for local feed sources.

The federal government has announced some relief funding for agriculture producers to date.

AFSC crop status reports are attached for reference.



In addition copies of letters that were sent from the MD of Willow Creek and the MD of Taber.

**ALTERNATIVES / PROS / CONS:**

No letter is sent to the minister at this time until AFSC provides a complete regional assessment and the true impact of crop losses is known.

**FINANCIAL IMPACT:**

No direct financial implication to the County by submitting a letter of support to the Ministry.

Regional economic impacts are speculative, and the potential effects to the County and its ratepayers are not known or quantifiable at this time.

**REASON(S) FOR RECOMMENDATION(S):**

As the letter of declaration provides no direct funding support it brings awareness to the crop conditions in southern Alberta. Early AFSC reports have dryland farming seeing the largest impact and irrigation more modestly affected.

The report submission for disaster is unnecessary as the County can not collect disaster relief funding.

**ATTACHMENTS:**

[RMA-Guide-for-Declaring-Municipal-Agriculture-Disasters\\_e72d04ccda](#)

[AFSC Crop Report-2021-07-27](#)

[AFSC CropReport-2021-07-16](#)

[2021LivestockTaxDeferralInitialPrescribedRegions\\_b877ce149b](#)

[GovernmentofCanadatakingactiontosersfacingextremeweather-Canada\\_9fa1ff2d6d](#)

[Taber AgriculturalDisasterDeclarationLetter](#)

[Alberta Crop Report - Crop Conditions as of August 24, 2021](#)



# **A Guide for Declaring Municipal Agricultural Disasters in Alberta**

Prepared by the Rural  
Municipalities of Alberta

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## About This Guide

Steps used towards declaring a municipal agricultural disaster can bring awareness to a developing situation, inform residents, industry and provincial and federal governments and enable collaboration with impacted producer groups.

This guide is intended to be used as a tool to enable municipalities to use informed decision making process prior to making a formal declaration of agricultural disaster as conditions evolve. **Municipal declarations do not automatically trigger access to increased funding programs, provincially or federally.**

A number of elements drove the creation of this guide, including:

- Past drought and excessive moisture experiences impacting agricultural production and crop yields,
- 2015 drought which resulted in a provincial declaration and multiple municipal declarations,
- Discussion stemming from the provincial Drought and Excessive Moisture Advisory Group (DEMAG) whose mandate is to provide advice and recommendations to complement government actions on drought and excessive moisture related issues affecting Alberta's agricultural producers in Alberta and to advise and provide recommendations to government on long-term strategies for mitigating the effects of drought and excessive moisture. More information regarding DEMAG is included in Appendix C.

## Purpose of the Guide:

The purpose of the Guide is to promote a consistent mechanism for data collection and monitoring to support municipal decision making to guide agricultural disaster declarations.

Through the use of information provided in the Guide, municipalities can bring awareness to a situation as it is developing and ensure all levels of government and local residents are aware of the situation, without immediately declaring it as a "disaster."

The use of this guide is intended as a source of information that will allow data comparisons within a municipality year after year.

The Guide provides:

- Directions for consistent and clear messaging
- Identification of tools available to arrive at condition statement
- Access to technical data to support condition statement
- Timeline documentation of conditions
- The ability to modify condition statements due to a change in conditions
- An explanation of the differences between a condition statement versus a provincial declaration of agricultural disaster
- A recommendation as to when a municipal declaration should be made

- A communications guide noting key parties to notify

## Condition Statement Tool Overview

The Condition Statement Tool is intended to provide a tracking mechanism that will enable data-driven municipal decision making where agriculture production is impacted by natural causes.

Utilizing data available through Agriculture Financial Services Corporation (ASFC) (ex. crop reports customized to the municipal level) and/or municipal resources such as agricultural fieldmen, the condition statement tool can be used to highlight and track the percentage of crops in poor condition. The use of a colour-coded chart demonstrates a snapshot of conditions at a given time, and includes identification of the size of area impacted (in hectares).

Municipalities are encouraged to attach a map highlighting the impacted area(s) where possible.

It is advisable to assess conditions through this tool every two to three weeks to monitor and document any changes prior to making a formal declaration. It is important to note that improved conditions can result in a declaration being lifted.

The Condition Statement Tool is available in Appendix A for use and a sample is provided below:

Date:	July 7, 2015					
Municipality:	County of RMA					
Total Area Impacted:	324 seeded hectares					
Map Included:	No					
Next Report Due:	July 21, 2015					
	Ranking	Drought	Excessive Moisture	Floods	Pests	Hail
Annuals Impacted (% rated poor):						
Cereals		13% poor				
Oil Seed					26% poor	
Others						
Perennials Impacted (% rated poor):						
Tame Hay				55% poor		

Tame Pasture						
Native Pasture						
Other: (please indicate)						

Legend: % of crop (in hectares) rated 'poor':

	0 – 10%	Crops near normal and above
	10% - 25%	Expected diminished crop yields
	25% - 50%	Pending disaster
	50% or higher	Definite disaster
	No impacts being experienced	

## Technical Information to Support Data

There are a number of tools available that supply data municipalities can use in assessing their local conditions and utilizing the condition assessment tool. Click on the hyperlinks provided for access to information.

### Agriculture and Forestry

Alberta Agriculture and Forestry houses significant data sources that municipalities can utilize, including:

- [Instructions for Accessing Precipitation Data from Alberta Agriculture and Forestry](#)
- [Agroclimatic Atlas Introduction](#)
- [Agroclimatic Atlas Maps](#)
- [Agriculture and Forestry Climate Services Staff Resources](#)

### Agriculture Financial Services Corporation ([AFSC](#))

AFSC can assist municipal districts and counties when they are experiencing drought or excessively wet conditions. AFSC provides information through the following mechanisms:

- **Crop Reports:** AFSC senior adjusters report on crop conditions every two weeks from emergence until harvest is complete. These reports provide information at the county or municipal district level and are available on the AFSC website. This information can be presented in more detail during severe dry or wet conditions, for example maps that show the percent of crops rated poor relative to previous years.

- *Insurance Program Response*: Detailed information on how AFSC's existing insurance products respond to a specific conditions are made available on the AFSC website. This would include options for putting crops to an alternate use when crops are deteriorating and there is a shortage of feed in an area.
- *AgriStability Response*: How AgriStability responds can be posted on the AFSC website along with procedures for obtaining an advance under this program.
- *AgriRecovery Process*: AFSC along with Agriculture & Forestry staff can provide municipalities with detailed information on what is required to trigger an AgriRecovery response.
- Information on accessing Environment Canada data:
  - [Instructions for Accessing Precipitation Data](#)
  - [Instructions for Accessing Historical Radar Data](#)

#### **Municipal Information:**

- [RMA](#)
- Association of Alberta Agricultural Fieldmen ([AAAF](#))

## **Government of Alberta Declaration**

### **The Role of AFSC**

Agriculture Financial Services Corporation (AFSC) is a provincial Crown corporation that provides farmers, agribusinesses and other small businesses with loans, crop insurance and farm income disaster assistance. AFSC expenditures are consolidated into the provincial budget and the provincial budgeting process includes requirements for ministries and Crown corporations to live within budgeted expenditures, meaning that departments or Crown corporations cannot spend more than what has been budgeted for.

AFSC forecasts annual revenues that will be gained through premiums and estimates expenditures to pay out indemnities. AFSC provides those budget estimates to the Government of Alberta for inclusion into the provincial budget. If indemnities exceed budget amounts, AFSC needs to access reserve funds and the remainder of premiums as expenditures. This requires a formal process through the Treasury Board.

### **Provincial Declaration**

In order to access additional funds the Government of Alberta must declare a disaster to access those funds for claim payments. This decision is made by Cabinet and is informed by data and analytical information provided by AFSC and Alberta Agriculture and Forestry. This declaration triggers a financial transaction through the Treasury Board to enable AFSC access to reserve funds.

### **Municipal Role**

A common misperception is that a municipal declaration of an agricultural disaster will influence a provincial declaration or access to funding supports. This is simply not the case. Municipal declarations

bring awareness to an issue in a specific area of the province, but they do not trigger a provincial declaration or access to any funding to support the issue.

Municipalities can work with their local agriculture industries or industry/producer organizations to communicate concerns and assess challenges being experienced.

### **Municipal Communications Process**

The RMA assists AFSC and the Government of Alberta in distributing information to municipalities and Ag Service Board members. Providing a central communication hub for information sharing improves understanding of the challenges being experienced and connecting impacted municipalities with appropriate resources and support.

Before a municipality formally declares a state of agriculture disaster, a number of questions should be considered to enable consistent and thorough communications. These include:

- Does the state of agricultural disaster cover the entire area or just a region within the municipality?
- Does the agriculture disaster cover all agriculture in the municipality or only certain commodity products?
- Has the municipality used AFSC data for the local area to assess the level of impact being experienced?
- Has the municipality contacted producer groups and associations to discuss impacts being experienced?
- Does the municipality have data to support this decision (ex. completed condition assessment tool(s) and municipal mapping)?

Once a declaration of agriculture disaster has been made, the municipality should provide information regarding the details of the agriculture disaster to the following organizations for access to consistent information:

- Government of Alberta (Agriculture and Forestry)
- AFSC
- RMA



## Appendix A: Condition Statement Tool

Utilizing data available through Agriculture Financial Services Corporation (ASFC) (ex. crop reports customized to the municipal level) and/or municipal resources such as agricultural fieldmen, the condition statement tool can be used to highlight and track the percentage of crops in poor condition.

The use of a colour-coded chart demonstrates a snapshot of conditions at a given time, and includes identification of the size of area impacted (in seeded hectares where applicable).

Municipalities are encouraged to attach a map highlighting the impacted area(s) where possible. It is advisable to assess conditions throughout the growing season to monitor and document any changes.

Date:						
Municipality:						
Total Area Impacted:						
Map Included:						
Next Report Due:						
	Ranking	Drought	Excessive Moisture	Floods	Pests	Hail
Annuals Impacted (% rated poor):						
Cereals						
Oil Seed						
Others						
Perennials Impacted (% rated poor):						
Tame Hay						
Tame Pasture						
Native Pasture						
Other: (please indicate)						

Legend: % of crop (in hectares) rated 'poor':

	0 – 10%	Crops near normal and above
	10% - 25%	Expected diminished crop yields
	25% - 50%	Pending disaster
	50% or higher	Definite disaster
	No impacts being experienced	

## Appendix B: Municipal Agricultural Disaster Declaration Template

### Municipal Agricultural Disaster Declaration

(attach all relevant data and completed condition statements to support declaration)

<b>Municipality:</b>	
<b>Type of Agriculture Disaster:</b>	[Type of disaster experienced and impact, such as drought conditions impacting 60% of cereal yields]
<b>Stages of Disaster Declaration:</b>	[Document the stages on the spectrum of the agriculture disaster and, as best as possible, the dates at which each stage was met]
<b>Data to support:</b>	[Insert or reference the data used to justify the state of agriculture disaster]
<b>Level of impact:</b>	[Describe the areas and commodity types impacted by the agriculture disaster]
<b>Communication process:</b>	[Outline the stakeholders to be contacted by the municipality following the declaration of agriculture disaster including Government of Alberta ministries, AFSC, RMA, and producer associations]
<b>Other information:</b>	

## Appendix C: Drought and Excessive Moisture Advisory Group

The Drought and Excessive Moisture Advisory Group (DEMAG) is comprised of appointed representatives of key stakeholder agencies:

- Agri-Environmental Services Branch of Agriculture and Agri-Food Canada
- Agriculture Financial Services Corporation (AFSC)
- Alberta Agriculture and Forestry
- Alberta Association of Agricultural Fieldmen (AAAF)
- Alberta Association of Municipal Districts and Counties (RMA)
- Alberta Environment and Parks
- Crop sector
- Irrigated Crop sector
- Livestock sector
- Wildrose Agricultural Producers Association

Mandate:

- To provide consistent and consolidated advice and recommendations to complement government actions on drought and excessive moisture related issues affecting the agricultural producers in Alberta.
- To advise and provide recommendations to government on long-term strategies for mitigating the effects of drought and excessive moisture.

Key Duties and Responsibilities of DEMAG:

- Facilitate two-way communication that is effective, timely, respectful and clear.
- Recommend extension activities and provide input to drought and excessive moisture related and related risk management information for key stakeholder groups.
- Serve as a formal communication connection between industry and government, and from government back to industry.
- Provide recommendations and policy advice to the Minister of Agriculture and Forestry for effective, fiscally responsible drought and excessive moisture preparedness, monitoring and reporting, and response actions.
- Actively participate in long-term strategic planning for future drought conditions in Alberta; for example, long-term water management and production/crop choices.
- Work with industry organizations to identify how to best assist producers in preparing for and coping with drought and excessive moisture, and develop these discoveries into recommendations.
- Oversee the implementation of the Agriculture Drought Risk Management Plan (ADRMP), and provide advice on and input during the ADRMP's review and evaluation.

## Acknowledgments

The RMA would like to thank the following organizations for their contributions in developing this guide:

- Agriculture Financial Services Corporation
- Alberta Association Agriculture Fieldmen
- Alberta Agriculture and Forestry

# Alberta Crop Report



## Crop Conditions as of July 27, 2021

NOTE – Crop Reports will be released bi-weekly in July and August

Alberta's weather has continued to be warm and dry in many areas. The daytime highs in the last two weeks have ranged between the mid-to-high 20s to the low 30s. This, in combination with the lack of precipitation, has led to continued deterioration of annual and perennial crops. The areas south of Red Deer have received 15 mm or less rain in the past two weeks (green, yellow and pink areas on map). The moisture that fell in the areas north of Red Deer will help fill the heads/pods that are already there, but has come too late for many annual crops.

Annual crop conditions have declined compared to the last report, with now only 20 per cent of the annual crops rating good or excellent. This represents a 17-point drop in the last two weeks and is over 50 points below the five- and 10-year average of 71 per cent (Table 1). The Central region experienced the most significant reduction with a 43-point decline, followed by the South, North East, and North West, which are all experiencing close to a 10-point decline. The Peace region fared the better with less than a five-point decrease. The forecasted high temperatures for the upcoming week are expected to impact these ratings further. Crop staging for spring cereals is mid-way through the milk stage while fall cereals are in the hard dough, as compared to the five-year averages of completed flowering and soft dough respectively. Oilseeds are 79 per cent podding, well ahead of the five-year average of 43 per cent, while dry peas are at 97 per cent podding, well ahead of the five-year average of 77 per cent.

**Table 1: Regional Crop Condition Ratings as of July 27, 2021**

	% Rated in Good to Excellent Condition					
	South	Central	N East	N West	Peace	Alberta
Spring Wheat*	21.5%	17.2%	28.1%	22.3%	13.7%	21.6%
Durum Wheat	22.7%	13.5%	---	---	---	21.5%
Barley*	23.1%	12.6%	17.4%	18.9%	16.0%	17.8%
Oats*	25.2%	14.5%	19.1%	16.7%	27.5%	19.6%
Winter Wheat	42.6%	25.4%	90.0%	46.4%	---	41.8%
Mixed Grain	30.0%	15.1%	34.0%	23.3%	---	18.2%
Canola*	22.1%	17.7%	15.4%	16.4%	13.3%	16.8%
Dry Peas*	19.5%	16.2%	15.9%	16.9%	20.4%	18.2%
Lentils	20.5%	20.0%	---	---	---	20.5%
Chickpeas	11.9%	10.0%	---	---	---	11.8%
Mustard	31.7%	18.7%	---	---	---	27.9%
Flax	31.2%	10.0%	33.7%	---	---	29.7%
Potatoes	51.9%	0.9%	---	87.0%	---	51.8%
<b>All Crops</b>	<b>23.7%</b>	<b>16.1%</b>	<b>20.7%</b>	<b>19.6%</b>	<b>15.0%</b>	<b>19.7%</b>
<b>Major Crops (*)</b>	<b>21.7%</b>	<b>16.2%</b>	<b>20.6%</b>	<b>18.8%</b>	<b>15.0%</b>	<b>18.8%</b>
<b>July 13, 2021</b>	<b>33.4%</b>	<b>59.4%</b>	<b>34.6%</b>	<b>26.9%</b>	<b>18.1%</b>	<b>36.6%</b>
<b>Last Year</b>	<b>87.7%</b>	<b>92.5%</b>	<b>79.7%</b>	<b>35.4%</b>	<b>60.8%</b>	<b>77.5%</b>
<b>5-year (2016-2020) Avg.</b>	<b>59.6%</b>	<b>75.1%</b>	<b>83.3%</b>	<b>62.9%</b>	<b>72.0%</b>	<b>70.8%</b>
<b>10-year (2011-2020 Avg.)</b>	<b>67.9%</b>	<b>73.4%</b>	<b>78.9%</b>	<b>65.1%</b>	<b>66.7%</b>	<b>71.4%</b>

Source: AF/AFSC Crop Reporting Survey



Our thanks to Alberta Agricultural Fieldmen and staff of AFSC for their partnership and contribution to the Alberta Crop Reporting Program. The climate map is compiled by Alberta Agriculture and Forestry, Natural Resource Management Branch.



Early dryland estimates are in. Provincially, these estimates are 42 points below the five- and 40 points below the 10-year averages based on the current conditions (Table 2). These estimates are based upon extremely limited information at this time and will be updated bi-weekly. Regionally the estimates range from 30 to 50 per cent below the average of the past five and 10 years.

**Table 2: Dryland Yield Estimates (Major Crops) as of July 27, 2021**

	South	Central	N East	N West	Peace	Alberta
<b>Spring Wheat*</b>	19.9	26.2	32.9	43.5	30.4	29.5
<b>Barley</b>	21.9	48.4	40.0	40.8	24.6	36.3
<b>Oats</b>	23.9	42.1	46.5	59.8	38.1	46.7
<b>Canola</b>	19.1	25.3	24.9	30.2	25.3	24.9
<b>Dry Peas</b>	19.4	20.8	22.9	25.4	26.9	22.4
<b>5-year Index</b>	50.2%	53.4%	58.8%	68.9%	66.4%	57.8%
<b>10-year Index</b>	48.5%	56.5%	64.1%	70.6%	67.5%	59.9%

Source: AF/AFSC Crop Reporting Survey

The warm dry conditions have allowed harvest of the first-cut hay to be close to wrapping up with 97 per cent dryland acres baled, 32 points ahead of the five-year average, and 100 per cent of the irrigated acres have been baled, 6 points ahead of the five-year average. Reported yields are well below normal with first-cut hay averaging 1.0 tons per acre, compared to the five-year average of 1.5 tons per acre. Irrigated first-cut yields down slightly at 2.1 tons per acre compared to the five-year average of 2.4 tons per acres. Pasture has also been affected. Provincially, over 50 per cent of the pasture acres are rated as poor. The low hay yields, poor pasture conditions and overall condition of spring-seeded crops has resulted in many reports of grain crops being pastured or cut for silage.

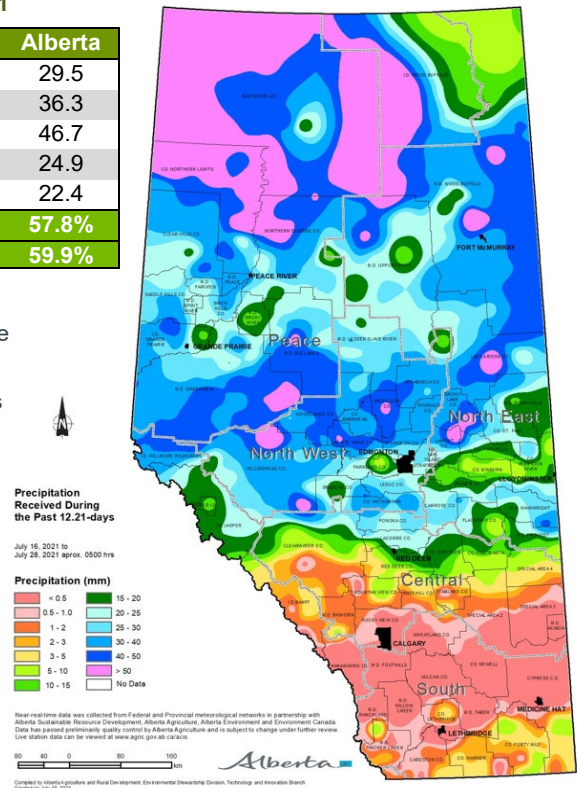
## Regional Assessments:

### Region One: South (Strathmore, Lethbridge, Medicine Hat, Foremost)

- High temperatures and lack of any notable rainfall in the region this week continue to take a toll on dryland crops.
- Overall, crop conditions are 36 per cent, below the five-year average of 60 per cent good or excellent. Conditions rating for sugar beets are 79 per cent, potatoes 52 per cent, and dry beans at 95 per cent good or excellent.
- Crop stages for spring cereals are mostly in the mid to late milk stage, while fall-seeded cereals are entering the ripening stage. Canola is over 83 per cent podding and pulses are over 95 per cent podding.
- Pasture is currently rated as 51 per cent poor, 32 per cent fair, 16 per cent good, and 1 per cent excellent.
- First-cut dryland hay is reported as 99 per cent completed with estimated yields of 0.8 ton per acre and quality rated as 33 per cent good or excellent. First-cut irrigated hay is 100 per cent complete with estimates of 2.2 ton per acre yields, and 58 per cent rated as good or excellent quality. Second-cut irrigated hay is six per cent complete with 1.9 ton per acre yield estimates and quality ratings are at 54 per cent good or excellent.

### Region Two: Central (Rimbey, Airdrie, Coronation, Oyen)

- Hail, sometimes severe, accompanied rain in the northern and western parts of region. Extreme hot and dry conditions continue in the south and eastern parts of the region.
- Overall, crop conditions are 59 per cent, below the five-year average of 75 per cent good or excellent.



- Crop stages for spring cereals are mostly in the early to mid-milk stage, while fall-seeded cereals are in the soft to hard dough stage. Canola is 75 per cent podding and pulses are at least 90 per cent podding.
- Pasture is currently rated as 39 per cent poor, 36 per cent fair, and 25 per cent good.
- First-cut dryland hay is reported as 96 per cent completed with estimated yields of 1.2 ton per acre and quality rated as 54 per cent good or excellent. First-cut irrigated hay is 100 per cent complete with estimates of 2.0 ton per acre yields, and 70 per cent rated as good or excellent quality. Second-cut irrigated hay has not started.

### **Region Three: North East (Smoky Lake, Vermilion, Camrose, Provost)**

- Scattered rains over parts of the region will help fill the crops. Bonnyville, St. Paul, and Wainwright areas also reported smoke and cool temperatures slowing crop advancement.
- Overall, crop conditions are 63 per cent, below the five-year average of 83 per cent good or excellent.
- Crop stages for spring cereals are mostly in the early to mid-milk stage, while fall-seeded cereals have started to ripen. Canola is 73 per cent podding and dry peas have finished podding.
- Pasture is currently rated as 67 per cent poor, 18 per cent fair, and 15 per cent good.
- First-cut dryland hay is reported as 95 per cent completed with estimated yields of 0.9 ton per acre and quality rated as 78 per cent good or excellent.

### **Region Four: North West (Barrhead, Edmonton, Leduc, Drayton Valley, Athabasca)**

- Sporadic rain was received throughout the region this week, which will help fill the existing heads and pods.
- Overall, crop conditions are 43 per cent, below the five-year average of 63 per cent good or excellent.
- Crop stages for spring cereals are mostly in the mid to late milk stage, while fall-seeded cereals are in the early to soft dough stage. Canola is 70 per cent podding and dry peas are 94 per cent podding.
- Pasture is currently rated as 44 per cent poor, 44 per cent fair, and 12 per cent good.
- First-cut dryland hay is reported as 99 per cent completed with estimated yields of 1.2 ton per acre and quality rated as 58 per cent good or excellent.

### **Region Five: Peace (Fairview, Falher, Grande Prairie, Valleyview)**

- Isolated showers and smoke was common throughout region. The showers are helping to fill out the canola and cereal crops.
- Overall, crop conditions are 57 per cent, below the five-year average of 72 per cent good or excellent.
- Crop stages for spring cereals are mostly in the mid to late milk stage, canola is 93 per cent podding and dry peas have finished podding.
- Pasture is currently rated as 63 per cent poor, 32 per cent fair, and 5 per cent good.
- First-cut dryland hay is reported as 97 per cent completed with estimated yields of 0.8 ton per acre and quality rated as 20 per cent good or excellent.

## **Contacts**

Agriculture Financial Services Corporation  
Business Risk Management Products Unit  
Lacombe, Alberta  
**July 30, 2021**

Jackie Sanden – Product Coordinator  
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# Alberta Crop Report



## Crop Conditions as of July 13, 2021

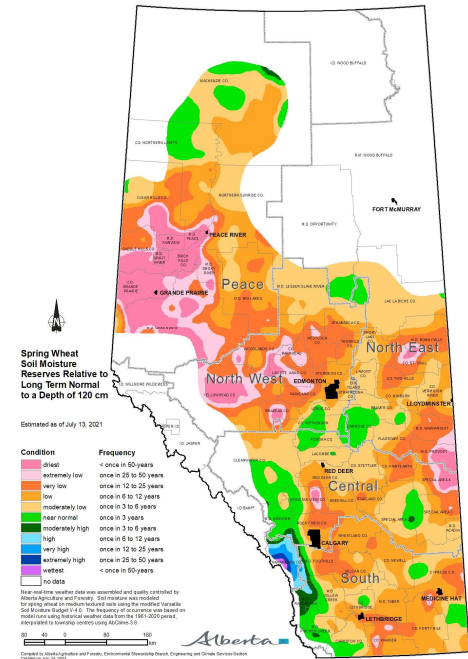
The prolonged record-breaking heat that peaked at the end of June and continued into early July brought extremely warm air and drying winds across the province. The high temperatures either advanced the stage of crop development rapidly or stagnated some crops. Additionally, precipitation was limited over the past two weeks. Some areas have received moisture in the form of thunderstorms, while many others have not. This deteriorated crop growing conditions across the province and reduced yield potential. Crops and forages in most areas are in need of immediate moisture and cooler temperatures to make any recovery.

Compared to the previous report (conditions as of June 28), provincial crop growing conditions dropped 32 per cent and are now rated as 37 per cent good to excellent, below the provincial 5-year average of 74 per cent and the 10-year average of 73 per cent (See Table 1). Crop growing condition ratings dropped for all regions, with the North East Region deteriorating the most (down 50 per cent), followed by the Peace (down 48 per cent) and North West Region (down 45 per cent). Conditions deteriorated 18 per cent in the Central Region and 16 per cent in the South Region. Regionally, crop growing conditions are currently the best in the Central Region, with 59 per cent of all crops rated as good or excellent, while the worst conditions are reported in the Peace and North West Regions where crop conditions are rated at 18 and 27 per cent good or excellent, respectively. About 33 per cent of crops in the South and 35 per cent in the North East Region are rated as good or excellent.

**Table 1: Regional Crop Condition Ratings as of July 13, 2021**

	Per cent rated in Good to Excellent Condition					
	South	Central	N East	N West	Peace	Alberta
Spring Wheat*	34.3%	55.7%	42.5%	27.6%	16.5%	38.8%
Durum Wheat	31.7%	42.5%	---	---	---	33.2%
Barley*	31.0%	66.4%	32.7%	29.2%	19.7%	41.4%
Oats*	35.1%	53.5%	30.3%	24.6%	31.7%	33.9%
Canola*	30.1%	61.1%	28.2%	24.1%	16.3%	32.6%
Dry Peas*	33.1%	57.7%	32.6%	32.5%	22.8%	35.5%
Mustard	41.3%	43.7%	---	---	---	42.0%
Flax	37.0%	27.6%	---	---	---	30.8%
Potatoes	70.5%	90.9%	---	100.0%	---	73.4%
Chickpeas	14.0%	50.0%	---	---	---	15.6%
Lentils	27.0%	55.0%	---	---	---	30.8%
<b>All Crops, July 13</b>	<b>33.4%</b>	<b>59.4%</b>	<b>34.6%</b>	<b>26.9%</b>	<b>18.1%</b>	<b>36.6%</b>
<b>Major Crops (*), July 13</b>	<b>32.3%</b>	<b>60.2%</b>	<b>34.5%</b>	<b>26.6%</b>	<b>18.1%</b>	<b>36.5%</b>
<b>All Crops, June 28</b>	<b>48.9%</b>	<b>77.2%</b>	<b>84.3%</b>	<b>71.7%</b>	<b>65.8%</b>	<b>68.3%</b>
<b>5-year (2016-2020) Avg</b>	<b>67.2%</b>	<b>78.7%</b>	<b>83.0%</b>	<b>68.7%</b>	<b>69.9%</b>	<b>74.1%</b>
<b>10-year (2011-2020) Avg</b>	<b>72.3%</b>	<b>75.1%</b>	<b>78.6%</b>	<b>68.2%</b>	<b>67.2%</b>	<b>73.4%</b>

Source: AF/AFSC Crop Reporting Survey



Our thanks to Alberta Agricultural Fieldmen and staff of AFSC for their partnership and contribution to the Alberta Crop Reporting Program. The climate map is compiled by Alberta Agriculture and Forestry, Natural Resource Management Branch.



The year over year precipitation deficits now exceed 1 in 50 year lows in some areas. For many of these areas, deficits started accumulating in July 2020, as wet spring weather was replaced with a drying trend which ran through fall and winter. It eased off in spring 2021, but has since returned. The lack of moisture, coupled with the effects of the intense heat have been amplified and taken its toll on soil moisture reserves (see the map on the previous page). Provincial surface soil moisture ratings (sub-surface soil moisture ratings shown in brackets) are rated at 42 (36) per cent poor, 35 (38) per cent fair and 23 (26) per cent good.

Concern over the lack of pasture is rising. Pasture growing conditions are poor and fields are turning yellow or brown, with little re-growth. Some producers are silaging their cereals or pulses, in order to salvage some crops. First cut hay yields were below average and the second cut is not promising, as fields are in need of immediate rain. First cut dryland hay is 82 per cent complete across the province, significantly ahead of the 5-year average of 37 per cent. The estimated yield for dryland hay is 1.1 tons per acre (below the 5-year average of 1.5 tons per acre), with quality rated as 55 per cent good to excellent, compared to the 5-year average of 69 per cent. For irrigated hay, first cut is 91 per cent complete (ahead of the 5-year average of 78 per cent), with yield at 2.1 tons per acre, below the 5-year average of 2.4 tons per acre. Quality is rated as 65 per cent good to excellent, compared to the 5-year average of 84 per cent. Pasture conditions (tame hay numbers shown in the brackets) across the province are now reported as 35 (39) per cent poor, 38 (36) per cent fair and 27 (25) per cent good (see Table 2).

**Table 2: Pasture Growth Conditions as of July 13, 2021**

	Poor	Fair	Good	Excellent
South	28.2%	52.6%	18.2%	1.0%
Central	22.6%	24.7%	52.5%	0.2%
North East	51.2%	24.4%	24.1%	0.3%
North West	52.0%	41.7%	6.3%	0.0%
Peace	52.4%	40.6%	7.0%	0.0%
Alberta	34.6%	37.9%	27.0%	0.5%
5-year (2016-2020) Avg	11.1%	21.7%	50.4%	16.8%
10-year (2011-2020) Avg	12.4%	20.0%	48.6%	19.0%

Source: AF/AFSC Crop Reporting Survey

## Regional Assessments:

### Region One: South (Strathmore, Lethbridge, Medicine Hat, Foremost)

- The extreme heat caused crops to quickly advance development. Although the heat was followed by cooler temperatures in the region and rain in some areas, the moisture was not enough to alleviate dry conditions. Crops have generally stunted and are forming small heads and pods. Early seeded crops have suffered the worst. Even irrigated crops have been impacted by the high temperatures, keeping their yield potentials below average. Hailstorms were reported on July 5 and 11 in some counties, causing heavy to moderate damage in some areas. Gopher's infestation is becoming a concern in some areas.
- Crop development in the region is slightly ahead of normal. Spring cereals are mostly in the flowering stage of development and fall seeded crops are finishing the milk development stage. About 81 per cent of canola and 35 per cent of dry peas are now in flower, while 16 per cent of canola and 65 per cent of dry peas are in the podding stage.
- Hot dry conditions have allowed first cut haying to progress quickly, but with poor yields. Currently, dryland haying is 90 per cent complete, ahead of the 5-year average of 73 per cent. Irrigated hay is 95 per cent complete, compared to the 5-year average of 85 per cent. Dryland and irrigated yields (5-year averages shown in the brackets) are estimated at 0.9 (1.1) and 2.2 (2.4) tons per acre, respectively. Hay quality is rated at 62 per cent poor or fair and 38 per cent good or excellent for dryland, and 36 per cent poor or fair and 64 per cent good or excellent for irrigated. Tame hay growing conditions are now reported as 24 per cent poor, 55 per cent fair, 20 per cent good and 1 per cent excellent.

- Surface soil moisture is rated (sub-surface soil moisture ratings shown in brackets) at 37 (38) per cent poor, 46 (45) per cent fair, 16 (16) per cent good and 1 (0) per cent excellent.

#### **Region Two: Central (Rimbey, Airdrie, Coronation, Oyen)**

- The heat wave took a toll on crops, hay and pastures. Rain showers brought moisture to most parts of the region and cooler weather, which came later, helped to revive some crops and forages. Even so, yield loss is expected. More moisture is needed to help fill out crops, and also for second cut hay. Some producers in drier areas are in process of making silage or green feed for their cereals. Some areas have had hail with moderate to severe damage. Gopher's infestation is becoming a concern in some areas.
- Spring cereals are in the head emergence stage of development and fall seeded crops are in the milk development stage. About 86 per cent of canola and 47 per cent of dry peas are now in flower, while six per cent of canola and 23 per cent of dry peas are in the podding stage.
- About 73 per cent of dryland and 60 per cent of irrigated haying is complete, compared to their respective 5-year averages of 36 and 21 per cent. Dryland and irrigated yields (5-year averages shown in the brackets) are estimated at 1.4 (1.4) and 2.0 (2.2) tons per acre, respectively. Hay quality is rated at 34 per cent poor or fair and 66 per cent good or excellent for dryland, and 30 per cent poor or fair and 70 per cent good for irrigated. Tame hay conditions are now reported as 26 per cent poor, 27 per cent fair and 47 per cent good.
- Surface and sub-surface soil moisture are both rated at 26 per cent poor, 28 per cent fair and 46 per cent good.

#### **Region Three: North East (Smoky Lake, Vermilion, Camrose, Provost)**

- Recent hot windy weather has advanced crop development and deteriorated crop conditions, impacting yield potential. Some areas have now received rain, improving crop conditions, while other areas remain dry. Rain and moderate temperatures are needed to salvage some crops. Hail damage was reported in some areas. Gopher's infestation is becoming a concern in some areas.
- Crop development is slightly ahead, with spring cereals mostly at the beginning of the flowering stage of development and fall seeded crops at the dough development stage. About 60 per cent of canola and 31 per cent of dry peas are in flower, while 35 per cent of canola and 69 per cent of dry peas are already in the podding stage.
- Haying is advanced and 80 per cent complete, compared to the 5-year average of 14 per cent. Hay yield is estimated at one ton per acre, below the 5-year average of 1.5 tons per acre. First cut quality is rated at 21 per cent poor or fair and 79 per cent good or excellent. Tame hay conditions are rated as 63 per cent poor, 24 per cent fair and 13 per cent good.
- Surface soil moisture is reported (sub-surface soil moisture ratings shown in brackets) at 57 (42) per cent poor, 25 (33) per cent fair and 18 (25) per cent good.

#### **Region Four: North West (Barrhead, Edmonton, Leduc, Drayton Valley, Athabasca)**

- Extreme heat, warm winds and very little precipitation have impacted crop conditions for most parts of the region, as crops are burning and not filling out very well. Cooler weather and rainfall will help to moderate any crop damage, but yields are expected to be less than normal for most areas. Some hail damage was reported in the region. Spring cereals are mostly at the end of the head emergence stage of development, slightly ahead of normal. About 73 per cent of canola and 63 per cent of dry peas are in flower, while 13 per cent of canola and 33 per cent of dry peas are in the podding stage.
- As a result of the dry conditions, haying is 91 per cent complete, significantly ahead of the 5-year average of 29 per cent. Yield is estimated at 1.2 tons per acre, compared to the 5-year average of 2.1 tons per acre. Hay quality is rated as 35 per cent poor or fair and 65 per cent good or excellent. Tame hay conditions are now rated as 44 per cent poor, 40 per cent fair and 16 per cent good.
- Surface soil moisture is reported (sub-surface soil moisture ratings shown in brackets) at 53 (34) per cent poor, 38 (47) per cent fair and 9 (19) per cent good.

### Region Five: Peace (Fairview, Falher, Grande Prairie, Peace River, Valleyview)

- The extreme heat has rapidly advanced growth for both cereals and canola. In some parts of the region, isolated showers brought limited amount of moisture to fields, but was not enough to have a positive impact. Crops are now showing signs of extreme stress as a result of high temperatures and lack of moisture. Grasshopper's infestation in the region is becoming a concern.
- Crop development is significantly ahead of normal in the region, with most of the cereals in the flowering stage. About 76 per cent of canola and 50 per cent of dry peas are in flower and the rests are in the podding stage.
- About 81 per cent of haying is complete, ahead of the 5-year average of 26 per cent, with yield reported at 0.8 ton per acre, below the 5-year average of 1.4 tons per acre. Hay quality is rated at 78 per cent poor or fair and 22 per cent good or excellent. Tame hay growing conditions are reported as 46 per cent poor, 34 per cent fair, 18 per cent good and 2 per cent excellent.
- Surface soil moisture is rated (sub-surface soil moisture ratings shown in brackets) at 58 (39) per cent poor, 32 (41) per cent fair and 10 (20) per cent good.

## Contact

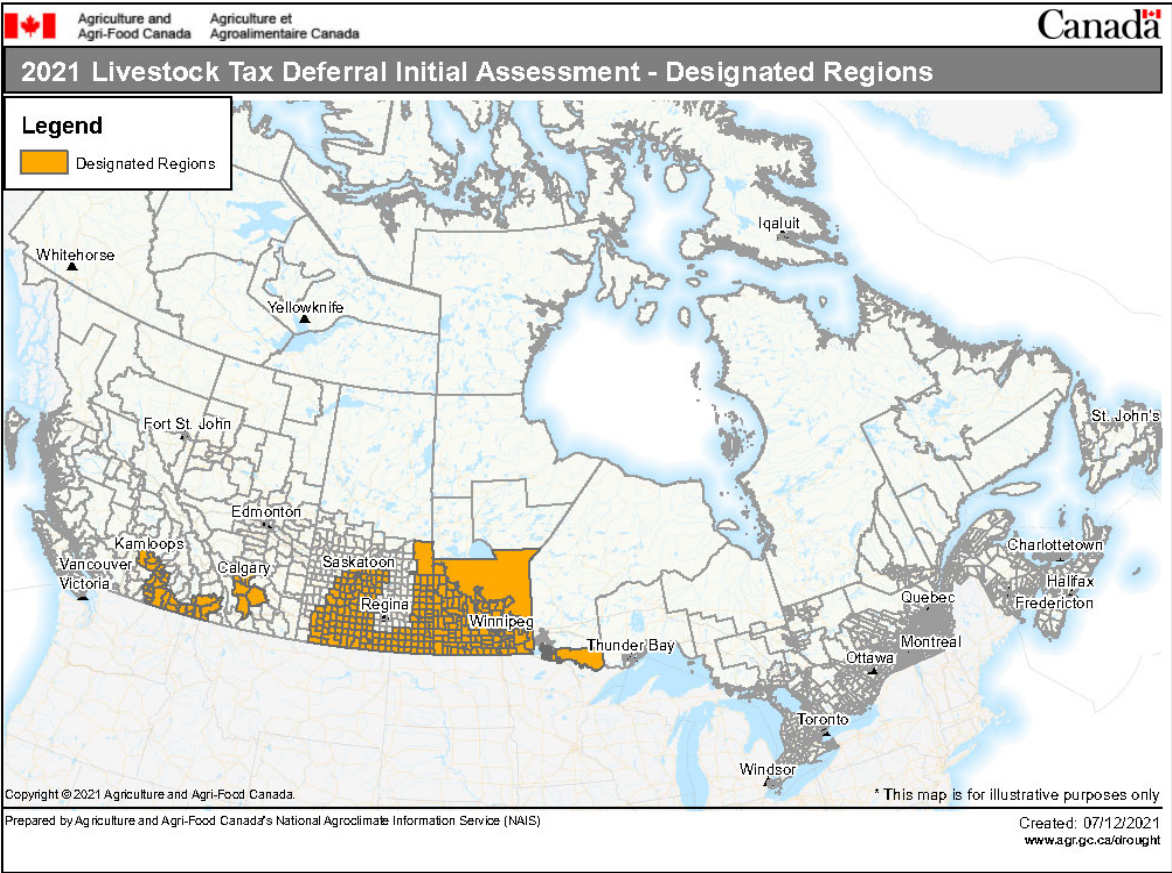
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# 2021 Livestock Tax Deferral – Initial Prescribed Regions

Alternative format - PDF (3.7 MB)



► Description of the above image

## Drought

▼ Alberta

Alberta – 2021 Livestock Tax Deferral

## **Consolidated Census Subdivisions**

Based on the 2016 Statistics Canada Census

- Calgary
- Foothills No. 31
- Rocky View County
- Vulcan County
- Willow Creek No. 26

## ▼ British Columbia

### **British Columbia – 2021 Livestock Tax Deferral**

#### **Consolidated Census Subdivisions**

Based on the 2016 Statistics Canada Census

- Central Kootenay A
- Central Kootenay B
- Central Kootenay C
- Central Kootenay G
- Central Kootenay J
- Central Okanagan
- Central Okanagan J
- Columbia-Shuswap D
- East Kootenay C
- East Kootenay E
- Kootenay Boundary B / Lower Columbia-Old-Glory
- Kootenay Boundary D / Rural Grand Forks
- Kootenay Boundary E / West Boundary
- North Okanagan B
- North Okanagan D

- Okanagan-Similkameen A
- Okanagan-Similkameen C
- Okanagan-Similkameen D
- Okanagan-Similkameen E
- Okanagan-Similkameen F
- Spallumcheen
- Thompson-Nicola J (Copper Desert Country)
- Thompson-Nicola L (Grasslands)
- Thompson-Nicola P (Rivers and the Peaks)

## ▼ Manitoba

### **Manitoba – 2021 Livestock Tax Deferral**

#### **Consolidated Census Subdivisions**

Based on the 2016 Statistics Canada Census

- Alexander
- Alonsa
- Argyle
- Armstrong
- Bifrost-Riverton
- Boissevain-Morton
- Brenda-Waskada
- Brokenhead
- Cartier
- Cartwright-Roblin
- Clanwilliam-Erickson
- Coldwell
- Dauphin
- De Salaberry

- Deloraine-Winchester
- Division No. 1, Unorganized
- Division No. 17, Unorganized
- Division No. 18, Unorganized, East Part
- Division No. 18, Unorganized, West Part
- Division No. 19, Unorganized
- Division No. 20, Unorganized, South Part
- Dufferin
- Ellice-Archie
- Elton
- Emerson-Franklin
- Ethelbert
- Fisher
- Gilbert Plains
- Gimli
- Glenboro-South Cypress
- Glenella-Lansdowne
- Grahamdale
- Grandview
- Grassland
- Grey
- Hamiota
- Hanover
- Harrison Park
- Headingley
- Hillsburg-Roblin-Shell River
- Killarney - Turtle Mountain
- La Broquerie
- Lac du Bonnet



- Lakeshore
- Lorne
- Louise
- Macdonald
- McCreary
- Minitonas-Bowsman
- Minto-Odanah
- Montcalm
- Morris
- Mossey River
- Mountain (North)
- Mountain (South)
- Norfolk-Treherne
- North Cypress-Langford
- North Norfolk
- Oakland-Wawanesa
- Oakview
- Pembina
- Piney
- Pipestone
- Portage la Prairie
- Prairie Lakes
- Prairie View
- Reynolds
- Rhineland
- Riding Mountain West
- Ritchot
- Riverdale
- Rockwood

- Roland
- Rosedale
- Rossburn
- Rosser
- Russell-Binscarth
- Sifton
- Souris-Glenwood
- Springfield
- St. Andrews
- St. Clements
- St. François Xavier
- St. Laurent
- Stanley
- Ste. Anne
- Ste. Rose
- Stuartburn
- Swan Valley West
- Taché
- Thompson
- Two Borders
- Victoria
- Wallace-Woodworth
- West Interlake
- West St. Paul
- WestLake-Gladstone
- Whitehead
- Whitemouth
- Winnipeg
- Woodlands

- Yellowhead

## ▼ Ontario

### **Ontario – 2021 Livestock Tax Deferral**

#### **Consolidated Census Subdivisions**

Based on the 2016 Statistics Canada Census

- Alberton
- Chapple
- Dawson
- Emo
- La Vallee
- Lake of the Woods
- Morley
- Rainy River, Unorganized

## ▼ Saskatchewan

### **Saskatchewan – 2021 Livestock Tax Deferral**

#### **Consolidated Census Subdivisions**

Based on the 2016 Statistics Canada Census

- Aberdeen No. 373
- Antler No. 61
- Argyle No. 1
- Arlington No. 79
- Arm River No. 252
- Auvergne No. 76
- Baildon No. 131

- Bayne No. 371
- Bengough No. 40
- Benson No. 35
- Big Arm No. 251
- Blucher No. 343
- Bone Creek No. 108
- Brock No. 64
- Brokenshell No. 68
- Browning No. 34
- Buchanan No. 304
- Calder No. 241
- Cambria No. 6
- Cana No. 214
- Canaan No. 225
- Carmichael No. 109
- Caron No. 162
- Chaplin No. 164
- Churchbridge No. 211
- Clayton No. 333
- Coalfields No. 4
- Colonsay No. 342
- Corman Park No. 344
- Cote No. 271
- Coteau No. 255
- Coulee No. 136
- Craik No. 222
- Cymri No. 36
- Dufferin No. 190
- Dundurn No. 314

- Elcapo No. 154
- Enfield No. 194
- Enniskillen No. 3
- Estevan No. 5
- Excel No. 71
- Excelsior No. 166
- Eyebrow No. 193
- Fertile Belt No. 183
- Fertile Valley No. 285
- Fillmore No. 96
- Frontier No. 19
- Glen Bain No. 105
- Glen McPherson No. 46
- Golden West No. 95
- Good Lake No. 274
- Grant No. 372
- Grassy Creek No. 78
- Gravelbourg No. 104
- Grayson No. 184
- Griffin No. 66
- Gull Lake No. 139
- Happy Valley No. 10
- Harris No. 316
- Hart Butte No. 11
- Hazelwood No. 94
- Hillsborough No. 132
- Hudson Bay No. 394
- Humboldt No. 370
- Huron No. 223

- Key West No. 70
- Keys No. 303
- King George No. 256
- Kingsley No. 124
- Lac Pelletier No. 107
- Lacadena No. 228
- Lake Alma No. 8
- Lake Johnston No. 102
- Lake Lenore No. 399
- Lake of the Rivers No. 72
- Langenburg No. 181
- Laurier No. 38
- Lawtonia No. 135
- Leroy No. 339
- Livingston No. 331
- Lomond No. 37
- Lone Tree No. 18
- Loreburn No. 254
- Lost River No. 313
- Mankota No. 45
- Maple Bush No. 224
- Marquis No. 191
- Marriott No. 317
- Martin No. 122
- Maryfield No. 91
- McCraney No. 282
- Milden No. 286
- Monet No. 257
- Montrose No. 315

- Moose Creek No. 33
- Moose Jaw No. 161
- Moose Mountain No. 63
- Moosomin No. 121
- Morris No. 312
- Morse No. 165
- Mount Pleasant No. 2
- Norton No. 69
- Old Post No. 43
- Orkney No. 244
- Perdue No. 346
- Piapot No. 110
- Pinto Creek No. 75
- Pittville No. 169
- Poplar Valley No. 12
- Preeceville No. 334
- Reciprocity No. 32
- Riverside No. 168
- Rocanville No. 151
- Rodgers No. 133
- Rosedale No. 283
- Rudy No. 284
- Saltcoats No. 213
- Sarnia No. 221
- Saskatchewan Landing No. 167
- Saskatoon
- Shamrock No. 134
- Silverwood No. 123
- Sliding Hills No. 273

- Souris Valley No. 7
- Spy Hill No. 152
- St. Andrews No. 287
- St. Peter No. 369
- St. Philips No. 301
- Stonehenge No. 73
- Storthoaks No. 31
- Surprise Valley No. 9
- Sutton No. 103
- Swift Current No. 137
- Tecumseh No. 65
- Terrell No. 101
- The Gap No. 39
- Three Lakes No. 400
- Usborne No. 310
- Val Marie No. 17
- Vanscoy No. 345
- Victory No. 226
- Viscount No. 341
- Wallace No. 243
- Walpole No. 92
- Waverley No. 44
- Wawken No. 93
- Webb No. 138
- Wellington No. 97
- Weyburn No. 67
- Wheatlands No. 163
- Whiska Creek No. 106
- White Valley No. 49



- Willner No. 253
- Willow Bunch No. 42
- Willowdale No. 153
- Wise Creek No. 77
- Wolverine No. 340
- Wood Creek No. 281
- Wood River No. 74
- Wreford No. 280

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# Government of Canada taking action to support farmers facing extreme weather

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From: [Agriculture and Agri-Food Canada](#)

## News release

July 22, 2021 – Winnipeg, Manitoba – Agriculture and Agri-Food Canada

Today, the Minister of Agriculture and Agri-Food, the Honourable Marie-Claude Bibeau, announced concrete measures the Government of Canada is taking to deliver the necessary support and resources for producers in areas affected by extreme weather. Minister Bibeau made the announcement at a press conference at The Forks, having spent the day meeting with drought-impacted farmers in Manitoba's Interlake Region to see first-hand how drought conditions are creating crop losses, affecting crop quality, and reducing forage and water supplies available to livestock. The Minister was accompanied by representatives from Manitoba Beef Producers, the Canadian Cattlemen's Association and Keystone Agricultural Producers.

Minister Bibeau announced the early designation of the Livestock Tax Deferral provision for prescribed drought regions of British Columbia, Alberta, Saskatchewan, Manitoba and Ontario. This will allow beef producers who are forced to sell a significant amount of their breeding herd due to drought conditions to offset the resulting revenues with the costs to replace the herd. The Government of Canada will work closely with provincial governments and

stakeholders to continue adding other regions throughout the year as additional information is collected.

In addition, Minister Bibeau announced federal support to all Prairie provinces for immediate bilateral adjustments to the cost-shared AgriInsurance program to make drought-damaged crops available for feed. These measures will increase the amount of crops available for livestock producers in this time of need. Minister Bibeau also jointly announced Manitoba's proposal to expedite any payments under the Hay Disaster Benefit.

AgriRecovery assessments are underway with Manitoba and the other provinces impacted by the drought, including Ontario, Saskatchewan, Alberta and British Columbia. The Government of Canada will collaborate with provincial governments to gather all the necessary information as fast as possible to evaluate the extraordinary costs faced by producers and provide joint support as required. This could include direct assistance to producers for the added cost of livestock feed, transportation and water infrastructure.

Provinces affected by drought can invoke the late participation provision of AgriStability to allow producers who have not yet enrolled to access program supports. Producers can also apply for interim payments under AgriStability, which can help them cope with immediate financial challenges.

Minister Bibeau repeated the Government of Canada's offer to raise the AgriStability compensation rate from 70% to 80% and urged Prairie governments to match it. This would provide farmers across the country an additional \$75 million per year, benefitting distressed farmers who need help now more than ever.

Minister Bibeau also echoed a recent Farm Credit Canada (FCC) announcement of a customer support program for farmers and ranchers across western Canada facing financial challenges due to adverse growing conditions. FCC will work with customers to come up with individual solutions for their operations and will consider additional short term credit options, deferral of principal payments and/or other loan payment schedule amendments to reduce financial pressures on those impacted by unfavourable weather conditions.

Extreme weather conditions, exacerbated by climate change, are challenging farmers across Canada. Now is the time for governments and all Canadians to rally around those who work tirelessly to put food on our tables each and every day. The Government of Canada stands with farmers during this difficult time, and is listening to their needs and taking action to respond.

During a crisis such as this, farmers facing the stress and uncertainty of providing for their families may suffer serious mental health impacts. Those needing help are encouraged to reach out for support, and can contact [The Do More Ag Foundation](#), a not-for-profit organization focusing on mental health in agriculture across Canada.

## Quotes

“Our Government is working closely with our provincial partners to respond on a rapid basis to the evolving drought situation in Western Canada. I am here to listen and help those farm families hard hit by this extreme weather. Our Government is taking action to help them through the challenges we face today and ensure they are supported for a sustainable future.”

- The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food

“I’ve seen first-hand the devastating impacts this extreme weather has had on our farmers and their families. I know many producers are feeling stress and uncertainty for the future. We see you, and the Government of Canada will be there every step of the way to help you recover from this situation, emerging stronger than ever.”

- The Honourable Jim Carr, Minister and Special Representative for the Prairies and Member of Parliament for Winnipeg South Centre

“To the farmers and ranchers dealing with this drought, I see the hardships and challenges you are facing. Our Government is taking action to respond to this extreme weather, and we will continue to work with our provincial counterparts to support you and your families.”

- Kevin Lamoureux, Parliamentary Secretary to the President of the Queen’s Privy Council for Canada and Minister of Intergovernmental Affairs, and Member of Parliament for Winnipeg North

“Livestock, grain and forage producers across Manitoba are concerned about the impact of ongoing drought conditions on their farm operations. Now, more than ever, it is important that producers look out for ourselves, our neighbours and our communities.”

- Bill Campbell, President, Keystone Agricultural Producers

“Drought conditions are exacting a heavy toll on Manitoba’s beef sector, forcing producers to make difficult management decisions about the size of their herds going forward. MBP is working with the federal and provincial governments and Manitoba Agricultural Services Corporation on strategies to assist producers on both an immediate and a longer term basis. This includes gaining access to alternate feed sources such as crops damaged by the drought, as well as other initiatives aimed at helping producers deal with the effects of this very serious situation.”

- Tyler Fulton, President, Manitoba Beef Producers

## Quick facts

- Producers have access to a suite of Business Risk Management programs to help them manage significant risks that threaten the viability of their farm and are beyond their capacity to manage.
- The Livestock Tax Deferral provision allows livestock producers in these regions who reduced their breeding herds by at least 15% due to drought or flooding, to defer a portion of their 2021 income from sales until the 2022 tax year, when the income may be at least partially offset by the cost of reacquiring breeding animals, which may reduce their

potential tax burden. Eligible regions are identified based on weather, climate and production data, in consultation with industry and provinces. The criteria for identifying regions for Livestock Tax Deferral is forage shortfalls of 50% or more caused by drought or excess moisture. AAFC officials will continue to monitor weather, climate and production data from across Canada and will add regions to the list when they meet the eligibility criteria. When prescribed regions are identified, the list is announced publicly and posted to this [web page](#).

- AgriRecovery is an federal-provincial-territorial disaster relief framework intended to work together with the core BRM programs to help agricultural producers recover from natural disasters. AgriRecovery helps with the extraordinary costs associated with recovering from disaster events.
- AgriStability is one of the BRM programs under the Canadian Agricultural Partnership. It protects Canadian producers against large declines in farming income for reasons such as production loss, increased costs and market conditions. While the deadline to enroll for the 2021 program year has passed, provinces may request late participation to make the program available to other producers during a crisis situation.
- An interim payment under AgriStability is based on estimates of a participant's program year production margin and reference margin. To receive an interim payment, the participant's estimated reference margin must decline by more than 30% of their estimated reference margin. Participants can apply for an interim payment to access program funds early.

- The Government of Canada is working to build a sustainable future for the agriculture sector in Canada, since climate change will continue to challenge farmers. This work includes investments of over half a billion dollars into new federal programs to directly support the adoption of sustainable practices and clean technologies on farms, including the recently announced Agriculture Clean Technology Program and the Agriculture Climate Solutions Program.

## Related products

- [Livestock Tax Deferral Provision](#)
- [Livestock Tax Deferral Provision - 2021 Initial List of Prescribed Regions](#)
- [Drought Watch](#)

## Associated links

- [AgriRecovery Framework](#)
- [AgriStability Program](#)
- [Canadian Agricultural Partnership](#)
- [The Do More Agriculture Foundation](#)
- [FCC supports Western Canadian producers impacted by hot, dry weather](#)
- [Relief Coming to Manitoba Producers Affected by Severe Drought](#)

## Contacts

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**Date modified:**  
2021-07-23



## Municipal District of Taber

August 10, 2021

Minister of Agriculture and Forestry  
Office of the Minister  
Agriculture and Forestry  
229 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Dreeshen,

**RE: Declaration of Agricultural Disaster – Municipal District of Taber**

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On August 11, 2021, the Municipal District of Taber declared an Agricultural Disaster due to the ongoing drought conditions and extreme high temperatures.

This declaration was made to address the severe drought conditions that are negatively impacting local agricultural producers in all regions of the Municipality. Extended moisture deficiencies combined with no snow during the winter months leading to a lack of spring runoff and extensive and prolonged heat has drastically deteriorated all segments of agricultural production.

According to Alberta Crop Reports, crop growing conditions and yields have significantly decreased in comparison to previous years. Soil moisture throughout the district continues to be low, making crop recovery unlikely.

In addition to the impacts on crops, livestock producers are similarly being negatively impacted by the drought. Continued high temperatures have depreciated the health of pastures as well as their regrowth potential, and the lack of moisture has reduced dugout levels substantially.

Sincerely,

Merrill Harris  
Reeve  
Municipal District of Taber

# Alberta Crop Report



## Crop Conditions as of August 24, 2021

Weather since the August 10 report has been cooler, with almost all areas receiving 10 to 80 mm of rain (Map). While the moisture is too late to support most crops, it is very welcome and it will replenish much-needed soil moisture reserves. Surface soil moisture ratings (sub-surface in brackets) are reported as 25 (41) per cent poor, 37 (33) per cent fair, 35 (24) per cent good and 3 (2) per cent excellent. Crop conditions show a slight improvement over the last report, with 19 per cent of all crops reported in good to excellent condition (Table 1). South region's irrigated crops are bolstering the 22 per cent of crops rated as good or excellent, while North East has 20 per cent, North West at 19 per cent followed by Central region at 18 per cent of crops. Peace region is lowest with an estimated 14 per cent of crops good or excellent.

**Table 1: Regional Crop Condition Ratings as of August 24, 2021**

	Per cent rated in Good to Excellent Condition					
	South	Central	N East	N West	Peace	Alberta
Spring Wheat*	22.4%	17.1%	27.3%	21.7%	12.0%	21.3%
Durum Wheat	19.1%	10.0%	---	---	---	17.9%
Barley*	20.5%	18.9%	14.2%	18.5%	15.4%	18.3%
Oats*	24.0%	19.0%	16.3%	17.0%	28.2%	19.9%
Winter Wheat	32.0%	37.7%	89.6%	48.6%	---	32.8%
Mixed Grain	30.0%	29.0%	10.0%	23.5%	---	26.5%
Canola*	19.6%	19.9%	15.4%	16.9%	11.6%	16.6%
Dry Peas*	19.7%	17.1%	16.1%	11.4%	20.2%	18.1%
Lentils	18.8%	26.1%	---	---	---	19.8%
Chickpeas	10.6%	20.0%	---	---	---	11.0%
Mustard	29.8%	20.0%	---	---	---	26.9%
Flax	31.5%	10.0%	60.7%	---	---	33.9%
Potatoes	51.9%	53.6%	0.0%	80.0%	---	53.9%
All Crops	22.3%	18.4%	20.1%	18.7%	13.6%	19.4%
Major Crops (*)	20.8%	18.5%	19.9%	18.4%	13.6%	18.7%
All Crops Aug. 10, 2021	22.8%	13.9%	19.9%	16.8%	13.3%	18.2%
5-year (2016-2020) Avg.	56.6%	74.4%	78.3%	57.4%	70.1%	67.8%
10-year (2011-2020) Avg.	65.6%	73.1%	75.2%	60.7%	63.8%	68.9%

Source: AF/AFSC Crop Reporting Survey

Harvest operations were interrupted in some areas with recent rainfall events, but that didn't stop the forward progress. Peas are leading the provincial acres in the bin with 72 per cent now harvested, followed by barley at 23 per cent and spring wheat at 15 per cent (Table 2). Regionally, the South is now 34 per cent combined while Central is 17 per cent, North West is 13 per cent, North East is eight per cent followed by Peace at seven per cent in the bin. Acres now combined are estimated at 17 per cent, and are well ahead of the five- and 10-year averages of eight and seven per cent respectively. Yield estimates are considerably lower, with provincial estimates at 60 per cent of the five-year average and 61 per cent of the 10-year average (Table 3). Spring wheat yields are estimated at 30 bushels per acre, barley at 38 bushels, oats are 47 bushels with both canola and peas estimated at 25 bushels to the acre as a provincial average.

Producers planning a second cut of hay is on par with the five-year average of 46 per cent on dryland acres and 16 per cent on irrigated acres. Roughly 30 per cent of second cut dryland hay is now up with yields averaging 0.9 tons per acre



Our thanks to Alberta Agricultural Fieldmen and staff of AFSC for their partnership and contribution to the Alberta Crop Reporting Program. The climate map is compiled by Alberta Agriculture and Forestry, Natural Resource Management Branch.





- Crop quality ratings for dryland crops have 18 per cent good and excellent, one point below the provincial average, and 56 points below the region's five-year average.
- Anticipated dryland yields are well below both the five and 10-year averages.
- Pasture ratings are now 34 per cent poor, 29 per cent fair, 35 per cent good, with 2 per cent excellent.
- Hay ratings are now 36 per cent poor, 30 per cent fair, 30 per cent good, with 4 per cent excellent.
- Surface soil moisture rated as poor/fair is 51 per cent with sub-surface soil moisture rated 64 per cent poor/fair.

### **Region Three: North East (Smoky Lake, Vermilion, Camrose, Provost)**

- Precipitation and cool temperatures, while welcome, will do very little for this year's crop other than delay harvest. To date, eight per cent of the major crops have been combined and a further eight per cent is in the swath.
- Crop quality ratings for dryland crops have 20 per cent good and excellent, one point above the provincial average, and 58 points below the region's five-year average.
- Anticipated dryland yields are well below both the five and 10-year averages.
- Pasture ratings are now 80 per cent poor, 15 per cent fair, with 5 per cent good.
- Hay ratings are now 79 per cent poor, 19 per cent fair, with 2 per cent good.
- Surface soil moisture rated as poor/fair is 65 per cent with sub-surface soil moisture rated 63 per cent poor/fair.

### **Region Four: North West (Barrhead, Edmonton, Leduc, Drayton Valley, Athabasca)**

- Precipitation and cool temperatures, while welcome, will do very little for this year's crop other than delay harvest. To date, 13 per cent of the major crop are in the bin and a further 11 per cent is in the swath.
- Crop quality ratings for dryland crops have 19 per cent good and excellent, one point below the provincial average, and 39 points below the region's five-year average.
- Anticipated dryland yields are well below both the five and 10-year averages.
- Pasture ratings are now 38 per cent poor, 54 per cent fair, with 8 per cent good.
- Hay ratings are now 34 per cent poor, 48 per cent fair, with 18 per cent good.
- Surface soil moisture rated as poor/fair is 50 per cent with sub-surface soil moisture rated 49 per cent poor/fair.

### **Region Five: Peace (Fairview, Falher, Grande Prairie, Valleyview)**

- Precipitation and cool temperatures, while welcome, will do very little for this year's crop other than delay harvest. To date, seven per cent of the major crops have been combined and a further nine per cent is in the swath.
- Crop quality ratings for dryland crops have 14 per cent good and excellent, six points below the provincial average, and 57 points below the region's five-year average.
- Anticipated dryland yields are well below both the five and 10-year averages.
- Pasture ratings are now 66 per cent poor, 31 per cent fair, with 3 per cent good.
- Hay ratings are now 62 per cent poor, 35 per cent fair, with 3 per cent good.
- Surface soil moisture rated as poor/fair is 60 per cent with sub-surface soil moisture rated 88 per cent poor/fair.

## **Contacts**

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**August 27, 2021**

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# AGENDA ITEM REPORT



**Title:** Policy Review - Policy #150 Tangible Capital Assets

**Meeting:** Council Meeting - 02 Sep 2021

**Department:** Corporate Services

**Report Author:** Jennifer Place, Mike Bly

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 16 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

Through the Asset Management Program, the Asset Management Team has reviewed the Tangible Capital Asset (TCA) Policy, with a particular focus on asset categories, estimated useful life and asset thresholds to ensure the policy aligned with the County's evolving asset management practices as well as current legislation. The original policy #150 was developed in 2009, based on the provincial template that was provided to municipalities as TCA recording was a new requirement at that time.

## RECOMMENDATION:

That Council approve the revisions to Policy #150 Tangible Capital Assets as presented.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council previously approved Policy #150 Tangible Capital Assets in 2009.

## BACKGROUND INFORMATION:

**Policy #150 Tangible Capital Assets** has been updated to more accurately reflect how the County will manage assets as per the Asset Management Program. In particularly reviewing the asset categories, thresholds and estimated useful life (EUL) to ensure that the policy aligns with current values, practices and industry standards.

## ALTERNATIVES / PROS / CONS:

Council can choose to not approve the updated Policy:

PRO - N/A

CON - The existing policy will not align with current practices and standards.

## FINANCIAL IMPACT:

There is no immediate financial implications related to this policy.

**REASON(S) FOR RECOMMENDATION(S):**

The policy review process is an ongoing process of assessing each existing policy and how it is representing current operations and meeting legislation.

**ATTACHMENTS:**

[150 Tangible Capital Assets\\_ Revised](#)



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### **AUTHORITY, PURPOSE AND SCOPE**

Lethbridge County recognizes the importance of having capital policies in place to achieve consistent recording of tangible capital assets, and to assist with the preparation of financial statements that will comply with generally accepted accounting principles. The purpose of this policy is to provide direction to all departments for recognizing and recording Tangible Capital Assets in accordance with Public Sector Accounting Board (PSAB) 3150.

Department Supervisors are responsible to ensure that their Capital Asset Listings are accurate and complete. Each department is responsible for the proper use, care and maintenance of their tangible capital assets.

The Finance Department is responsible to account for and report tangible capital assets in the County's annual financial statements. This requires all departments to effectively communicate and share information on tangible capital assets. **The Manager of Finance & Administration** ~~Director of Corporate Services~~ is to review accounting transactions to ensure compliance with this policy **compliance**.

Amortization methods and estimated useful life should be reviewed by the Finance Department and ~~Department~~ all **department supervisors** on a regular basis and revised **as needed** ~~when appropriate and necessary~~. Capital projects should be reviewed to determine any capitalization requirements.

### **DEFINITIONS AND CLASSIFICATION OF ASSETS**

Inventory – purchases made for resale or intended to be consumed in the delivery of programs, core services or activities. Examples would be gravel stockpiles, equipment parts, fuel, oil, tires, grader blades, etc.

Operating Expenditures – purchased supplies or services that are consumed in the delivery of programs or services. These costs are charged directly to the Statement of Operations in the year in which they were incurred. Examples would be professional fees, utility charges, insurance, office supplies, etc.





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Tangible Capital Assets – non-financial assets, including betterments, having physical substance that:

- are in excess of the capitalization thresholds set out in this policy.
- are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- have useful economic lives extending beyond the current accounting period;
- are to be used on a continuing basis; and
- are not for sale in the ordinary course of operations.

Major Classifications of Tangible Capital Assets (see **Appendix A** for detailed list)

1. Land  
Land includes land purchased, contributed, or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.
2. Land Improvements  
All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways, **playgrounds**, and fences.
3. Buildings  
Permanent, temporary, or portable building structures, including but not limited to offices, garages, warehouses, and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
4. Engineered structures (further broken down into minor asset classifications)  
Permanent structural works such as roads, bridges, canals, dams, water and sewer, and utility distribution and transmission systems, including plants and substations.
  - c) Roadway system  
Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks, and signage.



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b) Water systems

Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs, and fire hydrants.

c) Wastewater systems

Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants and equipment, and lagoons.

d) Storm system

Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.

5. Machinery and equipment

Equipment that is heavy equipment for constructing infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structures class.

6. Vehicles

Rolling stock that is used primarily for transportation of goods or individuals.

7. Cultural and historical assets

Works of art and historical treasures that have cultural, aesthetic or historical value that are worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements, but the existence of such property should be disclosed. Buildings declared as heritage sites may be included in this asset classification.



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### Amortization

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use by the government.

The amortization of the costs of tangible capital assets should be accounted for as an expense in the statement of operations.

### Betterment

Subsequent expenditures on tangible capital assets that enhance their service potential. Service potential may be enhanced when there is an increase in the previously assessed physical **condition** ~~output~~ or service capacity, where associated operating costs are lowered, the useful life of the property is extended, or the quality of the output is improved.

### Capital Lease

A capital lease is a lease with contractual terms that substantially transfers all the benefits and risks inherent of property ownership to the County. This normally occurs when one or more of the following conditions are present at the inception of the lease:

- c) There is reasonable assurance that the County will obtain ownership of the lease property by the end of the lease term.
- b) The lease term is of such duration that the County will receive substantially all the economic benefits expected to be derived from the use of the leased property over its lifespan.
- c) The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.

### Cost

The gross amount of consideration given up to acquire, construct, develop or better a tangible capital asset, and includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset, including installing the asset at the location and in the condition necessary for its intended use.

The cost of a contributed tangible capital asset, including a tangible capital asset in lieu of a developer charge, is considered to be equal to its fair value at the date of



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contribution. Capital grants would not be netted against the cost of the related tangible capital asset.

The value of a leased tangible capital asset is determined in accordance with the Public Sector Accounting Board's Guideline 2, Leased Tangible Capital Assets (PSG-2):

Property that meets the definition of a leased tangible capital asset is accounted for as both a tangible capital asset and a liability.

The value of the leased tangible capital asset and the amount of the lease liability, recorded at the beginning of the lease term, would be the present value of the minimum lease payments, excluding the portion relating to executory costs (costs related to the operation of the leased tangible capital asset; e.g., insurance, maintenance cost and property taxes).

At inception of the lease, the estimate of the discount rate used should be reviewed together with:

- the present value of the minimum lease payments;
- the assumed fair value of the property; and
- the assumed residual value, to ensure that all figures are reasonable and internally consistent.

The discount rate for determining the present value of the minimum lease payments would be the lower of the local government's rate for incremental borrowing and the interest rate implicit in the lease. The maximum value recorded for the asset may not, however, exceed the leased property's fair value.

A leased tangible capital asset would be amortized over the period of its expected use, on a basis consistent with the local government's amortization policy for similar tangible capital assets. If the lease contains terms that allow ownership to pass to the local government, or a bargain purchase option, the period of amortization would be the economic life of the property. Otherwise, the property would be amortized over the lease term. Lease payments would be allocated



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between repayments of the liability, interest expense and any related executory costs.

The total minimum lease payments, less the initial liability recorded, represents the total interest cost of the lease. The interest expenditure/expense would be calculated based on the same discount rate used in computing the present value of the minimum lease payments applied to the outstanding lease liability at the beginning of the lease payment period.

### Fair Value

The amount of the consideration that would be agreed upon in an arm's length transactions between knowledgeable, willing parties who are under no compulsion to act.

### Maintenance and Repairs

Expenditure made to maintain the predetermined service potential of a tangible capital asset for a given useful life. Such expenditures are charged in the accounting period in which they are made.

### Net Book Value

Cost, less both accumulated amortization and the amount of any write-downs.

### Residual Value

The estimated net realizable value of tangible capital asset at the end of its useful life to a government.

### Service Potential

The output or service capacity of a tangible capital asset and is normally determined by reference to attributes such as physical output capacity, quality of output, associated operating costs, and useful life.

### Useful Life

The estimate of either the period over which a tangible capital asset is expected to be used by a government, or the number of production or similar units that can be obtained from the tangible capital asset by a government. The life of a tangible capital asset may extend beyond the useful life of a tangible capital asset to a government. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial and legal life.



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### Write-down

A reduction in the cost of a tangible capital asset to reflect the decline in the asset's value due to an impairment that is considered other than temporary.

## **RECORDING AND VALUING ASSETS**

### Recording the Assets

The Finance Department in conjunction with all departments will ensure that all tangible capital assets held by the department at the date this policy becomes effective, and any future acquisitions of tangible capital assets are properly valued and recorded.

- Ensure that all costs required to make a capital asset operational have been recorded in the appropriate capital account. Costs include purchase price and other acquisition costs such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties.
- The cost of a constructed asset would normally include direct construction or development costs (such as materials and labor), and overhead costs directly attributable to the construction or development activity (such as the costs of leased space used solely for the construction or development activities);
- Lethbridge County will not capitalize interest costs on tangible capital assets.
- Ensure that procedures are in place to differentiate between "betterments" which are capitalized, and "repairs and maintenance" which are expensed. Betterments improve the functionality or increase the useful life of an asset while repairs and maintenance primarily maintain the functionality of the asset. Where a cost can not easily be differentiated between a repair and a betterment, the cost should be expensed in respecting the accounting principle of conservatism.
- Establish procedures to ensure that when tangible capital assets are sold or traded-in, the historical cost and accumulated amortization amounts relating to the capital asset are removed from the appropriate general ledger accounts and a gain or loss on disposal is recognized to the extent that the asset's net book value differs from the sale proceeds or from the trade-in value;



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- Establish procedures to distinguish between a capital lease and an operating lease;
  - Establish procedures to ensure that when tangible capital assets become obsolete, impaired and/or are removed from service, and the long-term expectation is that the assets no longer have value or use to the County, finance will write down the net carrying amount of the asset to its net realizable value. If the capital asset is subsequently returned to service, the asset cannot be increased to its prior book value. Only betterments that have been made to bring the asset back into service should be added to the book value;
  - Estimate the useful life of tangible capital assets on a consistent basis.

### Valuing the Assets

All tangible capital assets held by a department at the date this policy becomes effective must be identified and valued using an appropriate cost base.

Where practical and cost-effective, existing tangible capital assets will be valued using historical costs, adjusted for the proportion of the useful life of the asset that has already been consumed through the establishment of a provision for accumulated amortization.

Where it is not practical and cost-effective to establish a reasonable estimate of an asset's historical cost, replacement value will be used and extrapolated back to estimated historical cost using the consumer price index (CPI) or some other relevant price/cost index.

All lease agreements must be reviewed to determine if they should be accounted for as capital leases or operating leases.

Donated assets should be valued at fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. If the fair value cannot be determined, the asset should be recorded at a nominal value (one dollar), however this would be extremely rare.

### Grouping of Assets (Whole Asset vs. Component Approach)

For purposes of capitalization and amortization, the two methods of defining a capital asset are Whole Asset and Component.





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- The Whole Asset approach considers an asset to be an assembly of connected parts. Costs of all parts would be capitalized and amortized as one asset. For example, a computer network would be considered as one asset.
- Under the Component approach, different components are individually capitalized and amortized. Under this approach, the servers, routers, lines, software, etc. used in a network would all be individual assets.

The whole asset method and the component approach are equally acceptable under Generally Accepted Accounting Principles. In certain circumstances, it is appropriate to allocate the total disbursement on an asset to its component parts and account for each component separately. This is the case when the component assets have different useful lives or provide economic benefits or service potential to Lethbridge County in a different pattern, thus necessitating use of different amortization rates.

~~For example, the pavement, curbs, sidewalks, bridges and lighting may need to be treated as separate items within a road system to the extent that they have different useful lives. Similarly, the furnace, air conditioning system, roof and structure of a building may need to be treated as separate amortizable assets if they have different useful lives.~~

Additional factors influencing the choice of method include:

- Significance of amounts;
- Quantity of individual asset components (volume);
- Availability of information with respect to specific components of the capital expenditures; and
- Specific information needs of management for decision making and asset control purposes.

### Betterments

Where costs are incurred to improve an existing asset by increasing the service potential of that asset, decreasing operating costs, extending the useful life, or improving the quality of the output of that asset, the costs of the betterment will be capitalized, provided they are greater than the applicable capitalization threshold for that asset classification, otherwise they will be expensed.





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### Bulk Purchases

One-time purchases of 'like' assets (can be separated into groups such as chairs, tables, desks, shelving, etc). Includes the acquisition and replacement of blocks of assets. Does not include replacement of individual assets as part of a normal maintenance program. Excludes computers, books and other items with a replacement cycle of less than five years.

If the value of each individual item is lower than the capitalization threshold and the total value of the bulk purchase (includes purchase cost, installation cost, transportation cost and costs to bring the item into service) is over \$50,000, the purchase will be capitalized.

### Capitalization Thresholds

Defined as the minimum value of an expenditure that meets the criteria of a tangible capital asset and that will be recorded as a tangible capital asset.

Asset Description	Threshold Amount
Land	--
Land Improvements	<del>\$ 7,500</del> \$ 25,000
Buildings	\$ 50,000
Engineered Structures	\$ 50,000
Machinery & Equipment	<del>\$ 7,500</del> \$ 10,000
Vehicles	<del>\$ 7,500</del> \$ 10,000
Betterments	<del>\$ 7,500</del> \$ 20,000
Bulk Purchases	\$ 50,000

### AMORTIZATION METHODS AND RATES

The cost of property, equipment and other tangible capital assets is essentially a long-term prepayment of an expense in advance of the use of the asset. As the economic service life of the asset expires, the cost of the asset is systematically allocated to operations as an expense called "amortization".



## Lethbridge County Policy Handbook

**EFFECTIVE:** October 15, 2009      **SECTION:** 100 NO. 150 Pg 11 of 17  
**APPROVED BY:** County Council      **SUBJECT:** Tangible Capital Assets  
**REVISED DATE:** September 2, 2021

---

Periodic amortization expense should be an allocation of the historical cost of the asset less expected salvage (residual) value, if applicable, to operations in proportion to the economic benefits received each period from the use of the asset.

The service life of an asset should be measured in terms of years. Appendix A contains a complete list of recommended maximum useful lives for each class of assets that will be used for amortization purposes.

Straight-line amortization shall be generally used to calculate the annual charge to each department's accounts for the use of all tangible capital assets, except for certain machinery and equipment classifications, which shall be amortized based on number of hours of usage.

Amortization will be recorded on an annual basis. ~~For example, where a type of asset has an average expected life of 3 years and the balance is \$30,000, the annual straight line amortization would be calculated as  $\frac{1}{3} \times \$30,000$ , or \$10,000. The amortization charges related to the asset should be reviewed for reasonableness at year end.~~

Another important factor of Canadian tax law as it relates to amortization is the so called "half in the first year rule". According to this rule, in the first year of the ownership of an asset, the cost base used to determine the first year's amortization charge is half of the acquisition cost or recorded value. Lethbridge County **will not** be applying this rule for our amortization of assets.

The estimate of the useful life of the remaining unamortized portion of a tangible capital asset should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

### **REVIEWS AND WRITE-DOWNS**

Decisions on the useful life and appropriate amortization method may change during the life of the asset and should be reviewed on a regular basis by each department.

When conditions indicate that a tangible capital asset no longer contributes to the government's ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value. Write-downs should not be reversed.



## Lethbridge County Policy Handbook

**EFFECTIVE:** October 15, 2009      **SECTION:** 100 NO. 150 Pg 12 of 17  
**APPROVED BY:** County Council      **SUBJECT:** Tangible Capital Assets  
**REVISED DATE:** September 2, 2021

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### ASSET DISPOSAL

Disposals of assets may occur by sale, trade-in, destruction, loss, **transfer of assets** or abandonment. Senior Management, Department **Supervisors** Head, or other delegated staff are responsible for disposing of surplus assets. Legislation determined by the Municipal Government Act and Public Sector Accounting Board may guide the disposal of certain assets.

Department **Supervisors** Heads, or delegated staff, are responsible for informing the Finance Department **of all asset disposals, by December 31<sup>st</sup> of each year as per the Data Governance Directive.** ~~by way of an Asset Disposal Form, any changes in asset inventory for accounting and insurance purposes (see Appendix B).~~

The difference between the net proceeds on disposal of a tangible capital asset and the net book value of the asset should be accounted for as a revenue or expense in the statement of operations.

**The County recognizes that liabilities may need to be recorded for asset retirement obligations as per the Public Sector Accounting Standards Board (PSAB) regulations (PS3280). An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.**



## Lethbridge County Policy Handbook

### APPENDIX A: RECOMMENDED ESTIMATED USEFUL LIFE

Major Minor Sub-class One Sub-class Two Sub-class Three	ASSET CLASSES	MAXIMUM <del>ESTIMATED</del> USEFUL LIFE
	<b>Land</b>	
	Right-of-way	--
	Undeveloped right-of-way	--
	Parks	--
	General	--
	<b>Cultural &amp; Historical Assets</b>	
	Public art	--
	Historical	--
	Heritage site	--
	<b>Land Improvements</b>	
	Parking lot	
	Gravel	15-25
	Asphalt	25
	Playground structures	15 25
	Landscaping	25
	Fences	20
	Sprinkler systems	25
	Fountains	20
	Lakes/ponds	25
	Retaining walls	20 50
	Running tracks	15
	Outdoor lighting	20
	Airport runways	20
	Runway/Approach Lighting	40
	Pathways	
	Gravel	15
	Asphalt	20
	Landfill	
	Pits	Volume
	Pads	Volume
	Transfer stations	25
	Construction in progress	--
	<b>Buildings</b>	
	Permanent Structures	
	Architectural	Variable (15-25)
	Structural – Frame, Metal, or Concrete	50
	HVAC	Variable (15-50)
	Roof	Variable (15-40)
	Portable Structures	
	Metal or Frame	25
	Leasehold improvements	Variable (10-50)
	Construction in progress	--

## Lethbridge County Policy Handbook

<b>ASSET CLASSES</b> Major Minor Sub-class One Sub-class Two Sub-class Three	<b>MAXIMUM ESTIMATED USEFUL LIFE</b>
<b>Engineered Structures</b> <b>Roadway system</b> Bridges <del>Steel</del> Culverts 80-50 <del>Concrete</del> Culverts 100 Standard Bridges 60-75 Major Bridges 100-75 Curb & Gutter 30 Roads & Streets Lanes/alleys ACP – Hot Mix 20 Gravel 15 Non-conforming 20 <del>Local/Collector/Arterial/Major Arterial</del> Concrete 30 Concrete Stabilized 20 Gravel-Base Stabilized 25 Hot Mix Asphalt (HMA)-Arterial 20 Hot Mix Asphalt (HMA)-Collector 20 Hot Mix Asphalt (HMA)-Local 25 <del>ACP – hot mix</del> 20 <del>ACP – cold mix</del> 10 Chip Seal - Single 10-5 <del>Oil</del> Cold Mix Asphalt (CMA) 5-10 Gravel 25-50 <del>Subsurface</del> 40 Road signs Traffic control 30 Information 30 Lights Decorative 30 Street 30 Traffic 30 Guard rails 30 Ramps 30 Sidewalks & para-ramps 30 Construction in progress -- * subject to weather conditions	
<b>Water system</b> Distribution system Regional (Trunk) 75 Mains 75 Services 75 Valves 45 Wells 50 Pump, lift and transfer stations 45 <del>Plants and facilities</del> Structures 45 Treatment equipment	

## Lethbridge County Policy Handbook

Mechanical	45
Electrical	45
General	45
<i>Pumping equipment</i>	<del>45</del> 20
Hydrants/fire protection	<del>75</del> 35
Reservoirs	45
<i>Potable Water</i>	50
<i>Raw Water</i>	75
<del>Construction Work in progress</del>	--
<b>ASSET CLASSES</b>	
<b>Major</b>	<b>MAXIMUM</b>
<b>Minor</b>	<b>ESTIMATED</b>
<b>Sub-class One</b>	<b>USEFUL</b>
<b>Sub-class Two</b>	<b>LIFE</b>
<b>Sub-class Three</b>	
<b>Wastewater system</b>	
Collection system	
<i>Force Main</i>	75
<i>Mains</i>	75
<i>Services</i>	75
<i>Manholes</i>	45
Pump, lift and transfer stations	
<del>Plants and facilities</del>	
<i>Structures</i>	45
<i>Treatment equipment</i>	
Mechanical	45
Electrical	45
General	45
<i>Pumping equipment</i>	<del>45</del> 20
Lagoons	45
<i>Transfer Structure</i>	30
<i>Lagoons</i>	75
<i>Septic Field/Mound System</i>	35
<del>Construction in progress</del>	--
<b>Storm system</b>	
Collection system	
<i>Mains</i>	75
<i>Services</i>	75
<i>Manholes</i>	45
Pump, lift and transfer stations	45
Catch basins	75
Outfalls	75
Wetlands	75
Retention ponds	75
Treatment facility	45
<del>Construction in progress</del>	--
<b>Machinery and Equipment</b>	
<i>Heavy construction equipment</i>	Variable (5-25 (or # of hours))
<i>Light/Medium duty equipment</i>	Variable (5-25)
<del>Stores</del>	25
<del>Food services</del>	<del>10</del> 15
<del>Fire equipment</del>	12
<del>Boats</del>	25
<del>Fitness and wellness</del>	10

## Lethbridge County Policy Handbook

Control systems	5
Communication links	20
SCADA system	10
Fuelling stations	15
Laboratory	10
Communications	
Radios	10
Telephone systems	10
Tools, shop and garage equipment	15
Scales	15
Bins	15
ASSET CLASSES	
Major Minor Sub-class One Sub-class Two Sub-class Three	MAXIMUM ESTIMATED USEFUL LIFE
<b>Machinery and Equipment, continued</b>	
Meters	
Electrical	20
Gas	20
Water	40-15
Office Furniture & Equipment	
Furniture	20
Office equipment	10
Audiovisual	40-5-10
Photocopiers	5
Computer Systems	
Hardware	3-5-3
Software	10-
Construction in progress	--
<b>Vehicles</b>	
Light/Medium duty	5-10
Medium duty	5-10
Heavy duty	5-10
Fire trucks	
Engines (Type 1)	20
Water Tender (Tanker)	20
Rescue Unit (Rescue/Command)	15
Wildland Unit (Overland Rapid Response)	15
Command Unit	10
Construction in progress	--



REMOVE APPENDIX B – SEE SECTION  
“ASSET DISPOSAL”

## Lethbridge County Policy Handbook

### APPENDIX B: ASSET DISPOSAL FORM

**County of Lethbridge**  
**Asset Disposal Form**

Asset Description: \_\_\_\_\_

Year/Make/Model: \_\_\_\_\_

Fixed Asset # \_\_\_\_\_ Serial # \_\_\_\_\_

Check One:

Sold ☐ Donated ☐ Trade-In ☐ Other ☐

Disposal Date: \_\_\_\_\_ Sale Price (if applicable): \_\_\_\_\_  
Do not include GST

Sold/Donated to: \_\_\_\_\_  
\_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please forward completed and signed form with documentation supporting  
method of disposal and any monies received to Comptroller.**



# AGENDA ITEM REPORT



**Title:** Quarterly Financial Report - May to July 2021  
**Meeting:** Council Meeting - 02 Sep 2021  
**Department:** Corporate Services  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 16 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

This is the financial report for the period of May 1 to July 31, 2021 for Lethbridge County.

## RECOMMENDATION:

That Council accepts the Financial Report for the period of May 1 to July 31, 2021 for information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Financial reports are presented to Council throughout the year for information.

## BACKGROUND INFORMATION:

Section 268.1 of the Municipal Government Act states:

A municipality must ensure that:

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (c) the revenues of the municipality are collected and controlled and receipts issued in a manner directed by council.

## ALTERNATIVES / PROS / CONS:

N/A

## FINANCIAL IMPACT:

N/A

**REASON(S) FOR RECOMMENDATION(S):**

This report is for County Council information regarding the County's financial position as of July 31, 2021.

**ATTACHMENTS:**

[Financial Report ending July 31-21](#)

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# Financial Report

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Ending July 31 2021



**FISCAL YEAR 2021**

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Presented by: Manager of Finance & Administration  
Jennifer Place

# QUARTERLY FINANCIAL DASHBOARD to July 31-21

## Total Revenue



**8,573,403**

previous quarter  
\$3,871,694

## Total Expenses



**20,315,571**

previous quarter  
\$7,772,809

## Investments



**17,145,132**

No change  
from previous quarter

## Cash at end of quarter



**26,758,045**

previous quarter  
\$13,012,530  
(HISA acct funds included)

## Accounts Payable



**4,729,369**

+3.5%  
from previous quarter  
\$4,566,962

## Accounts Receivable



**1,631,368**

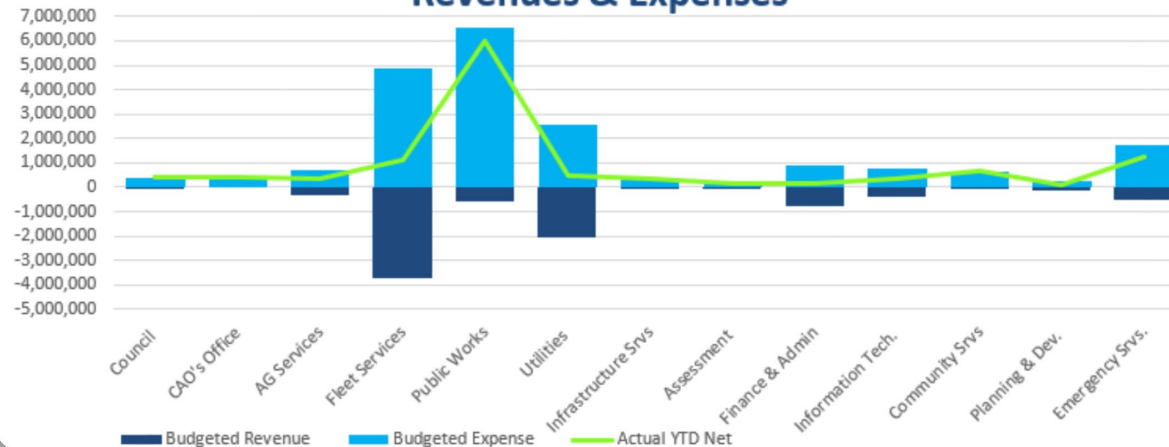
-23%  
from previous quarter  
\$2,008,555

2021 Taxes Levied  
**\$22,796,876**

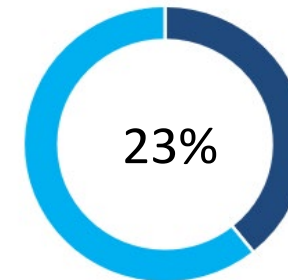


Current Taxes Collected  
**\$20,634,028**  
93.15%

## Revenues & Expenses

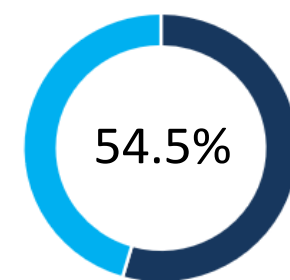


## % of income Budget



Budget 21,656,910  
YTD Balance 8,573,403

## % of Expenses Budget



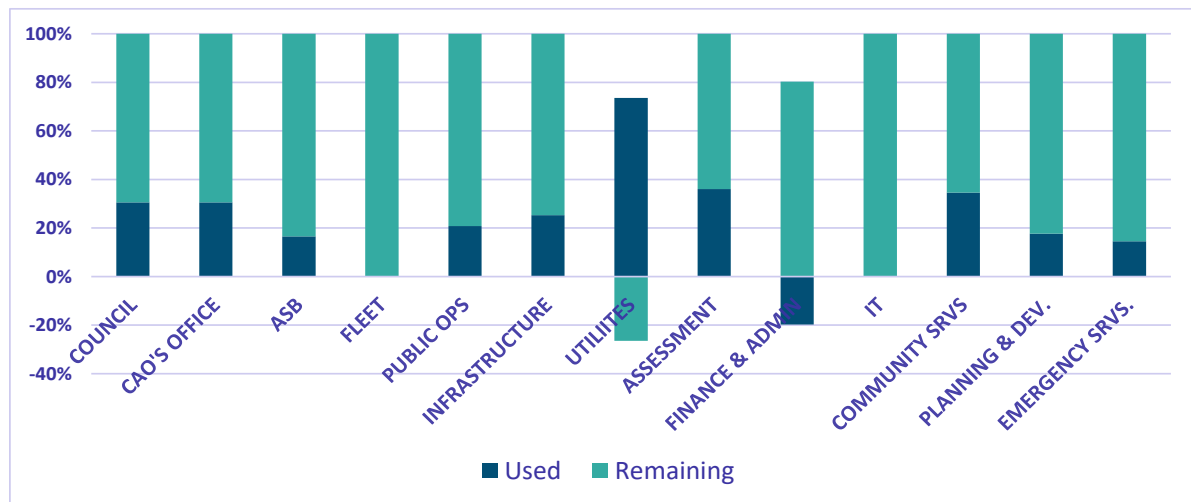
Budget 37,265,645  
YTD Balance 20,315,571

## CONSOLIDATED FINANCIAL SUMMARY to July 31, 2021

### *Tax Support by Department*

As of this report, the surplus/deficit projections have been adjusted to reflect the changes in revenues, expenses, and activities since the last quarter. A surplus in the amount of \$559,250 has been projected at this time due to many varying factors. Although general operating expenditures to date are all in line with budget, there have been some savings realized due to the continuing effects of the COVID pandemic, operational efficiencies and additional revenues that have been realized. Even though Alberta “opened up” and lifted COVID restrictions this past summer, many training/conference opportunities attended by staff continue to be held virtually, therefore reducing associated costs significantly. Additionally, even though tax collections are above 90%, the January 31<sup>st</sup> 15% penalty was significant this year and the return on existing long-term investments has contributed to the increase of administrative revenues. The planning department has also seen an increase in development and has exceeded the 2021 budgeted revenue for the department already. Another contributing factor to the overall estimated surplus is Emergency Response and Fines revenues, to date the department is 86.5% above it’s budgeted revenues. Further updates will be reported to Council as administration continues to review and monitor budgets. On the last page of this report, there are some provincial funding information that has been updated since the last financial report was provided. At this time, provincial funding impacting operations, has not been included in the attached totals at this time as administration will bring forward separate reports to address each item as required over the next few months.

The below chart which aligns with the attached financial summaries provides a visual of the tax support funding used and remaining by department as of July 31, 2021.





## Statement of Operations

As of July 31, 2021

### Tax Support by Department

Department	Budget	Actual YTD	Projected	Surplus (Deficit)	%
Council	(646,620)	(393,356)	(581,620)	65,000	89.95%
CAO's Office	(662,840)	(415,048)	(652,840)	10,000	98.49%
Agricultural Services	(992,610)	(344,751)	(992,610)	-	100.00%
Fleet Services	-	(1,127,545)	-	-	N/A
Public Works	(8,221,235)	(5,995,873)	(8,221,235)	-	100.00%
Infrastructure Department	(577,630)	(367,288)	(577,630)	-	100.00%
Utilities	(327,925)	(485,162)	(327,925)	-	100.00%
Assessment & Taxation	(213,030)	(130,249)	(210,030)	3,000	98.59%
Finance & Administration	(927,805)	(166,579)	(697,805)	230,000	75.21%
IT	-	(316,873)	-	-	N/A
Community Services	(843,355)	(649,772)	(843,355)	-	100.00%
Planning & Development	(312,870)	(121,174)	(249,270)	63,600	79.67%
Emergency Services	(1,882,815)	(1,228,498)	(1,695,165)	187,650	90.03%
<b>Tax Support</b>	<b>(15,608,735)</b>	<b>(11,742,168)</b>	<b>(15,049,485)</b>	<b>559,250</b>	<b>96.42%</b>

### Consolidated Financial Summary

Revenues	Budget	Actual YTD	Projected	Variance	%
Grants (Operating)	4,494,620	404,057	4,677,527	182,907	104.07%
Sales & User Charges	4,313,720	2,775,618	4,377,320	63,600	101.47%
Fines	75,000	64,901	75,000	-	100.00%
Penalties	170,000	368,349	400,000	230,000	235.29%
Rentals	185,690	135,668	185,690	-	100.00%
Return on Investments	325,000	183,413	325,000	-	100.00%
Other Revenue	6,514,880	2,806,022	6,514,880	-	100.00%
From Reserves	5,578,000	1,835,375	5,700,650	122,650	102.20%
<b>Total Revenue</b>	<b>21,656,910</b>	<b>8,573,403</b>	<b>22,256,067</b>	<b>599,157</b>	<b>102.77%</b>
Expenditures					
Operating / Projects	(24,464,775)	(13,792,267)	(24,152,572)	312,203	98.72%
To Reserves	(3,585,870)	(3,483,280)	(3,937,980)	(352,110)	109.82%
To Capital	(9,215,000)	(3,040,024)	(9,215,000)	-	0.00%
<b>Total Expenditures</b>	<b>(37,265,645)</b>	<b>(20,315,571)</b>	<b>(37,305,552)</b>	<b>(39,907)</b>	<b>100.11%</b>
<b>Tax Support</b>	<b>(15,608,735)</b>	<b>(11,742,168)</b>	<b>(15,049,485)</b>	<b>559,250</b>	<b>96.42%</b>

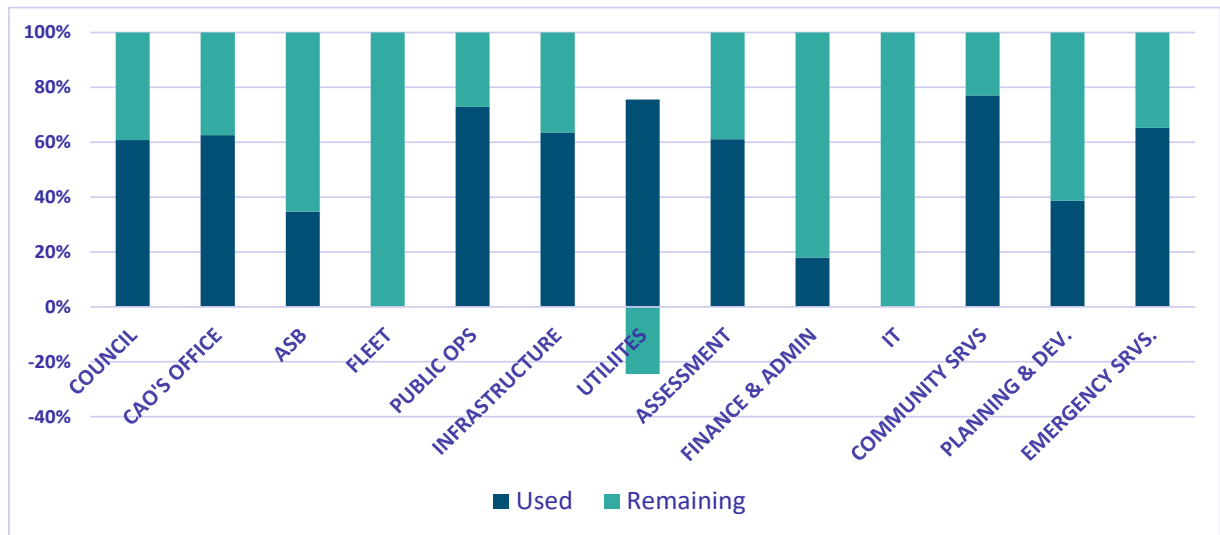
	2021 Budget	2021 Actual	Projected	Budget/Projection Variance
<b>Revenue:</b>				
Tax Support (per budget)	\$ 15,608,735		\$ 15,608,735	●
Sales and user charges	4,313,720	2,775,618	4,377,320	▲
Grants	4,494,620	404,057	4,677,527	▲
Fines	75,000	64,901	75,000	●
Penalties and costs on taxes	170,000	368,349	400,000	▲
Rentals	185,690	135,668	185,690	●
Return on Investments	325,000	183,413	325,000	●
Other revenues	6,514,880	2,806,022	6,514,880	●
From Reserves	5,578,000	1,835,375	5,700,650	▲
<b>Total revenue</b>	<b>37,265,645</b>	<b>8,573,403</b>	<b>37,864,802</b>	▲
<b>Expenses:</b>				
Council and other legislative	671,620	394,899	606,620	▼
General administration	5,336,955	3,049,302	5,338,955	▲
Protective services	2,299,315	1,746,068	2,309,315	▲
PW - Roads, streets, walks and lighting, infrastructure	16,252,635	6,941,334	16,252,635	●
Fleet services	6,241,510	4,856,585	6,241,510	●
(UT) Water, wastewater and waste management	4,977,010	2,573,422	4,977,010	●
Family and community support	79,490	78,786	79,490	●
Agricultural development	1,307,110	664,155	1,400,017	▲
Parks and recreation	100,000	11,020	100,000	●
<b>Total expenses</b>	<b>37,265,645</b>	<b>20,315,571</b>	<b>37,305,552</b>	▲
<b>Excess (deficiency) of revenue over expenses</b>	<b>-</b>	<b>(11,742,168)</b>	<b>559,250</b>	▲

The statement of operations provides a snapshot of the revenues received to date and expenditures by department in the format that is presented in the annual financial statements.

## Revenues Received to date

The below information shows the revenues that have been recorded through to July 31st. To date the County has received just over \$8,573,403 million of the budgeted revenue (not included taxes), this represents approximately 23% of the total revenue budgeted, which includes the additional sales revenues, penalties and grant funds received to date.

The largest source of revenue is taxation. Tax Notices were issued prior to the end of May, with the July 31<sup>st</sup> due date. As of July 31<sup>st</sup>, the County has collected 93.15% of the total taxes levied.

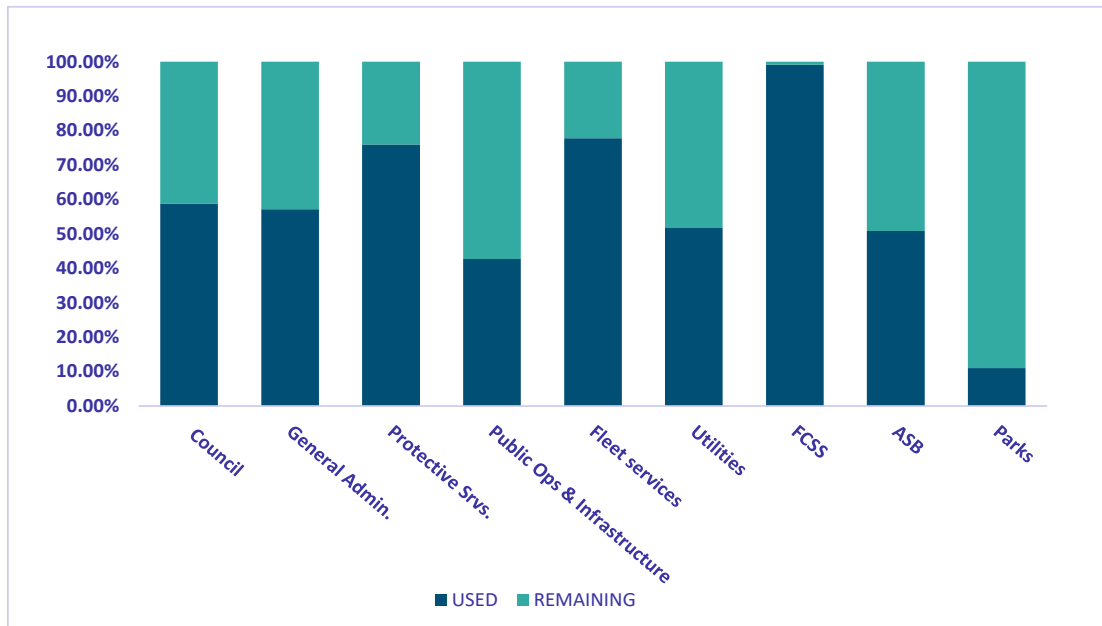




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## Expenditures by Department

This chart represents expenditures by department based on the budget. The total operating and capital expenses to date are just over \$20.3 Million (54.52%) of the overall budget. As mentioned above, as of this report expenses are in line with the budget.



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## DEPARTMENT OPERATING ACTIVITY SUMMARY

Below are some department activity highlights for information.

### *Council*

- Council has had 10 regular County Council meetings and 1 Special Meeting thus far in 2021. Council meetings have reopened to the public, and also continues to be live streamed and all meetings recorded. Each Councillor provides an update of their activities each month at Council for public information.
- As of July 31st, Council made the following contributions as per resolution:
  - Alberta Conservation Association - \$1,000 (2020 Resolution, invoiced in 2021)
  - Community Planning Association - \$1,000
  - Picture Butte Rural Crime Watch - \$1,000 (with a 5-year commitment)
  - Each of the Community Centre Associations within the County received \$10,000 for a total of \$80,000 as per the annual budget to help support their operations and/or capital needs.
  - Alberta NWT Command – Military Service Book Ad - \$542.86
  - Picture Butte & Area Growing Project - \$500
  - Southgrow Regional Initiative - \$5,078.50 (budgeted)

### *CAO's Office*

- The Fire Agreements with all of the Urbans within the County's boundaries were signed and returned
- Preparation and review of agenda reports and minutes for County Council
- Attendance at various meetings with County stakeholders and residents
- Continued coordination with LINK Pathway Committee
- Arbitration with Picture Butte regarding Recreation Funding was held
- In addition to general Human Resource ® duties, the HR Department continues to be busy preparing job notices, interviewing and orientation of seasonal staff, policy review and continuing support to the Senior Leadership Team and all staff is ongoing.

### *Agricultural Services*

- Late season spraying activities continue on thistle and milk weed. Several articles on Soil Erosion have been produced by Farming Smarter and will come out each month into late fall. Pest and crop disease surveys are nearing completion for the year.
- Roadside mowing is ongoing, a second cut will continue until early November.
- Staff have been trained for Environmental Farm Plans and Cap Funding opportunities. Substantial work continues on the Newsletter with the next edition to come out in November. Floating islands that help improve water quality have been placed in the Broxburn Business Park Pond with additional units set for arrival in late August.
- Brillion Drill rentals have been steady for the year. Custom spray applications for Alberta Transportation are nearing completion.

- 
- Parks maintenance is ongoing with mowing activity reduced because of the drought situation. Several parks have had new garbage receptacles and tables installed with more improvements planned for the fall.

## Fleet

- All CVIP's have been completed for the year.
- Fleet staff address mechanical problems on equipment and maintenance services as required in addition to regular maintenance of machinery and equipment which continues throughout the year
- All of the Capital Purchases as budgeted have been purchased with the exception of the gravel/plow truck and a dump trailer for AG Services. The gravel/plow truck should be delivered and operational by the end of October at the latest.
- A second plow truck to replace the 2 lost in the Coaldale Yard fire has been sourced and will be outfitted in the next few months to fill the County's equipment needs.
- Capital equipment for 2022 is being actively assessed and a plan budget will be prepared for presentation to council during budget deliberations later this fall.

## Public Works

- The Public Works crews continue to be busy with road maintenance, signage, dust control, drainage activities, roadside cleanup and more
- The Dust Control Program deadline was on April 1<sup>st</sup>. The County had 273 customers receive dust control (In 2020 – 220 applications were received) and 57,215 meters were applied. The revenue collected to date for the dust control program is \$332,291. The residential portion in the operating expenses is \$441,005 (2020 actual - \$483,007). Due to the increase in applications and costs the County may need to consider increasing the budget for this program if continued to avoid future deficits. Historically the average cost over the last five years has averaged around 273,000.

Since the last financial report, the Public Works crews have completed the following activities:

- The construction crew has completed:
  - o the necessary stripping in the Rakus Pit for gravel crushing operations,
  - o the Fairview Stormwater Pond project,
  - o RR20-5 from TWPR10-2 to TWPR10-3 – Clay Cap (1 mile),
  - o TWPR9-4 from RR21-0 to RR20-2 – Road rehabilitation (4 miles),
  - o RR20-1/RR20-0 2x bridge removals,
  - o and are 35% complete the VRP North – TWP12-2/RR21-1 Road Build project (4 miles).
- The projects crew has installed 15 culverts, 220 culvert markers with 120 miles of road/culvert inspection and 3 ditch clean projects.
- The sign truck has replaced or installed 419 signs and repaired 82 signs.
- The spray truck has completed 22,871m of spray patch maintenance on hard surface roadways

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## *Utilities*

- Water volumes for residential, commercial, and truckfills are consistent with seasonal conditions. Revenues are on target with budget, although water billing is generally a month behind due to timing of meter reads and it is anticipated that as of the next financial there will be a projected surplus due to the dry conditions this year. As per previous Council direction all utility surpluses are transferred to the Utility Reserve for future capital.
- Legislated testing continues for all County owned or operated Water Treatment Systems.
- The Utility department has not experienced any major breaks or failures to date and maintenance issues have been minimal. Expenses are anticipated to be on target for the year.
- Chemical continues to be added to all wastewater sites to minimize fat, oil, and grease deposits within our sewage collection and force main systems.
- Truckfills throughout the County have received new main delivery hoses and the swivel joints have been serviced and tested.
- Maintenance requirements at Fire Ponds has been minimal. A small surplus has been projected in this area, as fire pond costs are minimal and will be adjusted in upcoming budgets as they are decommissioned. Garbage receptacle replacements have been minimal.
- Custom work for Lethbridge Regional Waste has not been intensive. DBS Environmental manages all of the recycling and completes most of the recycle trailer moves, cutting back the need for this service from the County.

## *Infrastructure Services*

The Infrastructure Department has been busy with several capital and operational projects as noted below:

- McCains Access Road Overlay (carry-over) – Completed
- 8 Mile and Battersea SWMP (carry-over) – Meetings set up with Stakeholders to discuss plan (SMRID, LNID, AT, AEP) for mid-August. Will finalize plan after that and apply for water act approvals.
- Readymade Road Chip Seal – Completed
- Sunset Acres Road Re-Construction – Construction underway, anticipated completion end of August.
- Broxburn Road Overlay – Tender awarded to Tollestrup, anticipated starting date of August 23rd and completion by Sept 22nd.
- Fairview Stormwater Drainage – Pond construction is complete; pipe work is anticipated to begin mid-September.
- BF 71467 & BF 79598 – Prelim Design completed, Detailed design and tender prep underway. Anticipate construction to start between Nov. and Jan.
- Mountain Meadows Slough – Detailed design & Tender Prep is underway, planning for fall construction.
- Line Painting – Scheduled mid-August
- Shaughnessy Phase 4 & 5 Design & Land Purchase – Land Purchase Complete, design 95% complete, need to finalize stormwater route with landowner.
- Tiffin SWMP (carry over) – At AEP for Ph 1 approval

### ASSET MANAGEMENT / GIS

- Phase 3 of the asset management is complete with the delivery of the AMP and Financial Strategies to Council. The work continues and will be ongoing to validate and refine the asset inventory and add more to it, such as parks and land assets.

- 
- Development of internal process documentation for Asset Management is underway and will be continually worked on as the AM program develops.
  - The 2021 aerial imagery program is underway. We have received new images for our hamlets. Acquiring imagery for the rest of the County has been met with delays due in large part to the smoke cover making it impossible to get quality photos. The contract will be extended to allow more time for the contractor to acquire the imagery this year.
  - Currently looking at options to expanding the scope of the AM program through the addition of modules within Citywide. Exploring modules for Planning, Service Requests and Work Orders.

#### ADMINISTRATIVE ACTIVITIES

- HVAC air balance completed. Tomorrow - upgrading thermostats to a smart Wi-Fi monitored system
- Shipping/Receiving and basement back stairwell doors replaced. AFSC back stairwell door to be completed next week
- Lobby bathroom hands free paper towel dispensers installed. Other bathroom dispensers are back ordered
- Office blinds replaced, Shipping/Receiving floor replaced, A/C condenser line insulation replacement completed, Emergency lighting replaced with new LED standard, Parking lot flood lights replaced, Parking lot line painting completed, Parking lot drainage swale completed, Hallway painting completed and Council & commerce painting coming up soon.

### *Finance & Administration*

Below is a summary of activities that have taken place within the department over the last quarter

- Manager of Finance & Administration supported CAO and Director of Community Services with Fire Agreements and Fire Services Manager role development
- Asset Management Team meetings and working items are ongoing
- In partnership with Information Technology, the Financial Software RFP was submitted, reviewed, and awarded. A kickoff meeting with CetralSquare (Diamond Software) was held and a work plan is being developed.
- General and Business Taxes were levied in late May, due July 31<sup>st</sup>
- One Tax Assessment Appeal has been received and submitted to the ORRSC assessment appeal board
- 2021 General Taxes collected are 93.15% and 2020 Business Taxes collected are 85% as of July 31<sup>st</sup>
- Tax penalties for January 1<sup>st</sup> and July 31<sup>st</sup> have been levied in the total amount of \$368,349 (2020 – \$95,092, there was no July tax penalty levied in 2020 due to COVID-19)
- Utility bills have been levied for January – June with July bills issued in early August
- Payroll, Accounts Receivable and Accounts Payable are paid and invoiced on regular intervals to ensure timely payment and receipt of funds. Payroll has also been busy updating all the new hire information within the payroll system and updating payroll information for upcoming budget.
- Grant applications, funding statements and research is ongoing throughout the year based on projects
- Fire Services invoicing continues to be completed on a regular basis to ensure revenues are collected to offset fire services costs
- The Manager of Finance & Administration and Payroll and Benefits Administrator have also been working with a company and their budgeting software.

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## *Information Technology (IT)*

The IT Department manages and maintains all of the County's phones and computer related hardware and software as well as all Audio-Visual equipment. Throughout the year the department is busy assisting staff with IT support, equipment repairs and scheduled replacements.

The department has also been working on the following projects:

- Records Management RFP has closed, and a vendor was selected
- Assisted with Financial Software RFP, review, and selection process
- New Telephone system was installed in the Lethbridge Admin Office and Picture Butte Shops
- Ongoing Computer/Mobility installation and maintenance
- Ongoing Network and Cyber Security maintenance
- Internet Services upgrade for the Coaldale Shop

## *Community Services*

The Community Services Department remains busy by providing assistance to all departments, updating policies, working through Planning and Development items and with Economic Development matters. Some additional activities include:

- Communications launched a new public engagement platform on the County's website (What's Happening Lethbridge County)
- Successfully created a new Fire Quality Management Plan (QMP)
- Director of Community Services who is the Returning Officer for the October municipal election has been busily preparing for the election. A bylaw was presented and adopted by Council for the use of electronic voting machines for the upcoming election.
- Hired a term Regional Fire Services Coordinator position from August until the end of 2021
- Presented several policies to Council for review as part of the County's policy review project
- Worked closely with the CAO to complete Intermunicipal Collaboration Frameworks (ICFs) with Barons, Nobleford, Coalhurst and Coaldale
- Acted as Regional Link Pathway Committee Secretary

## *Planning & Development*

The Planning & Development Department will be providing a thorough report at the August 5<sup>th</sup> County Council meeting, below are a few highlights:

- 161 Development Permits have been received as of July 31st; this is up from 85 at this time in 2020. To date 148 have been issued, 1 application was withdrawn a 2 refused. There are a total of 10 applications are in circulation
- The planning department has received \$56,750 in Development Permit Revenues, \$60,285 for building permits and \$15,300 in other revenues related to planning.
- A surplus has been projected in this department as development and building permits are on the rise and already above the budgeted revenue amount. This will continue to be reviewed and surplus adjusted for next quarter if required.

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## *Economic Development*

- Ongoing work with large telecom to improve internet service within certain areas of Lethbridge County – meeting in September
- Working with six county businesses that are either in the process of expanding, or plan to do so soon
- Handling inquiries from six potential new businesses for Lethbridge County
- Continue to work to develop/promote online business directory
- Prepared a proposal for a potential major new business in the County and prepared material and arranged an August 12th on-site meeting with company representatives
- Ongoing promotion of Lethbridge County through online resources, social media, and print ads; as well as through regional initiatives like the Canada's Premier Food Corridor (Hwy 3) and Canada's Western Gateway (Hwy 4)
- Creating a comprehensive business listing to help ensure required fire inspections are conducted in accordance with the Fire QMP

## *Emergency Services*

The Emergency Services Department includes all of the CPO Activities, fire invoicing and revenues, fire agreements and policing costs.

- Completed Fire Agreements with Picture Butte, Nobleford and Coalhurst
- The first payment under the new County Fire Agreements were issued to the Urbans north of the river for the period of April 1 to June 30, 2021
- The County has received \$70,264 in fines and \$227,300 in Emergency Response Revenue to date
- Created a flexible program to provide more CPO coverage for the busy summer months

## Grant Summary

	Budget- As approv	Approved	Received	Comments
<b>INFORMATION TECHNOLOGY</b>				
MSI Operating - Financial Software Conversion Phase 1	105,000	Y	-	Submission of Spending Plan no longer required
<b>AGRICULTURAL SERVICES</b>				
New ASB (Combined ASB & AESA)	123,000	Y	214,907	Funds received June 22, 2021.
<b>PUBLIC WORKS</b>				
MSI - Sunset Acres Base & Pave - Rge Rd 22-4	700,000	Y	-	Approved project.
MSI - Rge Rd 19-2 (Readymade Rd.) Repaving	195,000	Y	-	Approved project.
MSI - Broxburn Paving Phase 3 (Final)	1,250,000	Y	-	Approved project.
MSI - Malloy Phase 2B	340,000	Y	-	Approved project.
MSI - BMTG - Road Rehabilitation	547,420	Y	-	Approved project.
MSP - Broxburn Paving Phase 3	1,230,000	Y	1,230,652	Project approved for \$1,230,652.00
STIP-LRB - Bridge File #79598	337,000	D	-	Project application - declined
<b>UTILITIES</b>				
<b>TOTAL</b>	<b>\$ 4,827,420</b>		<b>\$ 1,445,559</b>	

	Projects C/F to 2021	Approved	Received	
EMPP - Unified ECC/EOC Functional Exercise	3,200.00	Y	3,200.00	C/F to 2021
FGTF - McCains Access Road - GTF 878	245,560.00	Y	255,000.00	C/F to 2021
MAMP - Asset Management Phase 3	50,000.00	Y	-	C/F to 2021
MSI OP - MAMP PH3	6,734.75	Y	6,734.75	C/F to 2021
MSI - 8 Mile Lake Basin & Battersea Drain - CAP 8842	181,856.00	Y	235,000.00	C/F to 2021
MSI - Rave Infrastructure Upgrades-Eng. - CAP7711	120,940.00	Y	160,000.00	C/F to 2021. Project tied with Hwy 3 Corridor.
MSI - Shaughnessy Infrastructure-Phase 3 - CAP 11289	69,124.00	Y	623,900.00	C/F to 2021
MSI - Shaughnessy Ph4&5 - Eng & Land Purchase - CAP 12296	94,865.00	y	135,000.00	C/F to 2021
MSI - RR22-4 (Sunset Acres) Eng. & Land Purchase - CAP12299	114,853.00	Y	135,000.00	C/F to 2021
MSI - TWP 10-1 (Agropur Rd) Base & Pave - CAP 12301	562,625.00	Y	1,500,000.00	C/F to 2021
STIP - LRB - BF #1692	330,000.00	y	169,430.10	Final payment received - Feb. 17, 2021
STIP - LRB - BF #81684	660,000.00	y	298,087.94	Final payment received - June 8, 2021

	Project Not in Budge	Approved	Received	
MOST Grant	1,053,334	Y	1,053,334.00	Funds received.
STIP-LRB - Bridge File #71467	250,000	D	-	Project application - declined

**Y** - Yes, project is approved.  
**N** - No, awaiting for approval.  
**D** - Declined.  
**P** - Pending.  
**C** - Cancelled.



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## ***2021 Provincial Announcement Summary***

Below is an update of the funding announcements since the last quarterly report ending April 30, 2021, from the Provincial Government.

As noted previously, on February 12, 2021, Administration was contacted by Municipal Affairs regarding a new funding program called the Municipal Operating Support Transfer (MOST). The purpose of the program is to provide municipalities with one-time funding to assist with lost revenues or expenses incurred due to COVID-19. The County has received \$1,053,334 under this program. Prior to the end of 2021, Administration will bring back a report to Council with recommendations on the allocation of the MOST funds.

The Resource Management grant which was not funded in 2020 or anticipated for 2021, will be paid to municipalities in 2021, and has been renewed for the remainder of the ASB Legislative grant period. An amended agreement was received that outlined the ASB Legislative and Resource Grants at \$123,000 and \$91,000 respectively for 2021. The County has now received the additional \$182,000 (\$91,000 for 2020 & 2021) in grant funding. As mentioned at the April 1, 2021, Council meeting, the Agricultural Service Department will be putting a plan in place to utilize the grant through a collaborative approach which will include more members of our staff being involved and working with other municipalities and outside agencies to achieve department goals.

Another financial impact from the province is the Grant in Place of Taxes (GIPOT) program. Grants in Place of Taxes (GIPOT) GIPOT assists municipalities in the cost of providing municipal services. Although Crown-owned properties are exempt from assessment and therefore exempt from taxation, the Province of Alberta pays a grant equivalent to the property taxes that would otherwise be levied on many of these properties. Approximately 170 municipalities receive grants in place of taxes for 6,600 Crown properties. However, the province has provided correspondence indicating that they will be reducing this payment by approximately 50% of the total GIPOT owed. As indicated in the provincial notice, that because the Provincially owned properties are ultimately exempt, and the GIPOT revenue is a grant rather than a tax, it is not necessary for council to cancel the portion of taxes not funded by GIPOT. The County assessor has identified as part of the tax rate calculation. The 2021 Provincial GIPOT total tax levy was \$600,051.

In an effort to support municipalities that are finding it difficult to collect property taxes during the recent downturn in the energy industry, the province has established two programs to assist municipalities where taxes related to requisitioned amounts cannot be collected from property owners. The Provincial Education Requisition Credit (PERC) provides municipalities with an education property tax credit equal to the uncollectable education property taxes on delinquent oil and gas properties. Municipalities may apply for PERC retroactively to the 2015 tax year through to the 2021 tax year.

The Provincial Education Requisition Credit (PERC) is for uncollectable education property taxes on oil and gas properties and for the Designated Industrial Requisition Credit (DIRC) for any uncollectable Designated Industrial (DI) property tax requisition. Administration has started the application and will have it submitted prior to the February 2022 deadline.

## Investment Summary

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DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	Type
March 13, 2021	March 13, 2022	565,959.80	569,355.55	288.41	3,395.75	0.600%	CWB GIC
April 14, 2021	April 15, 2022	2,709,425.27	2,739,228.94	2,531.27	29,803.67	1.100%	Canaccord
February 27, 2021	February 25, 2022	1,031,150.40	1,043,008.62	1,007.14	11,858.22	1.150%	Canaccord
October 19, 2020	October 19, 2021	2,036,200.00	2,050,046.16	1,175.98	13,846.16	0.680%	Servus Credit
December 31, 2020	December 31, 2021	3,152,667.99	2,215,956.43	(21,783.99)	(936,711.56)	2.940%	CIBC WoodGundy
December 31, 2020	December 31, 2021	4,218,403.86	4,296,022.49	3,528.12	77,618.63	1.840%	CIBC WoodGundy
December 31, 2020	December 31, 2021	3,105,149.00	3,162,283.74	2,197.49	57,134.74	1.840%	CIBC WoodGundy
December 31, 2020	December 31, 2021	72,300.24	72,799.11	14.67	498.87	0.690%	CIBC WoodGundy
May 7, 2021	May 7, 2022	253,875.00	254,204.11	329.11	3,875.00	0.050%	CWB GIC - MR Funds
		<b>17,145,131.56</b>					

# AGENDA ITEM REPORT



**Title:** Emergency Advisory Committee Review  
**Meeting:** Council Meeting - 02 Sep 2021  
**Department:** Community Services  
**Report Author:** Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 16 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The requirement to have an Emergency Advisory Committee (EAC) is established under the Emergency Management Act. This report briefly explains the responsibilities and authorities of the Committee.

## RECOMMENDATION:

No recommendation is provided as this report is strictly for information purposes and therefore no decision from Council is required.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council has had an Emergency Advisory Committee for many years, along with Terms of Reference from 2014 and a new Emergency Management Bylaw that was adopted by Council on February 11, 2021 (both are attached).

## BACKGROUND INFORMATION:

The primary purpose of an EAC is to provide oversight of municipal emergency management. More specifically, section 11.1 of the Emergency Management Act states that the EAC must include one or more elected officials and that the role of the Committee is to advise on the development of emergency plans and programs. In recent years the scope of the EAC may have inadvertently expanded beyond its legislated and primary mandate. Consequently, this brief review of the purpose of the EAC is being presented.

The EAC must meet at least once per year and Part 6 of Emergency Management Bylaw No. 21-003 further outlines the functions and duties of the committee.

## ALTERNATIVES / PROS / CONS:

There are no alternatives to having an EAC as it is mandated by provincial legislation.

**FINANCIAL IMPACT:**

There are no direct financial impacts for having an EAC.

**REASON(S) FOR RECOMMENDATION(S):**

This report is intended for information purposes only.

**ATTACHMENTS:**

[Bylaw 21-003 - Lethbridge County Emergency Management Bylaw](#)  
[Emergency Advisory Committee - TOR](#)

**LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BY-LAW NO. 21-003**

**MUNICIPAL EMERGENCY MANAGEMENT BYLAW**

**WHEREAS** pursuant to the *Emergency Management Act, R.S.A 2000, C.E-6*, Council is responsible for the direction and control of Lethbridge County's emergency response, for approving emergency plans and programs, and is required to appoint an Emergency Advisory Committee, and to establish and maintain an Emergency Management Agency, and appoint a Director of Emergency Management;

**AND WHEREAS** Lethbridge County has prepared a Municipal Emergency Plan which will be regularly reviewed, revised and approved when necessary;

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

**PART 1  
CITATION, PURPOSE AND DEFINITIONS**

**1. CITATION**

This bylaw may be cited as the Municipal Emergency Management Bylaw.

**2. PURPOSE**

The purposes of this Bylaw are:

- 2.1 To provide direction and control of Lethbridge County's emergency response and the preparation and approval of the Municipal Emergency Management plan and related plans and programs,
- 2.2 To establish and appoint an Emergency Advisory Committee and provide for the payment of expenses of the Emergency Advisory Committee, and
- 2.3 To establish an Emergency Management Agency to act as Council's agent in exercising Council's powers and duties under the Emergency Management Act.

**3. DEFINITIONS**

- 3.1 Unless the context specifically indicates otherwise, the meanings used in this Bylaw shall be as follows:
  - 3.1.1 **Act** means the *Emergency Management Act, R.C.A 200, C.E-6, 8*, and regulations thereto, as amended or replaced from time to time;
  - 3.1.2 **Lethbridge County Emergency Advisory Committee** means the Committee established under this bylaw.
  - 3.1.3 **Council** means the Council of Lethbridge County.
  - 3.1.4 **Disaster** means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property.
  - 3.1.5 **Emergency** means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
  - 3.1.6 **Emergency Plan** means the emergency plan prepared by the Director of Emergency Management to coordinate responses to an emergency or disaster.
  - 3.1.7 **Minister** means the Minister charged with administration of the Act.
  - 3.1.8 **Municipal Emergency Management Agency** means the agency established under this Bylaw.
  - 3.1.9 **Pandemic** means a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide.
  - 3.1.10 **Public Health Emergency** means an occurrence or threat of: an illness; a health condition; an epidemic or pandemic disease; a

novel or highly infectious agent or biological toxin, or, the presence of a chemical agent or radioactive material that poses a significant risk to public health.

**PART II**  
**LETHBRIDGE COUNTY EMERGENCY ADVISORY COMMITTEE**

**4. ESTABLISHMENT**

This bylaw hereby establishes the Lethbridge County Emergency Advisory Committee.

**5. MEMBERSHIP AND QUORUM**

5.1 By resolution, Council shall appoint an Emergency Advisory Committee comprised of:

5.1.1 Three Council members to serve on the Emergency Advisory Committee.

5.2 Two members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

**6. FUNCTIONS AND DUTIES**

The Committee will:

6.1 Provide guidance and direction to the Agency;

6.2 Advise Council on the development and status of the emergency plans and programs on an annual basis;

6.3 During an Emergency or Disaster, the committee shall:

6.3.1 receive updates regarding the Emergency or Disaster from the Agency;

6.3.2 In accordance with the Act, declare the SOLE and terminate when appropriate; and,

6.3.3 provide advice and assistance to the Agency throughout the Emergency or Disaster.

6.4 When no emergencies or disasters are occurring, the committee shall:

6.4.1 Review the Municipal Emergency Plan and related plans and programs on a regular basis,

6.4.2 Advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

6.4.3 Appoint Deputy Director(s) of Emergency Management as required.

**7. COMMITTEE CHAIR**

7.1 The committee chair shall be appointed during the organizational meeting of council when the committee members are selected.

7.2 If the chair is unable to attend a meeting, through illness, absence or other cause, to perform the chair's duties, any other Councillor on the Committee may fill the role of the chair.

7.3 In the absence of regular committee members, any member of Council may fill a vacancy to ensure the duties of the committee are fulfilled.

**8. MEETINGS**

8.1 The committee will meet at least once annually.

8.2 In addition to the one mandatory meeting each year, the committee may also meet from time to time at the request of the Committee Chair or the DEM.

8.3 The DEM shall prepare the committee agenda, which is to be approved by the Committee Chair and distributed at least three days in advance of a meeting.

**9. MEMBER EXPENSES**

9.1 All members of the Committee will be entitled to the payment of reasonable expenses in accordance with County Policies.

**Part III  
STATE OF LOCAL EMERGENCY**

**10. DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)**

10.1 The power to declare a SOLE in Lethbridge County in accordance with the ACT is hereby delegated to a sub-committee of the Emergency Advisory Committee to be known as the “Local Emergency Committee”.

10.2 The Local Emergency Committee shall be comprised of the chair of the Committee, or the person acting in place of the chair of the committee.

10.3 The Local Emergency Committee may call a meeting without notice.

10.4 Quorum for the Local Emergency Committee shall be one.

10.5 The Local Emergency Committee shall declare a SOLE by resolution, and the motion for such resolution is not required to be seconded or to be declared in a public meeting.

10.6 The declaration of the SOLE under this Part shall identify the nature of the emergency and the area of the County in which it exists.

10.7 The Local Emergency Committee shall forthwith forward a copy of the declaration to the Minister.

10.8 Immediately after the Local Emergency Committee makes the declaration of a SOLE, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the County affected by the contents of the declaration of a SOLE.

10.9 The Local Emergency Committee shall report to the next meeting of Council the nature of the SOLE, the reasons for so declaring and the area of the County in which it exists or existed.

10.10 Upon declaration of a SOLE and for the duration of the SOLE, the Director, may, in accordance with the Act, exercise and perform all of the powers and duties given to a local authority by the Act.

10.11 At all other times, and except as otherwise provided in this Bylaw, the Committee shall exercise and perform all of the powers and duties given to a local authority by the Act.

10.12 With the exception of 10.9, the County’s Council Procedural Bylaw shall not apply to this Part III.

10.13 A declaration of a SOLE is considered terminated and ceases to be of any force or effect when:

- 10.13.1 A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- 10.13.2 A period of 90 days if the declaration is in respect of a pandemic;
- 10.13.3 If a declaration of a state of local emergency has been made, an order under section 18(1) of the Emergency Management Act for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality may provide that the declaration of a state of local emergency ceases to be of any force or effect.
- 10.13.4 The Minister cancels the state of local emergency.

10.14 When a declaration of a SOLE has been terminated, the local authority who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

**PART IV  
LETHBRIDGE COUNTY EMERGENCY MANAGEMENT AGENCY**

**11. ESTABLISHMENT**

11.1 This bylaw hereby establishes the Lethbridge County Emergency Management Agency.

**12. MEMBERSHIP AND PARTICIPATION**

12.1 The Agency shall consist of the following internal members:

- a) The Director of Emergency Management.
- b) Deputy Director(s) of Emergency Management.
- c) Members assigned a responsibility in the Municipal Emergency Management Plan or Program.
- d) The CAO, Directors and other administrative and operational staff members.

12.2 The Agency shall consist of the following external members:

- a) City of Lethbridge Fire & EMS Chief or designate.
- b) Coaldale & District Emergency Services Chief or designate.
- c) Picture Butte & District Emergency Services Chief or designate.
- d) Coalhurst Fire Department Chief or designate.
- e) Nobleford & District Emergency Services Chief or designate.
- f) Barons Fire Department Chief or Designate.
- g) RCMP Representative
- h) AHS Representative
- i) Red Cross Representative

12.3 In addition to members appointed to the Agency under section 24, the Director may from time to time appoint advisory members of the agency drawn from:

- 12.2.1 other County Employees
- 12.2.2 public or private organizations operating within or around the County.
- 12.2.3 Representatives from the Government of Alberta.

**13. FUNCTIONS AND DUTIES**

13.1 The Agency Will:

- 13.1.1 Be responsible for the administration of the County's emergency management program;
- 13.1.2 Act as the agent of Council to carry out all of the powers and duties of Council under the Act, except for the powers and duties delegated by this Bylaw to the Committee;
- 13.1.3 Provide advice to the Committee as required;
- 13.1.4 Review all emergency management plans and programs for the County on an annual basis;
- 13.1.5 Report to the Committee on all Agency activities and provide an update on the review of the Municipal Emergency Management program on an annual basis;
- 13.1.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency
- 13.1.7 Cause the Municipal Emergency Management Plan and related plans and programs to be activated when required; and,
- 13.1.8 Perform any other functions and duties as required by this Bylaw or Council.

**14. MEETINGS**

14.1 The Agency will meet at least twice annually.

- 14.1.1 One agency meeting shall consist of the internal agency members.



14.1.2 One agency meeting shall consist of the internal and external agency members

**15. DIRECTOR OF EMERGENCY MANAGEMENT**

15.1 Council shall, by resolution, appoint a Director of Emergency Management.


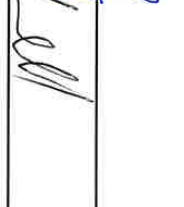
15.2 The Director is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the Director under this bylaw.

15.3 The Director Shall:

- 15.3.1 be the Chair of the Agency
- 15.3.2 prepare and coordinate emergency management related plans and programs for the County;
- 15.3.3 co-ordinate all emergency services and other resources used in an emergency, and
- 15.3.4 perform any other functions and duties as prescribed by Council.

This Bylaw shall come into effect upon third and final reading thereof, and hereby repeals Municipal Emergency Management Bylaw No. 1425.

READ a first time this 11th day of February, 2021.

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

READ a second time this 11th day of February, 2021.

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

READ a third time this 11th day of February, 2021.

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



## **Terms of Reference Emergency Advisory Committee**

### **Purpose**

The purpose of the Emergency Advisory Committee is to advise and assist County Council on matters that relate to emergency management and regulatory service issues. The Emergency Advisory Committee was formed as a working group to facilitate decisions and policy making with respect to the administrative and governance opportunities and challenges of the Emergency Services Department.

The Committee will have the responsibility to provide Administration with direction on development of administrative directives, policies and bylaws.

### **Official Formation & Participants**

The Committee is comprised of three members of Council to be appointed at the Annual Organizational Meeting. A Committee Chair and Co-Chair will be appointed by the Committee.

The Committee will also include the Director of Community Services and the Emergency Services Coordinator, who will be responsible as the Committee's Administrators. The administrative positions are non-voting and will only provide the Committee with the administrative and technical support necessary to meet the Committee's needs.

The Emergency Services Coordinator or delegate will be responsible for scheduling meetings, preparing agendas and keeping meeting notes or minutes.

### **Goals and Objectives**

Evaluate current service levels, address challenges, research new opportunities and make recommendations that support the County's Mission and Value Statements, County Councils Strategic Plan, the Emergency Services Department Mission Statement and Department Core Activities in order to effectively and efficiently meet the emergency, disaster and regulatory service needs of its citizens.

### **Governance**

Decisions will be reached by consensus of the Committee members. Voting will be recorded as "Moved" and "Carried" or "Defeated".

### **Meetings**

The Committee is responsible to Council and will report its deliberations to Council through its minutes and the Committee Chair as needed. The Committee will review its terms of reference at its final meeting of each fiscal year and submit any recommendations for change to the Council.

*Emergency Advisory Committee Terms of Reference  
January 2014*

Meetings will be held regularly as needed. Any member of the Committees five representatives may call a meeting at any time.

Agendas for the meetings will be emailed to each Committee member followed by a hard copy delivered by Administration prior to the meeting date. The hard copy will be delivered to the Committee member's inbox at the Lethbridge office.

#### **Authority and Responsibilities**

The Committee is accountable to Council and shall not be entitled to sub-delegate all or any of the powers and authority delegated to it. The Committee may not implement or authorize any action that is the responsibility of Council.

#### **Quorum**

A quorum will require a minimum of two voting members of the Committee to attend the meeting.

# AGENDA ITEM REPORT



**Title:** Helicopter Emergency Medical Services Review  
**Meeting:** Council Meeting - 02 Sep 2021  
**Department:** Community Services  
**Report Author:** Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 19 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The provincial Helicopter Emergency Medical Services (HEMS) review has been completed by Alberta Health. It recommends having one service provider rather than three. However, no action nor decisions on the recommendations have yet been made by the Province of Alberta.

## RECOMMENDATION:

No resolution or decision of Council is required - the purpose of this report is to provide Council with an update.

## PREVIOUS COUNCIL DIRECTION / POLICY:

In September, 2019 Council sent a letter urging the Alberta government to provide bridge funding of \$750,000 to carry HALO Air Ambulance Service through to the next contract and calling on the government to commission an independent review of the Helicopter EMS system in Alberta.

A letter from Cypress County also received in 2019 proposed that southern Alberta Municipalities commit \$20.00 per capita for five years to HALO. In response, Council resolved that until a provincial review of the funding model for the Helicopter EMS system in Alberta is completed, it is not in a position to make a funding decision.

## BACKGROUND INFORMATION:

Provincial air ambulance service is provided by STARS, HALO and HERO which roughly cover the central, southeast and northern parts of the province, respectively. The entire HEMS service delivery model in the Province of Alberta was reviewed and a final report was released in June this year. The goals of the review were to define the role of HEMS providers, standardize practices and determine the most efficient funding model that will support the services that Albertans need.

The recommendations from the review are attached to this report along with along with an overview of STARS, HALO and HERO.

**ALTERNATIVES / PROS / CONS:**

Not applicable.

**FINANCIAL IMPACT:**

None at this time.

**REASON(S) FOR RECOMMENDATION(S):**

Council may choose to defer any decision on making a financial commitment to HALO or any air ambulance service provider in the province until the future service delivery model is in place.

**ATTACHMENTS:**

[HEMS Review and Recommendations](#)  
[STARS, HALO and HERO at a glance](#)

## Recommendations

Based on Alberta Health's analysis, it is recommended that:

- AHS negotiate a service performance based contract with STARS to provide HEMS throughout Alberta, with government providing 50 per cent of STARS' annual operating costs in Alberta. Minister establish an air ambulance regulation under the *Emergency Health Services Act* that includes standards on HEMS and fixed-wing air ambulance.
- Integrate HEMS dispatch with EMS dispatch for ground ambulance and fixed-wing air ambulance, and integrate other clinician online consultation resources with EMS dispatch. Implementing this recommendation would be part of a larger policy shift that may involve re-imagining the 911, 811, and Referral, Access, Advice, Placement, Information and Destination (RAAPID) systems in order to integrate EMS care.
- Develop qualifications for ground and air EMS emergency communication officers.
- Determine the provision of ALS and Critical Care based on patient and community need, not mode of transport.
- Multidisciplinary teams must be developed to support patient needs, call type and location. The composition of these teams would be determined in the context of available supports in a given community.
- Integrate rural and remote ground ambulance with ALS and Critical Care Paramedics – using full scope of practice for paramedics.
- Establish a provincial EMS advisory committee that includes all ground and air ambulance.
- Ensure that accreditation standards for HEMS air ambulance align with Accreditation Canada standards for EMS and IFTs.
- HEMS education, evaluation and metrics should be similar across all air/ground ambulance environments for the scene and emergent/urgent access and transport and care of critically ill patients to higher levels of care.
- Identify best practice in educational programming and continuing competency across the EMS system.
- Work with municipalities to integrate rescue as appropriate for zone needs.

**TABLE 1: STARS, HALO AND HERO AT A GLANCE**

	STARS	HERO	HALO
Full name	Shock Trauma Air Rescue Service	Helicopter Emergency Response Organization (Local HERO Foundation)	Helicopter Air Lift Operation
Who provides air medical crew?	STARS	Wood Buffalo Regional Emergency Services <sup>10</sup>	AHS EMS
Level of service	Critical care paramedicine (CCP) with RN and/or physicians	Advanced life support (ACPs)	Advanced life support (PCP and ACP)
Helicopter service provider	STARS	Phoenix Heli-Flight	Rangeland Helicopters
Service area	90% of Alberta population, except northeast and section of southeast areas. Also serves areas of eastern British Columbia from Alberta bases	Northeast Alberta	Southeast Alberta
Base locations	Calgary, Edmonton, Grande Prairie	Fort McMurray	Medicine Hat
Who provides dispatch?	STARS Emergency Link Centre	STARS Emergency Link Centre	STARS Emergency Link Centre
Number and model of helicopters deployed	6 total – 2 H145, 4 BK117 (Alberta only)	1 - EC135 T2e	1 - BK117
Night flying capability?	Yes	Yes	No
Events per year (2019/2020)	1,255	62	38
Estimated additional labour costs* (2020) <sup>11</sup>	n/a	\$16,535.40	\$6,949.80
Annual operating expenses	\$37.5 million (2019-20, Alberta only)	\$3.5 million (2019)	\$2.5 million (2019)
Annual provincial government contribution (2019/20) <sup>12</sup>	\$6,724,155	\$1.0 million via AHS EMS to Regional Municipality of Wood Buffalo (RMWB)	\$139,615 plus in-kind contribution via AHS EMS

<sup>10</sup> AHS EMS contracts with Wood Buffalo Regional Emergency Medical Services to provide EMS in the Regional Municipality of Wood Buffalo. Paramedic crews used by HERO are therefore employees of Wood Buffalo Regional Emergency Medical Services, not AHS.

<sup>11</sup> HERO estimates assume two ACPs both at midpoint wage rate; HALO estimate assumes one PCP and one ACP, each at their respective midpoint wage rate. Benefits and overtime not included. STARS not included in this analysis as staffing costs are included in operational funding (these are additional costs for HALO/HERO) See Appendix 2 for additional assumptions.

<sup>12</sup> See Appendix 3 for details on government funding.

# AGENDA ITEM REPORT



**Title:** Revisions to Policy 161 - Donations to Community Organizations, Programs, Events & Activities  
**Meeting:** Council Meeting - 02 Sep 2021  
**Department:** Administration  
**Report Author:** Mattie Elliott

## APPROVAL(S):

Larry Randle, Director of Community Services,  
Ann Mitchell, Chief Administrative Officer,

Approved - 11 Aug 2021  
Approved - 16 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

After a review of Policy 161 - Donations to Community Organizations, Programs, Events, & Activities, Administration noted that it made reference to the Land Trust Reserve Program, which has been discontinued. Additionally, it also references an annual budget allotment to support this policy, which is no longer done.

The policy has been revised to remove mention of the Land Trust Reserve program and annual budget allotment bring it up to date.

## RECOMMENDATION:

That the revised Policy 161 - Donations to Community Organizations, Programs, Events, & Activities be adopted as presented.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 161 was adopted in 2013 and revised in 2014. Its purpose is to establish guidelines for donations to community groups and events in Lethbridge County. Applicants are required to fill out the application form included in the policy, with donations over \$200 to be approved by Council. Approved requests are funded from the Donations Reserve, up to \$500.

## BACKGROUND INFORMATION:

The Land Trust Reserve Program was discontinued in 2018 and replaced with the Community Grant Program, which was similar in that it provided grant funding to community organizations. The Community Grant Program was then discontinued in 2020 and instead annual donations are made to



the seven County community associations that operate community halls within the municipal boundaries.

The current Policy 161 directs applicants seeking donations for capital projects to apply under the Land Trust Reserve Program which is no longer applicable. This paragraph (highlighted in the attached policy) should be removed.

The current policy also states that an annual budget allotment is made to establish the amount of cash or goods and services in-kind that the County is able to donate. As of 2021, annual funding is no longer allocated in the budget to the Donations Reserve and reference to this funding should also be removed (highlighted in attached policy).

#### **ALTERNATIVES / PROS / CONS:**

1. Adopt revised Policy 161:

Pros: Removes mention of a program that no longer exists and community organizations cannot apply for funding under. Also eliminates information about budget allocations that are not in place anymore.

Cons: No negative consequences have been identified.

2. Leave Policy 161 as is:

Pros: No positive effects have been identified.

Cons: May create confusion for applicants who are looking for financial support for a project. Also contains information about budget allocations that is incorrect as of the 2021 Budget.

#### **FINANCIAL IMPACT:**

None identified.

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

The Land Trust Grant Program was discontinued in 2018 and should not be referenced in a current policy. Additionally, Budget funds are no longer allocated to the Donations Reserve.

#### **ATTACHMENTS:**

[161 Donations to Community Organizations](#)



## Lethbridge County Policy Handbook

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

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### **Purpose**

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

### **Policy Statement**

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

### **Policy Guidelines and Procedures**

#### **1. Eligibility**

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



## Lethbridge County Policy Handbook

**EFFECTIVE:** August 1, 2013

**SECTION:** 100 NO. 161 Page 2 of 7

**APPROVED BY:** County Council

**SUBJECT:** Donations to Community Organizations, Programs, Events & Activities

**REVISED DATE:** September 2, 2021

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- (iii) youth and adult sports teams and associated programs/events, activities and school reunions; and
- (iv) programs, organizations, events and activities that receive support from the County through other programs or policies.
- (v) major County and inter-County events (eg. Lethbridge International Air Show).
- c. ~~Requests for financial assistance for capital items should be made through the Land Trust Reserve Fund Grant Program. Applicants who receive funding through the Land Trust Reserve Fund Grant Program are not eligible to also receive support under this Policy in the same calendar year.~~

### 2. Donations

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

### 3. Criteria

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



## Lethbridge County Policy Handbook

**EFFECTIVE:** August 1, 2013

**SECTION:** 100 NO. 161 Page 3 of 7

**APPROVED BY:** County Council

**SUBJECT:** Donations to Community Organizations, Programs, Events & Activities

**REVISED DATE:** September 2, 2021

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

#### 4. Funding Allotment & Allocation

- a. The County shall support this policy through an annual budget allotment to establish the amount of cash or goods and services in kind that the County is able to donate, based on the following:
  - (i) \$0.50 per capita based on the current year's official population of Lethbridge County. Applicants are able to request a maximum amount of \$500 or up to \$1,000 for in-kind donations. No gravel will be granted. The funds will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from Councillor's Discretionary Reserve funds.

#### 5. Grant Applications

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



## Lethbridge County Policy Handbook

**EFFECTIVE:** August 1, 2013

**SECTION:** 100 NO. 161 Page 4 of 7

**APPROVED BY:** County Council

**SUBJECT:** Donations to Community  
Organizations, Programs,  
Events & Activities

**REVISED DATE:** September 2, 2021

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

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

### 6. Accountability of Funds

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



## Lethbridge County Policy Handbook

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

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

### 7. Door Prizes

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



## Lethbridge County Policy Handbook

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Description of Request including Timelines:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Total Budget:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Lethbridge County Policy Handbook

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

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

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

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

\_\_\_\_\_  
Date

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

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

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

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



# AGENDA ITEM REPORT



**Title:** Lethbridge County Council Attendance Update - July 2021  
**Meeting:** Council Meeting - 02 Sep 2021  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 17 Aug 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

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

## RECOMMENDATION:

That Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - July 2021", identifying the activities and events attended by Lethbridge County Council for the month of July 2021 as information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

## BACKGROUND INFORMATION:

Lethbridge County Council in order to remain transparent to its citizens, provides 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.

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

To remain transparent to the citizens of Lethbridge County.

**ATTACHMENTS:**

[Lethbridge County Council Attendance Update - July 2021](#)

**Lethbridge County Council Attendance  
July 2021**

**Division 1**

**Reeve Lorne Hickey**

July 2	Special Lethbridge County Council Meeting
July 2	Mayors and Reeves
July 7	Meeting with CAO
July 8	Lethbridge County Council Meeting
July 14	Meeting with CAO
July 16	CAO Evaluation Meeting
July 20	AUMA President 2021 Summer Tour
July 21	Meeting with CAO
July 21	Minister Madu Rural Crime Town Hall

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**Division 2**

**Councillor Tory Campbell**

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting

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**Division 3**

**Councillor Robert Horvath**

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting

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**Division 4**

**Councillor Ken Benson**

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting
July 20	AUMA President 2021 Summer Tour

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**Division 5**  
**Councillor Steve Campbell**

July 2	Special Lethbridge County Council Meeting
July 7	Exhibition Park Board Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting

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**Division 6**  
**Councillor Klaas VanderVeen**

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting
July 30	SAEWA Virtual Meeting

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**Division 7**  
**Councillor Morris Zeinstra**

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting