



AGENDA

County Council Meeting

9:00 AM - Thursday, July 23, 2020
Council Chambers

Page

A. CALL TO ORDER - OPENING REMARKS

B. POSSIBLE AMENDMENTS - CONFIRMATION OF AGENDA

C. CONFIRMATION OF MINUTES

4 - 8

1. **June 18, 2020 County Council Meeting Minutes**
[County Council - 18 Jun 2020 - Minutes - Pdf](#)

D. NOTICES OF MOTION

E. SUBDIVISION APPLICATIONS

9 - 17

1. **Subdivision Application #2020-0-072**
Van Garderen - NW¼ 24-12-21-W4M
[Subdivision Application #2020-0-072– Van Garderen - NW¼ 24-12-21-W4 - Pdf](#)

F. REPORTS

G. APPOINTMENTS

18 - 67

1. **9:30 am - PUBLIC HEARING**
Bylaw 20-013 - Grisnich - Land Use Bylaw Amendment From: Rural Agriculture To: Grouped Country Residential for Plan 1412687 Block 1 Lots 2 and 2 within NW 8-10-21-W4
[Bylaw 20-013 Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Public Hearing - Pdf](#)
2. **10:00 am - BURSARY AWARD RECIPIENT PRESENTATION**
The 2020 Bursary Award recipients will be presented with their Bursary Certificates
3. **10:30 am - LINK Pathway Project Update**
Representatives will provide an update on the project.

4. **11:00 am - Town of Nobleford - ICF Discussions**

H. BYLAWS

(excluding public hearings)

- 68 - 181 1. **Bylaw 20-015 - Amendment to the Lethbridge County/Town of Coaldale Intermunicipal Development Plan - First Reading**
[Bylaw 20-015 Lethbridge County / Town of Coaldale Amendment to Intermunicipal Development Plan \(Bylaw 1337\) - Pdf](#)

I. MUNICIPAL SERVICES

- 182 - 187 1. **Monarch Water Tower Demolition - Request for Budget Increase Report - Pdf**

J. COMMUNITY SERVICES

- 188 - 190 1. **NE 27-12-19-W4 - Grazing Lease Request from Mr. Stan Machacek**
[NE 27-12-19-W4 Grazing Lease Request from Mr. Stan Machacek - Pdf](#)
- 191 - 194 2. **Policy #184- Council Meeting Recordings**
[Policy #184- Council Meeting Recordings - Pdf](#)
- 195 - 205 3. **Policy #162 - Communications**
[Policy #162 - Communications Report - Pdf](#)
- 206 - 207 4. **Helicopter Emergency Medical Services Review Report - Pdf**

K. CORPORATE SERVICES

- 208 - 214 1. **Council Remuneration Policy #183 - Revised**
[Council Remuneration Policy #183 - Revised - Pdf](#)

L. ADMINISTRATION

- 215 - 223 1. **Request for Sponsorship - Alberta / NWT Command - Royal Canadian Legion - Military Service Recognition Book**
[Military Service Recognition Book Report - Pdf](#)
- 224 - 237 2. **Request to Rescind Administration Policy #113 - Release of Information to the Media**
[Policy #113 - Release of Information to the Media Report - Pdf](#)
- 238 - 248 3. **Request to Rescind Administration Policy #117 - Attendance at Public Meetings**

[Policy #117 - Attendance at Public Meetings Report - Pdf](#)

- 249 - 253 4. **Request to Rescind Administration Policy #106 - Newspaper Distribution and Publishing of Minutes**
[Policy #106 - Newspaper Distribution and Publishing of Minutes Report - Pdf](#)

- 254 - 305 5. **Request for Recreation Funding from the Town of Nobleford**
[Request for Recreation Funding from the Town of Nobleford - Pdf](#)

M. INVITATIONS

- 306 - 308 1. **Picture Butte Jamboree Days Parade- August 15, 2020**
[Picture Butte Jamboree Days Parade- August 15, 2020 - Pdf](#)

N. COUNTY COUNCIL UPDATES

- 309 - 312 1. **Lethbridge County Council Attendance Update**
[Lethbridge County Council Attendance Update Report - Pdf](#)

O. CLOSED SESSION

1. **Request for Utility Easement within Range Road 22-4 and 22-5 (FOIP Sections 16 and 24)**

P. ADJOURNMENT



MINUTES

County Council Meeting

9:00 AM - Thursday, June 18, 2020
Council Chambers

The County Council Meeting of Lethbridge County was called to order on Thursday, June 18, 2020, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Lorne Hickey
Councillor Robert Horvath
Councillor Tory T.Campbell
Councillor Ken Benson
Councillor Steve S.Campbell
Deputy Reeve Klaas VanderVeen
Councillor Morris Zeinstra
Chief Administrative Officer Ann Mitchell
Director of Community Services Larry Randle
Infrastructure Manager Devon Thiele
Manager of Finance & Administration Jennifer Place
Director of Public Operations Jeremy Wickson
Executive Administrative Assistant Donna Irwin
Executive Assistant Tara Cryderman

A. CALL TO ORDER - OPENING REMARKS

Reeve Hickey called the meeting to order, the time being 9:00 a.m.

B. POSSIBLE AMENDMENTS - CONFIRMATION OF AGENDA

Council approved the following additions to the June 18, 2020 County Council Agenda:

K2. Tax Waiver Request
L4. County Council Meeting Date Change - July 2, 2020 to July 23, 2020

151-2020	Deputy Reeve VanderVeen	MOVED that County Council approved the June 18, 2020 Council meeting agenda as amended.	CARRIED
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C. CONFIRMATION OF MINUTES

C.1. May 21, 2020 County Council Meeting Minutes

152-2020	Councillor S.Campbell	MOVED that County Council approve the May 21, 2020 County Council Meeting Minutes as presented.	CARRIED
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D. NOTICES OF MOTION

E. SUBDIVISION APPLICATIONS

E.1. Subdivision Application #2020-0-006 WJ Feeders Ltd. - W1/2 2-9-19-W4M

153-2020	Councillor T.Campbell	MOVED that S.D. Application #2020-0-006 WJ Feeders Ltd. be approved subject to the conditions as outlined in the draft resolution.	CARRIED
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**E.2. Subdivision Application #2020-0-045 DRT Farms Ltd.
– Lot 2, Block 1, Plan 1810943 within SE¼ 10-09-21-W4M**

154-2020 Councillor Horvath MOVED that S.D. Application #2020-0-045 DRT Farms Ltd. be approved subject to the conditions as outlined in the draft resolution.
CARRIED

F. REPORTS

G. APPOINTMENTS

G.1. 9:30 a.m. PUBLIC HEARING Bylaw 20-010 - 1673604 Alberta Ltd (More than Just Feed) - Amendment to the Land Use Bylaw From: Rural Urban Fringe (RUF) To: Rural General Industrial (RGI) - Plan 0214060 Block 1 Lot 1 in a portion of 7-10-23-W4 - Public Hearing

155-2020 Councillor Zeinstra MOVED that the Public Hearing for Bylaw 20-010 - 1673604 Alberta Ltd. (More than Just Feed) - Amendment to the Land Use Bylaw From: Rural Urban Fringe (RUF) To: Rural General Industrial (RGI) - Plan 0214060 Block 1 Lot 1 in a portion of 7-10-23-W4 open at 9:30 a.m.
CARRIED

Reeve Hickey invited Ms. Hilary Janzen, Supervisor of Planning & Development to give an overview of Bylaw 20-010. Ms. Janzen presented the bylaw and answered questions of Council.

Reeve Hickey thanked Ms. Janzen for her presentation.

At this time Mr. Mark Bishop and Mr. Jeff Neilson of More Than Just Feed presented to Council remotely a Power Point presentation in support of their application and answered questions from Council.

156-2020 Deputy Reeve VanderVeen MOVED that the Public Hearing for Bylaw 20-010 recess at 10:05 a.m.
CARRIED

157-2020 Councillor Zeinstra MOVED that the Public Hearing for Bylaw 20-010 reconvene at 11:00 a.m.
CARRIED

Bylaw 20-010

For: Mark Bishop and Jeff Neilson

Against: Ken and Colleen Tollefson; G. Kreutz; J. Allenby; John and Ruth Guliker; Richard & Pauline Fater; M. Rath; D. Reles; N. Van Den Hoek; L. Den Toom; John & Iris Mitchell; Ann & Bob Kinney; Holly & Ryan Lehbauer; Bryan & Robin Hrenchuk and Dylan Hrenchuk; J. Kramer; T. Schmidt; K. Coulter; M. Hrenchuk; P. Kooyman; J. Boeder; D. Vooyman; B. & M. Kooijman; J. Jramer; T. Schmidt; K. Coulter; Karen & Blain DesRoche;

Reeve Hickey asked if there were any further questions or comments from Council. There were none.

158-2020 Councillor Benson MOVED that the Public Hearing for Bylaw 20-010 - 1673604 Alberta Ltd. (More than Just Feed) - Amendment to the Land Use Bylaw From: Rural Urban Fringe (RUF) To: Rural General Industrial (RGI) - Plan 0214060 Block 1 Lot 1 in a portion of 7-10-23-W4 close at 11:13 a.m.
CARRIED

159-2020 Councillor Zeinstra MOVED that Bylaw 20-010 be read a second time. CARRIED

160-2020 Deputy Reeve VanderVeen MOVED that Bylaw 20-010 be read a third time. CARRIED

G.2. 10:30 a.m. - Zakk Morrison, Executive Director, Barons-Eureka-Warner FCSS - Presentation

Reeve Hickey welcomed Mr. Zakk Morrison, Barons Eureka Warner FCSS to the meeting at 10:30 a.m. remotely via GoToMeetings.

Mr. Morrison provided Council with a PowerPoint presentation regarding the services provided by BEW-FCSS including responding to community members during the Covid-19 pandemic.

Reeve Hickey thanked Mr. Morrison for his presentation. Mr. Morrison retired at 11:00 a.m.

161-2020 Councillor Horvath MOVED that County Council accepts the report from Mr. Zakk Morrison, Executive Director, Barons-Eureka-Warner FCSS presentation for information. CARRIED

H. BYLAWS
(excluding public hearings)

H.1. Bylaw 20-014 - Premiere Woodworking Ltd. - Land Use Bylaw Amendment From: Grouped Country Residential (GCR) To: Direct Control (DC) for Plan 9610161 Block 4 Lots 2 in the NW 34-10-21-W4 - First Reading

162-2020 Deputy Reeve VanderVeen MOVED that Bylaw 20-014 be read a first time. CARRIED

Reeve Hickey recessed the meeting at 10:15 a.m.

The meeting reconvened at 10:30 a.m.

I. MUNICIPAL SERVICES

J. COMMUNITY SERVICES

J.1. Hamlet of Kipp Study

163-2020 Councillor Zeinstra MOVED that the Hamlet of Kipp Growth Study be approved and received for information. CARRIED

J.2. Hamlet of Chin Growth Study

164-2020 Deputy Reeve VanderVeen MOVED that County Council accept the Hamlet of Chin as a guiding document for future growth and development within and adjacent to the Hamlet of Chin. CARRIED

J.3. Grouped Country Residential Land Use Strategy

165-2020 Councillor Zeinstra MOVED that County Council approve the Grouped Country Residential Land Use Strategy as a guiding document for Grouped Country Residential Developments within Lethbridge County. CARRIED

NOTE: Deputy Reeve VanderVeen departed the meeting at 11:44 a.m.

J.4. *Huntsville School Funding Request*

Huntsville School has withdrawn their request for funding. Staff provided an update on Municipal Reserve amounts and MGA criteria. No action required.

NOTE: Deputy Reeve VanderVeen present at 11:55 a.m.

K. CORPORATE SERVICES

K.1. 2020 Bursary Award - Policy No. 182

166-2020	Councillor Benson	<p>MOVED that County Council award the 2020 Bursary of \$2,000 to two applicants in the amount of \$1,000 each as follows,</p> <p>1) SarahAnn Walker;</p> <p>2) Mary Harris ;</p> <p>to be presented to the applicants at the Council meeting on August 6th. 2020.</p>
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CARRIED

Reeve Hickey recessed the meeting at 12:00 p.m.

The meeting reconvened at 12:44 p.m.

K.2. Tax Waiver Request

167-2020	Councillor T.Campbell	MOVED that County Council deny the request to waive taxes for the following tax rolls: 44560100, 57570100, 57610100, 58030100, 58060300, 59060100, 59070100 and 59340100.
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CARRIED

L. ADMINISTRATION

HALO Air Ambulance Municipal Partnership Request for Funding

That the letter from Cypress County, dated June 9, 2020, regarding the request for funding for the HALO Air Ambulance Municipal Partnership be received;

and that the request for funding be denied, pending the release of the HEMS Review from the Provincial Government.

CARRIED

L.1. *Livestock Feeders Request*

168-2020	Deputy Reeve VanderVeen	MOVED that County Council set the payment and penalty dates for the 2020 Business Tax Levy as per the Municipal Government Act Section 347 as follows:
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Payment Schedule

50% of the 2020 Business Tax Levy is due on or before July 31, 2020 with the remaining balance of the 2020 Business Tax Levy due December 1, 2020.

Penalty Schedule

First Business Tax penalty be applied on 50% of the balance left unpaid as of September 30, 2020 at a rate of 5%.

Second Business Tax penalty be applied to the unpaid 2020 Business Tax balance as of December 1, 2020 at a rate of 5%.

Third Business Tax penalty be applied to all outstanding Business Tax balances as of January 31, 2021 at a rate of 15%.

CARRIED

169-2020	Councillor Zeinstra	MOVED that County Council receive the email, with supporting letters, from Stan Vanessen, dated May 13, 2020, on behalf of several livestock commodity groups, farm families, Hutterite Colonies and Agricultural Corporations, be received as information.
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CARRIED

L.2. Non Union Personnel Policy #114 - Accept Revisions and Title Change

170-2020	Councillor Zeinstra	MOVE that County Council approve the revised Non Union Personnel Policy #114 as presented with the edits throughout the document, including a title change to the Administration Policy.
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CARRIED

L.3. Succession Plan

171-2020	Deputy Reeve VanderVeen	MOVED that County Council rescind the Succession Plan that was adopted January 16, 2013.
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CARRIED

L.4. County Council Meeting Date Change - July 2, 2020 to July 23, 2020

CAO Ann Mitchell indicated that it might be fortuitous for Council to consider moving the July 2nd 2020 Council meeting to July 23rd to accommodate summer vacation schedules and allow for a more robust agenda.

172-2020	Councillor T.Campbell	MOVED that County Council reschedule the July 2, 2020 Council meeting to July 23, 2020 and that the meeting change be advertised in all relevant media.
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CARRIED

L.5. County Council Meeting Date Change - July 2, 2020 to July 23, 2020

M. INVITATIONS

N. COUNTY COUNCIL UPDATES

O. CLOSED SESSION

P. ADJOURN

173-2020	Councillor Horvath	MOVED that the meeting adjourn at 2:09 p.m.
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CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2020-0-072– Van Garderen
- NW¼ 24-12-21-W4M
Meeting: County Council - 23 Jul 2020
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 07 Jul 2020
Larry Randle, Director of Community Services	Approved - 07 Jul 2020
Ann Mitchell, Chief Administrative Officer	Approved - 09 Jul 2020

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 subdivide a vacant 2.50 acre parcel from a previously unsubdivided ¼-section title of 160.0 acres for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2020-0-072 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for subdivision consideration as a first subdivision from the ¼-section as per the policies of Land Use Bylaw No. 1404.
- The proposal complies with the vacant parcel subdivision criteria of Land Use Bylaw No. 1404, and the proposed 2.5 acre parcel size conforms to the bylaw's minimum 2.0 acre to maximum 3.0 acre parcel size.
- There are no abandoned gas wells within the ¼-section, and there are no confined feeding operations located in proximity where the applicable MDS would be infringed upon.
- Site servicing can be met: Water will be provided by the LNID to a private water system, and sewage will be treated by an individual on-site septic field system. Access is provided by the west municipal road allowance with an approach required.

BACKGROUND INFORMATION:

Located approximately 6-miles northwest of the Hamlet of Iron Springs and 2-miles east of the Highway 843 The application is to subdivide a vacant proposed yard area out of the ¼-section as the first subdivision.

The proposal is for the subdivision of a bareland parcel of a dry corner of the ¼-section to enable the establishment of a future residential yard area. The subdivision is located in the southwest corner of the ¼-section and is vacant land with no existing improvements. As a vacant parcel subdivision, a soils analysis will be required as a condition of approval to confirm suitability of soils for septic treatment at this location. The northern portion of the ¼-section contains some calf feeding pens but it was confirmed with the NRCB that this is a small seasonal operation and not categorized as a CFO.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a vacant first parcel out subdivision. (see full ORRSC Planner's comments attached)

The application was circulated to the required external agencies and no concerns or objections were of expressed (see attached preparation).

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is determined the site or servicing is not suitable.

FINANCIAL IMPACT:

None direct, but the future tax situation will change with an increase in additional country residential taxes paid with a new yard.

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 Lethbridge County 2020-0-072 Approval Subdivision Referral 2020-0-072 - County Version](#)

RESOLUTION

2020-0-072

Lethbridge County

Country Residential subdivision of NW1/4 24-12-21-W4M

THAT the Country Residential subdivision of NW1/4 24-12-21-W4M (Certificate of Title No. 011 082 245), to subdivide a vacant 2.50 acre (1.01 ha) parcel from a previously unsubdivided title of 160.0 acres (64.75 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant has a professional soils analysis completed for the new 2.50 acre parcel to demonstrate suitability of a private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.
4. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed bareland subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The proposed parcel is the first subdivision from the quarter section and is determined to be suitable for the intended country residential purpose.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications has no objections to the above mentioned circulation.
- (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) # 741 037 743.
Therefore, ATCO Gas has no objection to the proposed subdivision.

2020-0-072
Page 1 of 2

(f) Lethbridge Northern Irrigation District (LNID) – Alan Harrold, General Manager:

"The above noted *Application for Subdivision* has been reviewed by the Lethbridge Northern Irrigation District (LNID) and is approved subject to the following conditions:

1. Payment in full of any outstanding irrigation rates that may be assessed on the original parcel at the time of finalization of the subdivision.
2. Payment of the District's subdivision administration fee. The current fee is \$630.00 (includes GST).
3. Any acres assessed as "irrigation acres" which cannot be re-arranged to suitable areas within the original parcel, must be removed from the Assessment Rolls.
4. A water agreement suitable to meet the needs of the proposed subdivision may be required if the proposed new subdivision requires the use of irrigation water. In addition, since the delivery would be from the Lateral G 11 Pipeline, a landowner construction contribution would be required at the time of signing a water agreement for this parcel. The Lateral G 11 Pipeline rate is \$5,250 including GST plus the cost of a water delivery turnout if one is required.
5. Any easements required by the subdivided parcels for access to water from the District's works must be in place for the supply of domestic water, if required.
6. All permanent structures such as buildings with footings, pilings or foundations, septic tanks/ fields, corrals, and silage pits, etc. must meet the minimum set-back distance of 15 metres (50 feet) from the outside boundary of all LNID pipeline right-of-ways and or interests within this parcel.
7. Any alteration to District works required as a result of this subdivision is subject to District approval and payment by the applicant of all applicable costs.

Thank you for the opportunity to comment. If you require more information or would like to set up an appointment to discuss the conditions above, please contact Janet Beck, Land Agent, at the Lethbridge Northern Irrigation District Office, 403-327-3302."

(g) Canada Post has no comments at this time.

MOVER

REEVE

DATE



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: subdivision@orrsc.com
Website: www.orrsc.com

NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

DATE: June 22, 2020

Date of Receipt:

May 27, 2020

Date of Completeness:

June 8, 2020

TO: Landowner: Cornelis Jan Van Garderen and Herma Bos Van Garderen

Agent or Surveyor:

Referral Agencies: Lethbridge County, Morris Zeinstra, Holy Spirit RC School Division, Palliser School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, Lethbridge Northern Irrigation District (LNID), AB Environment & Parks - J. Wu, AER, Canada Post

Adjacent Landowners: Notified Via Ad in Sunny South News

Planning Advisor: Steve Harty *SH*

The Oldman River Regional Services Commission (ORRSC) is in receipt of the following subdivision application which is being processed on behalf of the Lethbridge County. This letter serves as the formal notice that the submitted application has been determined to be complete for the purpose of processing.

In accordance with the Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **July 13, 2020**. (Please quote our File No. 2020-0-072 in any correspondence with this office).

File No: 2020-0-072

Legal Description: NW1/4 24-12-21-W4M

Municipality: Lethbridge County

Land Designation: Rural Agriculture – RA
(Zoning)

Existing Use: Agricultural

Proposed Use: Country Residential

of Lots Created: 1

Certificate of Title: 011 082 245

Proposal: To subdivide a vacant 2.50 acre (1.01 ha) parcel from a previously unsubdivided title of 160.0 acres (64.75 ha) for country residential use.

Planner's Preliminary Comments:

The purpose of this application is to subdivide a vacant 2.50 acre (1.01 ha) parcel from a previously unsubdivided title of 160.0 acres (64.75 ha) for country residential use. The quarter section to be subdivided is legally known as the NW¼ 24-12-21-W4M and is located approximately 6-miles northwest of the Hamlet of Iron Springs and 2-miles east of the Highway 843.

The application is to subdivide a dry corner of an agricultural parcel to establish a future yard area. The proposed subdivision is located in the southwest corner of the quarter-section and is vacant land with no existing improvements. Sewage is proposed to be treated by an individual on-site septic field system and water is provided by the LNID to a private water system. Access is provided from Range Road 211 which is situated to the adjacent west side of the proposed corner parcel. The 2.5-acre parcel size will allow a suitable yard area to be established with setbacks to the adjacent roadway for future improvements being able to be met. The quarter-section subject to this subdivision does not contain a provincial Historic Resource and there are no abandoned gas wells within the quarter section. There are no confined feeding operations located in proximity to this proposal where the applicable MDS would be infringed upon. A small calf feeding operation is located in the northern portion of the quarter section, however, this facility is not considered a confined feeding operation by the NRCB.

The proposed 2.50 acre parcel size conforms to the land use bylaw's minimum 2.0-acre and maximum 3.0-acre parcel size. Overall, the subdivision application conforms to the County's bareland (vacant) subdivision criteria and will be the first subdivision out of the quarter-section. The Subdivision Authority is hereby requested to take the following conditions into consideration for an approval:

- Any outstanding property taxes shall be paid to Lethbridge County.
- The applicant or owner or both enter into a Development Agreement with Lethbridge County.
- That the applicant has a professional soils analysis completed for the new 2.50 acre parcel to demonstrate suitability of a private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.
- That any easement(s) as required by utility companies or the municipality shall be established.
- Consideration of referral agencies comments and any requirements.

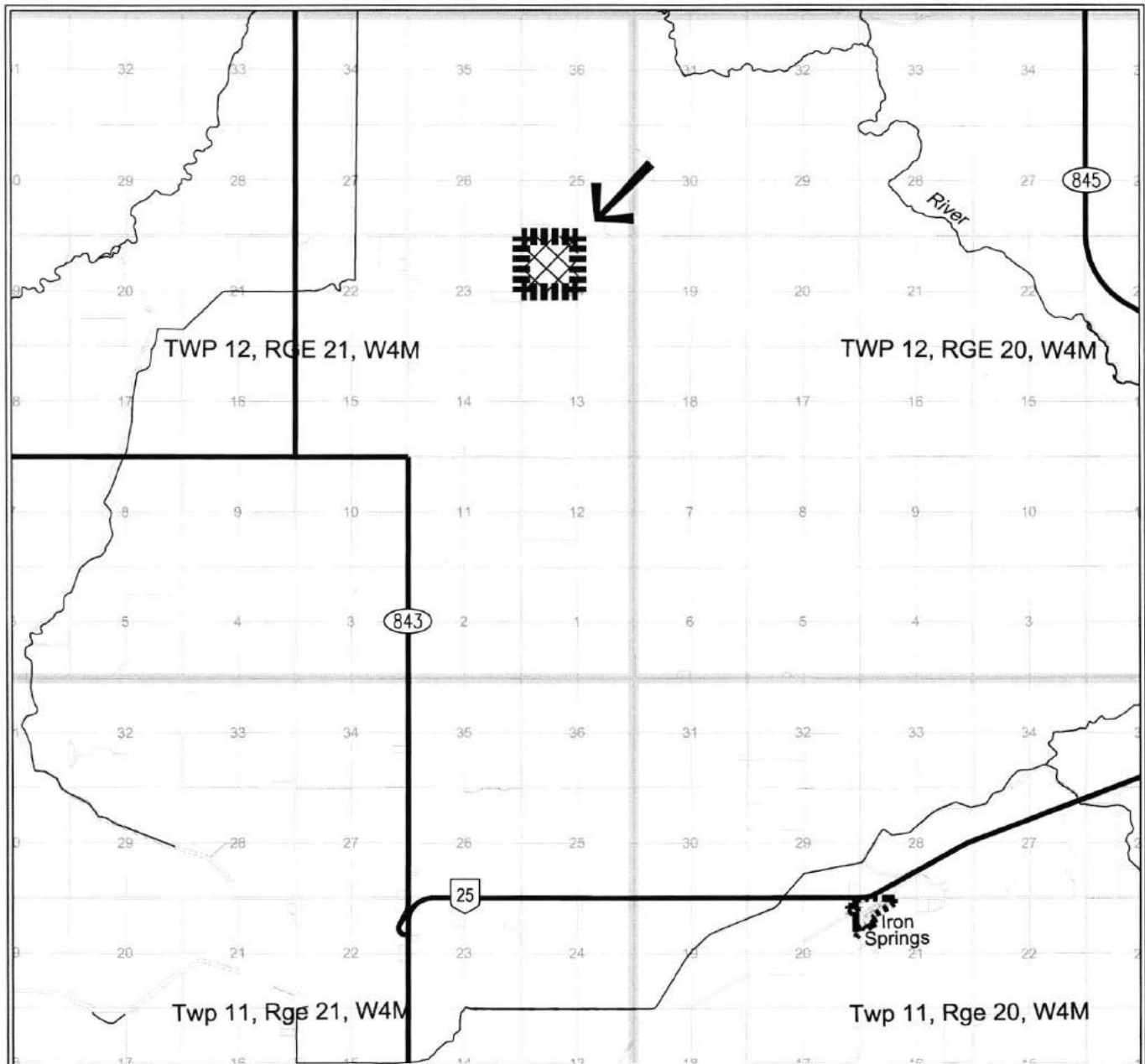
RESERVE:

The payment of Municipal Reserve is not applicable on the parcel pursuant to Section 663(a) of the MGA.

No further comment pending a site inspection.

If you wish to make a presentation at the subdivision authority meeting, please notify the Lethbridge County Municipal Administrator as soon as possible.

<p>Submissions received become part of the subdivision file which is available to the applicant and will be considered by the subdivision authority at a public meeting.</p>



SUBDIVISION LOCATION SKETCH
NW 1/4 SEC 24, TWP 12, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: JUNE 15, 2020
FILE No: 2020-0-072

SE26

SW25 12-21-4

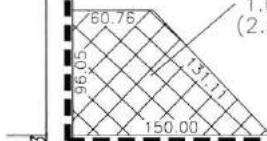
31243

NE23 12-21-4

REMAINDER OF
NW24 12-21-4
63.7±ha.
(157.5±ac.)

NE24 12-21-4

PROPOSED
PARCEL
1.01±ha.
(2.50±ac.)



SW24 12-21-4

SE24

SUBDIVISION SKETCH

NW 1/4 SEC 24, TWP 12, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: JUNE 15, 2020

FILE No: 2020-0-072



June 16, 2020 N:\Subdivisions\2020\2020-0-072.dwg

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SUBDIVISION SKETCH
 NW 1/4 SEC 24, TWP 12, RGE 21, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: JUNE 15, 2020
 FILE No: 2020-0-072



June 16, 2020 N:\Subdivisions\2020\2020-0-072.dwg

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AERIAL PHOTO DATE: 2015

AGENDA ITEM REPORT



Title: Bylaw 20 - 013 Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential for Plan 1412687 Block 1 Lots 2 and 2 in the NW 8-10-21-W4 - Public Hearing

Meeting: County Council - 23 Jul 2020

Department: Community Services

Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 08 Jul 2020
Approved - 09 Jul 2020

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 two titles from the Rural Agriculture District to Grouped Country Residential and allow for the larger 13.6 acre title to be subdivided into two parcels.

RECOMMENDATION:

That Bylaw 20-013 be read a second time.
That Bylaw 20-013 be read a third time.

PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council approved Bylaw 1488 on March 16, 2017 which rescinded Bylaw 1364 being the DRT Farms Area Structure Plan and the associated Grouped Country Residential designation of those parcels.
- County Council requested on February 20, 2020 that in order for the requested subdivision (SUB 2019-0-170) to proceed that the applicant re-designate the titles to Grouped Country Residential and provide a Conceptual Design Scheme to support both the re-designation and subdivision applications.
- County Council approved the Grouped Country Residential Land Use Strategy on June 18, 2020.

BACKGROUND INFORMATION:

An application has been submitted to re-designate Plan 1412687 Block 1 Lots 2 and 3 in the NW 8 10-21-W4, from Rural Agriculture to Grouped Country Residential which would allow for Lot 3 to be further subdivided into two parcels. A Conceptual Design Scheme has been submitted to support the

proposed bylaw amendment and subdivision application. The parcels are located northeast of the Hamlet of Diamond City on Township Road 10-1A and Range Road 21-5.

The application has been circulated to the other County Departments and external agencies for review. There were no concerns expressed with regards to the proposed re-designation and future subdivision of the Lot 3. The Planning and Development Department reviewed the application and has the following comments:

- The proposed re-designation meets the criteria for residential development of the Municipal Development Plan
 - the lands are less than 20 acres in size and considered poor quality agricultural lands
- The proposed re-designation and future subdivision meet the criteria of the Grouped Country Residential Land Use Strategy:
 - the lands contained with the proposed re-designation are fragmented by previous subdivisions and as such are not considered high-quality agricultural lands;
 - the scale of the future subdivision would be considered small-scale and would have minimal impacts on the agricultural operations in the area and minimal infrastructure requirements; and,
 - it is not located in an area where there are any land use conflicts (i.e. confined feeding operation, floodplain, industrial area).
- If the proposed bylaw is approved by County Council the applicant would have to ensure as a condition of the subdivision that the servicing of the lots as well as any drainage and/or road issues have been addressed to the satisfaction of the Director of Public Works and Infrastructure Manager.

The proposed bylaw was sent to the affected landowners and a notice of the public hearing was put in the June 23, 30, and July 7 editions of the Sunny South News. Two comments were submitted both stating concerns with the proposal (see detailed comments attached to this report). Both the comments were received from residents directly east of the proposed subdivision. The concerns are regarding:

- additional traffic
- drifting snow on the roadway
- drainage issues in the area that have caused road damage
- the multiple changes in zoning of the parcel (Rural Agriculture to Grouped Country Residential back to Rural Agriculture and now to Grouped Country Residential)

ALTERNATIVES / PROS / CONS:

As an alternative the proposed re-designation may be refused by Council Council. The refusal would not allow the applicant to further subdivide the parcel, and eliminate further fragmentation of the lands in this area. This would alleviate any concerns from adjacent residents on the impact of development regarding drainage, traffic, etc. in the area.

FINANCIAL IMPACT:

Any future residential development would be taxed at a residential tax rate which is 4.8461 for 2020.

REASON(S) FOR RECOMMENDATION(S):

The proposed re-designation to Grouped Country Residential meets the criteria of the Grouped Country Residential Land Use Strategy which directs Country Residential Development to areas that are already fragmented.

ATTACHMENTS:

[Bylaw 20-013 Application](#)
[ConceptualDesignScheme](#)
[20_013_RA_GCR_Ortho](#)
[ATCO Gas Comments](#)
[LNID Comments](#)
[Fortis Comments](#)
[Telus Comments](#)
[ORRSC Comments](#)
[Russell Comments](#)
[Dale Russell Comments - January 24 2020](#)
[Mark and Kenna Asplund Comments](#)



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

Form C

(01-11-2015)		
Date of Application: <u>April 29, 2020</u>	Assigned Bylaw No. <u>20-013</u>	
Date Deemed Complete: <u>April 30, 2020</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 12th Avenue North
Lethbridge, AB
Phone: 403-329-4688 x132
Phone (alternate): 403-715-8676
Fax: _____
Postal Code: T1H 5J9

Is the applicant the owner of the property?

☐ Yes

☒ No

IF "NO" please complete box below

Name of Owner: <u>Reyer & Neeltje Grisnich</u>	Phone: <u>403-635-4168</u>
Mailing Address: <u>Box 110</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 _____
<u>Diamond City, AB</u>	
Postal Code: <u>T0K 0T0</u>	

PROPERTY INFORMATION

Municipal Address: 214048 Township Road 10-1A
Legal Description: Lot(s) 2, 3 Block 1 Plan 141 2687
OR Quarter _____ Section _____ Township _____ Range _____

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):

Group Country Residential

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 23, 2020

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.

Conceptual Design Scheme

In support of Grouped Country Residential Re-designation
Bylaw Amendment (Bylaw No. _____)

Legal Description of Lands Included:

Lots 2 & 3, Block 1, Plan 141 2687
Within N.W. ¼ Sec. 8, Twp. 10, Rge. 21, W4M.
Lethbridge County

Registered Owner:

Reyer & Neeltje A Grisnich

Prepared By: Brown, Okamura & Associates Ltd.
Reference File: 20-14808

Introduction

The concept plan and design scheme are to be used to support an application to re-zone Lots 2 and 3, Block 1, Plan 1412687 from Rural Agriculture (RA) to Group Country Residential (GCR). The subject properties are located on Township Road 10-1A and lie North East of the hamlet of Diamond City. The current titled area for lot 2 is 2.4 Acres and the area for lot 3 is 13.62 Acres. A rezoning to GCR would allow for a further subdivision of lot 3 into an additional lot in accordance with the Lethbridge County Municipal Development Plan. Any further subdivisions of the subject lots would require an Area Structure Plan be submitted. A tentative plan of the future subdivision has been prepared and can be found in Appendix A.

This report and application has been prepared and submitted by Brown, Okamura & Associated Ltd.(BOA) on behalf of the owners of Lot 3, Reyer & Neeltje Grisnich.

Development Concept

The easterly portion of lot 3 lying west of an LNID R/W is currently developed with a new house and yard. The remainder of lot 3 is vacant and is being used as irrigated farmland. Due to the smaller parcel size, the parcel contains marginal value for agricultural purposes. The current property is delineated on the north and east boundaries by a fence line and both a shelter belt and fence line along the west boundary.

It is the intention of the owners to subdivide to create a 6 acre parcel from the current 13.62 acres. This would allow for an additional residence to be built and leave adequate area on the proposed lot for agricultural purposes to the benefit of any future owners. The boundaries of Lot 2 would remain the same. It is included in the rezoning for consistency in land use across the group of parcels created by the future subdivision and needs to be considered in the effects of any future development on adjacent parcels.

Transportation

Lot 2 is bound by Range Road 215 to the west and both existing parcels are bound by Township Road 10-1A to the south. Currently the properties have an approach to Township Road 10-1A. The proposed lot would also require an approach onto the Township Road and an application required for the approach. Any additional subdivisions of the lots would require an upgrade on the current roads to reflect the standards for the county.

Potable Water

The current parcels are serviced with potable water via the Lethbridge North County Potable Water Co-op. An additional turnout for future use exists in the North West corner of the proposed parcel and would allow for access to the water co-op.

Sanitary Wastewater

The existing yards are serviced by individual private sewage systems. A geotechnical investigation of the site was performed on the site by AMEC in 2010 as part of a larger Area Structure Plan and the soil on site was found to be suitable for private sewage systems for 8 lots. A new private sewage system would be designed and installed in accordance with the Alberta Private Sewage System Standard of Practice by a certified installer.

Storm-water

The current natural drainage pattern of the site runs from west to east. A lot line swale will be created along the east boundary of the new lot to mitigate any drainage across parcels. Water would be diverted to the adjacent roadway and run along the roadway and collected in a roadside ditch at the southeast corner. Any dwellings to be constructed would be graded in a manner to create positive drainage away from the dwellings. A grading plan to the satisfaction of the Infrastructure Manager will be required as a condition of the subdivision.

Utilities

An existing single-phase power line runs along the south side of Township Road 10-1A that services the existing acreages and used as a tie in for an additional acreage.

Atco Gas has existing distribution lines in the area that service other parcels in the area. Any development on the propose acreage could tie into existing infrastructure from Atco Gas.

Closure

Should you require any additional information to support this application, please contact:

Zachary Prosper ALS, EIT
Brown Okamura & Associates Ltd.
2830 12th Avenue North
Lethbridge, Alberta
T1H 5J9
403-329-4688 ext.132
zach@bokamura.com

Appendix A – Tentative Plan Showing Subdivision

Sketch prepared by Brown, Okamura & Associates Ltd.

Appendix D – Existing Certificates of Title for parcel

Certificates of Title: 171 056 517 & 191 182 566



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0036 329 712 1412687;1;2 171 056 517

LEGAL DESCRIPTION
PLAN 1412687
BLOCK 1
LOT 2
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 0.97 HECTARES (2.4 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;21;10;8;NW

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 141 267 127

REGISTERED OWNER(S)
REGISTRATION DATE (DMY) DOCUMENT TYPE VALUE CONSIDERATION

171 056 517 09/03/2017 TRANSFER OF LAND \$215,000 \$215,000

OWNERS

ROBERT JAKOBER
OF 69 BLACKFOOT COURT WEST
LETHBRIDGE
ALBERTA T1K 7W1

ENCUMBRANCES, LIENS & INTERESTS
REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

5619DI . 06/05/1926 RESTRICTIVE COVENANT
1084EJ . 31/07/1931 CAVEAT
 RE : EASEMENT
 CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT.
7880EX . 09/04/1948 EASEMENT
 "SUBJECT TO. OVER THE SOUTH 60 FEET"

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

171 056 517

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
3437LE .	08/11/1971	CAVEAT CAVEATOR - BOARD OF DIRECTORS, LETHBRIDGE NORTHERN IRRIGATION DISTRICT.
6577LB .	22/11/1971	CAVEAT CAVEATOR - THE COUNTY OF LETHBRIDGE NO. 26.
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
941 122 238	12/05/1994	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
101 345 143	25/11/2010	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. 334-13TH ST N LETHBRIDGE ALBERTA T1H2R7 AGENT - ALAN HARROLD
111 093 889	19/04/2011	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER CO-OP LTD. " AFFECTS PART OF THIS TITLE "
111 093 890	19/04/2011	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER CO-OP LTD. " AFFECTS PART OF THIS TITLE "
151 026 791	28/01/2015	EASEMENT OVER AND FOR BENEFIT OF: SEE INSTRUMENT
171 056 518	09/03/2017	MORTGAGE MORTGAGEE - KENNETH JAKOBER MORTGAGEE - KATHERINE JAKOBER BOTH OF: BOX 654 PICTURE BUTTE ALBERTA T0K1V0 ORIGINAL PRINCIPAL AMOUNT: \$190,000

TOTAL INSTRUMENTS: 012

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 23 DAY OF APRIL,
2020 AT 09:44 A.M.

ORDER NUMBER: 39200655

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
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SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0036 329 720 1412687;1;3 191 182 566

LEGAL DESCRIPTION
PLAN 1412687
BLOCK 1
LOT 3
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 5.51 HECTARES (13.62 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;21;10;8;NW

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 151 034 489

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
191 182 566	06/09/2019	TRANSFER OF LAND	\$923,000	\$600,000

OWNERS

REYER GRISNICH

AND
NEELTJE A GRISNICH
BOTH OF:
BOX 110
DIAMOND CITY
ALBERTA T0K 0T0
AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	NUMBER	DATE (D/M/Y)	PARTICULARS
5619DI	.	06/05/1926	RESTRICTIVE COVENANT
1084EJ	.	31/07/1931	CAVEAT

ENCUMBRANCES, LIENS & INTERESTS			PAGE 2
REGISTRATION			# 191 182 566
NUMBER	DATE (D/M/Y)	PARTICULARS	
		RE : EASEMENT	
		CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT.	
7880EX .	09/04/1948	EASEMENT "SUBJECT TO. OVER THE SOUTH 60 FEET"	
3437LE .	08/11/1971	CAVEAT CAVEATOR - BOARD OF DIRECTORS, LETHBRIDGE NORTHERN IRRIGATION DISTRICT.	
6577LB .	22/11/1971	CAVEAT CAVEATOR - THE COUNTY OF LETHBRIDGE NO. 26.	
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT	
941 122 238	12/05/1994	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.	
101 345 143	25/11/2010	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. 334-13TH ST N LETHBRIDGE ALBERTA T1H2R7 AGENT - ALAN HARROLD	
111 093 890	19/04/2011	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER CO-OP LTD.	
141 267 128	02/10/2014	CAVEAT RE : DEFERRED RESERVE CAVEATOR - LETHBRIDGE COUNTY. C/O 3105 - 16 AVENUE NORTH LETHBRIDGE ALBERTA T1H5E8 (DATA UPDATED BY: 191244822)	
151 026 791	28/01/2015	EASEMENT OVER AND FOR BENEFIT OF: SEE INSTRUMENT	
191 182 567	06/09/2019	MORTGAGE MORTGAGEE - THE BANK OF NOVA SCOTIA. P.O. BOX 190, PICTURE BUTTE ALBERTA T0K1V0 ORIGINAL PRINCIPAL AMOUNT: \$680,000	

TOTAL INSTRUMENTS: 012

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 2 DAY OF APRIL,
2020 AT 09:49 A.M.

ORDER NUMBER: 39107840

CUSTOMER FILE NUMBER:



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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

Appendix F – Soils Report

Report obtained from previous Area Structure Plan Document, completed by AMEC

December 24, 2010

AMEC File: BX30141



DRT Farms
c/o Stantec Consulting Ltd.
290 – 220 4th Street South
Lethbridge, AB T1J 4J7

Attention: Mr. Jason Kellock, P. Eng.

**GEOTECHNICAL INVESTIGATION AND PERCOLATION TEST RESULTS
PROPOSED COUNTRY RESIDENTIAL DEVELOPMENT
DRT FARMS, NW 8–10–21–W4, NE of DIAMOND CITY, ALBERTA**

1.0 INTRODUCTION

At the request of Mr. Jason Kellock, P.Eng., AMEC Earth & Environmental, a division of AMEC Americas Limited (AMEC) has been retained to perform a geotechnical investigation and percolation tests for the proposed country residential subdivision near Diamond City, Alberta.

The purpose of the geotechnical investigation was to establish the subsurface conditions on-site, including local ground water elevation, soil properties and percolation rates for lot septic fields. The investigation results provide geotechnical parameters necessary for the design of residential foundations, roadways and septic fields.

This report summarizes the results of the field and laboratory work and provides comments and recommendations for the proposed development including foundation systems, floor slab, soil bearing capacities and backfilling procedures.

2.0 PROJECT AND SITE DESCRIPTION

The project Site is located NE of Diamond City, Alberta in the NW ¼ section of 8-10-21 W4M. The proposed development includes the development of a series of eight (8) residential lots which would extend along the south side of the subject quarter section. The proposed lot layout is illustrated on Figure 1, attached.

The subject site is generally flat, and slopes gently toward the southeast. The existing farmstead is located at the southwest corner of the quarter section, within proposed Lot 1 of the subdivision. The site is bounded by Township Road 10-1A to the south. A small irrigation canal traverses the site between proposed lots 7 and 8 near the east end of the subject site. At the time of AMEC's investigation, a grain crop had just been harvested from the subject site.

AMEC Earth & Environmental
A division of AMEC Americas Limited
469 – 40 Street South
Lethbridge, AB, CANADA T1J 4M1
Tel +1 (403) 327-7474
Fax +1 (403) 327-7682

www.amec.com

3.0 FIELD INVESTIGATION

In order to assess the subsurface soil and groundwater conditions, AMEC visited the subject site on October 5, 2010 and monitored the drilling of four boreholes and 16 percolation test holes. Borehole and percolation test hole locations are illustrated on Figure 1, attached. As illustrated on Figure 1, boreholes BH10-02, BH10-04, BH10-06 and BH10-08 were located in proposed lots 2, 4, 6, and 8 respectively. In addition, two percolation test holes were advanced within each of the seven proposed new lots.

The boreholes and percolation test holes were each advanced using a truck-mounted drill. Boreholes extended to depths of about 6.0 m below existing grades while the percolation test holes extended to depths of about 0.9 m below existing grades.

During the drilling of the boreholes, Standard Penetration testing was carried out at regular intervals in order to assess the *in situ* compactness/consistency of the subsurface soils, and to obtain samples of the subsurface strata. Disturbed soil samples were also obtained from the auger flights during the drilling. Upon completion, the boreholes were backfilled with the drill cuttings.

Following the drilling of the boreholes, 25 mm diameter PVC standpipes, hand-slotted, were installed within the open boreholes to facilitate measurement of the depth to groundwater.

The drilling was carried out under the supervision of an AMEC technician, who obtained the soil samples and logged the subsurface conditions. The samples were classified in the field in general accordance with the Modified Unified Soil Classification System. The recovered soil samples were transported to AMEC's Lethbridge laboratory for further review by a geotechnical engineer, and laboratory classification testing. Laboratory testing for this project included routine moisture contents and Atterberg limits testing; results are indicated on the borehole logs.

4.0 SITE CONDITIONS

4.1 Subsurface Soil Conditions

The stratigraphy encountered in the boreholes is detailed on the attached borehole logs, and summarized in the following paragraphs. It must be noted that boundaries of soil indicated on the borehole logs are inferred from non-continuous sampling and observations during drilling. These boundaries are intended to reflect transition zones for the purposes of geotechnical design, and should not be interpreted as exact planes of geological change.

The four boreholes were surfaced with a 150 mm topsoil layer underlain by medium plastic clay which extended to depths of about 1.0 m to 1.5 m below existing grades. The clay was generally described as brown, with trace amounts of sand and gravel, damp to moist and stiff to very stiff.

The predominant natural mineral soil encountered beneath the topsoil and upper clay was glacial till. The till was generally comprised of medium plastic clay with trace sand, trace gravel, oxide, coal and sulphate inclusions, and was described as brown to dark brown, very stiff, and moist. The till stratum extended beyond the termination depths of the boreholes.

The upper soil stratigraphy was generally observed to be weak and blocky, becoming moderate to strong and massive below depths of about 1.5 m.

In order to assess the potential for sulphate attack on concrete in contact with soils at the site, a sample of the clay till recovered from borehole BH10-02 was subjected to analysis of sulphate content. Based on the results of the laboratory testing, a water soluble sulphate content of 0.35 percent was indicated. The results are presented on the borehole log.

In order to classify the soil texture in accordance with the *Alberta Private Sewage Systems Standard of Practice 2009*, a series of soils samples were subject to grain size analyses. The results of the grain size analyses are provided on the borehole logs. Using Figure 8.1.1.10 of the above-referenced 2009 Standard, the results of the grain size analyses indicate a textural classification ranging from SiCL (silty clay loam) to C (clay). The results of the grain size analyses for the selected samples are provided on the borehole logs.

In order to assess the permeability of the near surface soils, a series of percolation tests were conducted at the site on October 6, 2010. The percolation testing was carried out in general accordance with Section A.6 (Percolation Test Procedure) of the *Alberta Private Sewage System Standard of Practice 1999*. The results of the percolation testing are summarized in the following Table 1:

Table 1 Percolation Rates

Lot Number	Percolation Test Number	Percolation Rate (minutes / 25 mm of drop)
2	2P1	47
	2P2	83
3	3P1	83
	3P2	107
4	4P1	58
	4P2	42
5	5P1	42
	5P2	47
6	6P1	58
	6P2	34
7	7P1	150
	7P2	75
8	8P1	58
	8P2	50

4.2 Groundwater Conditions

As indicated in the previous Section 3, a series of standpipes were installed within the open boreholes to facilitate the measurement of the depth to groundwater. The standpipes were monitored on October 18, 2010 (13 days following the drilling) at which time the following groundwater depths were recorded:

Table 1: Measured Groundwater Depths

Borehole Number	Depth to Groundwater (m)
BH10-02	2.12 m
BH10-04	3.09 m
BH10-06	2.19 m
BH10-08	2.57 m

5.0 GEOTECHNICAL DISCUSSION AND RECOMMENDATIONS

5.1 General

As outlined in the previous Section 2, a country residential subdivision has been proposed for the subject site. It is understood that the subdivision will generally consist of a series of eight residential building lots located along the south side of the subject quarter section. The proposed Lot 1 is currently occupied by the existing farmstead.

In general, the proposed lots are considered suitable for the conventional development of typical single family residences, set on conventional strip and spread foundations and serviced by private onsite sewage systems.

Based on our understanding of the proposed development and the results of the current investigation, the following provides geotechnical discussion and recommendations pertaining to the foundations, basements, drainage and backfill to aid the in the design and construction of the proposed development. Preliminary discussion and recommendations pertaining to onsite sanitary sewage disposal are also provided.

5.2 Excavations and Site Preparation

All excavations should be carried out in accordance with Section 32 of the 2009 Alberta Occupational Health and Safety Code.

It is anticipated that there will be only minor site grading work carried out in conjunction with the proposed development. In the event grading fill is required to achieve the design foundation elevations, engineered fill should be used. The material used for engineered fill should consist of low to medium plastic clay such as the native uncontaminated mineral site soil, or of well-

graded granular material. All engineered fill placed as part of the overall site grading operation should be placed in lift thicknesses compatible with the compaction equipment being used, but no thicker than 200 mm. Clay fill should be uniformly compacted to at least 98 percent of standard Proctor maximum dry density (SPMDD) at a moisture content of optimum to three percent over optimum moisture content. Granular fill should be compacted to at least 98 percent of SPMDD at a moisture content within three percent of optimum. Soil excavated from the site may be reused provided it does not contain organic or deleterious material and is moisture conditioned, if required. The native site clay till is suitable for use as general engineered fill material, provided it is properly moisture conditioned. Regardless, all material proposed for use as engineered fill will require approval by the geotechnical engineer prior to use.

Prior to the placement of any fill or concrete, all topsoil, undisturbed soil and/or otherwise deleterious materials should be removed from the footprint of any proposed structure and driveway.

Surface water should be drained from the site as quickly as possible, both during and following construction. The finished grade around building perimeters should be such that surface water drains away from the buildings. The upper 0.3 m of backfill around buildings should consist of compacted clay to act as a seal against the ingress of runoff water. The clay should extend for a distance of 3 m around the buildings and should be graded at a slope of three percent away from the buildings.

Site grading, both during and following construction, should be provided such that surface runoff is rapidly shed from the building areas to a positive drainage system. Water should not be allowed to pond on or adjacent to the building areas. A minimum grade of two percent is recommended to accommodate surface runoff and to minimize the potential of saturation and degradation of the subgrade.

5.3 Spread Footing Foundations

The soil conditions encountered within the four boreholes at the site are generally considered suitable for the support of spread and strip footings. Footings placed on the natural undisturbed clay till may be designed using a Serviceability Limit States (SLS) pressure of 100 kPa. The corresponding Ultimate Limit States (ULS) bearing pressure would be 310 kPa. In accordance with the Alberta Building Code, a resistance factor of 0.5 should be used.

The maximum total and differential settlements of foundations designed in accordance with the recommendations of this report and with careful attention to construction detail are expected to be within 25 mm and 19 mm respectively.

The minimum footing dimensions in plan should be at least 0.45 m and 0.90 m for strip and spread footings, respectively, and should conform to the applicable building codes.

The footing excavation should be reviewed by a qualified geotechnical engineer to confirm that the bearing soils exposed are as anticipated in design. Loose or disturbed materials should be removed from the footing excavation prior to placement of concrete. Hand cleaning may be required to prepare an acceptable bearing surface. The footing subgrade should be protected at all times from rain, snow, freezing temperatures and the ingress of free water. Concrete should not be placed on frozen soil, nor should the soil beneath the footing be allowed to freeze after construction of the footing.

For protection against frost action, perimeter footings in heated areas should be extended to provide at least 1.5 m of soil cover. For any unheated portions of the building, footings should have at least 2.1 m of soil cover. Alternatively, insulation can be used to reduce the thickness of soil cover required. AMEC can provide further assistance in this regard, upon request.

5.4 Slab-On-Grade Construction

Engineered fill or the natural clay till at the site will provide adequate support for a grade supported basement floor, concrete garage slab, driveway and parking slabs, provided the subgrade is proof-rolled and prepared as detailed in the previous Section 5.2. Following preparation of the subgrade surface, a levelling course of 25 mm nominal size well graded crushed gravel at least 150 mm in compacted thickness is recommended directly beneath the slab. For the basement floor slab, a 150 mm minimum thickness of 25 mm crushed washed rock may be used instead of the well graded crushed gravel. The gravel should be compacted to at least 98 percent of SPMD.

The excavated subgrade for the slabs on grade should be protected at all times from rain, snow, excessive drying and the ingress of free water. Ideally, subgrades for interior slabs-on-grade should be protected from freezing before and after placement of the slab. To minimize the potential negative effects of settlement or heave in soil below the slabs, it would be preferable to allow the slab to float with no rigid connections to the walls or foundation elements except at the doorways.

Some relative movement between the slabs-on-grade and the adjacent walls or foundations and differential movements within the slabs should be anticipated. If the recommendations outlined in this report are followed, these movements are expected to be within tolerable limits.

5.5 Foundation Backfill

In general, the native soils excavated from the foundation areas should be suitable for reuse as foundation wall backfill, provided the work is carried out during relatively dry weather. Any excavated soils proposed for re-use as backfill should be checked by the geotechnical engineer. The materials to be re-used should be between optimum moisture and three percent above optimum for best compaction results, and to provide a more stable and impermeable backfill.

Backfill must be brought up evenly on both sides of non-basement walls. For basement walls, care should be taken when compacting fill immediately adjacent to the walls to avoid creating lateral earth pressures that are greater than the design pressures.

As indicated previously, the fill surface around the perimeter of structures should be sloped in such a way that surface runoff water does not accumulate around the structure. It is recommended that an impermeable soil seal such as clay, asphalt or concrete be provided at ground surface around the building perimeter to minimize water infiltration.

Foundation walls should be damp proofed and weeping tile provided in accordance with building code requirements.

5.6 Concrete Mix Considerations

As indicated in the previous Section 4.1, a sample of the clay till was subjected to analysis of water soluble sulphate. The results of the testing indicate severe to very severe potential for sulphate attack on concrete in contact with native mineral soil deposits.

Based on the CSA Standard A23.1-09 the Class of Exposure for concrete elements in contact with the clay soils is S-1. Accordingly, sulphate resisting cement (i.e., Type HS) should be used in the manufacture of concrete in contact with soil at this site. For durability purposes the concrete must have a maximum water to cementitious materials ratio of 0.4, and a minimum 56 day compressive strength of 35 MPa.

Air entrainment and curing should follow CSA A23.1-09 Table 2 requirements. An air entrainment agent is recommended for concrete exposed to cyclic freeze-thaw action. In addition to the improved durability, the air entraining will provide improved workability of the plastic concrete.

6.0 ONSITE SITE SANITARY SEWAGE DISPOSAL

It is understood that the subject lots will be serviced by private sewage systems which will be developed by the buyer of the individual lots in conjunction the design and construction of proposed residences.

The design and construction of private onsite sanitary sewage disposal systems in Alberta is subject to the requirements of the *Alberta Private Sewage Systems Standard of Practice 2009* (hereafter referred to as the *2009 Standard*), which came into effect in October, 2009, replacing the previous 1999 legislation.

There are several significant changes encompassed within the *2009 Standard*. One of the most significant changes is a shift from a design based on percolation testing to a design based on soil profile and textural classification. Percolation rates can only be used to support a design based on soil profile.

In accordance with *2009 Standard*, a site (i.e., lot) specific evaluation and report is required to support the detailed design and construction of individual private sewage systems. Detailed requirements for the Site Evaluation are provided in Part 7 of the *2009 Standard*.

Using the results of the Site Evaluation, a type of private sewage system best suited for the site is proposed. Selection of the type of system is based on various factors including soil profile, vertical separation between groundwater or impervious layer and point of effluent infiltration, design effluent volume and anticipated effluent strength.

The most cost efficient private sewage system for a single family residential lot involves primary treatment of effluent using a septic tank with discharge to a conventional treatment field. The treatment field typically utilizes perforated piping laid in a bed of gravel in trenches which distributes the effluent within a series of trenches to the natural subsurface soils.

Where there are limits imposed by proximity to water table or very low permeable soils, a treatment mound can be considered as an alternative to a conventional treatment field. A

treatment mound generally refers to a system where effluent from a septic tank is distributed onto an imported sand layer that is constructed above grade. In this case, the effluent must be discharged into the treatment mound using a pressurized system. Accordingly, the costs associated with importing sand for the treatment mound and operation of a discharge pump make this style of treatment system more costly than the conventional treatment field.

As an alternative, secondary treatment of the effluent can be considered. Secondary treatment of the effluent, as outlined in Part 5 of the *2009 Standard*, can be carried out by means of a sand filter, a re-circulating gravel filter, or a Packaged Sewage Treatment Plant. Where effluent quality meets Level 2 or better (as outlined in Table 5.1.1.1 of the *2009 Standard*), the options for disposal of the effluent are less restrictive, and effluent may even be used for drip dispersal and irrigation (subject to Section 8.5 of the *2009 Standard*).

For the proposed lots, groundwater was measured at depths ranging between about 2.19 m and 3.09 m below existing grades, as detailed in the previous Section 4.2. The groundwater depths observed generally satisfy the vertical separation requirements for soil-based treatment as outlined in Paragraph 8.1.1.4 of the *2009 Standard*.

As outlined in the previous Section 4.1, the results of the grain size analyses for the subject site indicated a textural classification ranging between about SiCL (silty clay loam) to C (clay). Based on the results of the textural classification, the site is considered marginally suitable for effluent discharge using a conventional treatment field, and a treatment mound or secondary treatment of the effluent may be warranted. It is noted that the detailed design of each proposed discharge field must be based on a soil profile assessment and textural classification of test pits within the footprint of the proposed discharge fields, and that these textural classifications will vary somewhat from the results reported for the specific locations assessed.

7.0 INSPECTION AND TESTING

All engineering design recommendations presented in this report are based on the assumption that an adequate level of inspection and review will be provided during construction, and that all construction will be carried out by a suitably qualified contractor experienced in foundation and earthworks construction. An adequate level of inspection is considered to be:

- For shallow foundations: observation of all bearing surfaces prior to concrete placement
- For earthworks: full time monitoring and compaction testing

8.0 CLOSURE

The recommendations given in the above sections are based upon interpreted conditions found within the four boreholes advanced at this site. Should subsurface conditions other than those presented in this report be encountered during construction, the Client should notify our office so that these recommendations can be reviewed.

Soil conditions, by their nature, can be highly variable across a construction site. The placement of fill and prior construction activities on a site can contribute to variable near surface soil conditions. A contingency amount should be included in the construction budget to allow for the possibility of variations in soil conditions, which may result in modification of the design, and/or changes in the construction procedures.

AMEC requests the opportunity to review the design drawings and the installation of the footings to confirm that the recommendations in this report have been correctly interpreted and implemented. If not afforded the opportunity to conduct this review, AMEC will not accept responsibility for the interpretations of this report. AMEC would be pleased to provide any further information that may be needed during design and to advise on the geotechnical aspects of specifications for inclusion in contract documents.

This report has been prepared for the exclusive use of the DRT Farms and their designers for the specific application to the development described in this report. Any use that a third party makes of this report, or any reliance or decisions based on this report are the sole responsibility of those parties. This report has been prepared in accordance with generally accepted soil and foundation engineering practices. No other warranty, express or implied, is made.

We trust that this report satisfies your present requirements, and we look forward to assisting you in the completion of this project. Should you have any questions, please contact the undersigned at your convenience.

Yours truly,

AMEC Earth & Environmental
A division of AMEC Americas Ltd.



John Lobbezoo, P.Eng.
Geotechnical Engineer

Reviewed by:

Kevin Spencer, P.Eng.
Associate Geotechnical Engineer

APEGGA PERMIT P04546

Attachments:

Figure 1 Borehole Location Plan
Borehole Logs
Explanation of Symbols and Terms





PROJECT: Geo and Perc. Test DRT Farms		DRILLER: RWS Drilling Services		BOREHOLE NO: BH10-02	
CLIENT: DRT FARMS		DRILL/METHOD: Truck Mounted SSA/ Chardin		PROJECT NO: BX30141	
Location: Lot # 2				ELEVATION: 898.21 m	
SAMPLE TYPE		<input checked="" type="checkbox"/> Shelby Tube	<input checked="" type="checkbox"/> No Recovery	<input checked="" type="checkbox"/> SPT Test (N)	<input checked="" type="checkbox"/> Grab Sample
BACKFILL TYPE		<input checked="" type="checkbox"/> Bentonite	<input type="checkbox"/> Pea Gravel	<input type="checkbox"/> Slough	<input type="checkbox"/> Grout
		<input type="checkbox"/> Split-Pen	<input type="checkbox"/> Core	<input checked="" type="checkbox"/> Drill Cuttings	<input type="checkbox"/> Sand

Depth (m)	STANDARD PEN (N) 20 40 60 80 PLASTIC M.C. LIQUID 20 40 60 80	SOIL SYMBOL	SOIL DESCRIPTION	SPT (N)	SAMPLE NO	SLOTTED PIEZOMETER	OTHER TESTS COMMENTS	ELEVATION (m)
0			TOPSOIL - silty, trace sand, trace gravel, organics, rootlets, black, moist		A1			898
0.5			CLAY - medium plastic, silty, trace sand, trace gravel, firm, light brown, moist to very moist		A2		% Sand - 21 % Clay - 37 % Silt - 42 Texture: SILT - CL	897
1			CLAY TILL - medium plastic, trace sand, trace gravel, very stiff, brown, oxide inclusions, coal inclusions, moist				Water Soluble Sulphate Content at 1.5 m depth = 0.35% CLASS = Severe	896
2			... thin, fine grained sand lens, wet at 2.5 m depth	17	D1			896
2.5					A3			896
3								895
3.5					A4			895
4					D2			894
4.5					A5			894
5								893
5.5					D3			893
6					A6			892
6.5					A7			892
7								891
8								890
9								890

End of Borehole at 6.0 m depth

Notes:
 1. Borehole log to be read in conjunction with AMEC report BX30141. For definitions of terms and symbols used on log refer to sheets following logs.
 2. Some seepage from 2.5 m depth
 3. 25 mm PVC standpipe installed upon completion of drilling, hand slotted from 6.0 m to 1.5 m depth. Annular space backfilled with drill cuttings; bentonite cap at surface.
 4. Groundwater measured at 2.12 m depth below ground elevation on October 18, 2010.
 5. Ground surface elevation surveyed by Stantec.

	AMEC Earth & Environmental	LOGGED BY: SR	COMPLETION DEPTH: 6.00 m
		REVIEWED BY: JL	COMPLETION DATE: 10/5/10

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PROJECT: Geo and Perc. Test DRT Farms		DRILLER: RWS Drilling Services		BOREHOLE NO: BH10-04	
CLIENT: DRT FARMS		DRILL/METHOD: Truck Mounted SSA/ Chardin		PROJECT NO: BX30141	
Location: Lot # 4				ELEVATION: 896.43 m	
SAMPLE TYPE	<input checked="" type="checkbox"/> Shelby Tube	<input checked="" type="checkbox"/> No Recovery	<input checked="" type="checkbox"/> SPT Test (N)	<input checked="" type="checkbox"/> Grab Sample	<input checked="" type="checkbox"/> Spill-Pan
BACKFILL TYPE	<input checked="" type="checkbox"/> Bentonite	<input checked="" type="checkbox"/> Pea Gravel	<input checked="" type="checkbox"/> Slough	<input checked="" type="checkbox"/> Grout	<input checked="" type="checkbox"/> Drill Cuttings
				<input checked="" type="checkbox"/> Core	<input checked="" type="checkbox"/> Sand

Depth (m)	STANDARD PEN (N)	SOIL SYMBOL	SOIL DESCRIPTION	SPT (N)	SAMPLE TYPE	SLOTTED PIEZOMETER	OTHER TESTS COMMENTS	ELEVATION (m)
0			TOPSOIL - silty, trace sand, trace gravel, organics, rootlets, black, moist		A1			896
1			CLAY - medium plastic, silty, trace sand, trace gravel, firm, light brown, moist to very moist		A2		% Sand - 27 % Clay - 39 % Silt - 34 Texture: CL - C	895
2			CLAY TILL - medium plastic, trace sand, trace gravel, very stiff, brown, oxide inclusions, coal inclusions, moist	17	D1			894
3					A3			893
4			... sand lens (100 mm thick), fine grained, free water	18	D2			892
5					A4			891
6				17	D3			890
7					A5			889
8					A6			888
9					A7			887
			End of Borehole at 6.0 m depth					
			Notes: 1. Borehole log to be read in conjunction with AMEC report BX30141. For definitions of terms and symbols used on log refer to sheets following logs. 2. Some seepage from 3.3 m depth 3. 25 mm PVC standpipe installed upon completion of drilling, hand slotted from 6.0 m to 1.5 m depth. Annular space backfilled with drill cuttings; bentonite cap at surface. 4. Groundwater measured at 3.09 m depth below ground elevation on October 18, 2010. 5. Ground surface elevation surveyed by Stantec.					

	AMEC Earth & Environmental	LOGGED BY: SR	COMPLETION DEPTH: 6.00 m
		REVIEWED BY: JL	COMPLETION DATE: 10/5/10
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PROJECT: Geo and Perc. Test DRT Farms		DRILLER: RWS Drilling Services		BOREHOLE NO: BH10-06	
CLIENT: DRT FARMS		DRILL/METHOD: Truck Mounted SSA/ Chardin		PROJECT NO: BX30141	
Location: Lot # 6				ELEVATION: 894.94 m	
SAMPLE TYPE		<input checked="" type="checkbox"/> Shelby Tube	<input checked="" type="checkbox"/> No Recovery	<input checked="" type="checkbox"/> SPT Test (N)	<input type="checkbox"/> Grab Sample
BACKFILL TYPE		<input checked="" type="checkbox"/> Bentonite	<input type="checkbox"/> Pea Gravel	<input type="checkbox"/> Slough	<input type="checkbox"/> Groul
		<input type="checkbox"/> Split-Pen	<input type="checkbox"/> Core	<input checked="" type="checkbox"/> Drill Cuttings	<input type="checkbox"/> Sand

Depth (m)	STANDARD PEN (N) 20 40 60 80 PLASTIC M.C. LIQUID 20 40 60 80	SOIL SYMBOL	SOIL DESCRIPTION	SPT (N)	SAMPLE TYPE	SAMPLE NO	SLOTTED PIEZOMETER	OTHER TESTS COMMENTS	ELEVATION (m)
1			CLAY - medium plastic, silty, trace sand, trace gravel, firm, light brown, moist to very moist						
2			CLAY TILL - medium plastic, trace sand, trace gravel, very stiff, brown, oxide inclusions, coal inclusions, moist						
3			... thin, fine grained sand lens, wet at 2.5 m depth						
4									
5									
6			End of Borehole at 6.0 m depth						
7			Notes: 1. Borehole log to be read in conjunction with AMEC report BX30141. For definitions of terms and symbols used on log refer to sheets following logs. 2. Some seepage from 2.5 m depth 3. 25 mm PVC standpipe installed upon completion of drilling, hand slotted from 6.0 m to 1.5 m depth. Annular space backfilled with drill cuttings; bentonite cap at surface. 4. Groundwater measured at 2.19 m depth below ground elevation on October 18, 2010. 5. Ground surface elevation surveyed by Slantec.						
8									
9									

	AMEC Earth & Environmental	LOGGED BY: SR	COMPLETION DEPTH: 6.00 m
		REVIEWED BY: JL	COMPLETION DATE: 10/5/10

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PROJECT: Geo and Perc. Test DRT Farms		DRILLER: RWS Drilling Services		BOREHOLE NO: BH10-08	
CLIENT: DRT FARMS		DRILL/METHOD: Truck Mounted SSA/ Chardin		PROJECT NO: BX30141	
Location: Lot # 8				ELEVATION: 893.59 m	
SAMPLE TYPE	<input checked="" type="checkbox"/> Shelby Tube	<input type="checkbox"/> No Recovery	<input checked="" type="checkbox"/> SPT Test (N)	<input type="checkbox"/> Grab Sample	<input type="checkbox"/> Split-Pen
BACKFILL TYPE	<input checked="" type="checkbox"/> Bentonite	<input type="checkbox"/> Paa Gravel	<input type="checkbox"/> Slough	<input type="checkbox"/> Grout	<input type="checkbox"/> Drift Cuttings
				<input type="checkbox"/> Core	<input type="checkbox"/> Sand

Depth (m)	STANDARD PEN (N)	SOIL SYMBOL	SOIL DESCRIPTION	SPT (N)	SAMPLE TYPE	SAMPLE NO	SLOTTED PIEZOMETER	OTHER TESTS COMMENTS	ELEVATION (m)
0			TOPSOIL - silty, trace sand, trace gravel, organics, rootlets, black, moist						893
1			CLAY - medium plastic, silty, trace sand, trace gravel, firm, white streaks, light brown, moist to very moist						892
2			CLAY TILL - medium plastic, trace sand, trace gravel, very stiff, brown, oxide inclusions, coal inclusions, moist						891
3			... thin, fine grained sand lens, wet at 2.5 m depth						890
4									889
5									888
6									887
7									886
8									885
9									
10									

End of Borehole at 6.0 m depth

Notes:

1. Borehole log to be read in conjunction with AMEC report BX30141. For definitions of terms and symbols used on log refer to sheets following logs.
2. Some seepage from 2.5 m depth
3. 25 mm PVC standpipe installed upon completion of drilling, hand slotted from 6.0 m to 1.5 m depth. Annular space backfilled with drill cuttings; bentonite cap at surface.
4. Groundwater measured at 2.19 m depth below ground elevation on October 18, 2010.
5. Ground surface elevation surveyed by Stantec.

	AMEC Earth & Environmental	LOGGED BY: SR	COMPLETION DEPTH: 6.00 m
		REVIEWED BY: JL	COMPLETION DATE: 10/5/10

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EXPLANATION OF TERMS AND SYMBOLS

The terms and symbols used on the borehole logs to summarize the results of field investigation and subsequent laboratory testing are described in these pages.

It should be noted that materials, boundaries and conditions have been established only at the borehole locations at the time of investigation and are not necessarily representative of subsurface conditions elsewhere across the site.

TEST DATA

Data obtained during the field investigation and from laboratory testing are shown at the appropriate depth interval.

Abbreviations, graphic symbols, and relevant test method designations are as follows:

*C	Consolidation test	*ST	Swelling test
D _R	Relative density	TV	Torvane shear strength
*k	Permeability coefficient	VS	Vane shear strength
*MA	Mechanical grain size analysis and hydrometer test	w	Natural Moisture Content (ASTM D2216)
N	Standard Penetration Test (CSA A119.1-60)	w _l	Liquid limit (ASTM D 423)
N _d	Dynamic cone penetration test	w _p	Plastic Limit (ASTM D 424)
NP	Non plastic soil	E _t	Unit strain at failure
pp	Pocket penetrometer strength	γ	Unit weight of soil or rock
*q	Triaxial compression test	γ _d	Dry unit weight of soil or rock
q _u	Unconfined compressive strength	ρ	Density of soil or rock
*SB	Shearbox test	ρ _d	Dry Density of soil or rock
SO ₄	Concentration of water-soluble sulphate	C _u	Undrained shear strength
		→	Seepage
		▽	Observed water level

* The results of these tests are usually reported separately

Soils are classified and described according to their engineering properties and behaviour.

The soil of each stratum is described using the Unified Soil Classification System¹ modified slightly so that an inorganic clay of "medium plasticity" is recognized.

The modifying adjectives used to define the actual or estimated percentage range by weight of minor components are consistent with the Canadian Foundation Engineering Manual².

Relative Density and Consistency:

Cohesionless Soils		Cohesive Soils		
Relative Density	SPT (N) Value	Consistency	Undrained Shear Strength c _u (kPa)	Approximate SPT (N) Value
Very Loose	0-4	Very Soft	0-12	0-2
Loose	4-10	Soft	12-25	2-4
Compact	10-30	Firm	25-50	4-8
Dense	30-50	Stiff	50-100	8-15
Very Dense	>50	Very Stiff	100-200	15-30
		Hard	>200	>30

Standard Penetration Resistance ("N" value)

The number of blows by a 63.6kg hammer dropped 760 mm to drive a 50 mm diameter open sampler attached to "A" drill rods for a distance of 300 mm after an initial penetration of 150 mm.

¹ "Unified Soil Classification System", Technical Memorandum 38-357 prepared by Waterways Experiment Station, Vicksburg, Mississippi, Corps of Engineers, U.S. Army. Vol. 1 March 1963.

² "Canadian Foundation Engineering Manual", 3rd Edition, Canadian Geotechnical Society, 1992.

MODIFIED UNIFIED CLASSIFICATION SYSTEM FOR SOILS								
MAJOR DIVISION			GROUP SYMBOL	GRAPH SYMBOL	COLOUR CODE	TYPICAL DESCRIPTION	LABORATORY CLASSIFICATION CRITERIA	
COARSE GRAINED SOILS (MORE THAN HALF BY WEIGHT LARGER THAN 75µm)	GRAVELS MORE THAN HALF THE COARSE FRACTION LARGER THAN 4.75mm	CLEAN GRAVELS (LITTLE OR NO FINES)	GW		RED	WELL GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	$C_u = \frac{D_{60}}{D_{10}} > 4$; $C_c = \frac{(D_{30})^3}{D_{10} \times D_{60}} \approx 1 \text{ to } 3$	
			GP		RED	POORLY GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	NOT MEETING ABOVE REQUIREMENTS	
		DIRTY GRAVELS (WITH SOME FINES)	GM		YELLOW	SILTY GRAVELS, GRAVEL-SAND-SILT MIXTURES	CONTENT OF FINES EXCEEDS 12 %	ATTERBERG LIMITS BELOW "A" LINE OR P.I. LESS THAN 4 ATTERBERG LIMITS ABOVE "A" LINE P.I. MORE THAN 7
			GC		YELLOW	CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES		
	SANDS MORE THAN HALF THE COARSE FRACTION SMALLER THAN 4.75mm	CLEAN SANDS (LITTLE OR NO FINES)	SW		RED	WELL GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES	$C_u = \frac{D_{60}}{D_{10}} > 6$; $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}} \approx 1 \text{ to } 3$	
			SP		RED	POORLY GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES	NOT MEETING ABOVE REQUIREMENTS	
		DIRTY SANDS (WITH SOME FINES)	SM		YELLOW	SILTY SANDS, SAND-SILT MIXTURES	CONTENT OF FINES EXCEEDS 12 %	ATTERBERG LIMITS BELOW "A" LINE OR P.I. LESS THAN 4 ATTERBERG LIMITS ABOVE "A" LINE P.I. MORE THAN 7
			SC		YELLOW	CLAYEY SANDS, SAND-CLAY MIXTURES		
FINE-GRAINED SOILS (MORE THAN HALF BY WEIGHT SMALLER THAN 75µm)	SILTS BELOW "A" LINE NEGLECTIBLE ORGANIC CONTENT	$W_L < 50\%$	ML		GREEN	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY SANDS OF SLIGHT PLASTICITY	CLASSIFICATION IS BASED UPON PLASTICITY CHART (SEE BELOW)	
		$W_L > 50\%$	MH		BLUE	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS, FINE SANDS OR SILTY SOILS		
	CLAYS ABOVE "A" LINE NEGLECTIBLE ORGANIC CONTENT	$W_L < 30\%$	CL		GREEN	INORGANIC CLAYS OF LOW PLASTICITY, GRAVELLY, SANDY OR SILTY CLAYS, LEAN CLAYS		
		$30\% < W_L < 50\%$	CI		GREEN-BLUE	INORGANIC CLAYS OF MEDIUM PLASTICITY, SILTY CLAYS		
		$W_L > 50\%$	CH		BLUE	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS		
	ORGANIC SILTS & CLAYS BELOW "A" LINE	$W_L < 50\%$	OL		GREEN	ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY	WHENEVER THE NATURE OF THE FINES CONTENT HAS NOT BEEN DETERMINED, IT IS DESIGNATED BY THE LETTER "F", E.G. SF IS A MIXTURE OF SAND WITH SILT OR CLAY	
		$W_L > 50\%$	OH		BLUE	ORGANIC CLAYS OF HIGH PLASTICITY		
HIGHLY ORGANIC SOILS			PI		ORANGE	PEAT AND OTHER HIGHLY ORGANIC SOILS	STRONG COLOUR OR ODOR, AND OFTEN FIBEROUS TEXTURE	
SPECIAL SYMBOLS								
LIMESTONE				OIL SAND				
SANDSTONE				SHALE				
SILTSTONE				FILL (UNDIFFERENTIATED)				
SOIL COMPONENTS								
FRACTION	U.S. STANDARD SIEVE SIZE		DEFINING RANGES OF PERCENTAGE BY WEIGHT OF MINOR COMPONENTS					
	PASSING	RETAINED	PERCENT	DESCRIPTION				
GRAVEL			35-50	AND				
	COARSE	75mm					19mm	
FINE			20-35	VERY				
	COARSE	4.75mm					2.00mm	
SAND			10-20	SOME				
	MEDIUM	2.00mm					425µm	
FINES (SILT OR CLAY BASED ON PLASTICITY)			1-10	TRACE				
	FINE	425µm					75µm	
OVERSIZED MATERIAL								
ROUNDED OR SUBROUNDED:			NOT ROUNDED:					
COBBLES 75mm TO 200mm			ROCK FRAGMENTS > 75mm					
BOULDERS > 200mm			ROCKS > 0.75 CUBIC METRE IN VOLUME					
PLASTICITY CHART FOR SOILS PASSING 425 µm SIEVE								
NOTES								
1. ALL SIEVE SIZES MENTIONED ON THIS CHART ARE U.S. STANDARD A.S.T.M. E.11								
2. COARSE GRAIN SOILS WITH 5 TO 12% FINES GIVEN COMBINED GROUP SYMBOLS, E.G. GW-GC IS A WELL GRADED GRAVEL-SAND MIXTURE WITH CLAY BINDER BETWEEN 5 AND 12% FINES.								
AMEC Earth & Environmental								



Land Use Redesignation

Bylaw 20-013: Rural Agriculture (RA) to Group Country Residential (GCR)

Parcels: 1412687;2 and 1412687;1;3, located on the NW -8-21-10-W4 (Approx 16 acres total) in Lethbridge County, AB



Rural Agriculture (RA) to Group Country Residential (GCR)



LETHBRIDGE COUNTY

Lethbridge County 2020
This information is provided for informational purposes only. Lethbridge County does not warrant the accuracy or completeness of this information. The information is provided as a service to the public and is not intended to be used for any other purpose.

0 50 100 200 Meters

From: McNabb, Jarvis
To: [Hilary Janzen](#)
Subject: RE: Lethbridge County Bylaw 20-013 - Redesignation
Date: Monday, May 04, 2020 9:18:01 AM

Hi Hilary.

ATCO has no objections to this proposal.

Thanks,

Jarvis McNabb P.L.(Eng.), R.E.T.

Engineering Technologist, South District Engineering
Natural Gas

P. 587 220 2583 **F.** 403 380 5428

A. 410 Stafford Dr N Lethbridge AB Canada T1K 5E8

From: Hilary Janzen <hjanzen@lethcounty.ca>

Sent: Friday, May 1, 2020 8:17 AM

To: Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca)
<transdevelopmentlethbridge@gov.ab.ca>; Alberta Health Services
(SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>;
lnid@telus.net; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com)
<landserv@fortisalberta.com>; South Land Administration <SouthLandAdministration@atco.cul.ca>;
South District Engineering <SouthDistrictEngineering1@atco.com>; Telus Referrals (All)
(circulations@telus.com) <circulations@telus.com>

Subject: Lethbridge County Bylaw 20-013 - Redesignation

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

Please review and provide comments by May 22, 2020 regarding the attached referral.

Thank you,

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

403.328.5525 office
403.328.5602 fax
www.lethcounty.ca



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**LETHBRIDGE NORTHERN
IRRIGATION DISTRICT**

2821 – 18 Avenue North
Lethbridge, AB T1H 6T5
www.lnid.ca

Phone: 403-327-3302
Fax: 403-320-2457
Email: lnid@telus.net

May 13, 2020

Hilary Janzen, RPP, MCIP
Senior Planner
County of Lethbridge
#100, 905 - 4th Avenue South
LETHBRIDGE, AB T1J 4E4

Dear Madam:

RE: LAND USE BY-LAW AMENDMENT APPLICATION NO. 20 - 013
Lots 2 & 3, Block 1, Plan 141 2687 within a Pt. NW 8-10-21-4

In response to your proposed *Land Use Bylaw Amendment* received May 1, 2020, in regards to the above-noted parcel of land, the Lethbridge Northern Irrigation District (LNID) would like the following information noted:

1. The proposed Application currently has a *Household Purposes Water Agreement – Garden* for one (1) acre-foot of water on Lot 2 and an *Annual Irrigation Agreement* for twelve (12.0) acres on Lot 3, with the LNID.
2. Should rezoning to *Grouped Country Residential* result in a future subdivision application, a water agreement suitable to meet the needs of the proposed new subdivision may be required. As the delivery is on the Lateral D1 pipeline, a landowner construction contribution is required for each parcel at the same time. The current rate is \$3,150 including GST.
3. A Utility Right-of-Way Agreement supporting the existing Caveat(s) must be entered into and registered at the Land Titles Office for the irrigation works located within the above noted parcel, as registered on legal survey plan 131 1861.
4. The LNID requires all permanent structures such as buildings with footings, pilings or foundations, septic tanks/fields/mounds, corrals, and silage pits, etc., be constructed a minimum distance of 15 metres (50 feet) from the outside boundary of all LNID pipeline right-of-ways and or interests within this parcel.
5. If any infrastructure, alterations to District works or easements are required for the proposed *Grouped Country Residential* parcel(s) for access to water from District works, it is at the sole cost of the applicant.

Please note that the above conditions are not inclusive and conditions may be added, deleted or adjusted at the time of subdivision application review.

Thank you for the opportunity to comment on this proposed development.

Yours truly,



Alan Harrold
General Manager
AH/jcp

By Email: hjanzen@lethcounty.ca

c: Reyer & Neeltje Grisnich
Robert Jakober
Anita Wickersham, Manager – Finance & Administration
Maritza Suarez, Accountant
Janet Beck, Land Agent
Garth Fischer, Water Master West – Nobleford

From: Pounall, Diana
To: [Hilary Janzen](#)
Subject: FW: [EXTERNAL] Lethbridge County Bylaw 20-013 - Redesignation DUE MAY 22
Date: Monday, May 04, 2020 9:15:10 AM
Attachments: [image002.png](#)
[ConceptualDesignScheme.pdf](#)
[External Circulation - Bylaw 20-013.docx](#)
[20_013_RA_GCR_Ortho.pdf](#)

Good day,

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

Warm Regards,

Diana Pounall | Land Coordinator

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

[Project Status Portal](#) | Check the status of your New Service Connection or Project.

[Get Connected](#) | Getting connected with us is a five-phase process. Learn more here.



From: Hilary Janzen <hjanzen@lethcounty.ca>
Sent: Friday, May 1, 2020 8:17 AM
To: Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca) <transdevelopmentlethbridge@gov.ab.ca>; Alberta Health Services (SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>; Inid@telus.net; Land Service <landserv@fortisalberta.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com) <southlandadmin@atcogas.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com) <SouthDistrictEngineering1@atco.com>; Telus Referrals (All) (circulations@telus.com) <circulations@telus.com>
Subject: [EXTERNAL] Lethbridge County Bylaw 20-013 - Redesignation DUE MAY 22

EXTERNAL EMAIL: Use caution with links and attachments.

Please review and provide comments by May 22, 2020 regarding the attached referral.

Thank you,

Hilary Janzen, RPP, MCIP
Supervisor of Planning and Development
Lethbridge County
905 4th Ave S

Lethbridge, AB T1J 4E4

403.328.5525 office

403.328.5602 fax

www.lethcounty.ca



From: Chris Rvachew
To: [Hilary Janzen](#)
Subject: RE: Lethbridge County Bylaw 20-013 - Redesignation
Date: Monday, May 04, 2020 10:01:40 AM

TELUS Communications Inc. has no objections to this land redesignation.

Thanks,

Chris Rvachew | Real Estate Specialist
Customer Network Implementation | TELUS | Rights of Way
2930 Centre Avenue NE, Calgary, AB T2A 4Y2
Phone: (403) 384-3066 | circulations@telus.com

Please do NOT e-mail me directly. To avoid delays in processing, send all e-mails to circulations@telus.com.

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From: Hilary Janzen [<mailto:hjanzen@lethcounty.ca>]
Sent: May 1, 2020 08:17 AM
To: Alberta Transportation (transdevelopmentlethbridge@gov.ab.ca)
<transdevelopmentlethbridge@gov.ab.ca>; Alberta Health Services
(SouthZone.EnvironmentalHealth@ahs.ca) <SouthZone.EnvironmentalHealth@ahs.ca>;
lnid@telus.net; FortisAlberta Inc. - Referrals (landserv@fortisalberta.com)
<landserv@fortisalberta.com>; ATCO Gas - Referrals Lethbridge (southlandadmin@atcogas.com)
<southlandadmin@atcogas.com>; ATCO Pipelines (SouthDistrictEngineering1@atco.com)
<SouthDistrictEngineering1@atco.com>; circulations@telus.com
Subject: Lethbridge County Bylaw 20-013 - Redesignation

Please review and provide comments by May 22, 2020 regarding the attached referral.

Thank you,

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

403.328.5525 office
403.328.5602 fax
www.lethcounty.ca



MEMO - Report



To: Reeve and County Council

Date: 6/17/2020

From: Steve Harty – ORRSC Senior Planner

Re: Bylaw No. 20-013 Redesignation to GCR Proposal - NW 8-10-21-W4M (Grisnich)
Lots 2 & 3, Block 1, Plan 1412687 in the NW 08-10-21-W4 (Approx. 15.99 Acres)

PROPOSAL / ISSUE:

The developer has prepared a Conceptual Design Scheme to apply for a land use redesignation from Rural Agriculture (RA) to Grouped Country Residential (GCR) to allow for subdivision.

Overview/ Background

- The proposal involves two parcels just northeast of the Hamlet of Diamond City, a 13.6 acre lot and an adjacent 2.4 acre lot. The landowner applied to County Council to subdivide the 13.6 acre title into two lots, but a decision on the application was deferred at the February 7 Council meeting until a redesignation application and acceptable Conceptual Design Scheme was approved by the County.
- As Council is aware, the land was previously zoned GCR as a redesignation and ASP was approved by Council in 2011 pertaining to a 6 lot subdivision plan with a storm pond. A subsequent subdivision application was submitted and approved in 2012 for an initial 3 lot first phase. This subdivision was later abandoned (the conditions not completed) and the plan was never registered at Land Titles. The current landowner later applied to the County to revert the zoning back to RA.

PROPOSAL COMMENTS:

- In determining suitability, Council may consider that the land was previously zoned as GCR. The land itself has a coulee top view of the river valley to the southeast and there are several county residences and smaller parcels in the area (this is a historic plan area with a number of 20, 40 and 80 acre titles existing). The development is located a short distance to a hamlet, utility services are available, city treated water is available through the water co-op, and the land is not high quality agricultural land as defined by the land use bylaw.
- In reviewing the context of the site location, there are a number of active agricultural operations in the area, the Agropur Cheese factory is located a half-kilometer to the southwest, but there are also a number of country residential uses in the vicinity to the north and east in the coulees/river valley.
- It is noted that in 2011 when the previous GCR redesignation and ASP process occurred for the proposed larger 6 lot subdivision, several area landowners submitted concerns centering on additional residences in a farm area, and concerns with the road and drainage from the ditch. However, that proposal was approved by Council (with conditions imposed at the subdivision stage) and this current proposal is less intense in scope (i.e. half the size) than the previous proposal.

Legislation/ Statutory Plan/ Policy Considerations

- The MDP policy allows for parcels that contain 20 acres or less of farmable land to be considered as poor quality agricultural land by virtue of its size, and resubdivided or redesignated for grouped country residential (GCR) purposes. This proposal consists of 15.99 acres of land and the parcels are long and narrow in width (at 262 ft.), which may make it less viable as stand-alone agricultural units. This proposal is located close to the Oldman River valley, situated approximately 1.0 km away.

Oldman River Regional Services Commission
Ph: 329-1344 Email: admin@orrsc.com

MGA Subdivision and Development Regulations

- Regulated setbacks to wastewater treatment plants must be considered - The Hamlet of Diamond City wastewater lagoons are located southeast of this (SW 8-10-21-W4); however, this parcel is located beyond the required 300m setback of the Subdivision and Development Regulations, at approximately 425m.

Land Use Bylaw & Servicing Criteria

- The proposed lots exceed the minimum 2.0 acres of developable land required for GCR lots, and all will have direct road access to the south municipal road (Township Rd 101A). It is apparent that improvements are warranted on this south road (grading, 8 m road top, and ditching on the north side) which may be addressed at the subdivision stage through the terms of the Development Agreement. It is noted that this road is not a statutory County road allowance but is a road that was taken-over by the County in 2008. Prior to that, it was an access easement on private land to provide access to several east parcels of land in the river valley. The road dead-ends about ¼-mile into the adjacent east quarter-section.
- Overall, site servicing appears to be met - boreholes and an engineered geotechnical investigation have previously been completed which confirms the feasibility of individual on-site wastewater treatment systems, and the proposed source of potable water will be the North County Potable Water Co-op. Single-phase electrical power and gas utilities can all service the land.
- The site has a gentle slope (approx. 4%) from the west to the east and provides positive surface drainage, as eventually it drains and discharges east into the Oldman River. The additional run-off created by one or two additional houses/yards should be relatively minor but must be addressed. In the past, the landowner to the east has expressed concerns with drainage going east along the road and causing issues with his lands. There historically has not been a ditch along the side of the road to assist with drainage. Therefore, the management of drainage and measures to improve erosion and sediment control are the main aspects of this proposal that need to be addressed to the County's satisfaction. Along with the road standard, this also may be accomplished at the subdivision stage through the terms of the Development Agreement.
- As this is a very small proposal that will basically create one or two new lots, the concept plan provided appears adequate for the purpose provided the road and drainage issues are addressed. From a strictly land use suitability point of view, this land can be adequately serviced and the land/soils may accommodate development to meet various regulations and standards of practice. This land has already previously been determined suitable and zoned for Grouped Country Residential use.

The proposal overall appears to meet the County's land use standards and GCR growth strategies. Council, at their discretion, may determine if this proposal is deemed suitable with consideration for the location, adjacent land uses, and any comments or concerns raised. Any public concerns or comments submitted will need to be considered on their own merit by Council at the public hearing.

County Council at its prerogative may proceed to approve the redesignation application request. If successfully redesignated, the two lot subdivision application on hold will be brought forward to a future Council meeting. A Time Extension Agreement has been executed with the applicants valid until September 30, 2020.

Hilary Janzen

From: Dale Russell <smokecola@gmail.com>
Sent: Thursday, June 18, 2020 8:45 AM
To: Steve Harty
Cc: Hilary Janzen
Subject: redesignation of municipal address 214080 and 214084 TWP Rd 101A

I assume the above application is on behalf of Ray Grisnick. I refer to my January 20 2020 email to you. I continue to object to any further development upstream of the drainage along my access roads as erosion has continued to be a problem.

Mr. Grisnick has continued to develop drainage channels around his property inspite of my request to him to desist. Continued development will only exacerbate the problem.

Thank you for your consideration to this matter
Dale Russell
403 381 4010

From: Dale Russell
To: steveharty@orrsc.com
Cc: [Hilary Janzen](#)
Subject: subdivision request
Date: Friday, January 24, 2020 5:01:42 PM

Hello

I am Dale Russell at 214020 TwpRd101A. I have been told that my neighbors Mr and Mrs Grisnich have applied for a subdivision on their residence parcel of land. I have concerns primarily with unsolved drainage problems. I spoke with Hilary Janzen this AM and she has referred me to you.

The development of barrow pits along the lower portion of TwpRd101A has created problems along our road through the coulee particularly during spring runoff. The county initially did a neat job of cleaning a roadside drainage channel along the coulee road however it turned out to be inadequate as the extra spring runoff from the newly created barrow pits rushed down the steep coulee washing out the contoured ditch leaving deep gullies. The runoff water then deposited the eroded dirt in the intended drainage channel where the slope flattened out, causing the runoff to flood down the road for an extended period of time. This created issues of access to our home but also considerable effort on our part to repair the road. Some water did make it into its intended destination of the old LNID drainage channel however this water also deposited silt which has greatly reduced the capacity of that channel and is a continued threat to our road.

In addition to this the old LNID drainage channel goes through a culvert before draining into the river. This culvert has frozen for two of the last five years. The result is again damage to the road as the spring runoff tries to reach the river, We have only partially reclaimed this part of the road. This culvert has only frozen 3 time in the 35 years we have lived here. Once when the LNID mistakenly drained water through the culvert during the winter for which they took responsibility. The other 2 times was after the the road and barrow pits were developed further up on TwpRd101A. In these later two instances both the County and LNID told us to contact the other entity.

Our concern is that additional development on the upper portion of TwpRd101A will exacerbate our down stream drainage problem. Extended drainage areas with barrow pits, summer activities of yard watering and snow retention around buildings, roads, and etc. on already saturated soils will be problematic.

I would appreciate your attention to these concerns. I will be gone with limited telephone and internet access during February and most of March. Please contact me before then.

Dale Russell
403 381 4010

Hilary Janzen

From: Mark and Kenna Asplund <kmasp7@gmail.com>
Sent: Wednesday, June 24, 2020 4:30 PM
To: planning
Subject: Submission of Information regarding By Law 20-013

As adjacent landowners we are concerned about the redesignation of said lands for the following reasons:

- Township road 101A has not been upgraded to handle more traffic, considering there is constant commercial traffic as well as residential traffic.
- More structures along the road will cause more drifting during the winter
- Ongoing issues with drainage have caused considerable problems that have not been addressed
- When the current landowner purchased the properties they redesignated back to rural agricultural designation. The current owner now wants to revert back to grouped country residential. The property being reverted back and forth does not comply with regulations to our understanding and contributes to unstable situations with neighbouring properties

--

-Mark Asplund

AGENDA ITEM REPORT



Title: Bylaw 20-015 - Amendment to the Lethbridge County/Town of Coaldale Intermunicipal Development Plan - First Reading
Meeting: County Council - 23 Jul 2020
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 07 Jul 2020
Approved - 09 Jul 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Lethbridge County and Town of Coaldale Administration are proposing a number of amendments to the 2010 Lethbridge County/Town of Coaldale Intermunicipal Development Plan to address changes to the municipal boundaries and the Memorandum of Understanding that occurred when the Town of Coaldale Annexed lands in 2018; changes to required by South Saskatchewan Regional Plan and Modernized Municipal Government Act, and some general updates to the IDP.

RECOMMENDATION:

That County Council read Bylaw 20-015 a first time.

PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 1337 - the current Lethbridge County/Town of Coaldale Intermunicipal Development Plan was adopted on April 15, 2010.

BACKGROUND INFORMATION:

Lethbridge County and the Town of Coaldale Administration agreed that the 2010 Intermunicipal Development Plan (IDP) required updates to better reflect the current provincial regulations, updated municipal boundaries, and general updates that will facilitate more efficient communication between the two municipalities. The proposed changes include:

- Changes to the municipal boundaries due to the approved Annexation by the Town of Coaldale that came into effect on April 1, 2018.

- Addition of a future non-residential area within Lethbridge County along Highway 3 west of the Town Boundary, as per the Memorandum of Agreement between the Town of Coaldale and Lethbridge County.
- Ensure the Intermunicipal Development Plan complies with the South Saskatchewan Regional Plan, modernized Municipal Government Act, and updated Subdivision and Development Regulations.
- Update Lethbridge County's name (changed from County of Lethbridge to Lethbridge County on December 4, 2013).
- Update referral policies to provide consistency regarding intermunicipal referrals in Lethbridge County throughout the region.

County and Town administration drafted the proposed amendments and provided them to each respective municipalities' Intermunicipal Committee members for review at the end of February. No concerns were identified by the committee members and they supported moving forward with the public consultation and bylaw amendment process.

The County and Town sent out letters to all the affected landowners (both in the County and the Town), which provided a summary of the proposed changes. The draft bylaw amendment was posted on both the County and Town websites. The letters to the affected landowners were sent out on May 15, 2020 and landowners had until June 12, 2020 to provide feedback on the proposed amendments. Neither the County or the Town received any comments regarding the proposed amendments.

The Town of Coaldale held first reading of the bylaw on July 13, 2020.

ALTERNATIVES / PROS / CONS:

Not Applicable.

FINANCIAL IMPACT:

There are no financial implications to the proposed amendments. The bylaw amendments were completed by the Lethbridge County Planning and Development Department.

REASON(S) FOR RECOMMENDATION(S):

First reading of the Bylaw allows Administration to set the time and date of the public hearing.

ATTACHMENTS:

[Bylaw 20-015 - Coaldale County IDP \(Amends Bylaw 1337\)](#)
[County of Lethbridge-Town of Coaldale IMDP April 2010](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

**BYLAW 20-015
BEING A BYLAW TO AMEND THE LETHBRIDGE COUNTY /
TOWN OF COALDALE INTERMUNICIPAL DEVELOPMENT PLAN**

**(AMENDING BYLAWS COUNTY OF LETHBRIDGE BYLAW 1337
AND TOWN OF COALDALE BYLAW 631-P-02-10)**

Bylaw No.20-015 of Lethbridge County is for the purpose of amending Bylaw No. 1337 being the current Intermunicipal Development Plan agreement between Lethbridge County and the Town of Coaldale (Bylaw No. 1337 and Bylaw No. 631-P-02-10), in accordance with sections 631 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

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

AND WHEREAS the amendments are to bring the current Intermunicipal Development Plan into compliance with the *South Saskatchewan Regional Plan (SSRP)*, modernized *Municipal Government Act* and amended *Subdivision and Development Regulations*, and the amendments include addressing the strategies of the SSRP, amending the maps to reflect the annexation of lands, adding environmental policies, to enable some wording/text edits, which include changing all municipal references to reflect the current name of County of Lethbridge to Lethbridge County, and changes to the referral policies.

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

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

1. Council shall amend the Lethbridge County and Town of Coaldale Intermunicipal Development Plan (Bylaw No. 1337 and Bylaw No. 61-P-02-10) as agreed to with the Town of Coaldale.
2. That the plan amendments are adopted as indicated in the attached 'Schedule A'.
3. This amending bylaw shall come into effect upon third and final reading thereof.
4. That Bylaw No. 1337 is consolidated to incorporate the amendments in 'Schedule A'.

READ a **first** time this ____ day of _____, 2020.

Reeve

Chief Administrative Officer

READ a **second** time this ____ day of _____, 2020.

Reeve

Chief Administrative Officer

READ a **third** time and finally PASSED this ____ day of _____,
2019.

Reeve

Chief Administrative Officer

SCHEDULE “A”

Lethbridge County and Town of Coaldale Intermunicipal Development Plan

Amendments to Bylaw No. 1337 (County of Lethbridge) And Bylaw 631-P-02-10 (Town of Coaldale)

The described amendments are to bring the Intermunicipal Development Plan (IDP) into compliance with the South Saskatchewan Regional Plan (SSRP), modernized *Municipal Government Act* and amended *Subdivision and Development Regulations*, and to enable some wording/text and map edits.

1. That the bylaw (IDP) be amended and reworded continually throughout by changing text as follows:

- All municipal references have been changed to reflect current name of Lethbridge County, from the County of Lethbridge to Lethbridge County.

2. That Part 1, Introduction and Background, be amended to include the following at the end of the preamble:

The Town of Coaldale and Lethbridge County amended the Intermunicipal Development Plan in January 2020 to address the following:

- The adoption of the Modernized Municipal Government Act.
- The adoption of the South Saskatchewan Regional Plan.
- The Town of Coaldale annexation completed on April 1, 2018 which resulted in the expansion of the Town’s municipal boundary.

3. That Part 1, Intro and Background, “Legislative Requirements,” be deleted and replaced with new language added to reflect the adoption of the SSRP and the new MGA requirements, as follows:

Recent updates to the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 with amendments (MGA) now mandate the adoption of IMDPs between adjacent municipalities. Specifically, the MGA states:

631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary

(1.1) *Despite subsection (1), the Minister may, or by order, exempt one or more councils from the requirement to adopt the Intermunicipal development plan, and the order may contain any terms or conditions that the Minister considers necessary.*

- (1.2) *Two or more councils of municipalities that are not otherwise requires to adopt an Intermunicipal Development Plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an Intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.*

631(2) *An Intermunicipal development plan*

- a) must address
- i. the future land use within the area,
 - ii. the manner of and the proposals for future development in the area,
 - iii. the provision of transportation systems for the area, either generally or specifically,
 - iv. the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,
 - v. environmental matters within the area, either generally or specifically,
 - vi. any other matter related to the physical, social or economic development of the area that the councils consider necessary,

and

- b) must include
- i. a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
 - ii. a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
 - iii. provisions relating to the administration of the plan

- (3) The council of a municipality that is required under this section to adopt an intermunicipal development plan must have an intermunicipal development plan that provides for all of the matters referred to in subsection (2) within 2 years from the date this subsection comes into force.

- (4) Subject to the regulations, if municipalities that are required to create an intermunicipal development plan are not able to agree on a plan, sections 708.33 to 708.43 apply as if the intermunicipal development plan were an intermunicipal collaboration framework.

- (5) In creating an intermunicipal development plan, the municipalities must negotiate in good faith.

In addition to the MGA, the South Saskatchewan Regional Plan (SSRP) came into effect September 1, 2014. The SSRP uses a cumulative effects management approach to set policy direction for municipalities to achieve environmental, economic and social outcomes within the South Saskatchewan Region until 2024.

Pursuant to Section 13 of the Alberta Land Stewardship Act, regional plans are legislative instruments. The SSRP has four key parts including the Introduction, Strategic Plan, Implementation Plan and Regulatory Details Plan. Pursuant to section 15(1) of ALSA, the Regulatory Details of the SSRP are enforceable as law and bind the Crown, decision makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect.

The Regional Plan is guided by the vision, outcomes and intended directions set by the Strategic Plan portion of the SSRP, while the Implementation Plan establishes the objectives and the strategies that will be implemented to achieve the regional vision. As part of the Implementation Plan, Section 8: Community Development includes guidance regarding Plan Cooperation and Integration between municipalities with the intention to foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments, boards and agencies. Section 8 contains the following broad objectives and strategies.

Planning Cooperation and Integration

Objectives

- Cooperation and coordination are fostered among all land use planners and decision-makers involved in preparing and implementing land plans and strategies.*
- Knowledge sharing among communities is encouraged to promote the use of planning tools and the principles of efficient use of land to address community development in the region.*

Strategies

- 8.1** *Work together to achieve the shared environmental, economic, and social outcomes in the South Saskatchewan Regional Plan and minimize negative environmental cumulative effects.*
- 8.2** *Address common planning issues, especially where valued natural features and historic resources are of interests to more than one stakeholder and where the possible effect of development transcends jurisdictional boundaries.*
- 8.3** *Coordinate and work with each other in their respective planning activities (such as in the development of plans and policies) and development approval process to address issues of mutual interest.*
- 8.4** *Work together to anticipate, plan and set aside adequate land with the physical infrastructure and services required to accommodate future population growth and accompanying community development needs.*
- 8.5** *Build awareness regarding the application of land-use planning tools that reduce the impact of residential, commercial and industrial*

developments on the land, including approaches and best practices for promoting the efficient use of private and public lands.

- 8.6** *Pursue joint use agreements, regional services commissions and any other joint cooperative arrangements that contribute specifically to intermunicipal land use planning.*
- 8.7** *Consider the value of intermunicipal development planning to address land use on fringe areas, airport vicinity protection plan or other areas of mutual interest.*
- 8.8** *Coordinate land use planning activities with First Nations, irrigation districts, school boards, health authorities and other agencies on areas of mutual interest.*

The above strategies were considered by both municipalities when developing policy within this IDP and will be considered when rendering land use decisions pertaining to development within the Plan Area. Other strategies contained in the SSRP should be considered in the context of each municipality's Municipal Development Plan, Land Use Bylaw or through policies found within this Plan.

4. That Part 2, Analysis of the Study Area, "Agricultural Practices," replace the wording and text with the following:

Agricultural Practices

Map 4 indicates the Canada Land Inventory (CLI) soil classification and agricultural capability of the lands (see Definitions for soil classifications). Much of the plan area is of high quality, class 1 and 2, especially the land on the west portion of the Town, partially attributed to the availability of irrigation water.

The SSRP's vision for the agricultural sector is expressed as follows:

Agriculture

Objective

- *The region's agricultural industry is maintained and diversified.*

Strategies (abbreviated)

- 1.1** *Maintain an agricultural land base by reducing the fragmentation and conversion of agricultural land.*
- 1.2** *Support a diverse and innovative irrigated agriculture and agri-food sector.*
- 1.3** *Assist the agriculture and agri-food industry to maximize opportunities for value-added agricultural products.*
- 1.4** *Support a business climate and complementary production and marketing approaches that recognize the contribution of local production in addition to existing domestic and international market opportunities for Alberta's agriculture, agri-food and agri-product sectors.*
- 1.5** *Support and enhance the next generation of agricultural, food and rural entrepreneurs.*

- 1.6 *Encourage the use of voluntary market-based instruments for ecosystem services in order to recognize and reward the continued stewardship and conservation of private agricultural land and to potentially diversify the agricultural economy.*

5. That Part 2, Analysis of the Study Area, has the Fringe Area Subdivision and Fragmentation section added to include the following:

In 2018 the Town of Coaldale annexed lands from Lethbridge County including the Harrison Subdivision, Evergreen Estates, and the NE 3-9-20-W4.

6. That Part 3, Section 3.5 Urban Expansion and Annexation be removed and replaced with the following:

In 2018 the Town of Coaldale was successful in annexing land sufficient for 25 year of development. Any future growth plans of the Town beyond what was annexed in 2018 will be discussed with Lethbridge County in the future. The Town and the County agreed through a memorandum of understanding (MOU) signed in September 2016 that the western boundary of the Town will not be expanded any further and is essentially frozen.

7. That Part 3, Section 3.10, Addressing Policy Objectives of the Provincial Land Use Framework and Bill 36 be deleted.

8. That Map 5 be deleted, renumber consecutive map, and updates references to Map 5, 6, and 7 throughout the Plan.

9. That Map 7 be amended to include the NW 9-9-20-W4 as an area for non-residential development nodes for Lethbridge County (as per the MOU signed between the Town and County in September 2016).

10. That Part 4, Section 4.4, Industrial and Other Non- Agricultural Land Uses be amended by adding subsection 4.4.15.

4.4.15 Non-residential development within the NW 9-9-20-W4 be compatible with lands directly to east located within the Town of Coaldale. Planning of this area shall conform to the requirements of the Lethbridge County Municipal Development Plan and Land Use Bylaw.

11. That Part 4, Section 4.5, Urban Expansion and Annexation be amended by deleting subsection 4.5.2 and 4.5.3.

12. That Part 4, Section 4.5., Urban Expansion and Annexation be amended by deleting subsection 4.5.11 and replacing with the following:

4.5.11 The western boundary of the Town shall not be further expanded (through annexation) as per the Memorandum of Understanding signed between the County and Town in September 2016.

- 13. That Part 4, Section 4.6 Land Use and Development Standards be expanded (new policies 4.6.10 to 4.6.15 added) to include a number of historical resources and environmental policies as required under the MGA and SSRP. The policies to read as follows:**

4.6.10 For any development on lands that have been identified within a possible environmentally significant area (ESA) or where the municipality within which the development is proposed is of the opinion that the land may be within an ESA, the developer may be required to conduct an environmental impact assessment (EIA) and is responsible for contacting Alberta Environment and Parks.

4.6.11 For any development on lands that may contain a historic resource value (HRV), the developer may be required to conduct a historical resource impact assessment (HRIA) and is responsible for consulting the *Historical Resources Act* and contacting Alberta Culture and Tourism.

4.6.12 Developers preparing area structure plans (ASPs) are responsible for submitting the final approved ASP to Alberta Culture for review to obtain historical resource clearance and must file a copy of any clearance approval with the respective municipality.

4.6.13 Each municipality is responsible for referring development applications and other land use activities within their respective jurisdictions to the appropriate provincial department to determine when an EIA or HRIA may be required.

4.6.14 Both municipalities should consider the provincial Wetland Policy when making land use decisions with the goal of sustaining environment and economic benefits. The developer, not the municipality, is responsible for ensuring compliance with the provincial policy and any associated regulations.

4.6.15 Each municipality encourages applicants of subdivision and development proposals to consult with the respective municipality, irrigation district, and provincial departments, as applicable, regarding water supply, drainage, setbacks from sensitive lands, and other planning matters relevant to the natural environment in advance of submitting a proposal.

- 14. That Part 4, Section 4.8.4, be deleted and replaced with the following:**

Both municipalities support the Malloy Drain Master Drainage Plan and agreements regarding the implementation of the plan.

- 15. That Part 4, Section 4.10., Addressing Policy Objectives of the Provincial Land Use Framework be deleted.**

- 16. That Part 5, Section 5.2, Referrals, be deleted and replaced with the following:**

5.2.1 Proposed land use bylaws, statutory and non-statutory plans (e.g. Municipal Development Plan, Area Structure Plans, Area Redevelopment Plans, Conceptual Design Schemes), and amendments to such documents,

that affect lands in the Plan Area or land in the Town adjacent to the Town-County boundary shall be forwarded to the other municipality for comment prior to a decision being made on the application.

5.2.2 In consideration of policy 5.2.1, the receiving municipality may request that a proposed land use bylaw, statutory and non-statutory plan or amendment be referred to the Intermunicipal Development Plan Committee for discussion and comment prior to a decision being rendered.

5.2.3 Any changes to a proposed statutory plan, land use bylaw or amendment following the public hearing that may have an impact on the Plan or municipal expansion should be recirculated to the other municipality and if deemed necessary by either municipality, the Intermunicipal Committee for review prior to 2nd reading. Based on the significance of the changes, the municipality processing the proposal should consider convening a new public hearing.

5.2.4 Any changes to a non-statutory plan such as a Conceptual Design Scheme that may have an impact on the Plan or municipal expansion should be recirculated to the other municipality for review and comment prior to approval of the Plan. If deemed necessary by either municipality, it shall be forwarded to the Intermunicipal Committee for review and comment in accordance with the processes outlined in this Plan.

5.2.5 Subdivision applications and discretionary use development permit applications, including appeals of such applications, which affect lands in the Plan Area or land in the Town adjacent to the Town-County boundary, shall be forwarded to the other municipality for comment prior to a decision being made on the application.

5.2.6 The municipalities are encouraged to refer to each other for comment, major land use or planning matters that have the potential to impact the other jurisdiction, even if it involves lands that may not be located within the established Plan boundary.

Response Times

5.2.7 Unless otherwise agreed to by both municipalities, the responding municipality shall, from the date of mailing, have the following timelines to review and provide comments on intermunicipal referrals:

- a) 15 days for development permit applications
- b) 19 days for subdivision applications
- c) 30 days for all other intermunicipal referrals

5.2.8 In the event that an intermunicipal referral is forwarded to the Intermunicipal Committee (by the CAO or designate) for review and comment, a Committee meeting should be scheduled as soon as possible

and a written response shall be provided within 10 days of the Committee meeting date.

5.2.9 In the even that either municipality and / or the Committee does not reply within, or request an extension to, the response time for intermunicipal referrals stipulated in sections 5.2.7 and 5.2.8, it will be assumed that the responding municipality and/or Committee has no comment or objection to the referred planning document or application.

Consideration of Referral Responses

5.2.10 Comments from the receiving municipality and the Intermunicipal Committee regarding a statutory plan, non-statutory plan, land use bylaw or amendment that are provided prior to or at the public hearing or meeting shall be considered by the municipality in which the plan, land use bylaw or amendment is being proposed.

5.2.11 Comments from the receiving municipality regarding a subdivision application or discretionary use development permit application shall be considered by the municipality in which the application is being proposed, prior to a decision being made on the application.

17. That Part 7, Plan Validity and Amendment, be deleted and replaced for the intent and text to align with the adoption of the South Saskatchewan Regional Plan (SSRP) with the following:

7.1 Addressing Provincial Regional Planning Requirements

With the adoption of the South Saskatchewan Regional Plan (SSRP) the Town of Coaldale and Lethbridge County are under the mandate of this legislation and will need to comply with the adopted regional plan policies.

Policies

7.1.1 Both councils are supportive of the principle that an agreement negotiated locally between the two parties is more desirable than an agreement imposed by the province, and both municipalities will work together to cooperate on joint policy areas under the authority allowed by the province.

7.1.2 Both municipalities agree that they will work in a cooperative manner to address the terms and requirements imposed on them by the province through the SSRP, and any subsequent provincial regulations, and amend the Plan accordingly.

7.1.3 An updated Plan containing policies to address any provincial requirements will be reviewed by the Intermunicipal Committee, revised if needed, and then be prepared for municipal review.

7.1.4 If both councils are satisfied that the proposed amendments meet the requirements of the province, statutory public hearings can be

conducted in accordance with *Municipal Government Act* notification and advertising requirements. The revised intermunicipal development plan may be adopted after the public hearings.

7.2 Addressing Municipal Amendments and Plan Validity

It is recognized that this Plan may require amendments from time to time to accommodate an unforeseen situation or keep the Plan up to date and relevant.

Policies

7.2.1 This Plan comes into effect on the date it is adopted by both the Town and the County.

7.2.2 Amendments to this Plan may be necessary from time to time to accommodate agreed to updates or changes and /or unforeseen situations not specifically addressed in the Plan; any amendments must be adopted by both councils using the procedures established in the *Municipal Government Act*. No amendments shall come into force until such time as both municipalities adopt the amending bylaw.

7.2.3 Requests for amendments to this Plan by parties other than the Town and the County (i.e. landowners or developers) shall be made to the municipality in which the request originated and be accompanied by the applicable fee to each municipality for processing amendments to a statutory plan.

7.2.4 If agreed to by both municipalities, a joint public hearing may be held in accordance with the *Municipal Government Act* for any amendments to this Plan.

7.2.5 The Intermunicipal Committee shall review the policies of the Plan annually and discuss land use planning matters, issues, and concerns on an ongoing basis. The Committee may make recommendations to be considered by the respective council for amendment to the Intermunicipal Development Plan to ensure the policies remain current and relevant and continue to meet the needs of both municipalities.

7.2.6 A formal review of the Plan should be undertaken every five years. The Intermunicipal Committee shall report to the respective council regarding confirmation of validity of the Plan policies and /or may provide recommendations for: amendment(s), request for additional studies, or other matters identified by the Committee.

7.2.7 Either municipality may request that the Plan be repealed and replaced with a new IDP upon serving written notice to the other municipality. The dispute resolution process stipulated in Part 6 will be undertaken should the municipalities be unable to reach an agreement.

18. General plan amendments:

- **All of the maps** within the plan are to be updated and changed to reflect amended municipal boundaries and the current name of Lethbridge County, from the County of Lethbridge to Lethbridge County.
- **The Definitions** are to be amended by:

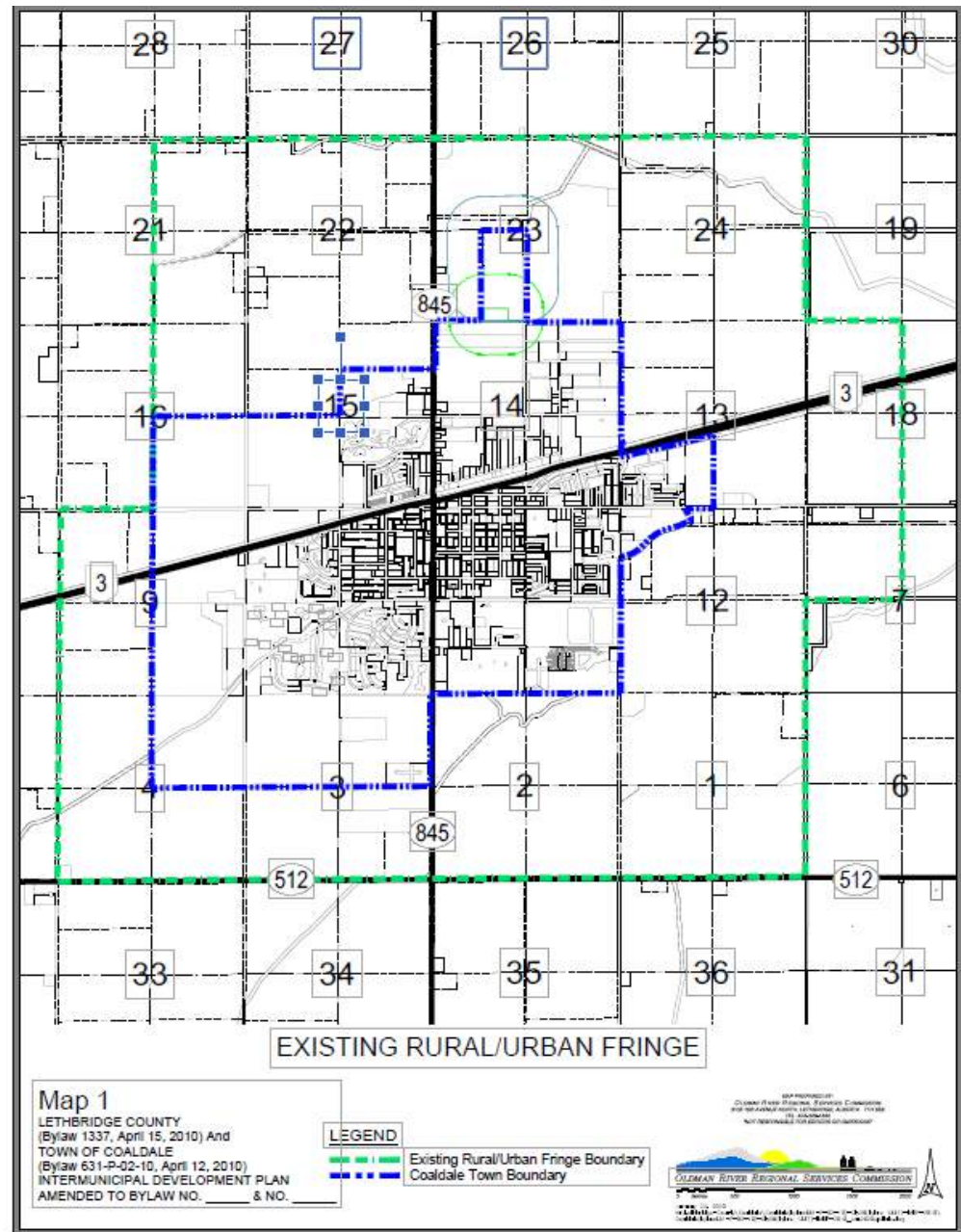
1. Removing the reference to the Provincial Land Use Policies:

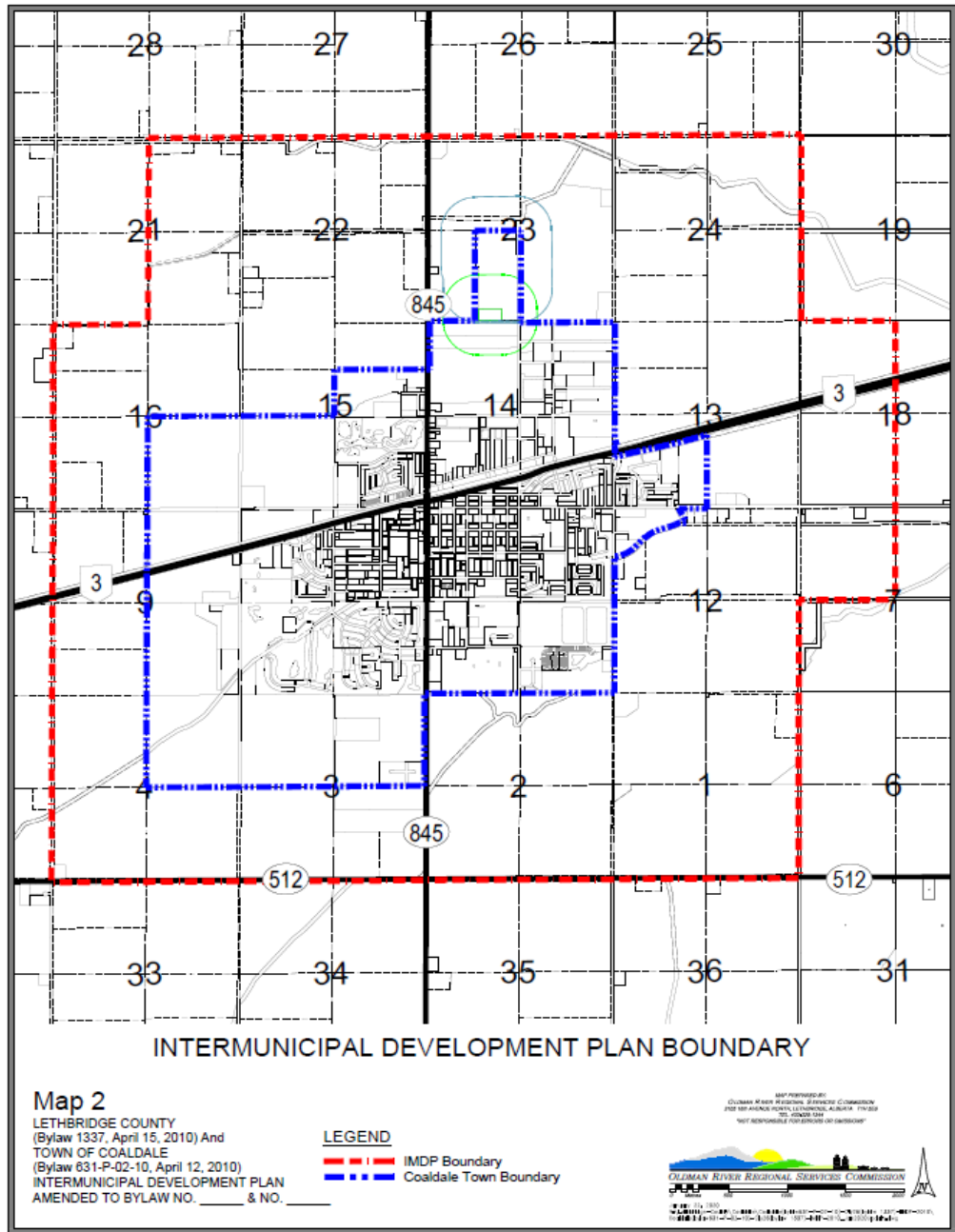
~~**Provincial Land Use Policies** means those policies adopted by the Minister of Municipal Affairs pursuant to section 622(1) of the Municipal Government Act.~~

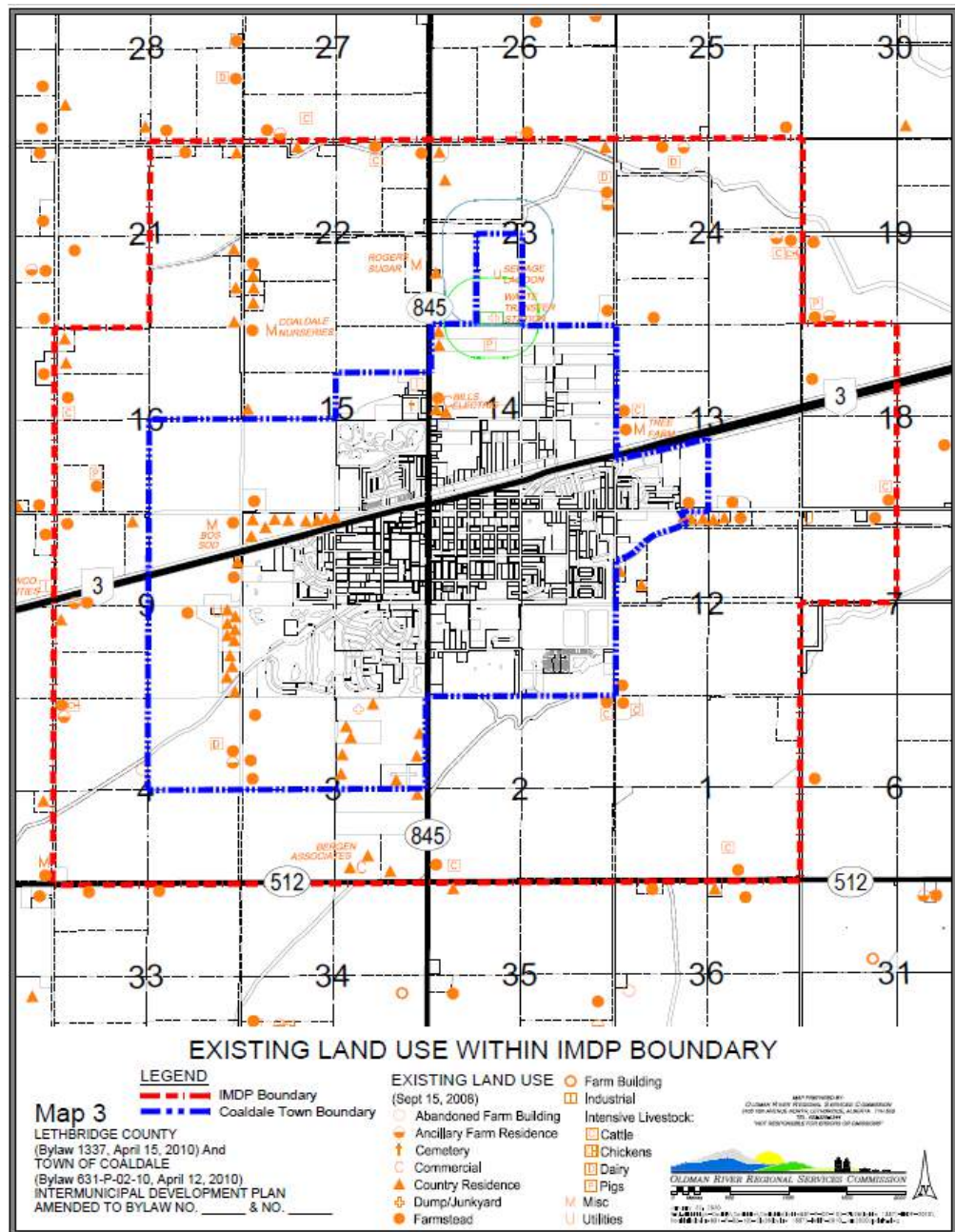
2. Adding a definition of the South Saskatchewan Regional Plan (SSRP):

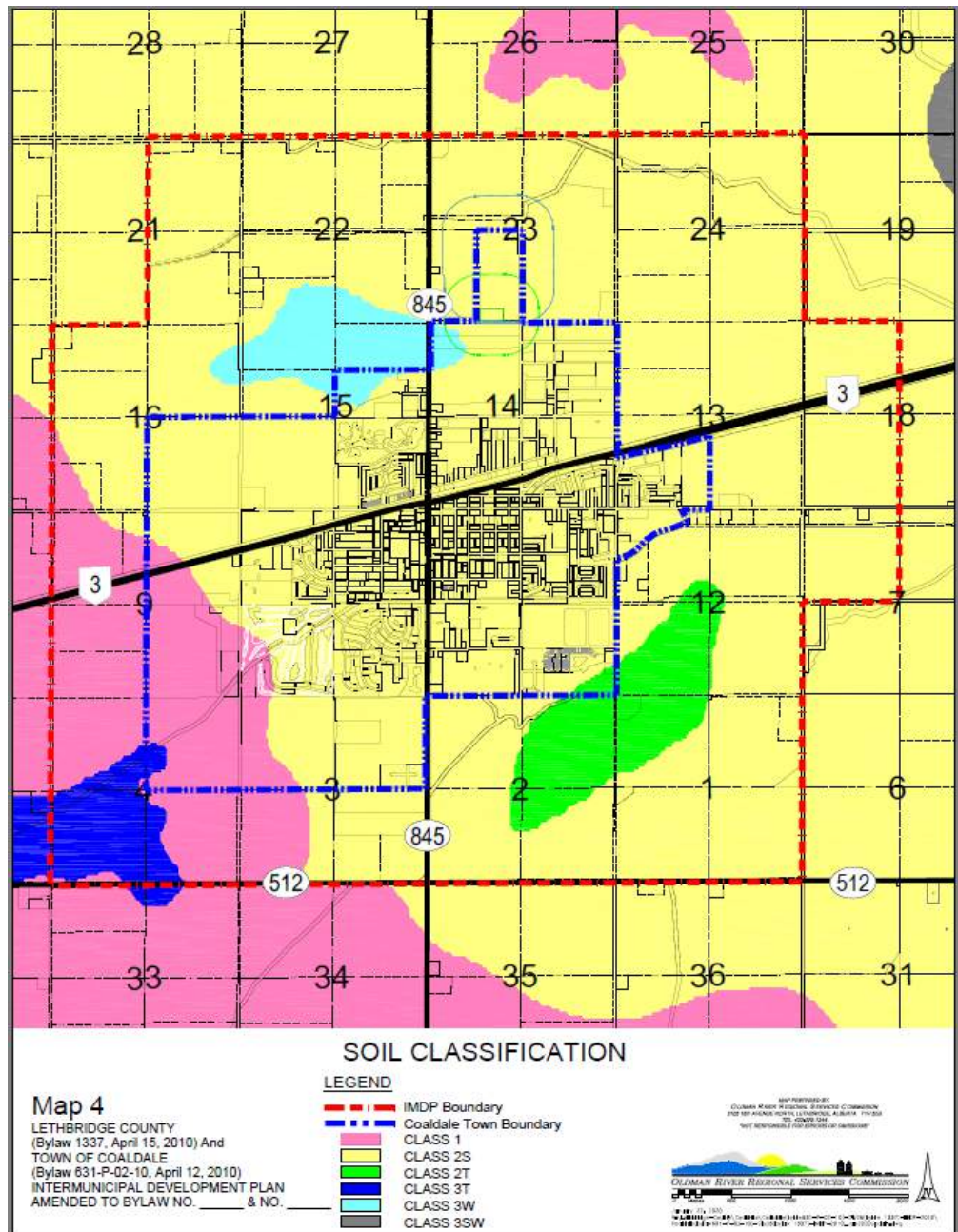
South Saskatchewan Regional Plan (SSRP) means the regional plan and regulations established by order of the Lieutenant Governor in Council pursuant to the Alberta Land Stewardship Act.

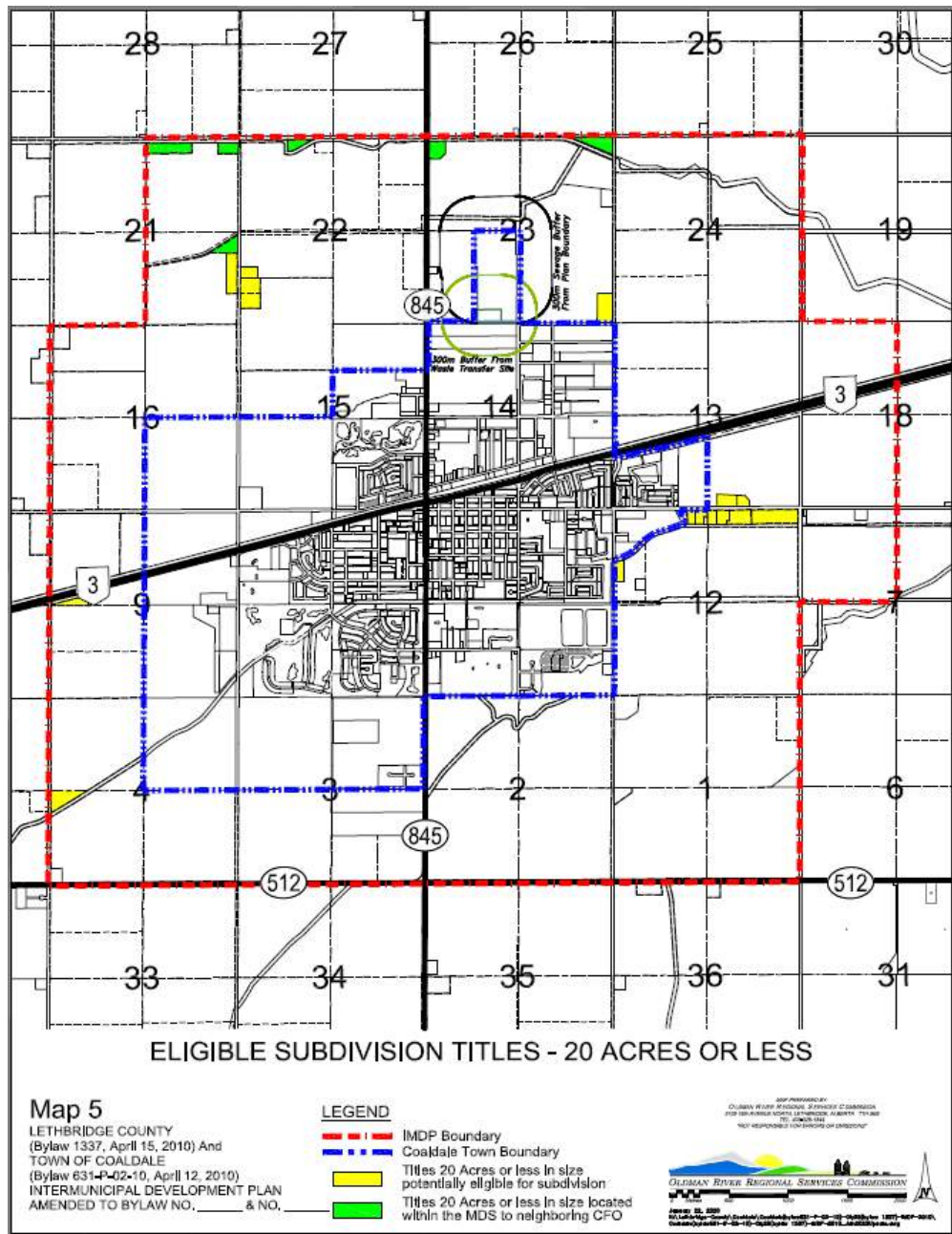
19. All map amendments as follows:













INTERMUNICIPAL DEVELOPMENT PLAN

COUNTY OF LETHBRIDGE & TOWN OF COALDALE

Bylaw No. 1337 & Bylaw No. 631-P-02-10
April 2010

Oldman River Regional Services Commission

Page 21 of 114

Prepared by



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

BY-LAW NO. 1337

Bylaw No. 1337 of the County of Lethbridge is for the purpose of adopting the County of Lethbridge and Town of Coaldale Intermunicipal Development Plan in accordance with sections 631 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS municipalities are encouraged by the province to expand intermunicipal planning efforts to address common planning issues and where the possible effect of development transcends municipal boundaries.

AND WHEREAS the Intermunicipal Development Plan outlines policies that apply to lands in the urban fringe and within parts of the town and is to be used as a framework for decision making in each municipality with input and cooperation of the other jurisdiction.

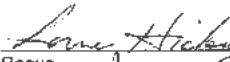

AND WHEREAS both the Councils of the County of Lethbridge and the Town of Coaldale agree that it is to their mutual benefit to establish joint planning policies, and this negotiation and agreement reflects a continuing cooperative approach between the two municipalities.

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



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

1. Council shall adopt the County of Lethbridge and Town of Coaldale Intermunicipal Development Plan in consultation and as agreed to with the Town of Coaldale.
2. This plan, upon adoption, shall be cited as the County of Lethbridge and Town of Coaldale Intermunicipal Development Plan Bylaw No. 1337 and No. 631-P-02-10.
3. This bylaw shall come into effect upon third and final reading thereof.



GIVEN first reading this 18 day of February, 2010.


Reeve

County Manager

GIVEN second reading this 15 day of April, 2010.


Reeve

County Manager

GIVEN third reading this 15 day of April, 2010.


Reeve

County Manager

\\1156\lham\1309 Bylaw\Bylaw 1337 IMDP Coaldale & County.doc

BYLAW NO. 631-P-02-10
TOWN OF COALDALE
IN THE PROVINCE OF ALBERTA

Bylaw No. 631-P-02-10 of the Town of Coaldale is for the purpose of adopting the County of Lethbridge and Town of Coaldale Intermunicipal Development Plan in accordance with sections 631 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

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3. This bylaw shall come into effect upon third and final reading thereof.

READ a **first** time this 22nd day of February, 2010.

Mayor – Kim Craig

Town Manager – Leo Ludwig

READ a **second** time this 12th day of APRIL, 2010.

Mayor – Kim Craig

Town Manager – Leo Ludwig

READ a **third** time and finally PASSED this 12th day of APRIL, 2010.

Mayor – Kim Craig

Town Manager – Leo Ludwig

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PART 1: INTRODUCTION AND BACKGROUND

Intermunicipal Development Plan

COUNTY OF LETHBRIDGE & TOWN OF COALDALE

PART 1: INTRODUCTION AND BACKGROUND

The County of Lethbridge, located in the heart of irrigation country of southern Alberta and the Town of Coaldale, the largest town in the County of Lethbridge, have both experienced a significant amount of growth and development pressures over the past several years. As both municipalities are closely related in terms of economic, agricultural and social connections, along with being impacted by both Highway 3 and the Canamex corridor, it is apparent that coordinated land use policies would be mutually beneficial to both municipalities. An Intermunicipal Development Plan (IMDP) recognizes that the fringe area of an urban municipality is subject to different pressures, problems and opportunities than that of a strictly urban or rural setting.

With the growth pressures experienced in Alberta over the last few years, both the provincial government and municipalities themselves have begun to recognize that fringe area land use decisions cannot be made in isolation. Therefore, municipalities are encouraged to undertake the preparation of an Intermunicipal Development Plan in order to help avoid future land use conflicts and to create rational, sustainable land use practices. By implementing a plan that contains established referral processes, dispute mechanisms and guidelines for future uses, rural and urban municipalities can reach an agreement on fringe area issues and avoid a confrontational atmosphere between jurisdictions.

In the preparation of this plan and the meetings of the Joint Planning Committee, it was determined that, with some exceptions, the concerns about land use, growth and fringe area development and subdivision were largely shared.

PURPOSE OF THIS PLAN

The initial purpose of creating an Intermunicipal Development Plan was to allow for and enable orderly development of the areas around Coaldale having regard for the needs of both municipalities by means of a mutually agreed to process. The larger intent of this plan, in accordance with the *Municipal Government Act, Revised Statutes of Alberta*

This IMDP focuses on land use and related matters requiring intermunicipal consultation, cooperation and commitment

2000, Chapter M-26 with amendments (MGA), is to prescribe policy to apply to future land use and development, and any other matter relating to the physical, social or economic development of the area that the councils of the County and Town agree on and deem necessary, especially in regards to minimizing land use conflicts.

This document contains policies that apply to lands both in the rural urban fringe and within the Town and are to be used as a framework for decision making in each municipality with input and cooperation of the other jurisdiction. Each municipality is ultimately responsible for making decisions within their municipal boundaries using the plan policies and the procedures provided in the plan.

This plan presents possible solutions for discussion by council and the public. After the participants in the planning process have reviewed this information and received some public input, an intermunicipal agreement can be developed with the intent of establishing a forum for continued intermunicipal cooperation.

Guiding Principles of this plan agreement:

- 1. The Town and County agree that they shall ensure that the policies of this plan are properly, fairly and reasonably implemented.*
- 2. The Town and County will honour the agreements reached and be clear about what has been decided and how the agreement will be carried out.*
- 3. The Town and County shall monitor and review the policies of this plan on an annual basis or as circumstances warrant.*
- 4. The County's and the Town's Land Use Bylaws and Municipal Development Plans shall be amended and maintained to reflect the policies of this plan.*

LEGISLATIVE REQUIREMENTS

In order to foster cooperation and mitigate conflict between municipalities, the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 with amendments (MGA)* has included two mechanisms within the planning legislation which allows a municipality to:

1. include policies regarding coordination of land use, future growth patterns and other infrastructure with adjacent municipalities in their municipal development plans [section 632(3)(iii)] if no intermunicipal development plan exists with respect to those matters;
2. complete and adopt an intermunicipal development plan with adjacent municipalities to address the above matters.

Specifically, the MGA states:

631(1) *Two or more councils, may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities, as they consider necessary.*

(2) *An intermunicipal development plan*

(a) may provide for

- (i) the future land use within the area,*
- (ii) the manner of and the proposals for future development in the area, and*
- (iii) any other matter relating to the physical, social or economic development of the area that the councils consider necessary,*

and

(b) must include

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) provisions relating to the administration of the plan.*

In addition to the MGA, Provincial Land Use Policies are in place to assist municipalities in harmonizing provincial and municipal policy initiatives at the local level. Every municipality in the province is expected to incorporate these policies into its planning decisions, practices and statutory documents as a requirement of the MGA, section 622(3):

622(3) *Every statutory plan, land use bylaw and action undertaken pursuant to this Part by a municipality, municipal planning commission, subdivision authority, development authority or subdivision and development appeal board or the Municipal Government Board must be consistent with the land use policies.*

The Provincial Land Use Policies are divided into sections that relate to different municipal planning responsibilities. Section 3 contains policies that relate to a municipality's general approach to planning and its interaction with its residents, neighbouring municipalities, provincial and federal agencies and other jurisdictions:

3.0 Planning Cooperation

Goal

To foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments and other jurisdictions in addressing planning issues and in implementing plans and strategies.

Policies

- 3.1 Municipalities are encouraged to expand intermunicipal planning efforts to address common planning issues, especially where valued natural features are of interest to more than one municipality and where the possible effect of development transcends municipal boundaries.*
- 3.2 In particular, adjoining municipalities are encouraged to cooperate in the planning of future land uses in the vicinity of their adjoining municipal boundaries (fringe areas) respecting the interests of both municipalities and in a manner which does not inhibit or preclude appropriate long term use nor unduly interfere with the continuation of existing issues. Adjoining municipalities are encouraged to jointly prepare and adopt intermunicipal development plans for critical fringe areas; these plans may involve lands which are in both of the adjoining municipalities.*

The above excerpts from the Provincial Land Use Policies are relevant to intermunicipal cooperation as they support a cooperative approach to land use planning between neighbouring municipalities. On April 27, 2009 the provincial government released Bill 36, the *Alberta Land Stewardship Act*, which is the provincial legislation to begin legal foundation and implementation of the provincial land use policies. This will have a bearing on future intermunicipal cooperation and potential amendments will likely need to be incorporated into the plan by the municipalities.

PLAN PREPARATION PROCESS

The County of Lethbridge and the Town of Coaldale engaged the Oldman River Regional Services Commission to prepare a new Intermunicipal Development Plan (IMDP) for the two municipalities. The formation of the plan was to be guided by the Joint Planning Committee (to act as the Intermunicipal Development Plan Committee) as established by the respective municipalities. Through a private mediation process in September of 2008, both municipalities agreed to protocols to guide the discussion of the plan process, which included both parties agreeing to cooperate and engage in respectful behavior at all times throughout the discussion process.

As an initial step in the overall process, an expanded plan procedures and discussion protocols guide was established for the Joint Planning Committee. The protocols outlined fundamental ways of creating a plan that focused on building goodwill, respecting other viewpoints, and communicating in ways that promoted understanding and striving for solutions that presented mutual consensus. In addition to this, other protocols were suggested to act as a guide to help resolve plan or policy issues during the formation of the draft plan, by outlining steps for planning committee members to seek clarification or resolution on issues. Both parties agreed that their decision making model would be based on reaching consensus on the issues discussed.

Subsequent to the establishment of a process, a background and study area analysis was undertaken which served as a foundation from which both municipalities could review the existing land use conditions and determine the relevant issues, goals, objectives, and implementation for the Intermunicipal Development Plan. The background review provided an analysis of the existing circumstances, attempted to identify issues and opportunities that have emerged from the analysis of the preliminary information, and acted as an agenda for discussions by the Joint Planning Committee.

Once common issues were identified, these were discussed with each respective council independently to seek guidance and agreement. The issues identified by each municipal council were reviewed by the Joint Planning Committee for its

Protocols for Cooperative Collaboration

IMDP Committee members acknowledge the importance of respect, trust, and goodwill among us.

Committee members will seek explanations before reacting to issues.

Committee members will strive to understand and be understood by others.

We will seek solutions that meet our joint and individual interests to the fullest extent possible.

Committee members will respect each other's roles, opinions, responsibilities, and local authority.

We will honour the agreements we reach and be clear about what has been decided and how the agreement will be carried out.

Committee members acknowledge that there may be times when we can only "agree to disagree."

Committee members will agree to re-meet when necessary to review discussions, and strive for solutions.

review and agreement, which resulted in policies being formulated to address the issues. A refined document was then prepared, complete with policies and maps, which was submitted for the Committee's final approval.

As part of the public consultation process, the plan preparation notice was distributed to owners of land in the County within the 2009 IMDP boundary and owners of land within the Town who are adjacent to the County/Town boundary.

An open house was scheduled in advance of the mandatory public hearing required by the Municipal Government Act. At the discretion of both councils, the document was then adopted by individual bylaws.

GOALS AND OBJECTIVES OF THE PLAN

It is important to clearly establish what is intended to be accomplished by the plan. This allows decision makers to ensure the application of the policies of the plan are consistent with the intent of the plan. After a period of time it will be necessary to evaluate the plan. Goals and objectives allow for the measurement of success. The final objectives will be the result of committee discussion, public input and council discussion.

Goals

The two participating municipalities' overall goal of this plan is to encourage orderly and economical development in the Coaldale fringe area based on the designated plan boundary that has regard to the needs of both municipalities. More specific goals are as follows:

- To address requirements of the Municipal Government Act with respect to intermunicipal conflict resolution procedures, plan administration, and plan amendment or repeal procedures.
- To provide a clear policy framework to guide future land use decisions, by both municipalities, for lands located within the plan boundaries.
- To facilitate sound development, growth and economic opportunities for both municipalities based on shared land use strategies.
- To establish clear principles whereby both municipalities may consistently apply planning policies and land use bylaw decisions within their respective jurisdictions, which respect the goals and objectives of this plan.
- To facilitate intermunicipal communication in planning matters.
- To provide for a continuous and transparent planning process that facilitates ongoing consultation and cooperation among the two municipalities and affected ratepayers.

Objectives

In relation to the goals, the specific objectives of the intermunicipal development plan are:

- To identify the concerns and opportunities relevant to each municipality.
- To clarify the land use expectations each municipality has for the IMDP area.
- To establish policies addressing the concerns and opportunities identified.
- To recognize the predominant agricultural nature of the lands within the plan area and to provide a decision making framework that helps determine the most appropriate interim and long term uses of the lands with respect to this.
- To make a cooperative effort to plan efficiently and sustainably while allowing both municipalities the flexibility for considering suitable development and land use proposals.
- To identify the potential growth areas or directions for urban expansion for the Town of Coaldale and to ensure development for both municipalities is considered and planned in a manner that is complimentary to existing and proposed developments in both jurisdictions.
- To provide clear guidelines and referral policies for both municipalities in making decisions on land use redesignations, subdivision and development applications in the plan boundary and referral area.
- To provide a clear intermunicipal conflict resolution procedure and attempt to avoid a confrontational atmosphere between municipal jurisdictions.

PLAN AREA

The Intermunicipal Plan Area consists of 8,099.76 acres (3,277.97 ha) of land adjacent to the Town of Coaldale as illustrated on Map 2. Both municipalities agreed that the area determined to be the applicable plan boundary would be primarily based on the urban fringe district in the County of Lethbridge Land Use Bylaw, with a slight ½ mile extension to the west and east to account for recent growth directions within the Town of Coaldale.

From the perspective of both municipalities, maintaining the integrity of the Intermunicipal Plan Area is critical to the preservation of their long-term interests. This plan is based upon a shared vision of a future growth framework and reflects a mutual recognition and agreement on identifying areas of suitable development or growth for each municipality.

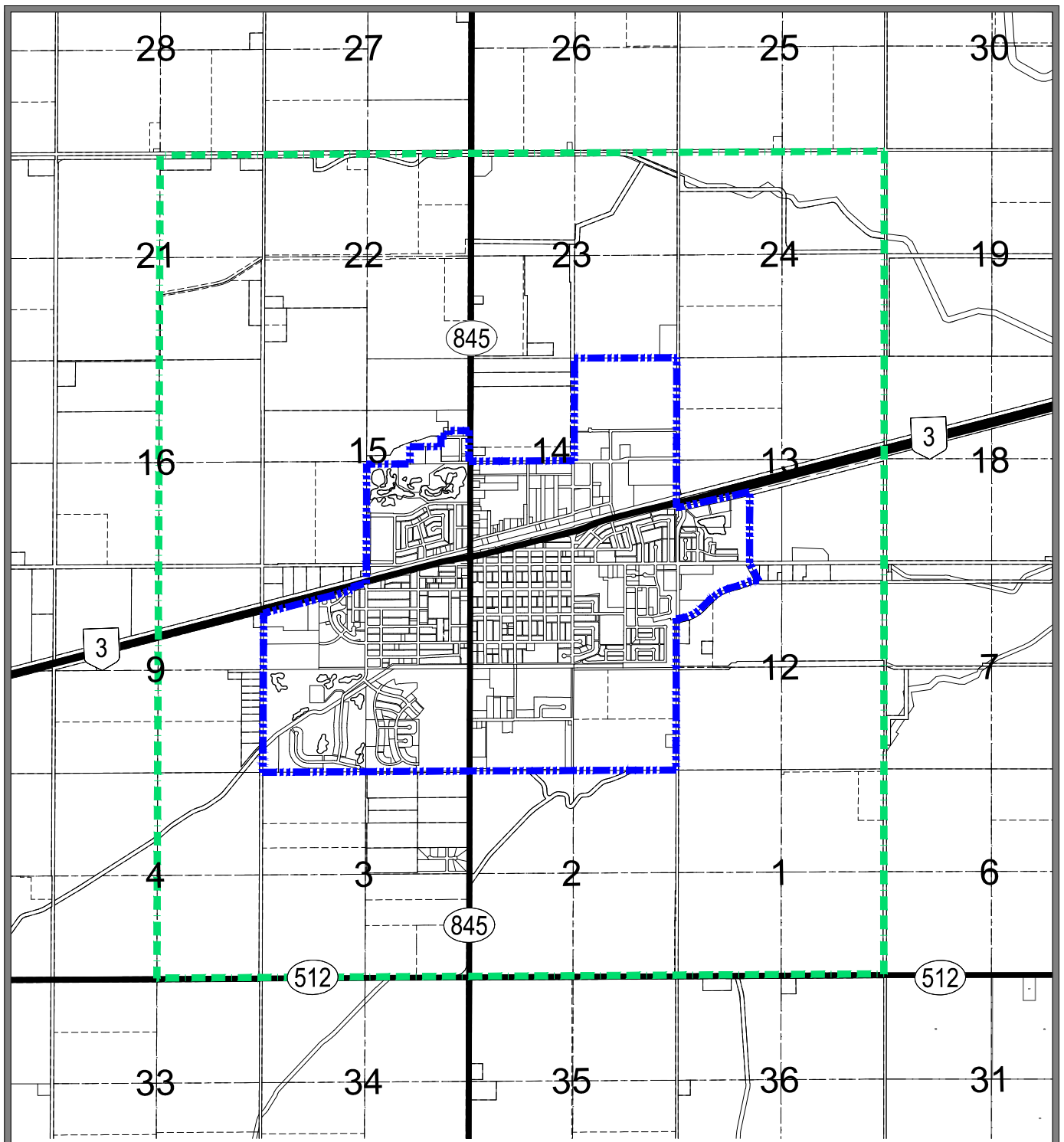
The primary purpose of the IMDP boundary is to act as a referral mechanism to ensure dialogue and information is shared between the two municipalities regarding development within the fringe area. It should be noted that some of the lands contained within the plan boundary are already zoned, subdivided or developed for non-

agricultural uses. It is understood that existing uses within the plan boundary are permitted and will continue operations. However, the expansion or intensification of existing uses shall be required to meet the policies of this IMDP and the applicable land use bylaw. In addition, the IMDP contains policies that recognize additional interest areas of mutual concern that may extend outside of the plan boundary, such as highway corridors.

PROCEDURE FOR ADOPTION

It is important to ensure any affected person has an opportunity to discuss the policies proposed in a statutory report. This would include owners of land in the County, other affected land owners, residents of the urban areas and municipal authorities. To achieve this, the following procedure was agreed to as part of the process:

1. The identification and discussion of issues between the municipalities – those discussions have been part of the preparation of this document;
2. An updated draft plan containing policies agreed to by the Joint Planning Committee, presented to both councils, the land owners and advertised;
3. A joint public information session held with both the County and the Town;
4. If required after the public meetings, a further refined draft intermunicipal development plan can then be prepared for municipal review;
5. If both councils are satisfied with the proposed plan, statutory public hearings can be conducted in accordance with MGA notification and advertising requirements. The plan may be adopted on the same date, after the public hearings.



EXISTING RURAL/URBAN FRINGE

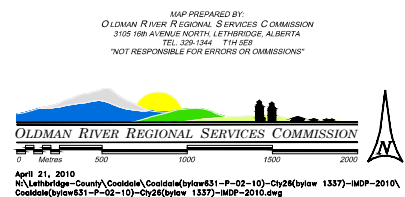
Map 1

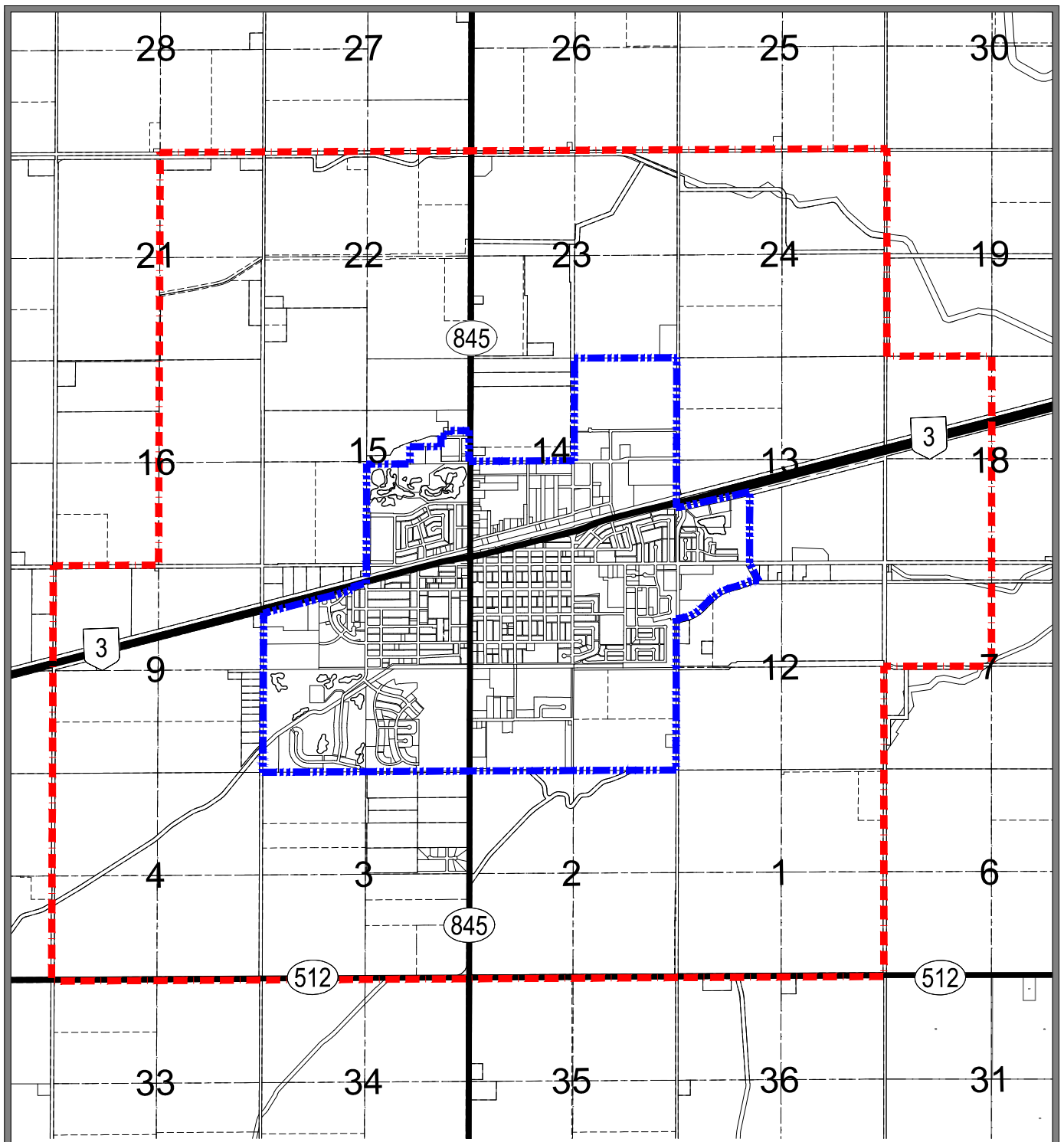
COUNTY OF LETHBRIDGE
(Bylaw 1337, April 15, 2010) And
TOWN OF COALDALE

(Bylaw 631-P-02-10, April 13, 2010)
INTERMUNICIPAL DEVELOPMENT PLAN

LEGEND

- Existing Rural/Urban Fringe Boundary
- Coaldale Town Boundary





INTERMUNICIPAL DEVELOPMENT PLAN BOUNDARY

Map 2
 COUNTY OF LETHBRIDGE
 (Bylaw 1337, April 15, 2010) And
 TOWN OF COALDALE
 (Bylaw 631-P-02-10, April 13, 2010)
 INTERMUNICIPAL DEVELOPMENT PLAN

- LEGEND**
- IMDP Boundary
 - Coaldale Town Boundary

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PART 2: ANALYSIS OF THE STUDY AREA

PART 2: ANALYSIS OF THE STUDY AREA

BACKGROUND

With the steady population and development growth experienced in Alberta over the last decade, it has become increasingly clear that municipalities cannot make land use decisions in isolation. An intermunicipal development plan recognizes that the fringe area of a town is subject to different pressures, problems and opportunities than a strictly rural or urban area.

The background and analysis of the study area was undertaken to provide an understanding of the existing circumstances, attempt to identify the issues and opportunities that have emerged from the analysis of the preliminary information, and act as an agenda for discussions by the Joint Planning Committee.

An intermunicipal development plan recognizes that the fringe area of a town is subject to different pressures, problems and opportunities than a strictly rural or urban area

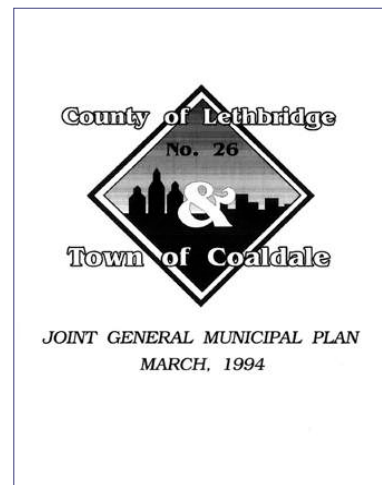
FORMER JOINT GENERAL MUNICIPAL PLAN

The County of Lethbridge (County) and Town of Coaldale (Town) councils had adopted the *County of Lethbridge and Town of Coaldale Joint General Municipal Plan* on March 14, 1994, Bylaw No. 1040 and Bylaw No. 320-P-12-93, respectively. A Joint Planning Committee, consisting of representatives from both the County of Lethbridge and the Town of Coaldale, was created as an administrative body for the plan.

The need for some form of joint municipal agreement between the County and Town became apparent by 1990 with increased pressure for development, fringe subdivisions, and effects of urban expansion on the Town's utility systems. A Joint General Municipal Plan (GMP) was to focus on land use related matters requiring intermunicipal consultation and cooperation with an overall goal – to encourage orderly and economical development in the designated fringe area that had regard for both municipalities' needs.

The document set out a number of objectives of the Joint GMP including to identify the concerns and opportunities relevant to each municipality, to clarify the land use expectations each municipality had for the fringe area, to identify possible areas of joint ventures such as the provision of municipal services, to establish objectives and policies addressing the concerns and opportunities identified and to provide for a continuous planning process that facilitated ongoing consultation and cooperation.

The Joint GMP outlined general land use policies for residential, fringe area land uses and development standards, subdivision and fragmentation of land ownership, municipal services and engineering, agricultural practices and uses, urban expansion needs and planning process (i.e. how to implement and monitor). The Joint GMP also identified an administrative process to provide methods to amend the various plan policies, a dispute resolution mechanism, and the ability to repeal the plan. During the sixth year following adoption of the plan, both municipalities were to review and plan and either: readopt a suitably amended plan for another prescribed period of time; or allow the plan to lapse. The plan lapsed on the 14th day of March 2000.



In general, the policies of the 1994 Joint General Municipal Plan were reflective of the situation during the time period for which it was written. However, the 2009 IMDP will contain more detailed policy components and have sound processes and parameters outlined to provide a framework for land use decision making, dispute resolution and cooperation between the two municipalities.

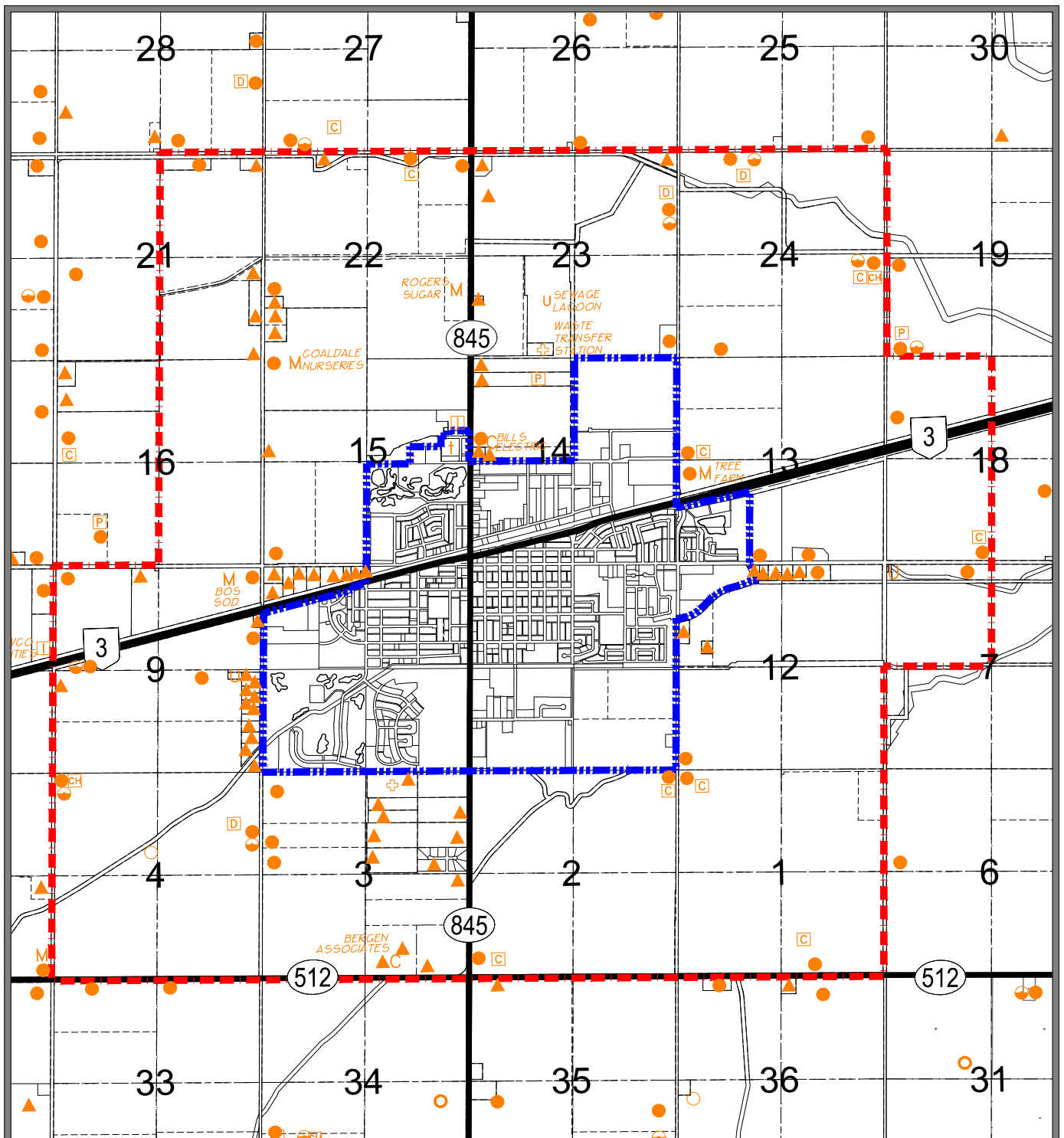
EXISTING LAND USE

The land contained in the fringe area is primarily agricultural land and typically flat, however, land in the area generally drains to the northeast. The agricultural land is mostly cropped, however, irrigation works are common in the entire area allowing for production of a wide variety of crops and some livestock operations. Typically an urban fringe area will experience pressure to accommodate a variety of different land uses. Man-made features in the plan area that influence land use include urban developed land, country residential developments, a series of isolated commercial, industrial uses, and transportation networks, including highways and a main rail-line. The Town's sewage lagoons and waste transfer station are also located north of town within the fringe.

Table 1

Type of Use	2008 No.
Farmstead	35
Ancillary residence	6
Abandoned Farm	1
Livestock	14
(*CFO's	8)
Country residence	58
Commercial	2
Industrial	1
Miscellaneous	4
Utilities	3
Waste/Dump	2
*Note: The CFO no. is also included in the total no. for livestock operations	

Map 3 illustrates the existing land uses within the fringe area IMDP boundary. Farmsteads and country residential uses are the largest number of uses present, but it is



EXISTING LAND USE WITHIN IMDP BOUNDARY

LEGEND

- IMDP Boundary
- Coaldale Town Boundary

EXISTING LAND USE (Sept 15, 2008)

- Abandoned Farm Building
- Ancillary Farm Residence
- + Cemetery
- C Commercial
- ▲ Country Residence
- + Dump/Junkyard
- Farmstead

- Farm Building
- I Industrial
- Intensive Livestock:**
 - C Cattle
 - CH Chickens
 - D Dairy
 - P Pigs
 - M Misc
 - U Utilities

Map 3

COUNTY OF LETHBRIDGE
(Bylaw 1337, April 15, 2010) And
TOWN OF COALDALE
(Bylaw 631-P-02-10, April 13, 2010)
INTERMUNICIPAL DEVELOPMENT PLAN

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noted that once a farm has been subdivided from the quarter section, it is then considered as a country residential use. There are four specific grouped country residential areas adjacent to the Town, with two of those designated under the County's land use bylaw as such. The miscellaneous uses are typically mixed land use activities both agricultural and commercial in nature, such as the tree farm, Bos Sod, and the Rogers Sugar site. Table 1 indicates the types and numbers of land uses that exist within the IMDP boundary.

AGRICULTURAL PRACTICES

Map 4 indicates the Canada Land Inventory (CLI) soil classification and agricultural capability of the land (see *Definitions* for soil classifications). Much of the land in the plan area is of a high quality, class 1 and 2, especially the land on the west portion of the Town, partially attributed to the availability of irrigation water.

Two policies of the Provincial Land Use Policies apply to agricultural land:

“6.1 Agriculture

- 1. Municipalities are encouraged to identify, in consultation with Alberta Agriculture, Food and Rural Development, areas where agricultural activities, including extensive and intensive agricultural and associated activities, should be a primary land use.*
- 2. Municipalities are encouraged to limit the fragmentation of agricultural lands and their premature conversion to other uses, especially within the agricultural areas identified in accordance with policy #1.”*

Agriculture is also protected by the provincial legislation, the “Farm Practices Protection Statutes Amendment Act” and the “Agricultural Operation Practices Act”.

It is the policy of the County of Lethbridge to both protect agricultural lands and encourage a diversity of associated land uses where appropriate. In terms of agricultural production, the existing use in the fringe is largely cropland with a few feeding operations. Policies in this plan are intended only to affect those uses that may have a very negative impact on lifestyles and property values while allowing most agricultural practices to continue unaffected.

CONFINED FEEDING OPERATIONS

The livestock industry has traditionally located in the County of Lethbridge because of:

- availability of high-quality feed;

- available water, particularly in the irrigated areas;
- quality roads;
- efficient access and proximity to the United States border.

Approvals of livestock operations or confined feeding operations (CFOs) lie with the Natural Resources Conservation Board (NRCB), and the County of Lethbridge no longer issues permits or enforces legislation in regards to these operations. As previously the County did not have threshold numbers for livestock operations, most types of agricultural operations with livestock were classified as intensive livestock operations. The NRCB uses established threshold numbers, so under today's provincial legislation, there are eight operations technically classified as a CFO within the IMDP boundary.

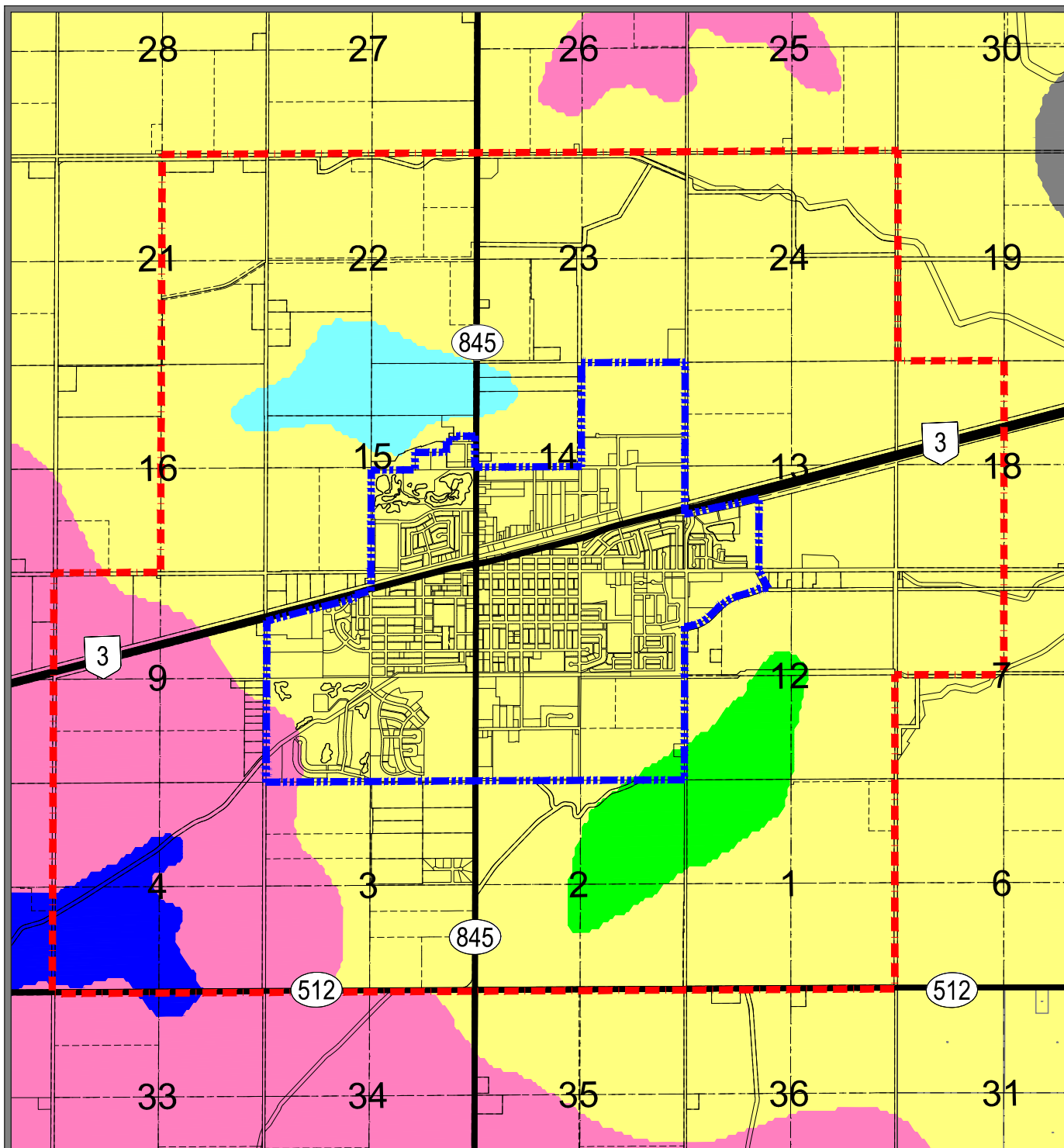
Prior to approvals being given, the staff of the NRCB will review local municipal plans and request comments from the municipality. The "Agricultural Operation Practices Act Standards and Administration Regulation" generally limits the establishment or expansion of CFOs in designated fringe areas.

FRINGE AREA SUBDIVISION AND FRAGMENTATION

Over the last decade, the most prevalent type of subdivision activity within the IMDP boundary has predominately been in the form of farmsteads or country residential parcels. Table 2 illustrates the number and type of subdivision applications approved since the former Joint GMP expired in March 2000. There has been eight applications approved which created eighteen additional new titles.

Table 2

Subdivision Activity in County of Lethbridge–Coaldale IMDP Boundary Area					
Year	No. of Applications	No. of Parcels	Country Residential	Agricultural	Industrial
2008	1	10	10	0	0
2007	2	3	2	0	1
2006	1	1	1	0	0
2005	1	1	1	0	0
2004	0	0	0	0	0
2003	0	0	0	0	0
2002	2	2	1	1	0
2001	1	1	1	0	0
2000	0	0	0	0	0



SOIL CLASSIFICATION

LEGEND

- IMDP Boundary
- Coaldale Town Boundary
- CLASS 1
- CLASS 2S
- CLASS 2T
- CLASS 3T
- CLASS 3W
- CLASS 3SW

Map 4

COUNTY OF LETHBRIDGE
(Bylaw 1337, April 15, 2010) And
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INTERMUNICIPAL DEVELOPMENT PLAN

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Historically, there were a number of areas in Coaldale's fringe that were approved for multi-lot subdivision, which are now located adjacent to the Town's present boundary. The subdivided area to the south of Coaldale was created prior to any planning legislation in effect, while some of the others were created on appeal to the former Alberta Planning Board. These are past historical situations that fragmented land and must now be taken into consideration. There are four main grouped country residential areas adjacent to the Town:

- The *Harrison subdivision* to the northwest, adjacent to the north side of the CPR tracks, with 9 country residential lots;
- The NE quarter of Section 3-9-20-W4, south of the Town boundary, west of Highway 845 and north of Highway 512 (containing the Neufeld subdivision known as *Spruce Woods Country Estates*);
- The *Evergreen Estates* to the west side of town, adjacent to Land-O-Lakes Golf course with 10 country residential lots; and
- An area east of the Town boundary, lying between the extension of 20th Ave. and the SMRID canal (NW & NE 12-9-20-W4), containing 7 country residential parcels.

Only two of these areas are designated as Grouped Country Residential under the County of Lethbridge Land Use Bylaw, one 20 acre title in the NE 3-9-20-W4 (*Spruce Woods Country Estates*), and the 10 lots in *Evergreen Estates*. The others are designated as Rural Urban Fringe. These fragmented areas are immediately adjacent to the Town's boundaries and may make future urban expansion and extension of municipal services more difficult and costly.

The example of the parcels south of town created in 1949 (NE¼ 3-9-20-W4), illustrates the effects of unplanned subdivision, whereas the titles once created can remain in existence for many years.

-
- The *Harrison subdivision* - original application refused but created on an appeal to the Alberta Planning Board in 1972, subsequent applications have been refused. Both the County and the Town indicated they desired an ASP for the area prior to any further subdivision considerations.
 - The *NE quarter of Section 3-9-20-W4*, majority of the lots were created in 1949, (20, 40 and some 80 acre lots). Since 1984, five subsequent applications to resubdivide have been refused. The 1994 joint GMP considered further subdivision if an ASP was done for the entire section.
 - *Evergreen Estates* - first 3 applications in 1991, 1992, and 1993 were granted on appeal to the Alberta Planning Board, and the County subsequently allowed further subdivision in 1996 with the preparation of an ASP and a redesignation to Grouped Country Residential.
 - *NW & NE 12-9-20-W4* - parcels created as fragmented/cut-off parcels due to the county road and SMRID canal. Subsequent subdivisions were approved based on the County policy of "20 acres or less poor quality land". Both the Town of Coaldale and County have recommended an ASP be done for any future subdivisions.
-

POPULATION GROWTH

As an urban population centre, the Town of Coaldale has continuously experienced strong population growth. According to Statistics Canada, the 2006 population of Coaldale was at 6,177, growing by 2.81% from the 2001 population of 6,008. In the previous census period, 1996–2001, the population had increased 4.83% from the 1996 population of 5,731. The Town's own municipal census conducted in the spring of 2009 pegged the population at 6,943. This is a healthy 12.4% increase from the 2006 census data population. The average yearly rate of change since 1956 has been a strong 1.97%.

Likewise the County has also experienced strong growth, with a 3.75% increase between 2001 and 2006.¹ The population of the County of Lethbridge in 2006 was 10,302. Although some population increase has occurred in the County's designated hamlets, dwellings located on country residential parcels continue to be a popular living choice.

URBAN GROWTH PATTERNS

This plan illustrates the possible likely areas and type of growth for the Town of Coaldale (refer to Map 5). These areas are only for general reference as the details of expansion have not been fully explored. The areas are based on:

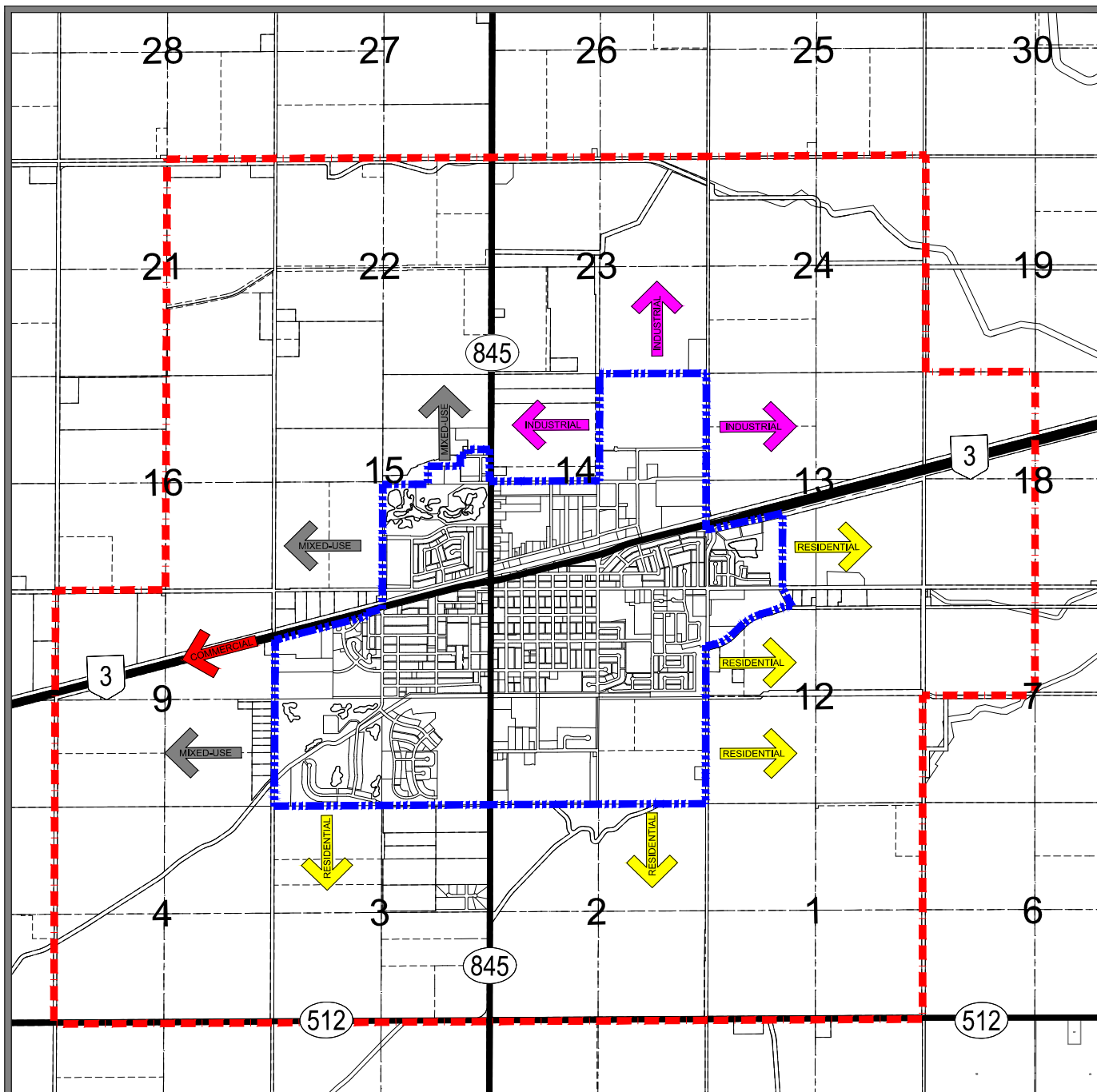
- historical growth patterns,
- type of land use proposed for expansion,
- the Town's current Municipal Development Plan,
- existing uses in the fringe,
- location of existing municipal infrastructure and servicing potential.

Most recent residential town growth has been south of Highway 3 on the west, south and east sides of the Town. The Waterfront Harbour, Cottonwoods, and Parkside Acres subdivisions have seen substantial new residential housing growth over the last few years. For Coaldale, 2007 experienced a record year for the number of new residential development permits being issued, at 137, with 286 development permits being issued overall. Industrial development is predominant in the northeast of the Town and likely to continue in that direction in the future. Much of the most recent commercial development has occurred to the west side of Coaldale, adjacent to Highway 3.

TRANSPORTATION AND ROAD NETWORKS

A number and types (road, railway) of major transportation systems influence land use and are shown on Map 1. At present, three main highways traverse the plan area providing access both to the Town and through to other destinations:

¹ 2006 Stats Canada Census Information



FUTURE URBAN EXPANSION DIRECTIONS

LEGEND

- IMDP Boundary
- Coaldale Town Boundary

TYPE OF USE:

- PRIMARILY COMMERCIAL
- PRIMARILY INDUSTRIAL
- PRIMARILY RESIDENTIAL
- MIXED USE DEVELOPMENT

Map 5

COUNTY OF LETHBRIDGE
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- Highway 3 – Medicine Hat to British Columbia and Calgary
- Highway 845 – connection to Highway 4, south to Coutts and the US
- Highway 512 – which connects to the City of Lethbridge

Highways 3 and 4 in particular are major thoroughfares as part of the “north–south trade route”. The province has developed plans to create a major freeway system, known as the Canamex corridor, with the purpose of efficiently moving goods and transport between Canada and Mexico. There will likely be some pressure for subdivision and development in proximity to these highways. This will potentially affect Highway 3, between the City of Lethbridge and Coaldale, as this highway will also likely be subject to unique development pressures.

One CPR main line lies parallel to Highway 3, located in an east–west orientation, which is a main route from Medicine Hat through to the Crowsnest Pass. This line dissects the Town into portions lying both north and south of the tracks, which makes growth planning for the municipality more difficult due to access, safety and servicing issues.



PART 3: IDENTIFICATION OF ISSUES

PART 3: IDENTIFICATION OF ISSUES

3.1 EXTENSIVE AGRICULTURE

Much of the plan area is used for extensive agriculture and crop production, while there are also a few mixed farming operations. Good quality land is worth protecting by all parties, but there is pressure to develop these lands as their land value increases the closer proximity to town they are. Farm operations can continue and the "Farm Practices Protection Statutes Amendment Act" affects these lands.

Impacts or problems have traditionally occurred between agricultural uses and urban areas in terms of:

- noise from farm equipment, such as irrigation pumps;
- dust from hauling or harvesting activities;
- odour from feeding operations or spreading of manure;
- flies generated from feeding facilities;
- weed control;
- insect control and pesticide application;
- potential environmental problems from agricultural runoff; and
- irrigation.

Agricultural operations may also experience impacts of urban proximity in terms of:

- increased traffic on rural roads;
- garbage and waste dumping;
- trespass and property vandalism;
- complaints against normal farming practices;
- increases in land values;
- weed control.

3.2 INTENSIVE AGRICULTURE

This is an issue in many areas of the County but also affects this area and can lead to conflict with both rural and urban residents. Currently new confined feeding operations are prohibited in the designated rural urban fringe; however, the NRCB has the mandate to make decisions on such operations.

3.3 SUBDIVISION AND RESIDENTIAL USES

The numbers of residences are increasing and the County is experiencing pressure to allow further development. The County generally limits subdivision to the first parcel from the quarter section, but may allow subdivision on poor quality land and parcels with less than 20 acres of farmable land. There are some historic fragmented land parcels around Coaldale which may experience pressure to further subdivide. Issues surrounding fringe subdivision include:

- location, and consideration for urban expansion;
- different standards of development;
- quality of development;
- coordination of some standards either side of the boundary;
- municipal services.

3.4 INDUSTRIAL AND OTHER NON-AGRICULTURAL LAND USES

These types of uses are increasing as is the requests to allow further uses close to the Town. In the past, both County and Town ratepayers indicated in questionnaires (1994 and 2000 ratepayer surveys) that they wanted to limit the number of industrial or noxious type of uses in the fringe area. Issues of servicing and compatibility to other types of developments have been issues in the past. New land uses, such as those related to biofuel, solar or green energy, are coming to the forefront and may need special considerations.

3.5 URBAN EXPANSION AND ANNEXATION

The Town has experienced above average growth the last number of years, and may require additional lands for expansion at some point. It should be discussed with the Town where their infrastructure and capital investments have been made, and identified where the logical areas for expansion may be. Municipal roads between jurisdictions are often affected by annexations and a mechanism to deal with the affected roads to be included in an annexation should be discussed. Discussing a mutually agreed to process to guide future urban expansion needs and eventual annexation applications is valuable to both parties.

3.6 LAND USES AND DEVELOPMENT STANDARDS

Poorly-planned developments can create impacts that go beyond individual property lines or municipal boundaries. Consideration for applying some development standards between municipal jurisdictions warrants review, especially in regards to requesting professional information for development in the plan area, and on adjacent lands within the Town. Storm water management is an especially important development topic to address for both municipalities.

3.7 TRANSPORTATION AND ROAD NETWORKS

Provincial plans for Highway 3 and the Canamex corridor will affect both municipalities. The County and Town should work cooperatively to form policies that address and possibly take advantage of the pressure for development that will likely result. The local road network inter-connects through both communities' jurisdiction as it moves persons and goods through the region. Future Town expansion can also affect the management and traffic on adjacent County roads and a discussion to address this topic should be considered.

3.8 AREAS OF SPECIAL CONCERN

These are areas that may affect or provide opportunities to both municipalities, and cooperation on joint policy areas should be looked at. These special areas may include:

- storm water drainage and the Malloy drain,
- Canamex corridor,
- Birds of Prey centre,
- highway entrances.

Provincial highways provide an opportunity from which the travelling public initially experiences a community. Therefore approaches to urban centres, like the Town of Coaldale, are often considered as advantageous locations for the development of commercial and industrial uses. In many situations, the lands adjacent to highway corridors and corresponding intersections are often under the control of private land owners and many property owners have little regard for the visual impact they create. It is therefore the role of both municipalities, the County and the Town, within this IMDP to apply standards to create high-quality developments.

3.9 SHARED SERVICES & ECONOMIC DEVELOPMENT COOPERATION

There is provincial support for shared services and tax revenue between municipalities in some situations. This is often a difficult topic to approach and discuss between different municipal jurisdictions. However, some developments or economic proposals may be mutually beneficial to both the Town and County. Revenue or tax sharing agreements can signal to developers and industry that the municipalities are open for business and able to come to solutions that benefit the economic region as a whole. Services and service sharing may be discussed, including the topics of:

- availability,
- cost and tax sharing,
- process for implementation.

The growth and development of the Town and County are linked and a cooperative agreement may be beyond the scope of the plan, however, a process may be commenced of how these issues may be discussed or approached.

3.10 ADDRESSING POLICY OBJECTIVES OF THE PROVINCIAL LAND USE FRAMEWORK AND BILL 36

The Land Stewardship Act (Bill 36) was passed by provincial Cabinet in June 2009. The focus on regional planning perspective across jurisdictions is a core theme, and anticipating what some general requirements may be should be addressed somewhat in the plan. A process to amend or update the plan to adhere to provincial requirements once the plan is adopted needs to be put in place.

3.11 RECIPROCAL POLICIES

It is important to remember an intermunicipal development plan should give consideration to both sides of the municipal boundary. In each issue area, the reciprocal nature of the policy should be discussed and such policies should apply to area structure plans, engineered plans, storm water plans, referral notifications on applications, etc. so each municipality is following a common practice, and gives each other the same courtesy, and notification and time to respond to applications.

3.12 DISPUTE SETTLEMENT

The Municipal Government Act allows for a legislative dispute settlement, however, this plan should consider a local settlement prior to relying on a provincial decision. There should be consideration for a series of mediation steps provided to settle any disputes, in attempt to reach a resolution. Policy should respect the process and MGB timeframes to launch an appeal, etc. which is mandated in the MGA.

3.13 PLANNING AND ADMINISTRATIVE ISSUES

For a plan to be successful, clear processes will need to be outlined in the plan to enable both municipalities and their administrative staff to implement and monitor the plan. This section should address: referrals and notifications, meetings, role of ongoing committee, staff roles and authority in implementing the plan, ongoing public participation, repeal and amendment of the plan, etc.



PART 4: INTERMUNICIPAL LAND USE POLICIES

PART 4: INTERMUNICIPAL LAND USE POLICIES

This section outlines policies that apply to lands in the intermunicipal plan boundary and are to be used as a framework for decision making in each municipality with input and cooperation of the other jurisdiction. Each municipality is responsible for decisions within their boundaries using the plan policies and the procedures provided in the plan.

4.1 AGRICULTURAL PRACTICES (EXTENSIVE)

Intent

Policy should permit agricultural activity to continue to operate under acceptable farming practices, and seek to facilitate the coexistence of rural and urban land uses in close proximity. To provide a process to discuss and possibly consult or negotiate solutions if problems should arise, which should be based on guidelines rather than regulations.

Policies

- 4.1.1 Both councils recognize and acknowledge the main use of land found within the County portion of the Intermunicipal Development Plan area and much of the vacant land near the Town's boundary is extensive agriculture (cultivation and grazing). These activities and other agricultural activities may continue to operate under acceptable farming practices and are protected under the Agricultural Operation Practices Act.
- 4.1.2 Extensive agriculture will continue to be the primary land use of the lands designated on the Land Use Guide Map as Rural Urban Fringe, until these lands are redesignated in a land use bylaw in accordance with this plan. Land uses will be allowed in accordance with the Rural Urban Fringe district contained within the County of Lethbridge Land Use Bylaw.
- 4.1.3 Both municipalities will attempt to work cooperatively together in supporting and encouraging 'considerate' good neighbour farming practices, such as for weed, dust, and insect control adjacent to developed areas, through good agricultural management practices and Alberta Agriculture guidelines. If problems should arise, the County of Lethbridge may be notified and will consult with a landowner to emphasize, and enforce if needed, the County's Agricultural Service Board's policies.
- 4.1.4 Both municipalities agree that they will have current weed control bylaws/ policies adopted and will dutifully enforce them within their own respective municipal jurisdictions.

- 4.1.5 If problems or complaints in either municipality should arise between ratepayers and agricultural operators, the municipality receiving the complaint will attempt to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever possible.
- 4.1.6 Both councils will attempt to protect good quality agricultural land and limit their premature conversion to other uses until such time it is absolutely needed for some other use. To assist in this endeavor, both municipalities will attempt to:
- (a) dutifully take into consideration the location, type and quality of agricultural land when making plan, bylaw and subdivision decisions related to accommodating development;
 - (b) recognize the importance of compact design (Smart Growth) concepts to protect land conversion and will encourage these practices within their own respective municipality.

4.2 INTENSIVE AGRICULTURE (CONFINED FEEDING OPERATIONS)

Intent

It is the desire of the County of Lethbridge and the Town of Coaldale to minimize potential conflict between residential uses and confined feeding operations within the Intermunicipal Development Plan area.

Policies

- 4.2.1 New confined feeding operations (CFOs) shall be prohibited within the intermunicipal development plan area and as designated in the land use bylaw as the Rural Urban Fringe district.
- 4.2.2 Both councils recognize and acknowledge that existing confined feeding operations located within the intermunicipal development plan area or Rural Urban Fringe district will be allowed to continue to operate under acceptable operating practices and within the requirements of the Agricultural Operation Practices Act and Regulations.
- 4.2.3 With respect to existing confined feeding operations (CFOs), expansions should be restricted in the Rural Urban Fringe district, except in cases where the terms of policy 4.2.5 can be met.
- 4.2.4 For confined feeding operations, existing or proposed, located within the intermunicipal development plan area, the review process as outlined in the Agricultural Operation Practices Act should be followed by the Natural Resources Conservation Board (NRCB) and both municipalities must be notified in accordance with this.

- 4.2.5 It is recognized that the NRCB may consider allowing existing confined feeding operations to limited expansion and to upgrade and modernize within the requirements of the Agricultural Operation Practices Act and Regulations, but it is recommended to the NRCB that this review includes:
- (a) consideration of the minimum distance separation calculation contained in the Agricultural Operation Practices Act, Standards and Administration Regulation;
 - (b) demonstrating changes will reduce negative impacts to the rural and urban residents of the area;
 - (c) additional environmental protection will be considered;
 - (d) comments from both the County and Town are received and considered.
- 4.2.6 The Natural Resources Conservation Board (NRCB) is requested to discourage the spreading of manure in the municipal fringe area due to concerns with the quality of drainage entering the Town during a storm event. However, in all cases the procedures outlined in the Agricultural Operation Practices Act, Standards and Administration Regulation or the recommendations or conditions of the Natural Resources Conservation Board (NRCB) should be strictly adhered to, with some reasonable consideration for weather conditions present.
- 4.2.7 Both municipalities support confined feeding operators committed to good standards of practice and operators will be expected to follow and adhere to any regulations or permit conditions as required by the NRCB.
- 4.2.8 If problems or complaints of an operator's practices should arise and are brought to the Town of Coaldale's attention, the Town will notify and consult with the County of Lethbridge prior to engaging provincial authorities.
- 4.2.9 For statutory plan consistency, as required under the MGA, the County of Lethbridge Municipal Development Plan CFO policies and associated map shall be reviewed and updated to reflect the CFO Exclusionary Area as defined by the Map 2 IMDP boundary in this plan, within six months of this plan being adopted.

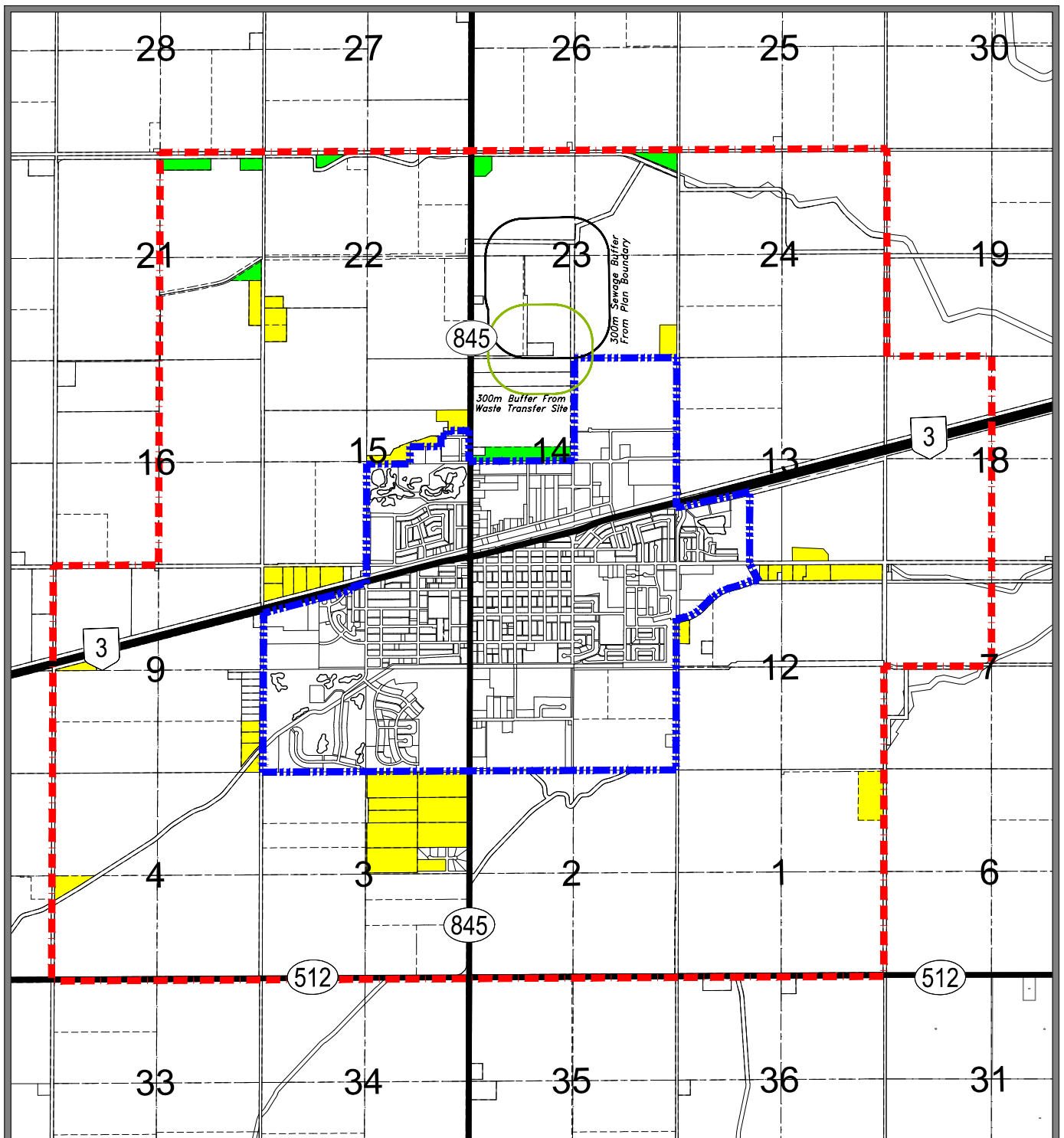
4.3 SUBDIVISION AND RESIDENTIAL USES

Intent

It is acknowledged that lands within the intermunicipal plan boundary are influenced by the proximity to the Town of Coaldale. The fringe area is the focus of pressure by land owners and developers for conversion of traditional agricultural lands to non-agricultural uses. The policies are to set out a framework and criteria to manage the lands.

Policies

- 4.3.1 Unless otherwise stipulated in this plan, subdivision of a ¼-section within the rural urban fringe and IMDP boundary shall generally be restricted to first parcel out, as either an isolated farmstead/country residential title, the creation of two 80-acre titles on irrigated land, or a parcel defined as a cut-off parcel under the County of Lethbridge Land Use Bylaw (as per present County subdivision policy).
- 4.3.2 Further subdivision of a ¼-section that has been previously subdivided should not be allowed except in certain areas agreed to in the plan and as specifically authorized (see policy 4.3.4 below).
- 4.3.3 Certain areas in the fringe may be considered suitable for further subdivision by the County of Lethbridge, if they are well planned, compatibility to adjacent land uses are considered, and an acceptable Area Structure Plan is adopted. This decision making process should include consideration for and respecting the investment and location of Town infrastructure so it is not adversely impacted.
- 4.3.4 Certain existing fragmented areas of parcels 20 acres or less in size have been identified and mapped (see Map 6). These areas shown on Map 6 may be considered for further subdivision but only in accordance with an approved conceptual design scheme or Area Structure Plan outlining the details of the subdivision and development, and including an engineered storm water management plan as a component, which is to be prepared at the developer's expense.
- 4.3.5 For any further subdivision proposal in conjunction with policy 4.3.4, the referral process will include the County of Lethbridge referring the submitted draft conceptual design scheme or Area Structure Plan to the Town of Coaldale to review and be able to provide comment on, as per the agreed to referral policies in Part 5 of this plan.
- 4.3.6 For any multi-lot subdivision or development proposal within the urban fringe and IMDP boundary, the County of Lethbridge will require architectural controls, as approved by the municipality, to be applied and registered on title to ensure quality development. This component should be submitted by the developer as part of the required Area Structure Plan information.
- 4.3.7 Major subdivision or development proposals located on either side of the joint municipal boundary which may affect or impact the other municipality should be circulated to the other respective municipality for consideration and comment on the proposal.
- 4.3.8 Both municipalities will stipulate that any required reports and plans to be provided by developers for major or multi-lot subdivisions or development



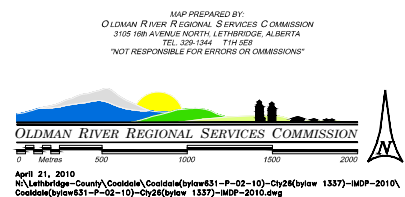
ELIGIBLE SUBDIVISION TITLES - 20 ACRES OR LESS

Map 6

COUNTY OF LETHBRIDGE
(Bylaw 1337, April 15, 2010) And
TOWN OF COALDALE
(Bylaw 631-P-02-10, April 13, 2010)
INTERMUNICIPAL DEVELOPMENT PLAN

LEGEND

- - - - - IMDP Boundary
- - - - - Coaldale Town Boundary
- Titles 20 Acres or less in size potentially eligible for subdivision
- Titles 20 Acres or less in size located within the MDS to neighboring CFO



proposals within their jurisdiction (for lands lying on either side of the joint municipal boundary) be expertly prepared by land use planning professionals (i.e. architect, engineer, planner).

- 4.3.9 Both municipalities agree that they will strive to better communicate, cooperate and share any information provided on storm water management plans for developments, when plans are required as outlined in this agreement.
- 4.3.10 All storm water management plans required as per the policies of this plan and as submitted to either municipality must be professionally prepared by a licensed engineer and approved by Alberta Environment.
- 4.3.11 The County of Lethbridge has adopted an *Engineering Guidelines and Minimum Servicing Standards* manual which it shall apply as a minimum stipulation to any subdivision or development proposal on any lands within the County jurisdiction of this plan.
- 4.3.12 The County of Lethbridge shall require, as a condition of approval, that existing standards as identified in Alberta Environment guidelines and Municipal Affairs' *Private Sewage Standards Guidelines* relating to private septic systems are met.

4.4 INDUSTRIAL AND OTHER NON-AGRICULTURAL LAND USES

Intent

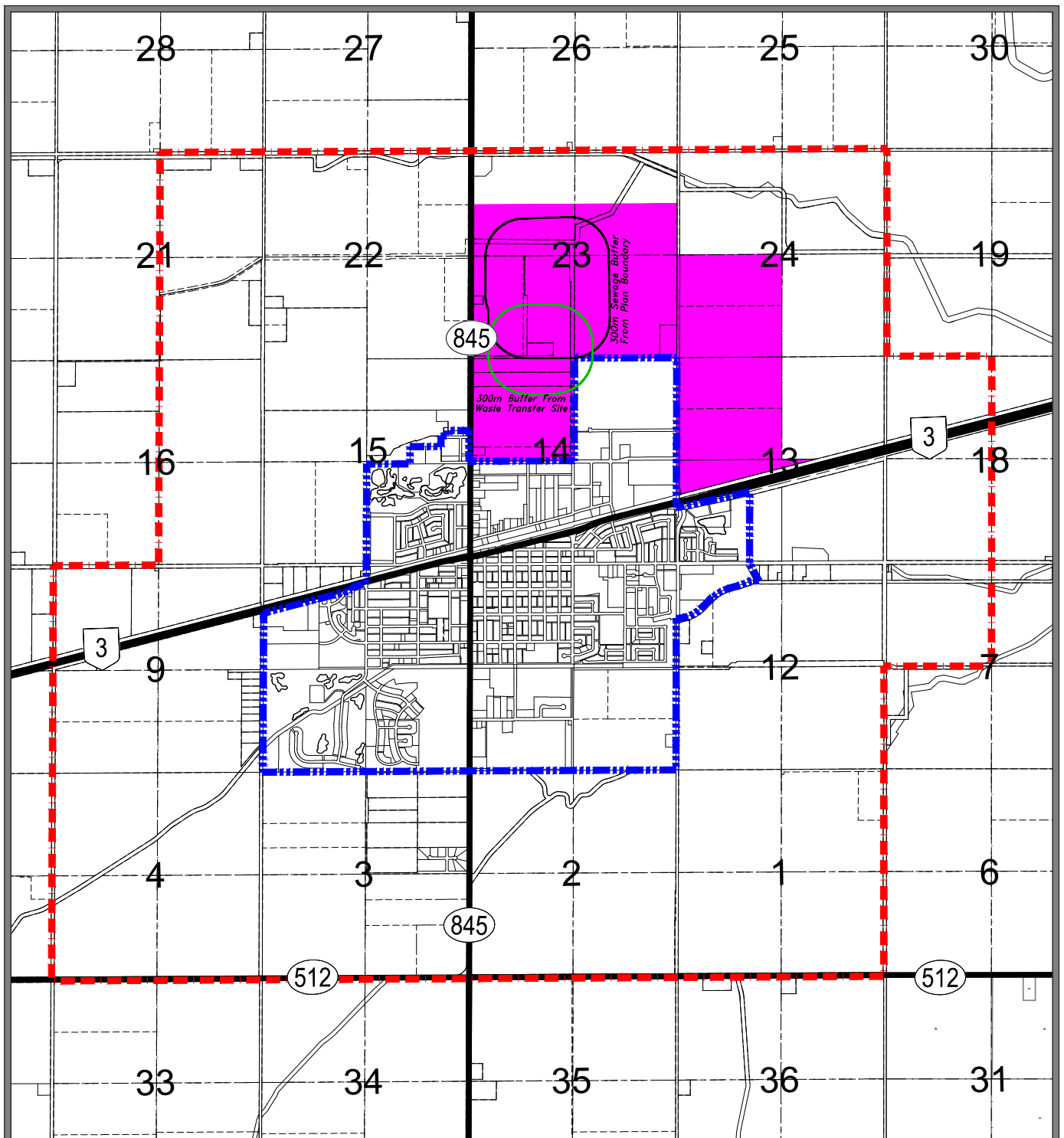
This document attempts to direct these types of land uses to appropriate areas but acknowledges that development of industrial or other non-agricultural uses may occur in areas that cannot be easily serviced by municipal infrastructure but have other qualities, such as access to transportation routes and existing adjacent uses, which may be compatible with this type and scope of development. Policies should also address the non-compatibility of certain uses to adjacent land uses.

Policies

- 4.4.1 Both Councils recognize that the County of Lethbridge has a right to having non-agricultural land uses within its jurisdiction if appropriately planned and in conformity with the IMDP policies.
- 4.4.2 Some of the lands contained within the plan boundary are already zoned, subdivided or developed for non-agricultural uses. It is recognized that any existing non-agricultural uses located within the IMDP boundary are permitted and can continue their operations.
- 4.4.3 Both municipalities agree that good land use practices should be followed and when considering industrial development proposals, each municipality should determine the compatibility to adjacent land uses, either existing or proposed

future, and the potential impacts to both County and Town ratepayers (refer to Map 5).

- 4.4.4 In making decisions on applications involving noxious industrial uses (as defined in this plan, see *Definitions*) both municipalities will take into consideration the location and proximity of adjacent residential uses, whether rural or urban, and where such uses may negatively impact (i.e. smoke, dust, noise, glare) the residences, such uses should be discouraged.
- 4.4.5 For the purposes of making land use decisions in regards to this plan, three types of industrial land uses may be referred to: *Isolated Light Industrial* for single parcel industrial uses that would not substantially change the agricultural characteristics of an area; *Industrial* for manufacturing, fabricating, processing, etc., provided that the use does not generate any detrimental impact, potential health or safety hazard, or any nuisance beyond the boundaries of the developed portion of the site or lot upon which it is situated; and *Noxious Industrial* which generally means industry which involves processing of an extractive or agricultural resource which is deemed to be hazardous, noxious, unsightly or offensive (smoke, dust, noise, glare) and cannot therefore be compatibly located in a proximity of a residential environment (see *Definitions* for full descriptions).
- 4.4.6 Residential uses of any type should be discouraged by both municipalities in the northeast area of the plan boundary (refer to Map 7) which is in close proximity to the Town's industrial area and sewage lagoons, and any use should be compatible and meet appropriate setbacks.
- 4.4.7 As the County of Lethbridge Land Use Bylaw contains a very general and broad category for isolated industrial land uses, the Town of Coaldale's comments should be taken into consideration on discretionary isolated industrial land uses in the plan area. The County of Lethbridge shall refer development applications for such to the Town of Coaldale to review and be able to provide comment on, as per the agreed to referral policies in Part 5 of this plan.
- 4.4.8 Isolated Light Industrial uses may be considered within the plan area provided adjacent land uses are considered and the Town of Coaldale's comments are taken into consideration in conjunction with policy 4.4.7.
- 4.4.9 Both Councils recognize that some types of large-scale industrial developments require adequate municipal servicing and may only be approved where they can accordingly be located to connect to such services and infrastructure.
- 4.4.10 Large-scale industrial developments that require adequate servicing may be an opportunity for both municipalities to engage in dialogue on joint venturing.



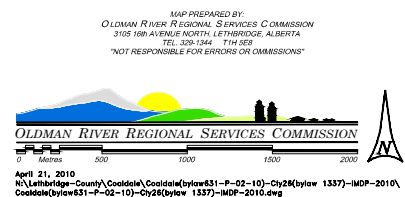
AREA RECOMMENDED FOR NON-RESIDENTIAL TYPE LAND USES

Map 7

COUNTY OF LETHBRIDGE
(Bylaw 1337, April 15, 2010) And
TOWN OF COALDALE
(Bylaw 631-P-02-10, April 13, 2010)
INTERMUNICIPAL DEVELOPMENT PLAN

LEGEND

- IMDP Boundary
- Coaldale Town Boundary
- Area recommended for non-residential type land uses



- 4.4.11 The Joint Planning Committee may meet on request by either municipality to review and comment on major development proposals.
- 4.4.12 The County of Lethbridge may consider implementing future land use bylaw amendments that separate out and define different categories and classifications of industrial land uses.
- 4.4.13 The County of Lethbridge *Engineering Guidelines and Minimum Servicing Standards* manual shall apply as a minimum stipulation to any commercial or industrial proposal on any lands within the County jurisdiction of this plan, and the County may impose additional requirements and standards if they determine it is needed.
- 4.4.14 Land use proposals that may not conform or are not clearly defined in the plan, may be discussed and considered with agreement between the two municipalities. Such proposals must be brought before a meeting of the Joint Committee for discussion and comment, and any major amendments to the plan must be agreed to by both municipal councils and adopted in conjunction with policy 7.2.

4.5 URBAN EXPANSION AND ANNEXATION

Intent

The identification of the Town's likely directions for growth will assist decision makers in both jurisdictions when dealing with discretionary situations. Some policy or guidelines on protecting certain land from conflicting land uses should be taken into consideration. Policies are in place to ensure the opinion of all stakeholders into the expansion process is considered.

Policies

- 4.5.1 As part of the long-term urban growth plan, the Town of Coaldale will endeavor to encourage private land owners within the Town to support developing existing areas that can accommodate infill development and will also consider and support compact design (Smart Growth) concepts of urbanization and development.
- 4.5.2 In order to allow for the planning and installing of costly infrastructure, the Town has identified in the intermunicipal development plan process the general and long-term directions and likely type of growth to occur. Future annexation of any of these lands will occur in the framework and context of long-range planning documents and in consultation with the County of Lethbridge.

- 4.5.3 Identification of Town's likely directions and type of growth (see Map 5) is to assist decision makers in both jurisdictions when dealing with discretionary situations and attempts to protect these lands from conflicting or incompatible land uses should be taken into consideration in decision making.
- 4.5.4 When the Town of Coaldale determines that annexation of land is necessary to accommodate growth, it will prepare and share with the County of Lethbridge a growth strategy/study which indicates the necessity of the land, proposed uses, servicing implications and any identified financial impacts to both municipalities.
- 4.5.5 Annexation involves a number of stakeholders that need to be involved in the process including:
- land owners directly affected by the application must be part of the negotiation process;
 - Town of Coaldale, who must make the detailed case for annexation and be a major participant in any negotiations;
 - County of Lethbridge, who must evaluate the annexation application and supporting documentation for the impact on its financial status and land base as well as ratepayer issues. The County will, as part of the negotiation with ratepayers, wish to see arrangements regarding, but not limited to:
 - property taxes of ratepayers,
 - use of land continuing as agriculture until needed for development,
 - ability to keep certain animals on site;
 - authorities such as Alberta Transportation and Alberta Environment;
 - Municipal Government Board, who will evaluate the application and responses from the stakeholders.
- 4.5.6 The County of Lethbridge and Town of Coaldale may negotiate and enter into an agreement regarding revenue or tax sharing between the two municipalities as it applies to annexation.
- 4.5.7 Any annexation study or application proposed must include a detailed description of rural municipal roads that may be affected by the annexation or municipal boundary change. Proposed annexation boundaries should be based on the principle of including the outer limits of any adjacent road right-of-way boundary so that adjacent parcels identified to accommodate Town urban growth (i.e. parcels being the subject of the annexation) will be under the control and management of the urban municipality and the rural jurisdiction will not be affected or responsible for any future management or maintenance issues resulting from urban expansion.

- 4.5.8 Notwithstanding policy 4.5.4 above, the County or Town may initiate an application for annexation if the proposal is for a minor boundary adjustment to accommodate existing title property line reconfigurations, roads, canals, or utility rights-of-way that may be split by municipal jurisdiction boundaries and the two municipalities agree the annexation proposed is minor and logical.
- 4.5.9 Proposed annexation boundaries should follow existing legal boundaries to avoid creating fragmented patterns or titles with split municipal jurisdiction.
- 4.5.10 Within six months upon a Municipal Board Order approving an annexation, the Intermunicipal Development Plan boundary shall be reviewed and amended as required to reflect the municipal boundary change.
- 4.5.11 Within the same six month timeframe described in policy 4.5.10 above, the County of Lethbridge Rural Urban Fringe (RUF) district boundary in the Land Use Bylaw should also be amended and expand in equal manner as the municipal boundary expands, so that all plans, boundaries and described areas are in conformity with each other.

4.6 LAND USES AND DEVELOPMENT STANDARDS

Intent

To create some common development practices between the two municipalities and in particular, both should request professional area structure plans and engineered storm water management plans for new development as a standard practice.

Policies

- 4.6.1 Existing land uses with valid development permits that exist as of the date of approval of this plan may continue to operate in accordance with the provisions of the County of Lethbridge Land Use Bylaw and the Municipal Government Act.
- 4.6.2 Any parcels within the IMDP boundary that are currently zoned to districts other than the Rural Urban Fringe (RUF) may continue under those districts identified in the County of Lethbridge Land Use Bylaw. New applications for subdivision and development on these lands shall be subject to any policies of this IMDP.
- 4.6.3 All subdivision shall comply with the subdivision criteria found in Schedule 4, County of Lethbridge Land Use Bylaw No. 1090 (or subsequent bylaw) for:
- agricultural uses,
 - existing and fragmented parcels,
 - single lot country residential (farmstead), and
 - commercial/industrial uses.

- 4.6.4 Any application submitted for redesignation shall be accompanied by a professionally prepared area structure plan or conceptual design scheme containing the information requirements as prescribed in the County of Lethbridge Land Use Bylaw and Municipal Development Plan.
- 4.6.5 Applicants may be asked to provide a conceptual “shadow plan” with eventual urban sized lots illustrated, road alignments, servicing corridors, and ‘building pockets’ shown as to where dwellings would be located, so as not fragment or interfere with potential urban expansion, if it were to occur.
- 4.6.6 When Area Structure Plans are required for land within the Town adjacent to the municipal boundary, and within the County in the IMDP boundary area, both municipalities shall stipulate that any of the required plans, design schemes or other reports in support of major subdivisions/developments must be professionally prepared and engineered.
- 4.6.7 Both municipalities will require developers to prepare storm water management plans required as per the policies of this plan, which must be professionally prepared by a licensed, qualified engineer.
- 4.6.8 If problems or disputes should arise between the two municipalities in regards to any storm water issues, the two parties agree to consult with each other and attempt to resolve the issue locally prior to engaging Alberta Environment or other provincial authorities. If a simple resolution cannot be easily achieved, the two parties should use the dispute mechanism process as outlined in Part 5 of this plan.
- 4.6.9 It is recognized that standards of development are different for the County as a rural municipality, than the Town as an urban. As such the County will endeavor to ensure as best it can that quality developments are approved and it shall apply its adopted *Engineering Guidelines and Minimum Servicing Standards* manual as a minimum stipulation to any subdivision or development proposal on any lands within the County jurisdiction of this plan.

4.7 TRANSPORTATION AND ROAD NETWORKS

Intent

Policies should attempt to address and deal with expected development and growth pressures and provide a forum for consultation when dealing with transportation issues that will impact both municipalities.

Policies

- 4.7.1 The County and Town should work cooperatively together to provide a cohesive and joint policy when dealing with transportation issues that will impact both municipalities.
- 4.7.2 In conjunction with policy 4.5.7, any annexation study or application proposed by the Town must include identification and a detailed description of rural municipal roads that may be affected by the annexation or municipal boundary change.
- 4.7.3 Each municipality must be duly notified for any development or subdivision proposal in the other municipality that will result in access being required from an adjoining road under its control or management. The affected municipality must give its approval or decision in writing prior to the application being considered as complete by the other municipality, as blanket conditional approvals for road access should not be permitted. In relation to this policy, the referral time frames as stipulated in Part 5 of this plan should be respected.
- 4.7.4 If the both municipalities are in agreement, an *“Assignment of Jurisdiction”* as it applies to public roads may be discussed and agreed to, in consultation with and approval by Alberta Transportation, if all parties agree that it is an appropriate mechanism to address a road or access issue for a particular development proposal.
- 4.7.5 Whenever possible, urban designs and Area Structure Plans within the Town should be prepared in such a way as to limit the number of entry points on roads that are either under County jurisdiction or link directly to the County road system.
- 4.7.6 The Town and County may agree to consult and cooperate on the preparation of future Transportation Master Plans if it is determined that the plan may have implications or benefits to the other municipality, such as for road networks that transcend through each respective jurisdiction.
- 4.7.7 The two municipalities may enter into discussions to create and identify standards for a hierarchy of roadways to be established between the two jurisdictions. Access control regulations should also be established to ensure major collectors and arterials are protected.
- 4.7.8 If required by Alberta Transportation or either municipality, at the time of subdivision or development, the developer shall conduct traffic studies with respect to impact and access onto Highways 3, 845, and 512 and the future Highway 4 Bypass. Any upgrading identified by such studies shall be

implemented by the developer at its sole cost and to the satisfaction of the municipality and Alberta Transportation.

- 4.7.9 Any future land use impacts that may result from the Canamex highway and potential effects to Highway 3 may be evaluated and discussed by the Joint Planning Committee as part of ongoing monitoring of this plan.

4.8 AREAS OF SPECIAL CONCERN

Intent

These are areas or regional issues that may affect or benefit both municipalities, and cooperation on joint policy areas should be looked at.

Policies

- 4.8.1 The County and Town both support cooperating to work together on joint policy areas to effectively address issues that may impact or provide opportunities for both municipalities.
- 4.8.2 Any development proposal within the Town of Coaldale must address storm water drainage and include considerations for how it may impact the Malloy Drain and the County of Lethbridge.
- 4.8.3 Any development proposal within the County of Lethbridge IMDP boundary must address storm water drainage and include considerations for how it may impact the Malloy Drain and the Town of Coaldale.
- 4.8.4 Both municipalities support commitment to a Malloy Drain basin storm water management plan, and may enter into separate discussions or agreements regarding any aspects resulting from the final drainage study.
- 4.8.5 Both municipalities recognize the regional importance of the Birds of Prey centre and agree to take into consideration the Birds of Prey existing operations and expansion plans (which may depend on outcomes of Malloy basin drainage study) when making long-term land use decisions in proximity to the Birds of Prey centre.
- 4.8.6 Each municipality should recognize the importance of the main entranceways into the Town of Coaldale and these should be given special consideration by both municipalities in approvals to protect and enhance the view with special aesthetic standards. Standards applied to developments adjacent to these points should include landscaping, signage, screening and fencing, which may be applied through architectural controls.

- 4.8.7 The County should ensure that any area structure plan or conceptual design scheme includes policies addressing standards for lighting, landscaping, signage, screening and fencing which should apply to any parcel used for non-agricultural purposes that is to be visible from the highway. Depending on proximity to the highway, these standards may need to be provided to the satisfaction of Alberta Transportation.
- 4.8.8 Freestanding signage along entranceways into the Town of Coaldale is discouraged and should be prohibited within the first half-mile of highway entrances into the Town.
- 4.8.9 As part of ongoing monitoring of this plan and dialogue between the members of the Joint Planning Committee, the committee should regularly evaluate and discuss any future development pressure or land use impacts that may result along the Highway 3 entrance into Coaldale as a result of the Canamex highway being developed.
- 4.8.10 Both municipalities agree to jointly discuss ways to cooperate with provincial agencies and utility service providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.

4.9 SHARED SERVICES & ECONOMIC DEVELOPMENT COOPERATION

Intent

To promote a high degree of cooperation between the two jurisdictions and further opportunities for joint activities on a wide variety of issues that may become available in the future.

Policies

- 4.9.1 The Town of Coaldale and the County of Lethbridge are encouraged to engage in dialogue on cooperative ventures that may be beneficial to both parties.
- 4.9.2 It is recognized by the two municipalities that some economic or development proposals may be regionally significant or mutually beneficial to both parties and the two agree to meet to discuss such proposals when they come forward. Joint council meetings may be used as forum to discuss and negotiate particular proposals.
- 4.9.3 Both municipalities recognize that the City of Lethbridge may need to be consulted and give approval for any development proposals that contemplate water and/or waste water services being provided from the City.

- 4.9.4 It is recognized by the two municipalities that benefits can occur through cooperation and both may explore various intermunicipal options, such as sharing future services and/or revenues (taxes), through the development of special agreements negotiated between the County and Town.
- 4.9.5 Any special agreements negotiated between the County and Town should be negotiated in good faith. Both parties agree to honour the agreements reached and the agreements must be clear about what has been decided and how the agreement will be carried out.
- 4.9.6 In consideration of providing certain services to areas or proposals agreed to between the two municipalities, the County of Lethbridge and Town of Coaldale may discuss the need to create and apply off-site levies, development fees or servicing fees to the recipient or proposal as part of the agreement.

4.10 ADDRESSING POLICY OBJECTIVES OF THE PROVINCIAL LAND-USE FRAMEWORK

Intent

Bill 36 was passed by provincial Cabinet in June, 2009, and preparation has begun on a South Saskatchewan Regional Plan. The Town of Coaldale and the County of Lethbridge are under the mandate of this legislation and will need to comply with the adopted regional plan policies.

Policies

- 4.10.1 Amendments may be required to be made to the plan to adhere to provincial requirements and the policies of the South Saskatchewan Regional Plan once adopted and both municipalities should discuss possible amendments at that time.
- 4.10.2 Both councils are supportive of the principle that an agreement negotiated locally between the two parties is more desirable than an agreement imposed by the province, and both municipalities will work together to cooperate on joint policy areas under the authority allowed by the province.
- 4.10.3 Both municipalities agree that they will work in a cooperative manner to try and address the terms and requirements imposed on them by the province through Bill 36, the South Saskatchewan Regional Plan, and any subsequent provincial regulations, and amend the plan accordingly.

- 4.10.4 An updated plan containing policies to address any provincial requirements will be reviewed by the Joint Planning Committee, revised if needed, and then be prepared for municipal review.
- 4.10.5 If both councils are satisfied that the proposed amendments meet the requirements of the province, statutory public hearings can be conducted in accordance with MGA notification and advertising requirements. The revised intermunicipal development plan may be adopted on the same date, after the public hearings.



PART 5: PLAN ADMINISTRATION AND IMPLEMENTATION

PART 5: PLAN ADMINISTRATION AND IMPLEMENTATION

It is not possible to identify all decisions that may be taken by either party that may affect the other; therefore, when situations arise that have not been specifically mentioned, an attempt shall be made to keep communications open at all times.

Land use issues are addressed at six main points in the approval system including:

- municipal development plans and amendments,
- all other statutory plans and amendments,
- land use bylaws and amendments,
- subdivision of a parcel and any appeal,
- development approval and any appeal,
- storm water drainage/management plans.

Each referral shall contain all available information for review and a municipality may request further information to be provided. In the case of all referrals, a timely written response is expected.

1. The Committee shall appoint a secretary from the host municipality staff, who shall attend and keep the records of all meetings of the Committee.
2. Amendments may be made to the plan from time to time if both councils pass the same amending bylaws.

Following the adoption of this plan by bylaw, there are a number of ways to ensure that the Town's and County's goals, objectives and policies can be achieved. The plan's administration and implementation will be the ongoing responsibility of both councils whose actions must reflect the plan. The support and cooperation of the Joint Planning Committee, public and private organizations and the public will also be needed for implementation.

It is intended that this plan will be a working document allowing for flexibility of decision making and giving a framework for consistent decisions. In part, this requires processes for continued coordination and cooperation. When municipalities disagree, a system to promote a consensus is also an important aspect.

Guiding Principles:

1. *The Town and County agree that they shall ensure that the policies of this plan are properly, fairly and reasonably implemented.*

2. *The Town and County will honour the agreements reached and be clear about what has been decided and how the agreement will be carried out.*
3. *The Town and County shall monitor and review the policies of this plan on an annual basis or as circumstances warrant.*
4. *The County's and the Town's Land Use Bylaws and Municipal Development Plans shall be amended and maintained to reflect the policies of this plan.*

Both municipalities have adopted land use bylaws and municipal development plans and, as statutory plans, they are required to be consistent with all other adopted statutory plans. If after adoption of the Intermunicipal Development Plan it appears either the Town's and/or the County's Municipal Development Plans and Land Use Bylaws may be inconsistent with the policies of this plan with respect to future growth aspirations, fringe area boundaries and annexation proposals, these will require amendments. It is necessary to have these amendments considered for adoption at the same time as the Intermunicipal Development Plan.

5.1 INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE

Intent

The implementation of this plan is intended to be an ongoing process to ensure it is maintained and remains applicable. A joint representative committee will ensure continued cooperation, as the purpose of the committee is intended to promote cooperation and resolve potential conflicts, and wherever possible, come to a consensus decision.

Policies

- 5.1.1 For the purposes of administering and monitoring the Intermunicipal Development Plan the County of Lethbridge and the Town of Coaldale agree that the Intermunicipal Development Plan Committee shall be the members assigned by each respective council to the Joint Planning Committee.
- 5.1.2 The Joint Planning Committee shall be established and shall be a working committee consisting of six elected officials, three from the County and three from the Town. The hosting municipality will chair committee meetings and meetings will rotate between municipalities. At least one member of the Town's and the County's administrative staff should attend all meetings of the Committee.
- 5.1.3 The Town and the County agree that the main functions of the Committee are:
 - (a) to address concerns regarding the policies of the plan;

- (b) to address proposed amendments to the plan;
 - (c) to address changes to land use districts or other land use amendments affecting the lands in the plan;
 - (d) to address issues in relation to implementation of plan policies, comments related to subdivision and/or development proposals;
 - (e) to engage in resolving any conflicts or disputes which arise from this plan — both municipalities will equally share costs associated with using outside assistance to resolve a dispute;
 - (f) any other land use issues deemed appropriate not explicitly identified in the plan.
- 5.1.4 Meetings of the Committee shall be held at least twice annually or at the request of either municipality, with the first meeting to be held prior to the last day of November of each year. Committee meetings should be held as quickly as possible if any conflict arises, or if any matter is brought before it.
- 5.1.5 If a matter has been referred to the Committee for comment, the Committee shall issue written comments as soon as possible. Both councils agree that the Committee shall issue its response in the form of comments, not recommendations.
- 5.1.6 A matter may be brought before the Committee by the administrative staff of either the Town or the County, or by any other person or entity affected by the plan (i.e. government, agency, landowner, developer).
- 5.1.7 A municipality may call a meeting of the Joint Planning Committee at any time upon not less than five days notice of the meeting being given to all members of the committee and all resource persons, stating the date, time, purpose and the place of the proposed meeting. The five days notice may be waived with 4/6 of the Committee members' agreement noted.
- 5.1.8 All six members of the IMDP Committee will make their best efforts to attend each meeting. Meetings will be held as long as each party is represented by a minimum of any two of its representatives. If a member must be absent for an extended period of time, the respective council will appoint a new member to the Committee.
- 5.1.9 Any changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either party.
- 5.1.10 Where a matter involving the two municipalities cannot be resolved to the satisfaction of the Committee, the Committee is authorized to initiate the conflict resolution system in this plan, Part 6, as follows.

5.2 REFERRALS

Intent

Land use issues are addressed at six main points in the approval system including:

- municipal development plans and amendments,
- all other statutory plans and amendments,
- land use bylaws and amendments,
- subdivision of a parcel and any appeal,
- development approval and any appeal,
- storm water drainage/management plans.

Each referral shall contain all available information for review and a municipality may request further information to be provided. In the case of all referrals, a timely written response prior to the decision date is expected.

Policies

5.2.1 As the first step in the referral process, all applications within the plan boundary or proposed documents affecting the plan area boundary shall be submitted to administration of the respective municipality and possibly to the Joint Planning Committee for comment (see below for specific referrals).

5.2.2 Municipal Development Plans and Amendments

- (a) A newly proposed County of Lethbridge Municipal Development Plan or amendment that will have an impact on this plan shall be referred to the Town for comment.
- (b) A newly proposed Town of Coaldale Municipal Development Plan or amendment affecting the municipal expansion policies shall be referred to the County for comment.
- (c) The above referrals shall be made and considered prior to a public hearing, with a minimum 21 day referral period prior in all cases.

5.2.3 Area Structure Plans and Other Statutory Plans and Amendments

- (a) A newly proposed County of Lethbridge Area Structure/Statutory Plan or amendment proposed within the intermunicipal planning area or that will have an impact on this plan shall be referred to the Town and Joint Planning Committee for comment.
- (b) A newly proposed Town of Coaldale Area Structure/Statutory Plan or amendment affecting the policies of this plan or municipal expansion policies shall be referred to the County and Joint Planning Committee for comment.

- (c) The above referrals shall be made and considered prior to a public hearing, and a decision should not be rendered until such time the Joint Planning Committee has met and commented on the proposal.
- (d) Any changes to a proposed Area Structure/Statutory Plan following the public hearing that may have an impact on this plan or the urban expansion of the Town should be recirculated to the other municipality and the Joint Planning Committee for review prior to 2nd hearing. Based on the significance of the changes, the municipality processing the application should consider convening a new public hearing.
- (e) Area Structure Plans for major tracts of vacant land within the Town shall be forwarded to the County of Lethbridge administration for comment prior to the public hearing.

5.2.4 Land Use Bylaws and Amendments (redesignation and text amendments)

- (a) All Land Use Bylaw amendments in the County of Lethbridge which change a land use district (zoning redesignation) within the plan boundary or a part of the Land Use Bylaw which would affect the policies of this plan shall be referred to the Town and Joint Planning Committee.
- (b) The Town shall refer all redesignation applications for major tracts of vacant land that are located adjacent to the County boundary to the County and Joint Planning Committee for comment.
- (c) The above referrals shall be made and considered prior to a public hearing, and a decision should not be rendered until such time the Joint Planning Committee has met and commented on the proposal.
- (d) Any proposed new Land Use Bylaw in the County or Town shall be referred to the other administration for comment prior to a public hearing, with a minimum 21 day referral period prior in all cases.
- (e) For parcels of land subject to a redesignation application (land use zoning change) and the proposed zoning conforms to an Area Structure Plan already reviewed by the Joint Planning Committee and adopted by the municipality, the application shall be forwarded to the other respective administration for comment prior to the public hearing and will not have to be resent to the Joint Planning Committee.

5.2.5 Subdivision Applications

- (a) The County shall refer all subdivision applications within the boundaries of this plan to the Town for comment.
- (b) The Town shall refer all subdivision applications located on lands adjacent to the Town-County boundary to the County for comment.

- (c) The above referrals shall be made and considered prior to a decision being made. Each party receiving a subdivision referral shall have the established 19 day circulation review period, to respond or comment on the proposal.
- (d) The municipality in receipt of a subdivision appeal within the intermunicipal planning area shall notify the other municipality of the appeal date and decision.

5.2.6 Development Applications

- (a) The County shall refer all discretionary use applications for parcels located within the plan boundary to the Town for comment and may refer permitted use applications if there are some conditions that may alleviate a perceived conflict with a Town property.
- (b) The Town shall refer to the County all discretionary use applications, if the application is on a parcel located adjacent to lands in the County and any application involving a use of land or buildings which may have a noxious, hazardous or otherwise detrimental impact on land within the County.
- (c) The above referrals shall be made a minimum 14 days prior to the decision date, and comments considered prior to a decision being made.
- (d) The municipality in receipt of a development appeal within the intermunicipal development planning area shall notify the other municipality of the appeal date and decision.

5.2.7 Storm Water Drainage/Management Plans

- (a) Developers are responsible to submit to each municipality for review, copies of all required professionally engineered storm water drainage/management plans prior to submissions or applications to Alberta Environment being made by the developer. The plan submissions to each municipality shall be provided a minimum 21 days prior to an application being made to Alberta Environment if the drainage plan pertains to a bylaw adoption, redesignation (rezoning), subdivision or development within the plan area.
- (b) In conjunction with policy 5.2.7(a) above, each municipality shall include in the Development Agreement with developers a clause that stipulates the developer is responsible for ensuring this referral storm water management plan condition is met.

5.2.8 Each municipality should refer to each other for comment non-statutory plans, such as conceptual design schemes or comprehensive site plans, which will have an impact on this plan or could have an effect on the adjacent municipality, especially if the plans are for land located adjacent to the shared municipal boundary.

- 5.2.9** The municipalities are encouraged to refer to each other for comment, land use or planning matters that have the potential to impact the other jurisdiction, even if it involves lands that may not be located within the established plan boundary.



PART 6: DISPUTE SETTLEMENT

PART 6: DISPUTE SETTLEMENT

Intent

By its nature, the policies of this plan are general and make each municipality responsible for decisions made in their own jurisdiction. This suggests that different plan interpretations or actions may result in disputes that may arise from time to time. Using the following system, it is hoped the dispute can firstly be avoided, and secondly, settled locally. Only after a series of steps would the dispute go beyond the local level.

Process

In the case of a dispute, the following process will be followed to arrive at a solution:

- Step 1** It is important to avoid any dispute by ensuring the plan is adhered to as adopted, including full circulation of any permit or application that may affect a municipality or as required in this plan and prompt enforcement of the policies of the plan and Land Use Bylaw.
- Step 2** When an intermunicipal issue comes to the attention of either party, it will be directed to the CAOs who will review the issue and make a decision within 10 days, if it is within their authority to do so.
- Step 3** If an issue is contentious or outside the scope of the CAOs' authority or at the request of the CAOs, the matter will be referred to the Joint Planning Committee for its review and decision or comment. Additionally, should either municipality identify an issue related to this plan that may result in a more serious dispute, that municipality should approach the Joint Planning Committee to call a meeting of the Committee to discuss the issue.
- Step 4** Prior to the meeting of the Committee, each municipality through its administration, must ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings may occur at this point to discuss possible solutions.
- Step 5** The Committee should discuss the issue with the intent to seek a solution by consensus.
- Step 6** Should the Joint Planning Committee be unable to arrive at a consensus, then either municipality will contact the appropriate chief elected officer to arrange a joint meeting of the two whole councils who will discuss possible solutions.
- Step 7** Should the councils be unable to reach a solution, the two parties, by agreement, shall contact a professional mediator to commence a mediation

process of which the results of the mediation report will be binding on each municipality. If one or the other parties is not in agreement with this private mediation step, then either municipality may contact Alberta Municipal Affairs to commence a mediation process under the department's guidance.

Step 8 In a case where further action under the Municipal Government Act is unavailable, the results of the mediation report will be binding on each municipality.

Step 9 In the case of a dispute regarding:

- a statutory plan or amendment, or
- a land use bylaw or amendment,

a dispute under section 690(1) of the Municipal Government Act may be initiated. Using this section of the MGA is the final stage of dispute settlement, as this outlines the procedure for the municipalities to request the Municipal Government Board to intercede and resolve the issue.

- In relation to Step 9 above, if by the 25th day after the passing of a bylaw or statutory plan under dispute a resolution has not yet been reached at any step in the dispute resolution process, the municipality initiating the dispute action may, without prejudice, file an appeal with the Municipal Government Board (for statutory plan or land use bylaw issues) so that the statutory right and timeframe to file an appeal is not lost.

This appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two parties prior to the Municipal Government Board meeting. *(This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30 day appeal filing process as outlined in the MGA.)*



PART 7: PLAN VALIDITY AND AMENDMENT

PART 7: PLAN VALIDITY AND AMENDMENT

This plan will not contain a “sunset” clause, but rather, a method of continuous updating as required.

Policies

- 7.1 This plan comes into effect on the date it is adopted by both the Town of Coaldale and County of Lethbridge. It remains in effect until either council rescinds the plan by bylaw after giving six months notice, or by mutual agreement of both municipalities.
- 7.2 Recognizing that this plan may require an amendment from time to time to accommodate an unforeseen situation, such an amendment must be adopted by both councils using the procedures established in the Municipal Government Act.
- 7.3 Third party (i.e. landowner or developer) applications for an amendment to this plan shall be made to either municipality based on their respective jurisdiction and be accompanied by the appropriate fees to each municipality.
- 7.4 The Intermunicipal Development Plan Committee (Joint Planning Committee) shall initiate a full-scale review of the plan every five years from the date of adoption and report to the respective councils on the success of the plan and the need for revision. This does not preclude periodic revision of portions of the plan, as outlined in 7.2 above, that are of mutual concern.

Definitions

Accessory Building means a building or structure, incidental, subordinate and located on the same lot as the principal building, but does not include a building or structure used for human habitation.

Accessory Use means a use of a building or land, which is incidental to and subordinate to the principal use of the site on which it is located.

Adjacent Land means land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway, or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the Act.

Agricultural Land, Higher Quality means:

- (a) land having a Canada Land Inventory (CLI) classification of 1–4, comprising 64.8 ha (160 acre) parcels of dryland or 32.4 ha (80 acre) parcels of irrigated land;
- (b) land contained in an irrigable unit;
- (c) land having a CLI classification of 5–7 with permanent water rights, with the exception of:
 - (i) cut-off parcels of 4.0 ha (10 acres) or less. To be considered a cut-off, a parcel must be separated by:
 - a permanent irrigation canal as defined by the irrigation district,
 - a permanent watercourse normally containing water throughout the year,
 - a railway,
 - a graded public roadway or highway,
 - an embankment, or
 - some other physical feature,which makes it impractical to farm or graze either independently or as part of a larger operation, including nearby land;
 - (ii) land which is so badly fragmented by existing use or ownership that the land has a low agricultural productivity or cannot logically be used for agricultural purposes. For the purpose of subdivision, fragmented land may be considered

to be land containing 8.1 ha (20 acres) or less of farmable agricultural land in CLI classes 1–4.

Agricultural Operation means an agricultural activity conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and includes:

- (a) the cultivation of land;
- (b) the raising of livestock, including game–production animals within the meaning of the “Livestock Industry Diversification Act” and poultry;
- (c) the raising of fur–bearing animals, pheasants or fish;
- (d) the production of agricultural field crops;
- (e) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops;
- (f) the production of eggs and milk;
- (g) the production of honey (apiaries);
- (h) the operation of agricultural machinery and equipment, including irrigation pumps on site;
- (i) the application of fertilizers, insecticides, pesticides, fungicides and herbicides, including application by ground and aerial spraying, for agricultural purposes;
- (j) the collection, transportation, storage, application, use transfer and disposal of manure; and
- (k) the abandonment and reclamation of confined feeding operations and manure storage facilities.

Agricultural Service Board means the County of Lethbridge board which provides agricultural services, information and new technology in liaison with other governments, jurisdictions, agencies and industry by establishing policy that insures statutory requirements and the collective interests of clients are met. Several key pieces of provincial government legislation that are enforced are the Weed Control Act; the Agricultural Service Board Act; the Soil Conservation Act; the Agricultural Pests Act and the Agricultural Chemicals Act.

Architectural Controls means special standards or controls applied to development which are often restrictive in nature. Typically this includes a specified building scheme that applies to building details, such as building types, finish, colors and materials, fences or landscaping. These controls may be registered by a Restrictive Covenant at the time a plan of survey is filed with Land Titles Office.

Area Structure Plan means a statutory plan in accordance with the Municipal Government Act and the County of Lethbridge Municipal Development Plan for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), storm water drainage, fire protection and other utilities across the entire plan area.

Assignment of Jurisdiction means the same as the provincial department of Transportation meaning and refers to Alberta Transportation allowing a portion of public road located in one municipal jurisdiction to be signed over by agreement to another municipal jurisdiction for control and maintenance.

Building Site means a specific portion of the land that is the subject of an application on which a building can or may be constructed (Subdivision and Development Regulation AR 43/2002).

Canamex Corridor or Highway means a provincial road development as such by Ministerial Order pursuant to the Highway Traffic Act, and is the designated freeway corridor as established and gazetted by the province with the purpose of efficiently moving goods and transport between Canada and Mexico.

Commercial Establishment means a building, or part thereof, for the sale of goods or services to the general public.

Commercial, Isolated means the same as the County of Lethbridge Land Use Bylaw definition.

Commercial Use means the use of land and/or buildings for the purpose of public sale, display and storage of goods, merchandise, substances, materials and/or services on the premises. Any on-premises manufacturing, processing or refining of materials is typically incidental to the sales operation.

Committee means the Joint Planning Committee established in this Plan.

Conceptual Design Scheme means a general site layout plan which provides for the orderly development of a parcel or group of parcels, usually for less than five lots. It is a planning tool which is a type of “mini” area structure plan, usually less detailed, typically illustrating lot layouts & sizes, roads, topography and general servicing information. It is usually not adopted by bylaw, but may be if the municipality desires to do so.

Confined Feeding Operation means an activity on land that is fenced or enclosed or within buildings where livestock is confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and requires registration or approval

under the conditions set forth in the *Agricultural Operation Practices Act (AOPA)*, as amended from time to time, but does not include seasonal feeding and bedding sites.

Country Residential, Grouped means existing or proposed residential uses on more than two adjacent parcels of less than the minimum extensive agricultural parcel size, and may consist of the yard site of a former farmstead.

Country Residential, Isolated means one or two existing or proposed country residential uses.

Country Residential Use means a use of land, the primary purpose of which is for a dwelling or the establishment of a dwelling in a rural area, whether the dwelling is occupied seasonally, for vacation purposes or otherwise, or permanently.

County means the County of Lethbridge.

Development means:

- (a) an excavation or stockpile and the creation of either but does not include turning over soil with no immediate activity on the land in the near future; or
- (b) a building or an addition to, or replacement or repair of a building and the construction or placing of any of them in, on, over or under land; or
- (c) a change of use, or a building, or an act done in relation to land or a building that results in, or is likely to result in, a change in the use of the land or building; or
- (d) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in, a change in the intensity of use of the land.

Discretionary Use means the use of land or a building in a land use district for which a development permit may be approved at the discretion of the Development Authority with or without conditions.

District means a defined area of a municipality as set out in the land use district schedule of uses and indicated on the Land Use District Map.

Dispute Settlement or Resolution means a formal process that provides the means by which differences of view between the parties can be settled, in a peaceful and cooperative manner. These differences may be over their opinions, interpretations, or actions of one party in regards to decision making in the IMDP plan area or interpretation of the IMDP policies.

Dwelling Unit means self-contained living premises occupied or designed to be occupied by an individual or by a family as an independent and separate housekeeping establishment and in which facilities are provided for cooking and sanitation. Such units include single-detached dwellings, modular homes, manufactured homes and moved-in buildings for residential use.

Extensive Agriculture means the general raising of crops and grazing of livestock in a non-intensive nature, typically on existing titles or proposed parcels usually 64.8 ha (160 acres) on dryland or 32.4 ha (80 acres) on irrigated land.

Farmstead means an area in use or formerly used for a farm home or farm buildings or both and which is impractical to farm because of the existing buildings, vegetation or other constraints.

Farming means the use of land or buildings for the raising or producing of crops and/or livestock but does not include a confined feeding operation for which a registration or approval is required from the Natural Resources Conservation Board.

First Parcel Out means the first subdivision from a previously unsubdivided quarter-section of land. The subdivision authority may consider a quarter-section to be unsubdivided if the previous subdivisions were for the purpose of public or quasi-public use.

Freestanding Sign means any sign or display supported by a freestanding column or structure.

Fringe or Urban Fringe means the approximate one-mile area around the municipal boundary of an urban municipality and includes the designated Rural Urban Fringe district of the County of Lethbridge Land Use Bylaw.

Industrial –

Isolated Light Industrial means industrial uses located or proposed to be located on parcels of land not adjacent to other proposed or existing industrial uses, and that, in the opinion of the Development Authority, would not substantially change the agricultural characteristics of an area.

Industrial means development used for manufacturing, fabricating, processing, assembly, production or packaging of goods or products, as well as administrative offices and warehousing and wholesale distribution use which are accessory uses to the above, provided that the use does not generate any detrimental impact, potential health or safety hazard, or any nuisance beyond the boundaries of the developed portion of the site or lot upon which it is situated.

Noxious Industrial means industry which involves processing of an extractive or agricultural resource which is deemed to be hazardous, noxious, unsightly or offensive (smoke, dust, glare) and cannot therefore be compatibly located in proximity of a residential environment. Examples should include, but are not limited to: anhydrous ammonia storage, abattoirs, oil and gas plants, seed cleaning plants, bulk fuel depots, livestock sales yards, gravel/sand pits or stone quarries, auto wreckers or other such uses determined by the Development Authority to be similar in nature.

Intermunicipal (IMDP) Development Plan Committee means the members assigned by each respective council to the Joint Planning Committee for the purposes of administering and monitoring the Intermunicipal Development Plan.

Intermunicipal (IMDP) Plan Boundary means the agreed to area the IMDP will govern and is the referral area for the plan and all development applications and statutory bylaw amendments on lands within the identified plan area that will be referred to the IMDP Committee.

Malloy Drain is a channel located east of Coaldale which collects irrigation spill water from laterals in the Coaldale area and carries it to the Stafford Reservoir. The Malloy Drain was developed in the 1950's to drain pockets of water within the Malloy Basin and increase production and $\frac{3}{4}$ of the Malloy Drain is owned and operated by SMRID.

Malloy Drainage Basin is described as a topographic region lying between Stafford Reservoir and the eastside of the City of Lethbridge from which the Malloy receives runoff, throughflow, and groundwater flow. The drainage basin is the area of land that contributes the water it receives as precipitation (except for losses through evaporation, transpiration from plants, incorporation into the soil, groundwater, etc) to the Stafford reservoir.

Major Tracts of Land means primarily undeveloped lands or parcels that are intended to be subdivided and are not what would normally be considered part of present developed areas.

May means, within the context of a policy, that a discretionary action is permitted.

MGA means the Municipal government Act Revised Statutes of Alberta 2000, Chapter M-26, as amended.

Mixed Use means the land or a identified parcel may be used or designated for more than one specific type of land use, and typically involves some type of residential use mixed with commercial and/or public/institutional.

Municipal Council within the boundary of the Town of Coaldale means the Coaldale Council, and within the boundary of the County of Lethbridge means the County Council.

Municipal Development Plan means a statutory plan, formerly known as a general municipal plan, adopted by bylaw in accordance with section 632 of the Act, which is used by municipalities as a long range planning tool.

Noxious Use means a use, usually industrial or commercial in nature which, by reason of emissions (i.e. air, water or noise), is hazardous to human health, safety or well-being and cannot reasonably be expected to co-exist in proximity to population concentrations.

Nuisance means any use, prevailing condition or activity which adversely effects the use or enjoyment of property or endangers personal health or safety.

Off-Site Levy means the rate established by a municipal Council that will be imposed upon owners and/or developers who are increasing the use of utility services, traffic services, and other services directly attributable to the changes that are proposed to the private property. The revenues from the off-site levies will be collected by the municipality and used to offset the future capital costs for expanding utility services, transportation network, and other services that have to be expanded in order to service the needs that are proposed for the change in use of the property.

Permitted Use means the use of land or a building in a land use district for which a Development Authority shall issue a development permit with or without conditions providing all other provisions of the Bylaw are conformed with.

Plan means the County of Lethbridge and Town of Coaldale Intermunicipal Development Plan.

Principal Building or Use means the building or use of land or buildings that constitutes the dominant structure or activity of the lot.

Provincial Highway means a road development as such by Ministerial Order pursuant to the Highway Traffic Act and described by plates published in the Alberta Gazette pursuant to Alberta Reg. 164/69 as 500, 600, 700 & 800 series or Highways 1 and 36.

Provincial Land Use Policies means those policies adopted by the Minister of Municipal Affairs pursuant to section 622(1) of the Municipal Government Act.

Public and Quasi-Public Building and Uses means a building or use which is available to or for the greater public for the purpose of assembly, instruction, culture or community

activity and includes, but is not limited to, such uses as a school, church, cemetery, community hall, educational facility, parks or government facilities.

Public Roadway means:

- (a) the right-of-way of all or any of the following:
 - (i) a local road or statutory road allowance;
 - (ii) a service road;
 - (iii) a street;
 - (iv) an avenue; or
 - (v) a lane;
 - (vi) that is or is intended for public use; or
- (b) a road, street or highway pursuant to the Public Highways Development Act.

Public Utility means a system, works, plant, equipment or service owned and operated by a municipality or corporation under agreement with or franchised by the municipality, or by a corporation licensed under a Federal or Provincial Statute and which furnishes services and facilities to the public and includes, but is not limited to:

- (a) communication by way of telephone, television or other electronic means;
- (b) public transportation by bus or other means; and
- (c) production, transmission, delivery or furnishing of water, gas or electricity to the general public.

Setback means the perpendicular distance that a development must be set back from the front, side, or rear property lines of the building site as specified in the particular district in which the development is located.

Shadow Plan means a conceptual design drawing which indicates how parcels of land may be further subdivided and typically illustrates minimum sized urban lots, road alignments to adjacent road networks, servicing corridors and building pockets as to where dwellings should be located, so as not to fragment land or interfere with urban growth plans.

Shall or Must means, within the context of a policy, that the action is mandatory.

Should means, within the context of a policy, that the action is strongly encouraged but it is not mandatory.

Smart Growth or Compact Design is a term used to describe approaches to managing the growth and development of communities that aim to improve environmental, economic and social sustainability, particularly by reducing urban sprawl and dependence on the automobile for transportation. It means more compact, higher-density and promotes mixed-use, especially along connecting corridors. Smart growth policies are intended to integrate land-use and infrastructure planning, fiscal and taxation measures, sustainable energy and regional governance.

Soils Classifications means the classification of soils in accordance with the Canadian Land Inventory on the basis of soil survey information, and are based on intensity, rather than kind, of their limitations for agriculture. The classes as indicated on Map 4 include:

Class 1 – Soils in this class have no significant limitations in use for crops.

Class 2 – Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.

Class 3 – Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.

Subclass S – limitations meaning adverse soil characteristics which include one or more of: undesirable structure, low permeability, a restricted rooting zone because of soil characteristics, low natural fertility, low moisture holding capacity, salinity.

Subclass T – limitations meaning adverse topography, either steepness or the pattern of slopes limits agriculture.

Subclass W – limitations meaning excess water – excess water other than from flooding limits use for agriculture. The excess water may be due to poor drainage, a high water table, seepage or runoff from surrounding areas.

Town means the Town of Coaldale.

Waiver or Variance means a relaxation of the numerical standard(s) required of a development as established in the land use bylaw. A waiver cannot be granted for use.

Working Area means those areas that are currently being used or that still remain to be used for the placing of waste material, or where waste processing or a burning activity is conducted in conjunction with a hazardous waste management facility, landfill or storage site (Subdivision and Development Regulation AR 43/2002).

AGENDA ITEM REPORT



Title: Monarch Water Tower Demolition - Request for Budget Increase
Meeting: County Council - 23 Jul 2020
Department: Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 17 Jul 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The 2020 Capital Project for the Monarch Water Tower Demolition has a higher estimated cost than originally budgeted for. The original budget was for \$100,000 from the Utility Reserve but the estimated cost has come in at \$255,000 for an increase of \$155,000. The original budget was based on an estimate received in 2017 however after reviewing the scope of work further with MPE the extent of the demolition and site work is much more than anticipated. Once the demolition is completed it is expected that the County will service and subdivide this land into 5 lots worth approx. \$60,000 each. The following table breaks these costs down further:

# of Lots	Sale Price Per Lot	Total Sale Proceeds	Cost to Service Lot	Total Cost to Service 5 Lots	Total Est. Revenue
5	\$60,000	\$300,000	\$10,000	\$50,000	\$250,000

RECOMMENDATION:

County Council approve an additional \$155,000 for the Monarch Water Tower Demolition for a total project cost of \$255,000 funded from the Utility Reserve.

PREVIOUS COUNCIL DIRECTION / POLICY:

Capital Project: 20-UF-01 Monarch Water Tower Demolition

BACKGROUND INFORMATION:

In 2018 the Monarch Water Reservoir and Pump Station project was completed and commissioned with the old Water Tower being physically disconnected and taken out of service. During the 2019 Budget deliberations the Monarch Water Tower Demolition was presented as a Utility Capital Project with the vacant land to be subdivided and sold in the future.

ALTERNATIVES / PROS / CONS:

Alternative 1: Complete all the works but fund the shortfall from savings on other projects

PRO: Utility Capital Reserve balance would not be reduced any further

CON: A Utility project like this should be funded through the Utility Reserve, as well there will be less grant carry over for future years projects.

Alternative 2: Only complete the Tower Demolition and leave the site works for Public Works

PRO: Reduce capital costs by approx. \$77,000

CON: Typically operations doesn't contribute to a Capital Project

FINANCIAL IMPACT:

\$155,000 from the Utility Reserve for a project total of \$255,000. The current reserve balance \$3,117,493.

REASON(S) FOR RECOMMENDATION(S):

To ensure this project moves ahead so lots can be subdivided, serviced and sold.

ATTACHMENTS:

[CE01.Monarch Water Tower Demolition](#)




Lethbridge County - Hamlet of Monarch
Water Tower Demolition - Alternative 1

PRELIMINARY COST ESTIMATE

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
General				
1 Mobilization/Demobilization/Bonding & Insurance/Profit	1	L.S.	\$ 21,000.00	\$ 21,000.00
SUBTOTAL				\$ 21,000.00
Civil				
1 Remove and Dispose of Underground Piping	1	L.S.	\$ 15,000.00	\$ 15,000.00
2 Surface Restoration - Existing Gravel Area	1	L.S.	\$ 25,000.00	\$ 25,000.00
3 Lot Grading	1	L.S.	\$ 30,000.00	\$ 30,000.00
SUBTOTAL				\$ 70,000.00
Structural				
1 Cutting and Removing Equipment	1	L.S.	\$ 10,000.00	\$ 10,000.00
2 Demolish and remove buildings and foundations	1	L.S.	\$ 40,000.00	\$ 40,000.00
3 Cutting and Removing Water Tower Steel	1	L.S.	\$ 30,000.00	\$ 30,000.00
4 Cartage	14	Ea	\$ 500.00	\$ 7,000.00
5 Tipping Fees	1	L.S.	\$ 13,000.00	\$ 13,000.00
SUBTOTAL				\$ 100,000.00
GRAND SUBTOTAL				\$ 191,000.00
CONTINGENCY (20%)				\$ 39,000.00
ENGINEERING				\$ 24,082.00
TOTAL				\$ 255,000.00

Monarch Water Tower Demolition - Alternative 1
Engineering Services
 Anticipated Tasks, Resources, Hours and Unit Rates

TASKS	Project Manager Andrew Kleisinger, P. Eng.	Project Engineer Kyle Lohrenz, E.I.T.	Structural Engineer Calvin van Mulligen, P.Eng.	Electrical Technologist Nick Schrage, C. Tech.	Civil Technologist Blake Smith, C.E.T.	Drafting Personnel	Disbursements	Fee Totals
2020 Hourly Rates (\$/hour)	\$173	\$131	\$147	\$126	\$115	\$98		
Site Review and Project Review Meeting	3	3	3	3			\$150	\$1,881
Data Collection and Review	2	4	6	4	4			\$2,716
Development of drawing and specification package	1	40	12	4	8	16		\$10,169
Facilitate Request For Quotation process	1	20						\$2,793
Oversee demolition and related site work performed by Contractor		16	2	2	2		\$250	\$3,122
Contract administration	1	20						\$2,793
Final site review	2	2						\$608
TOTAL HOURS:	10	105	23	13	14	16		181
TOTAL FEES:	\$1,730	\$13,755	\$3,381	\$1,638	\$1,610	\$1,568	\$400	
							Total Fees	\$24,082




Lethbridge County - Hamlet of Monarch
Water Tower Demolition - Alternative 2

PRELIMINARY COST ESTIMATE

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
General				
1 Mobilization/Demobilization/Bonding & Insurance/Profit	1	L.S.	\$ 14,000.00	\$ 14,000.00
SUBTOTAL				\$ 14,000.00
Civil				
1 Remove and Dispose of Underground Piping	1	L.S.	\$ 15,000.00	\$ 15,000.00
SUBTOTAL				\$ 15,000.00
Structural				
1 Cutting and Removing Equipment	1	L.S.	\$ 10,000.00	\$ 10,000.00
2 Demolish and remove buildings and foundations	1	L.S.	\$ 40,000.00	\$ 40,000.00
3 Cutting and Removing Water Tower Steel	1	L.S.	\$ 30,000.00	\$ 30,000.00
4 Cartage	14	Ea	\$ 500.00	\$ 7,000.00
5 Tipping Fees	1	L.S.	\$ 13,000.00	\$ 13,000.00
SUBTOTAL				\$ 100,000.00
GRAND SUBTOTAL				\$ 129,000.00
CONTINGENCY (20%)				\$ 26,000.00
ENGINEERING				\$ 22,050.00
TOTAL				\$ 178,000.00

Monarch Water Tower Demolition - Alternative 2
Engineering Services
 Anticipated Tasks, Resources, Hours and Unit Rates

TASKS	Project Manager Andrew Kleisinger, P. Eng.	Project Engineer Kyle Lohrenz, E.I.T.	Structural Engineer Calvin van Mulligen, P.Eng.	Electrical Technologist Nick Schrage, C. Tech.	Civil Technologist Blake Smith, C.E.T.	Drafting Personnel	Disbursements	Fee Totals
2020 Hourly Rates (\$/hour)	\$173	\$131	\$147	\$126	\$115	\$98		
Site Review and Project Review Meeting	3	3	3	3			\$150	\$1,881
Data Collection and Review	2	4	6	4	4			\$2,716
Development of drawing and specification package	1	32	12	4	6	16		\$8,891
Facilitate Request For Quotation process	1	20						\$2,793
Oversee demolition and related site work performed by Contractor		16	2	2			\$250	\$2,892
Contract administration	1	16						\$2,269
Final site review	2	2						\$608
TOTAL HOURS:	10	93	23	13	10	16		165
TOTAL FEES:	\$1,730	\$12,183	\$3,381	\$1,638	\$1,150	\$1,568	\$400	
							Total Fees	\$22,050

AGENDA ITEM REPORT



Title: NE 27-12-19-W4 - Grazing Lease Request from Mr. Stan Machacek
Meeting: County Council - 23 Jul 2020
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 07 Jul 2020
Approved - 09 Jul 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

A request has come in from the previous grazing lease holder to grant a long-term grazing lease for the NE 27-12-19-W4

RECOMMENDATION:

That County Council approve a long term grazing lease for the NE 27-12-19-W4 at a rate of \$10.00 per acre and to pay the taxes of the property.

PREVIOUS COUNCIL DIRECTION / POLICY:

County Council Approved selling the parcel for the appraised value - September 20, 2018.

BACKGROUND INFORMATION:

In September 20, 2018 it was determined that the NE 27-12-19-W4 was surplus county owned property and that it could be sold on the open market. The property has been posted for sale 3 times in the local newspaper (Sunny South News and Lethbridge Herald) and on the County's website since that time. Previous offers of the parcel have been refused by County Council as they were well below the appraised value.

Mr. Stan Machacek leased this property when it was under the ownership of the province and more recently from the County. Mr. Machacek does not currently have a grazing lease agreement with the County as the property is up for sale. Mr. Machacek owns the Northwest and Southwest quarters of 27-12-19-W4 and has a grazing lease with the province for the SE 27-12-19-W4. There are no fences on the section that delineate the separate quarters and it has been historically grazed as a whole parcel (640 acres +/-).

Mr. Stan Machacek approached County Administration to see if he would be able to lease the parcel to graze his cattle. He has the following requests:

- that the grazing lease be for a longer term (10-15 years)
- a lease rate of \$1.00 per acre

Typically the County does not have long term lease agreements for grazing, and they are generally between 3-5 years. The rate the County has typically charged is \$10.00 per acre, as this was a lease rate the County has used for grazing of undeveloped Road right-of-ways.

A review was completed on options for renting out pasture lands including:

- rental by acre - simplest method, but can lead to overgrazing of lands
- rental by animal unit month - rent per head of livestock per month
- rental based on the quality of the pasture lands (grass, hay, residual crops)
- rental based on livestock performance - calculated based on weight gain of livestock

The lease rate that the County had charged for the NE 27-12-19-W4 since 2015 is \$10.00 per acre.

A review of other lease rates in the province has shown that there is no standard rate that has been charged for a grazing lease, and that there are a number of ways that the fees are calculated including, per acre, per animal per day, flat annual rate, and animal unit months (AUM). Some examples include:

- The province charges a minimum of \$2.79/AUM for crown pasture land
- The MD of Taber has a lease rate of \$0.70 per acre
- Vulcan County has a lease rate of \$3.07 per animal per year
- private lease rates (2019 Alberta Custom Rates Survey) vary greatly across the province, some examples are:
 - \$15.00/acre (County of Minburn)
 - \$25.00/acre (Wheatland County and Parkland County)
 - \$30.00/AUM (Cypress County, Mountain View County, Ponoka County)
 - \$25.00/AUM (Westlock County)
 - \$45.00/AUM (Flagstaff County)
 - \$2,700/Season (Clearwater County)

ALTERNATIVES / PROS / CONS:

1. County Council can choose to not negotiate the lease and leave the parcel up for sale.
 - County Administration could re-advertise the property for sale until a suitable offer is made.
 - This would provide the County with funds from the sale and County Administration would not have to manage the grazing lease in the future.
2. The parcel can be leased at a different rate as determined by County Council:
 - The lands could be leased on a per animal unit rate, if this was desirable it would be recommended that a fence be constructed (south and west sides) to ensure the lease is properly managed. A lease rate could be per animal unit per day (i.e. \$1.00 or \$2.00).
 - The lands could be leased at a rate that reflects the value of the parcel. This would be based on the appraised value of \$388,000 and would be a percentage of the appraised value (typically between 1 and 2.5%).
 - The lands could be leased for \$1.00 per acre as requested. This would not reflect the value of the parcel and could be viewed negatively by other county tax payers as not managing county assets appropriately.

FINANCIAL IMPACT:

The County would receive funds from the grazing lease on an annual basis. At \$10.00 per acre (160 acres) the County would receive \$1600.00 plus GST.

REASON(S) FOR RECOMMENDATION(S):

As the property has had little interest this would be an appropriate way to manage the lands for a longer period of time (5-10 years). County administration would draft a contract reflecting the terms of the lease. The lease rate of \$10.00 per acre is consistent with the County's schedule of fees which includes a rate of \$10.00 per acre for use of pasture within a road allowance.

AGENDA ITEM REPORT



Title: Policy #184- Council Meeting Recordings
Meeting: County Council - 23 Jul 2020
Department: Administration
Report Author: Mattie Elliott

APPROVAL(S):

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

Approved - 07 Jul 2020
Approved - 10 Jul 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Lethbridge County has been live-streaming Council meetings since 2018. Several respondents of the County's 2018 Communications Survey indicated that having recordings of meetings available would be beneficial.

Administration felt that it would be appropriate to put a policy in place outlining guidelines for recording meetings, notification requirements for upcoming meetings, as well as storage requirements for video. The policy presented reflects current practices that are already in place with regard to how and when meetings are recorded.

RECOMMENDATION:

That Council approve Policy #184- Council Meeting Recordings as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

356/1 T. CAMPBELL MOVED that County Council accepts the Communications Survey report and directs Administration to 1. Proceed with livestreaming and recording of Council meetings by December 31, 2018 and 2. Proceed with a monthly newsletter to be distributed online and through e-mail opt-in from residents beginning September 2018.

BACKGROUND INFORMATION:

As mentioned in the policy, to provide open and transparent governance to citizens and stakeholders, Lethbridge County records Council meetings and makes the recordings available for the public to view. These recordings aim to increase accessibility to the decision-making process and reduce barriers that may prevent the public from attending a meeting in person, such as geography or time.

ALTERNATIVES / PROS / CONS:

Council may choose to amend the policy as presented.

Council may choose not to implement a policy for Council meeting recordings.

FINANCIAL IMPACT:

None.

REASON(S) FOR RECOMMENDATION(S):

Administration feels that it is appropriate to have a policy in place that has clear guidelines for recording meetings, as well as notification and storage requirements.

ATTACHMENTS:

[Policy 184- Council Meeting Recordings](#)



Lethbridge County Policy Handbook

EFFECTIVE: July 23, 2020 **SECTION:** 100 NO. 184 Page 1 of 2

APPROVED BY: County Council **SUBJECT:** Council Meeting Recordings

REVISED DATE:

PURPOSE

To provide open and transparent governance to citizens and stakeholders, Lethbridge County will record Council meetings and make the recordings available for the public to view. These recordings will also increase accessibility to the decision-making process and reduce barriers that may prevent the public from attending a meeting in person, such as geography or time.

POLICY

This policy will:

- a) Provide notification requirements for presenters and the public
- b) Establish guidelines for recording meetings
- c) Provide storage requirements for recordings

1. DEFINITIONS

- 1.1 "Administration" means the employees of Lethbridge County.
- 1.2 "Chairperson" means the designated person responsible for running the Council meeting
- 1.3 "County" means Lethbridge County.
- 1.4 "CAO" means the individual appointed by Council to the position of Chief Administrative Officer as per the CAO Bylaw, or designate of the CAO. The CAO is the head of Administration.
- 1.5 "Council" means the duly elected officials for Lethbridge County also known as the Reeve and Council.
- 1.6 "Recording" means any audio or video recording made by Administration, including live streaming.

2. NOTIFICATION REQUIREMENTS FOR PRESENTERS AND THE PUBLIC

- 2.1 Notification will be provided to presenters and members of the public attending meetings that all portions of the public meeting are broadcast, recorded, and made available over the Internet by:



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APPROVED BY: County Council **SUBJECT:** Council Meeting Recordings

REVISED DATE:

- a) Signage at the entrance to Council Chambers;
- b) The Chairperson of the meeting may announce at the commencement of the meeting that the proceedings are being recorded and will be broadcast to the Internet; and
- c) The CAO or Executive Assistant shall notify individuals who have been placed on the agenda to present to Council.

3. **GUIDELINES FOR RECORDING MEETINGS**

- 3.1 All Council meetings will be recorded from commencement to adjournment. Recording will stop during breaks or recesses. Closed Sessions (identified in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act) will not be recorded.
- 3.2 At any time during a meeting the Chairperson or CAO has the authority to direct the termination or interruption of recording if they believe it is advisable to do so.
- 3.3 Each meeting will be live streamed. The video recording of the meeting will be saved to the platform for the public to view after the meeting.
- 3.4 A video recording of each meeting will be available on the County website no later than two (2) business days following the meeting.
- 3.5 Recordings and live streams may be delayed or interrupted due to technical difficulties with recording devices, internet connection, software, etc.

4. **STORAGE REQUIREMENTS FOR RECORDINGS**

- 4.1 Recordings will be kept on the County website for two (2) years.
- 4.2 Recordings will be retained by the County for three (3) years.

COPYRIGHT

All live streamed video/audio and recordings are subject to copyright and must not be altered, reproduced or republished without the permission of Lethbridge County.

AGENDA ITEM REPORT



Title: Policy 162 - Communications
Meeting: County Council - 23 Jul 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

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

Approved - 08 Jul 2020
Approved - 14 Jul 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Policy 162 - Communications requires modernization and word clean up to ensure it encompasses the guidelines currently followed for effective communications to County citizens.

RECOMMENDATION:

That updated Policy 162 - Communications be approved as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

This policy was previously approved on September 19, 2013.

BACKGROUND INFORMATION:

Policy 162 - Communications has not been updated since 2013. There are no fundamental changes to the existing guidelines and one addition was made to make reference to Policy 174 - Public Participation. During the review it was identified that a Corporate Communications Plan is referenced in the policy. This plan will be created and implemented and will be a great tool for more efficient communications.

ALTERNATIVES / PROS / CONS:

1. Approve the revised policy as presented.
2. Retain the existing policy with no changes.
3. Amend the policy in some other manner according to Council direction.

FINANCIAL IMPACT:

There are no financial implications.

REASON(S) FOR RECOMMENDATION(S):

To modernize the policy to effectively communicate to County citizens.

ATTACHMENTS:

[162 Communications](#)



Lethbridge County Policy Handbook

EFFECTIVE: September 19, 2013 **SECTION:** 100 NO. 162 Page 1 of 9
APPROVED BY: County Council **SUBJECT:** Communications
REVISED DATE: July 23, 2020

POLICY STATEMENT

It is the policy of Lethbridge County to:

1. Inform citizens about the County's policies, programs, services and initiatives through communication that is timely, accurate and consistent.
2. Determine the level of engagement for Stakeholder involvement when establishing or developing priorities, policies, programs and services in accordance with Public Participation Policy #174.
3. Ensure the County is visible and responsive to the citizens it serves.
4. Anticipate the needs of the community, Council and Administration for timely and relevant information.
5. Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.

PURPOSE

The purpose of this policy is to establish guidelines to facilitate communications that are coordinated and consistent as well as transparent and responsive.

CONFIDENTIALITY

In all communications, spokespersons and departments must comply with all legislated requirements regarding access and disclosure of information. The Alberta Freedom of Information and Protection of Privacy Act (FOIP Act) extends access and privacy principles to Alberta municipalities.

COPYRIGHT

Departments must comply with the Copyright Act to ensure the ownership rights associated with works subject to copyright (e.g. photos) are fully respected in all communications. Departments must maintain a record of authorizations to use copyrighted material.



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APPROVED BY: County Council **SUBJECT:** Communications
REVISED DATE: July 23, 2020

VISUAL IDENTITY

Ensure the current, approved County logo is utilized. If unsure, check with the Information Technology Department.

DEFINITIONS

Advertising: Paid space in media that informs citizens of a service, program, or event or to relay a single message.

Citizen: Person living within the County; landowners and residents.

Consultation: To seek advice or information. This may, where warranted, involve a formal consultation process designed to seek the views of citizens and community stakeholders or the public at large, including collecting and analyzing public input and feedback.

Crisis: A situation or major issue, present or future that may disrupt service or impact public trust in the County.

Communications Coordinator: The County staff in charge of facilitating County communications such as media liaison, communication planning and implementation, internal and external communications and emergency communications.

Emergency: An unusual situation that requires prompt action to limit damage to persons, property, the economy or environment.

Media: Representatives of the print and electronic Media.

Media Advisory: A notice to the media to announce an upcoming Media event such as a news conference, a special meeting of County Council, or a photo opportunity.

Media Backgrounder: A document or set of materials that provides technical information or historical background and, when used, generally accompanies a Media Release or Media Advisory.

Media Conference: A meeting of News Media representatives arranged for the purpose of making a statement, announcement or replying to questions from the Media.



Lethbridge County Policy Handbook

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REVISED DATE: July 23, 2020

Media Liaison: A communicator who facilitates Media relations and communication between the News Media and the appropriate spokesperson, also known as the Media Contact.

Media Release: A factual written summary of information issued to the Media for the purpose of making a statement or announcement.

Plain Language: Effective communication that is clear, concise, relevant and easy to understand.

Public Events: An event arranged by the County directly, or in partnership, to release information, raise awareness, or to celebrate a civic milestone. Some of the most common include, but are not limited to: award presentations, dinners, conference greetings, dedication ceremony, ground breaking, official opening, program launch, ribbon cutting, sod turning and major announcements.

Public Service Announcement: A written summary to draw attention to an event, program or resources offered to the public.

Public Statement: A statement made verbally or in writing by spokespersons to the Media, collectively or individually.

Spokesperson: An advocate who represents the County and speaks to the Media.

Stakeholder: Any individual, group of individuals, elected representative or organization with a specific stake or interest in the outcome of a decision.

GUIDELINES - INFORMING CITIZENS

Information on the County's policies, programs, services and initiatives will be available to the public in a variety of formats, subject to the available resources.



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REVISED DATE: July 23, 2020

Guidelines for Departments are as follows:

- a) Information is provided to the public by trained and knowledgeable staff.
- b) Service is timely, courteous and efficient.
- c) When information is unavailable, a prompt and clear explanation is provided.
- d) Information in all formats is well identified as being from Lethbridge County.
- e) Published information is provided in Plain Language.
- f) A record of any published information is maintained and the published information includes the publication date.
- g) Information is available on the standard of service a department provides, including timelines for response to inquiries, mail and complaints.
- h) Information is available for review or on the website where it is needed by a citizen to use a service for which they are eligible, to inform citizens of risk(s) to health and safety, or to explain a major new policy, program, service or initiative.

MEDIA RELATIONS

The Media play an important role in providing information to the public on matters of civic interest.

Media inquiries, whether by phone, e-mail, letter, or in person, should be addressed promptly by the Communications Coordinator to accommodate publication or broadcast deadlines.

The Communications Coordinator ensures that Media requests, particularly for interviews or technical information, are directed to a designated spokesperson.

Prior to interviewing with any media, the Communications Coordinator will prepare the designated spokesperson with key messages, talking points, and tips for giving interviews.

Guidelines for Departments are as follows:

- a) Respect the authority and responsibility of County Council, whose Members are entitled to learn about proposed policy initiatives or major new programs, services or initiatives before information about them is released to the Media.



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- b) Consult with the Chief Administrative Officer (CAO) when preparing campaigns or strategies that require participation by the Reeve or Members of Council, or when preparing a response to a Media inquiry that could have implications for the Reeve or Members of Council.
- c) Information that is confidential must remain so until after it has been released to the public.

CRISIS COMMUNICATIONS

In a crisis, coordinated communication must be used to maintain or restore confidence. Departments must advise the CAO's Office and the Communications Coordinator as soon as they identify an event or situation occurring in or affecting their department that may attract widespread interest to the Media. The Communications Coordinator will contact the CAO and after consultation, coordinate a response including designating a spokesperson.

Contacting County Council is one of the primary functions of the County's response to major emergencies according to the Municipal Emergency Plan (MEP).

EMERGENCY COMMUNICATIONS

Lethbridge County will detail communications protocol for emergencies in an Emergency Media communications plan annexed to the MEP.

PUBLIC EVENTS AND ANNOUNCEMENTS

Public Events are arranged to communicate about major developments or to release information that is new and important to municipal services, programs and initiatives and especially to public health, safety and essential services.

Departments must:

- a) Contact the Communications Coordinator who will help plan and coordinate the event including logistics, protocol, media, etc.
- b) Provide in advance an agenda or copy of the Public Event or News Conference Plan and Briefing Notes to Council representative(s) taking part, together with an advance copy of any Media Advisory, Release or Backgrounder.



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INTERNET AND SOCIAL MEDIA COMMUNICATION

The Internet and other electronic communication (email, social media) are important tools, which allow 24-hour access to information and support two-way communication. The Communications Coordinator, in partnership with the Information Technology department must:

- a) Make publications of interest to citizens that are widely distributed in paper copy available on the website as soon as possible after distribution to the public.
- b) Incorporate mechanisms for receiving and acknowledging public inquiries and feedback.
- c) Establish ongoing updates and regular reviews of departmental pages and sub-sites so that information on policies, programs, services, initiatives and related third-party links is accurate and easy to understand.

Links to Third Party Sites

Lethbridge County does not link to third party websites unaffiliated with the municipality with the exception of other government entities (e.g. Government of Alberta, Government of Canada, local municipalities, social service agencies, etc.) Any other exceptions must be approved by the IT Manager and the Communications Coordinator.

PUBLIC CONSULTATIONS

Open and effective communication is the key to successful public consultations. Departments must:

- a) Inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes (such as surveys, open houses and committees). This may be done through the County's website, letters of invitation, posted notices, notices to the Media, advertising, social media, and other formats normally used by the County.
- b) Clearly identify public information materials as being from the County.
- c) Inform participants, in summary form, of the results of the public consultation and outcomes in accordance with Public Participation Policy #174. This may be done through the County's website, letters of invitation, posted notices, notices to the Media, advertising, social media, and other formats normally used by the County.



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REVISED DATE: July 23, 2020

- d) Collaborate with the Communications Coordinator who will provide support and advice to management staff who plan, implement and evaluate public consultation processes. The Communications Coordinator prepares and helps implement communication plans and strategies.
- e) Prepare Public Consultation plans for any significant changes in service levels, notify Council in advance of the Consultation plan and report back to Council on the results.

ADVERTISING

Lethbridge County purchases ads for a variety of reasons. Common advertisements include employment ads, development permits, programs, services, celebrations and events.

If you require advertising that does not fit into the above categories, please contact the Communications Coordinator for assistance.

COMMUNICATION PLANNING

Communication planning must be part of the annual business planning process and evaluation of communications must be part of business operations.

The Communications Coordinator must develop a Corporate Communications Plan, with input from all Departments, that integrates the County's Mission and Goals, identifies target audiences (both internal and external) as well as strategies, objectives, tools, messages, responsibilities, resources required, and evaluation. All departments must be familiarized with the Communications Plan and understand their role in corporate communications.

INTERNAL COMMUNICATION

Open, two-way communication between Council and the CAO and from the CAO to administration and staff is vital to the effective operation of the County and to achieve the Mission and Goals of the organization. Internal communication is an integral part of Corporate Communications.



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REVISED DATE: July 23, 2020

Council & Administration

Corporate Reports are the formal means of communication between Administration and Council. Clear, concise, relevant reports provide Members of Council with the information they need to make decisions on municipal policies, programs, services and initiatives. Public announcements must be distributed concurrently to Members of Council and staff.

Councillor Inquiries

All Councillor inquiries, whether by phone, e-mail, letter, or in person, must be addressed by the CAO with support from administration as needed.

Managers/Supervisors and Employees

Effective internal communication is a shared management responsibility, led by the CAO and senior managers with support from the Communications Coordinator and Human Resources representative(s).

Managers and supervisors must communicate with employees openly, often and, wherever possible, before information is made public.

To inform and engage employees, a variety of formats must be used, as appropriate and as resources permit, to reach the diverse audience across the organization. This may include a County Intranet, a mix of published materials including but not limited to memoranda, notices, employee newsletters and electronic bulletins, oral presentations and staff meetings.

The needs of all employees should be considered including outside workers who do not have access to electronic information. To ensure consistency and effective use of communication channels and formats, departments should consult the Communications Coordinator or Human Resources representative(s) for support and advice.

RESPONSIBILITIES

Spokesperson

A media spokesperson is to be chosen based on the nature and requirements of the story/article.



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REVISED DATE: July 23, 2020

Typically, the Reeve or CAO are the County's chief spokespersons, explaining policies, priorities and decisions to the public. The Deputy Reeve may serve as media spokesperson in the place of the Reeve if he/she is unavailable.

In the case of emergencies, when answers are needed immediately, and the chief spokesperson is unavailable, the Communications Coordinator may serve as the designated spokesperson.

On occasion, when the story is highly specialized and requires a department head to speak (ex. a story on road grading and dust control services would be better served speaking to the Director of Public Operations), the Communications Coordinator will give that person media training prior to the media interview.

Staff members other than those mentioned above are not to give media interviews. All media inquiries should be directed to the Communications Coordinator.

Coordination

Community Services, through the Communications Coordinator is responsible for communication planning and coordination of the flow of information to the Media and the public.

The Information Technology department, in partnership with the Communications Coordinator, manages the overall look and feel of the County's website.

The Communications Coordinator will meet regularly with senior management to discuss major issues and to facilitate communication planning.

Departments are responsible for sharing information on programs and service-specific information with the Communications Coordinator to coordinate writing and distribution of Media Releases, PSAs, posting the information to the County's website and sharing on social media.

AGENDA ITEM REPORT



Title: Helicopter Emergency Medical Services Review
Meeting: County Council - 23 Jul 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 16 Jul 2020

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 government is currently reviewing the Helicopter Emergency Medical Services (HEMS) service delivery model in the Province of Alberta. The goals of the review are to define the role of HEMS providers, standardize practices and determine the most efficient funding model that will support the services that Albertans need.

RECOMMENDATION:

No resolution required - this report is for information only.

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 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 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, Council is not in a position to make a funding decision.

BACKGROUND INFORMATION:

On July 16, 2020 Administration participated in an information webinar on the Helicopter Emergency Medical Service model in Alberta. The provincial government is currently conducting a thorough review of the provincial service which is provided by STARS, HALO and HERO which roughly cover the central, southern and northern parts of the province, respectively.

Due to the Covid-19 pandemic, the review was delayed. It is anticipated that a report with recommendations will be ready in the Fall of 2020.

ALTERNATIVES / PROS / CONS:

Until the HEMS review is complete, Council is not in a position to make any kind of informed decision respecting support for HEMS in Alberta.

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

The HEMS review is still in progress.

AGENDA ITEM REPORT



Title: Council Remuneration Policy #183 - Revised
Meeting: County Council - 23 Jul 2020
Department: Administration
Report Author: Jennifer Place

APPROVAL(S):

Jennifer Place, Manager of Finance & Administration
Ann Mitchell, Chief Administrative Officer

Approved - 23 Jun 2020
Approved - 24 Jun 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

It was brought to Administrations attention that the Council Remuneration Policy #183 had a discrepancy mainly within Section 6 that made the policy unclear to readers. Upon an internal review, Administration determined that a revision should be made to the policy for clarity purposes.

RECOMMENDATION:

That County Council approves the revisions of Policy #183 - Council Remuneration 2020 as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

106-2020 Councillor Vander Veen MOVED that County Council rescind Policy #177 - Council Remuneration 2019. CARRIED

107-2020 Councillor Zeinstra MOVED that County Council approves Policy #183 - Council Remuneration 2020 as presented. CARRIED

108-2020 Councillor Vander Veen MOVED that County Council, due to the COVID-19 Pandemic, amend Policy #183 to reflect a reduction in salary by 10% for a temporary period of time, the policy will be revisited at a future date in 2020, post pandemic. CARRIED

Policy #183 - Council Remuneration

BACKGROUND INFORMATION:

At the Council meeting held on April 16, 2020, County Council passed the Council Remuneration Policy #183. The policy included a salary for council to be paid monthly for all meetings and mileage

for County business within the County's boundaries. Once the policy was passed and implemented it was determined that Section 6 was not clear and requires a revision to ensure the policy is clear and concise.

ALTERNATIVES / PROS / CONS:

1. Approve the revision of Policy #183 as presented with changes.

Pro - this will clear up any future discrepancies and has the policy matching procedure

Con - N/A

2. Retain Policy #183 as is.

Pro - N/A

Con - further discrepancies or understanding of the policy could take place and would not match currently procedure practices.

FINANCIAL IMPACT:

The proposed revision to the policy would have no financial impact if approved by Council.

REASON(S) FOR RECOMMENDATION(S):

A revision of the Policy would ensure that the original intention of the Policy is met and follows the current procedures and practices that are place. The revisions should also create less confusion with the implementation of the policy moving forward.

ATTACHMENTS:

[Council Remuneration Policy 2020 - Revised](#)



Lethbridge County Policy Handbook

EFFECTIVE: April 3, 2020 SECTION: 100 NO. 183 Page 1 of 5

APPROVED BY: SUBJECT: Council Remuneration

REVISED DATE: July 23, 2020

1. PREAMBLE

- 1.1 Members of council will be provided with remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

2. PURPOSE

- 2.1 This policy provides guidelines and procedures for the remuneration of council.

3. DEFINITIONS

- 3.1 **Council** includes the reeve and all councillors.
- 3.2 **Reeve** is a member of council appointed annually at the organizational meeting to fill the position of reeve.
- 3.3 **Deputy Reeve** is a councilor(s) appointed annually at the organizational meeting to fill the position of deputy reeve and may act as reeve in the reeve's absence.
- 3.4 **Per Diems** are the rates paid to councillors for attending to municipal business in accordance with this policy.

4. RESPONSIBILITIES

- 4.1 Council is responsible for reviewing and approving this policy once each term (every 4 years), including an external rate review.
- 4.2 Councillors are responsible for submitting per diem expense claims.
- 4.3 The reeve is responsible for approving per diem expense claims.

5. BASIC RATE

- 5.1 The basic rate is paid to councillors for attending and includes mileage for the following municipal business, within the County's boundaries:
 - 5.1.1 Regularly scheduled council meetings, committee of the whole meetings (budget meetings), and special council meetings (including public hearings);



Lethbridge County Policy Handbook

EFFECTIVE: April 3, 2020 **SECTION:** 100 NO. 183 Page 2 of 5

APPROVED BY: **SUBJECT:** Council Remuneration

REVISED DATE: July 23, 2020

- 5.1.2 Internal and external committee meetings (unless out of County travel required);
- 5.1.3 Informal and formal meetings with the CAO, staff and council;
- 5.1.4 Meetings to complete the CAO performance review;
- 5.1.5 Council planning sessions and/or other workshops, as required or requested to attend;
- 5.1.6 Staff events such as municipal services spring safety breakfast, ROADEO, and project ribbon cuttings;
- 5.1.7 Council in-house orientation sessions;
- 5.1.8 Business and informal meetings with other municipal councils, including dinners and socials;
- 5.1.9 Meetings with other government agencies and businesses on behalf of the County (inside the municipal boundary);
- 5.1.10 Preparation time for council and committee meetings;
- 5.1.11 Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Lethbridge County initiative or facility;
- 5.1.12 Public workshops, open houses and other public input sessions;
- 5.1.13 Staff social functions, such as employee recognition night, annual holiday BBQ, farewell events for staff and council; and
- 5.1.14 Meetings/social functions held within the municipal boundary when attending as dignitaries representing council such as Remembrance Day ceremonies, Canada Day events, annual community celebrations/parades, and ribbon cuttings/grand openings.



Lethbridge County Policy Handbook

EFFECTIVE: April 3, 2020 SECTION: 100 NO. 183 Page 3 of 5

APPROVED BY: SUBJECT: Council Remuneration

REVISED DATE: July 23, 2020

5.2 The basic rate is taxable and will be paid monthly with the last regular payroll run of the month.

5.3 The reeve and councillors will be remunerated at the following rates as set out below and as increased annually with the annual cost of living adjustment approved for non-union personnel. Basic annual rates for are:

5.3.1	Reeve	\$62,000
5.3.2	Council	\$37,150

6. BASIC TRAVEL ALLOWANCE

~~6.1 Mileage to/from any of the meetings itemized in section 5 will be included in a monthly travel allowance.~~

6.2¹ The basic travel allowance rate is for meetings and mileage outside of the County's boundaries as approved by Council. This is taxable and will be paid monthly with the next regular payroll cycle at the time of submission.

6.3² ~~Calculations are based on the estimated number of meetings included in the basic rate and the distance from a councillors home to the County Administration Building using current CRA mileage rates.~~ Allowances for are as follows, mileage will be based using the current CRA mileage rates:

6.3.1	Reeve	\$5,000
6.3.2	Council	\$4,125

7. PER DIEMS

7.1 Councillors are eligible to claim per diems for attending to the following municipal business:

7.1.1 Conferences and conventions for the following associations:

- a) Agriculture Service Board (ASB) (*summer and winter*);
- b) Community Planning Association of Alberta (CPAA);
- c) Economic Developers Alberta (EDA);
- d) Rural Municipalities of Alberta (RMA) (*spring and fall*) and;
- e) Federation of Canadian Municipalities (FCM).
 - Reeve and Deputy Reeve to attend each year



Lethbridge County Policy Handbook

EFFECTIVE: April 3, 2020 SECTION: 100 NO. 183 Page 4 of 5

APPROVED BY: SUBJECT: Council Remuneration

REVISED DATE: July 23, 2020

- 2 additional Councillors to also attend each year (cannot attend consecutive years)

- 7.1.2 Meetings with other government agencies and businesses on behalf of the County (outside of the municipal boundary);
- 7.1.3 Grand openings or meetings outside Lethbridge County, if formally invited to present a verbal or written presentations;
- 7.1.4 Online or in-person educational, training, orientation courses as approved by council; and
- 7.1.5 All other functions outside the municipal boundary as approved by council or made at the request of the reeve.
- 7.2 Per diem rates in effect upon approval of this policy are set out below and may be adjusted annually by council during the budget process:
 - 7.2.1 Up to 4 hours (half day): \$153
 - 7.2.2 Over 4 hours and up to 8 hours (full day): \$306
 - 7.2.3 Over 8 hours (1.5 days): \$459
(maximum amount claimable is 1.5 days)
- 7.3 Time calculated for per diem claims includes travel time to and from the activity. Mileage claims will be paid as per the Lethbridge County Travel Expenses Policy #155.
- 7.4 Per diem expense claims should be submitted and approved monthly with the regular Lethbridge County pay cycle.
- 7.5 Remuneration for per diems must be reviewed and approved by the reeve or deputy reeve to ensure compliance with this policy. Where remuneration or expenses requested are beyond those outlined in this policy or a conflict arises, the matter will be referred to council for resolution.

8. GENERAL

- 8.1 Expenses incurred by members of council while travelling on County business, including mileage (where applicable) and subsistence (meals), will be reimbursed in accordance with the Lethbridge County Travel Expenses



Lethbridge County Policy Handbook

EFFECTIVE: April 3, 2020

SECTION: 100 NO. 183 Page 5 of 5

APPROVED BY:

SUBJECT: Council Remuneration

REVISED DATE: July 23, 2020

Policy #155. *Please note that Lethbridge County does not reimburse for spousal expenses related to conferences or travel.*

- 8.2 Expenses relating to a home office will not be reimbursed.
- 8.3 Members of council will be provided with the technology needed to perform their official functions in accordance with the Lethbridge County Technology for County Councillors Policy #158.

9. **EXTENDED ABSENCES**

- 9.1 A councillor who is absent for more than one (1) month will not be paid for the basic rate or basic travel allowance for that period, unless otherwise approved by council.

10. **BENEFITS**

- 10.1 The following benefits are available to members of Council; premiums are paid 100% by Lethbridge County: Group Life Insurance, Dependent Life Insurance, Extended Health and Dental.
- 10.2 If a councillor no longer qualifies for these benefits because of age, the County will pay any premiums for Senior's Plus coverage with Blue Cross if applicable.

11. **EXCEPTIONS**

- 11.1 Exceptions to this policy may be made by majority vote of council.

12. **VISION ALIGNMENT**

- 12.1 The Council Remuneration Policy provides for fiscal responsibility and public transparency.

13. **RELATED DOCUMENTS**

- 13.1 Travel Expenses Policy #155
- 13.2 Technology for County Councillors Policy #158

AGENDA ITEM REPORT



Title: Request for Sponsorship - Alberta / NWT Command - Royal Canadian Legion - Military Service Recognition Book
Meeting: County Council - 23 Jul 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 24 Jun 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

On June 22, 2020, the attached email, with supporting documents, were received from the Alberta / NWT Command Royal Canadian Legion Campaign Office, requesting Lethbridge County purchase a 1/4 page advertisement in their 13th Annual Military Service Recognition Book, at the cost of \$570.

RECOMMENDATION:

That Lethbridge County purchase a 1/4 page advertisement in the 13th Annual Military Service Recognition Book, at a cost of \$570, with funds coming from the Councillor's Discretionary Reserve.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County has sponsored a 1/4 page advertisement since the inception of the Recognition Book.

BACKGROUND INFORMATION:

The Military Service Recognition Book is in its 13th year of publishing. This annual publication helps identify and recognize many Veterans of Alberta and the Northwest Territories who served their country. The Book will serve as a reminder for generations to come, of the contributions our veterans made to the creation of the nation and the continuance of Canada as a protector of freedom.

This year, 10,000 hard copies of the book will be printed and distributed free of charge in communities throughout Alberta and Northwest Territories.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

In support of the recommendation:

- continuing to support this valuable resource in preserving Canada's history

To deny the recommendation:

- during this unprecedented time, due to the Covid pandemic, and the fiscal uncertainty on the budget, should funds be allocated for this purpose at this time? However, as this requested amount is low, and with the cancellation of many events, \$570 may not have a major impact on the overall budget.

Alternatives could include:

- a smaller advertisement at a lower price

FINANCIAL IMPACT:

The requested purchase of a 1/4 page full colour advertisement is \$542 + \$27.14 for a total of \$570. This cost would be allocated from the Councillor's Discretionary Reserve.

REASON(S) FOR RECOMMENDATION(S):

Since its inception, Lethbridge County has supported this initiative, supporting and acknowledging those brave individuals who sacrificed so much for the freedoms enjoyed today.

ATTACHMENTS:

[Request for Sponsorship Supporting Documents](#)

From: [Kevin Wells](#)
To: [Tara Cryderman](#)
Subject: ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK
Date: June 22, 2020 11:44:06 AM
Attachments: [image001.png](#)
[ABCL Submission form.pdf](#)
[Alberta Checklist.pdf](#)
[dvs letter.pdf](#)
[Ratesheet.pdf](#)
[LETHBRIDGE COUNTY.png](#)

Hello Tara,

Thank you for taking a moment to talk with me today, and for the kind support each year from Lethbridge County. Here is the information you have requested regarding our the 13th Annual Military Service Recognition Book.

This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: [books](#)

We would sincerely appreciate your organization's support and appreciation for our Veterans by purchasing another 1/4 page advertisement in our next edition. I have attached your previous artwork for you to review.

If you require any additional information, please reply to this email or phone me at our toll-free number below.

I will be in contact in a few days for your response. Thank you again for your consideration.

Respectfully,

Kevin Wells.

Advertising Rep/Military Service Recognition Book
Alberta / NWT Command Royal Canadian Legion
Campaign Office



**Alberta NWT Command
Military Service Recognition Book - Submission Form**



General Information Required for Story Submission. Please print clearly!

Name of Military Person being Recognized:

Last name:

First Name:

Initial:

Place of Birth:

Year of Birth:

Year of Death:

Service: WWI ☐ WWII ☐ Korea ☐ Special Duty Area ☐ Peacetime ☐ Other: _____

Branch of Service: Navy ☐ Army ☐ Air Force ☐ Merchant Navy ☐ Other: _____

Service Unit: *i.e. North Shore, Carleton York, CWAC,
Names of Ships, Squadrons, etc.*

Areas Served in: *i.e. - Canada, High Seas, England,
C/E, Korea, SDA (Please name), etc.*

Killed in Action? Yes ☐ No ☐ Year of Death: _____ Where Killed _____

Was or is a Member of Legion Branch - Name & #: _____ How many years? _____

Information on person submitting form:

Submitted by (Name): _____ Branch # ☐ LA # ☐ Individual ☐

Contact Information: Tel # _____ FAX # _____ e-mail _____

Additional Information: Please attach a separate sheet of paper, and keep information to a maximum of 200 words.

(Example – awards for bravery i.e. VC, DSC, DFC, MC, MM, etc., POW.

**Please attach photograph here:
Do Not Fax**

Submit to: PO Box 1266, Stn. M, Calgary, AB T2P 2L2

E-Mail: vets.book@abnwtlegion.com

Phone Command Office Toll Free 1-866-580-8387 (VETS)

Advertiser's Checklist

Ensuring satisfaction, to you - our valued supporter.

If you have already made arrangements with our Telephone Representative to re-run an advertisement that we already have on file for you, then please disregard this notice.

If you have purchased a 1/10-page (business card size) advertisement or larger, then please remember to...

- ✓ Include a business card or letterhead
- ✓ Include an image or logo you may want in your ad
- ✓ Compose your ad or message to your best advantage



Please DO NOT:

- X Staple, bend or write over logos or graphics
- X Send vinyl, reflective, high-gloss or holographic materials
- X Send more information or images reasonable for allocated ad space (see dimensions below)

Reminder:

- If you require your artwork to be returned to you, a proof of your ad or any other special instructions, please specify in writing.
- If you do not provide ad copy before press time, an advertisement will be created for you, including your business name, address and phone number.

IMPORTANT!

I have enclosed: ☐ My Artwork / Ad Info ☐ Payment

Advertisement Dimensions for Large Format Publication (8" x 10.75")

Size W x H (INCHES)

1/10 page	3.375 X 1.735	1/2 page	7 X 4.735
1/4 page	3.375 X 4.735	FULL PAGE	7 X 9

Please be sure digital images are at least 200 dpi in resolution (300 is preferred). A higher resolution gives a better print quality. We can accept files in Mac or PC format. However we cannot accept Publisher files. If an advertisement is sent in Word, please also include the photos (images) as a separate attachment. Please feel free to contact us with any questions or concerns.

To contact our Publication Department:

email: **ABCL@fenety.com** or call Tracy: **1-800-506-1888** • Fax: 1-800-631-2211
Alberta NWT Command - The Royal Canadian Legion - Campaign Office
P.O. Box 2275, Stn. M, Calgary, AB T2D 2M6



Thank You Again For Your Support!

ALBERTA
NWT
COMMAND

THE ROYAL
CANADIAN
LEGION



DEAR VALUED SUPPORTER:

Thank you for your pledge, to The "Military Service Recognition Book," a project of The Royal Canadian Legion, Alberta-NWT Command.

This annual publication will help identify and recognize many of the Veterans of Alberta and the Northwest Territories who served their country. As "Keepers of Remembrance," The Royal Canadian Legion strives to perpetuate the sacrifices that our soldiers and their families made for our freedom. The **Military Service Recognition Book** will serve as a reminder for generations to come, of the contributions our veterans made to the creation of our nation and the continuance of Canada as a protector of freedom.

The Royal Canadian Legion plays an active role in communities throughout Alberta and the Northwest Territories. There are 180 Legion Branches with 100 Ladies Auxiliaries. The Alberta-NWT Command of The Royal Canadian Legion is made up of 46,274 men and women. There are 5,182 members in the Ladies Auxiliary. Quietly these volunteers dedicate thousands of hours to supporting our veterans, their dependants and the communities that we live in. They also play an important role in the lives of our youth. Unfortunately, many are unaware of the contributions that The Royal Canadian Legion makes to society.

We are in your community doing:

Youth Programs

- \$225,000 is spent annually on a Track and Field Camp, M.L.A for a day program, donations to Cadets, Boy Scouts and Girl Guides.
- \$20,000 to send young Alberta and N.W.T. athletes, coaches and chaperones to a national Track and Field Camp and competition.
- Over \$40,000 annually is given as bursaries to post-secondary students.
- More than \$23,000 is provided for the Literary, Poster and Poem Competition

The Community

Alberta-NWT Command and Provincial Poppy Offices disburse over \$1.2 million back into the community to assist veterans and their dependants and seniors by supplying emergency assistance, help with pension applications, medical equipment and training to health care facilities and S.T.A.R.S Air Ambulance.

- We sponsor the Alberta Chapter of the Canadian Foundation for Poliomyelitis and Rehabilitation. Revenue from Branches, Ladies Auxiliaries and a Casino provide over \$100,000 in support and equipment for Polio victims
- The Outward Bound Veterans Program is an adventure based peer support program for non serving military personnel and is fully funded by The Alberta-NWT Command. The week long courses based in the Canadian Rockies encourage comradeship and a connection to others dealing with returning to civilian life.
- Branches and the Command Office provide funds to the Troop Morale Fund, which buys Tim Horton's coffee and donuts for soldiers serving in Afghanistan.
- Established and administer the Veterans license plates program in Alberta.
- Donate funds to the Royal Commonwealth Ex-service person League, which assists veterans in Caribbean countries.
- Established the Building Bridges Program, which makes contact with families of serving personnel offering comradeship, and support.
- Partner in The Alberta Promise.
- Instrumental in the establishment of the Veteran's Highway.
- Advocate for veterans.

The Royal Canadian Legion is NOT funded by the Government. We rely on membership dues, fundraising activities and donations

Your support for this project will ensure that we can continue to serve the communities of Alberta and Northwest Territories.

There will be 10,000 hard copies of this book printed and distributed **free of charge** in communities throughout Alberta and the Northwest Territories. Copies will be given to public and private schools to be used as a teaching tool. An electronic version of our publication will also be posted on our web site at: www.abnwtlegion.com.

Again, we thank you for your sponsorship and support of the very worthwhile project.

Sincerely,

Darren Jones
President



**Alberta-Northwest Territories Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **5,000 copies** of our annual “**Military Service Recognition Book**” that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the “**Keepers of Remembrance**”, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our “**Military Service Recognition Book.**” Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

John Mahon
President



Alberta-Northwest Territory Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,295.24	+ \$114.76	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,995.24	+ \$99.76	= \$2,095.00
Full Colour 2 Page Spread	\$3,190.48	+ \$159.52	= \$3,350.00
Full Page (Full Colour)	\$1,595.24	+ \$79.76	= \$1,675.00
Full Page	\$1,195.24	+ \$59.76	= \$1,255.00
½ Page (Full Colour)	\$895.24	+ \$44.76	= \$940.00
½ Page	\$695.24	+ \$34.76	= \$730.00
¼ Page (Full Colour)	\$542.86	+ \$27.14	= \$570.00
¼ Page	\$442.86	+ \$22.14	= \$465.00
1/10 Page (Full Colour)	\$323.81	+ \$16.19	= \$340.00
1/10 Page (Business Card)	\$271.43	+ \$13.57	= \$285.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:
Alberta-NWT Command
The Royal Canadian Legion
(AB-NWT RCL)
(Campaign Office)
P O Box 2275, Stn. M
Calgary, AB T2P 2M6





LETHBRIDGE COUNTY

**#100, 905 4th Avenue South
Lethbridge, Alberta T1J 4E4**

Tel: (403) 328-5525

Fax: (403) 328-5602

**E-Mail: mailbox@lethcounty.ca
www.lethcounty.ca**

*We Support, Honour and
Appreciate Our Veterans*

Page 9 of
9

AGENDA ITEM REPORT



Title: Request to Rescind Administration Policy 113 - Release of Information to the Media
Meeting: County Council - 23 Jul 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 29 Jun 2020

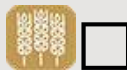
STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Administration Policy 113 has been in effect since 1980.

This policy provides direction and authority regarding the release of information to the media, stating that information be released at the discretion of the Reeve, Councillors or County Manager only.

Also, Committee as a Whole Meetings are mentioned. Currently, Lethbridge County does not schedule or hold Committee as a Whole meetings.

With regards to the release of confidential matters, the *Freedom of Information and Protection of Privacy Act* provides stringent guidelines regarding this.

RECOMMENDATION:

That Lethbridge County Council rescind Administration Policy 113 - Release of Information to the Media.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County Council approved Policy 113 in September 1980. The resolution (549/80) does not mention matters relating to Committee as a Whole, nor confidential matters. It is unknown at this time when Policy 113 was amended to include these considerations.

BACKGROUND INFORMATION:

With the review of Lethbridge County policies, Policy 113 was reviewed by Administration.

Administration Policy No. 162 - Communications, was approved by County Council in 2013.

The necessity of Policy 113 may not be warranted, as the Communication Policy addresses release of information and issues of confidential matters. The County does not have a Committee of the Whole, therefore this issue addressed in Policy 113 is irrelevant.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

In support of the recommendation:

- Align with existing policies

To deny the recommendation:

- Policy 113 continues to be in effect,

Alternatives could include:

- Policy 113 could be issued as a directive, rather than a policy

If Council wishes to continue Policy 113, amendments are required to reflect current practices.

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

With the creation of the Communication Coordinator, and the importance of Media Relations, Policy 113 is outdated and speaks to irrelevant issues.

ATTACHMENTS:

[Resolution 549/80 from September 18, 1980](#)
[113 Release of Information to the Media](#)
[162 Communications](#)

September 18, 1980

547/80

STEVE SLEMKO: Moved that Council move into Committee of the Whole. Time - 11:40 a.m.

CARRIED

548/80

HANS RUTZ: Moved that Council move out of the Committee as a Whole. Time - 12:08 p.m.

CARRIED

Proposed Policy
Release of Info
to News Media
549/80

29. Proposed Policy re: Release of Information to the News Media

STEVE SLEMKO: Moved that all information relating to the operation and affairs of the County of Lethbridge No. 26 be released to the media only at the discretion of the Reeve, Councillors, or the County Manager.

CARRIED

FOR 550/80

ROELOF HEINEN: Moved Council adjourn for lunch. Time - 12:15 p.m.

CARRIED

S. Reformed
Young Peoples
Society - Ball
Diamond

19. Iron Springs Reformed Young Peoples' Society re: Ball Diamond - Iron Springs

Council considered a referral from the Board of Education regarding Iron Spring Christian Reformed Young Peoples' Society request for maintenance of the ball diamond at Iron Springs.

551/80

ROELOF HEINEN: Moved that Mr. Kolk be advised that the matter of maintenance of the ball diamond is handled by the Agricultural Service Board, and that a subsequent memo be forwarded to Agricultural Fieldman, John VandenBroeke for his attention to the matter.

CARRIED

Policies - Rd.
Const. Program &
Sale of Tax Rec.
Lands (Hamlets)

20. County of Lethbridge No. 26 Policies (1) Road Construction Program and (2) Sale of Tax Recovery Lands in Hamlets

Council considered a proposal for a policy to establish road construction programs.

552/80

ROELOF HEINEN: Moved that Council adopt the policy proposal as attached to and forming part of these minutes.

CARRIED

Council also considered a proposal to establish a policy covering the sale of Tax Recovery Lands in Hamlets.

553/80

J.W. MURRAY: Moved that Council adopt the policy as corrected and attached to and forming part of these minutes.



CARRIED

AGENDAS

Russell re: Rept.
Progress Reg.
Hospital

1. 1:30 p.m. Frank Russell - Report on Progress re: Regional Hospital

At 1:30 p.m., Frank Russell, appointed representative

 Chairman
 County Manager



County of Lethbridge Policy Handbook

EFFECTIVE: September 18, 1980 **SECTION:** 100 NO. 113
APPROVED BY: County Council **SUBJECT:** Release of Information
to the Media
REVISED DATE:

MOVED that all information relating to the operation and affairs of the County of Lethbridge be released to the media only at the discretion of the Reeve, Councillors or County Manager.

MOVED that all matters dealt with in Committee as a Whole at any County Meetings shall not be released to the news media, and that confidential documentation and information be destroyed after every meeting.

Confidential matters dealt with by Committees concerning financial or personnel data for proposals, negotiations etc. shall not be released to the news media.



County of Lethbridge Policy Handbook

EFFECTIVE: September 19, 2013 **SECTION:** 100 NO. 162 Page 1 of 10
APPROVED BY: County Council **SUBJECT:** Communications
REVISED DATE:

POLICY STATEMENT

It is the policy of the County of Lethbridge to:

1. Inform citizens about the County's policies, programs, services and initiatives through communication that is timely, accurate and consistent.
2. Consult and inform Stakeholders when establishing or developing priorities, policies, programs and services.
3. Ensure the County is visible and responsive to the citizens it serves.
4. Anticipate the needs of the community, Council and Administration for timely and relevant information.
5. Engage in a proactive communications program that uses a variety of formats to accommodate diverse needs and that reflects the diversity of the community.

PURPOSE

The purpose of this policy is to establish guidelines to facilitate communications that are coordinated and consistent as well as open and responsive.

CONFIDENTIALITY

In all communications, spokespersons and departments must comply with all legislated requirements regarding access and disclosure of information. The Alberta Freedom of Information and Protection of Privacy Act (FOIP Act) extends access and privacy principles to Alberta municipalities.

COPYRIGHT

Departments must comply with the Copyright Act to ensure the ownership rights associated with works subject to copyright (e.g. photos) are fully respected in all communications. Departments must maintain a record of authorizations to use copyrighted material.



County of Lethbridge Policy Handbook

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VISUAL IDENTITY

A clear and consistent visual identity assists the public in recognizing and accessing the policies, programs, services and initiatives of the County. Visual Identity Guidelines need to be written and approved that explain how to display the corporate logo in all applications, county colours, etc.

DEFINITIONS

Advertising: Paid space in media that informs citizens of a service, program, or event or to relay a single message.

Citizen: Person living within the County; landowners and residents.

Consultation: To seek advice or information. This may, where warranted, involve a formal consultation process designed to seek the views of citizens and community stakeholders or the public at large, including collecting and analyzing public input and feedback.

Crisis: A situation or major issue, present or future that may disrupt service or impact public trust in the County.

Communications Coordinator: The County staff in charge of facilitating departmental communications such as media liaison, communication planning and implementation, internal and external communications and emergency communications.

Emergency: An unusual situation that requires prompt action to limit damage to persons, property or the environment.

Media: Representatives of the print and electronic Media.

Media Advisory: A notice to the media to announce an upcoming Media event such as a news conference, a special meeting of County Council, or a photo opportunity.

Media Backgrounder: A document or set of materials that provides technical information or historical background and, when used, generally accompanies a Media Release or Media Advisory.



County of Lethbridge Policy Handbook

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REVISED DATE:

Media Conference: A meeting of News Media representatives arranged for the purpose of making a statement, announcement or replying to questions from the Media.

Media Liaison: A communicator who facilitates Media relations and communication between the News Media and the appropriate spokesperson, also known as the Media Contact.

Media Release: A factual written summary of information issued to the Media for the purpose of making a statement or announcement.

Plain Language: Effective communication that is clear, concise, relevant and easy to understand.

Public Events: An event arranged by the County directly, or in partnership, to release information, raise awareness, or to celebrate a civic milestone. Some of the most common include: award presentations, dinners, conference greetings, dedication ceremony, ground breaking, official opening, program launch, ribbon cutting, sod turning, major announcements.

Public Service Announcement: A written summary to draw attention to an event, program or resources offered to the public.

Public Statement: A statement made verbally or in writing by spokespersons to the Media, collectively or individually.

Ratepayer: A person within the County who pays taxes. This term will be replaced by 'Citizen'

Spokesperson: An advocate who represents the County and speaks to the Media.

Stakeholder: Any individual, group of individuals, elected representative or organization with a specific stake or interest in the outcome of a decision.

GUIDELINES - INFORMING CITIZENS

Information on the County's policies, programs, services and initiatives should be generally available to the public in a variety of formats, subject to the available resources.



County of Lethbridge Policy Handbook

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APPROVED BY: County Council **SUBJECT:** Communications
REVISED DATE:

Guidelines for Departments are as follows:

- a) Information is provided to the public by trained and knowledgeable staff.
- b) Service is timely, courteous and efficient.
- c) When information is unavailable, a prompt and clear explanation is provided.
- d) Information in all formats is well identified as being from the County of Lethbridge
- e) Published information is provided in Plain Language.
- f) A record of any published information is maintained and the published information includes the publication date.
- g) Information is available on the standard of service a department provides, including timelines for response to inquiries, mail and complaints.
- h) Information is available for review or on the website where it is needed by a citizen to use a service for which they are eligible, to inform citizens of risk(s) to health and safety, or to explain a major new policy, program, service or initiative.

MEDIA RELATIONS

The Media play an important role in providing information to the public on matters of civic interest.

Media inquiries, whether by phone, e-mail, letter, or in person, should be addressed promptly by the Communications Coordinator to accommodate publication or broadcast deadlines.

The Communications Coordinator ensures that Media requests, particularly for interviews or technical information, are directed to a designated spokesperson.

Prior to interviewing with any media, the Communications Coordinator will prepare the designated spokesperson with key messages, talking points, and tips for giving interviews.

Guidelines for Departments are as follows:

- a) Respect the authority and responsibility of County Council, whose Members are entitled to learn about proposed policy initiatives or major new programs, services or initiatives before information about them is released to the Media.



County of Lethbridge Policy Handbook

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-
- b) Consult with the Chief Administrative Officer (CAO) when preparing campaigns or strategies that require participation by the Reeve or Members of Council, or when preparing a response to a Media inquiry that could have implications for the Reeve or Members of Council.
 - c) Keep confidential information until the appointed release date.

CRISIS COMMUNICATIONS

In a crisis, coordinated communication must be used to maintain or restore confidence. Departments must advise the CAO's Office and the Communications Coordinator as soon as they identify an event or situation occurring in or affecting their department that may attract widespread interest to the Media. The Communications Coordinator will contact the CAO and after consultation coordinate a response including designating a spokesperson.

Contacting County Council is one of the primary functions of the County's response to major emergencies according to the Municipal Emergency Plan (MEP).

EMERGENCY COMMUNICATIONS

The County of Lethbridge will detail communications protocol for emergencies in a Emergency Media communications plan annexed to the MEP.

PUBLIC EVENTS & ANNOUNCEMENTS

Public Events are arranged to communicate about major developments or to release information that is new and important to municipal services, programs and initiatives and especially to public health, safety and essential services.

Departments must:

- a) Contact the Communications Coordinator who will help plan and coordinate the event including logistics, protocol, media, etc.
- b) Provide in advance an agenda or copy of the Public Event or News Conference Plan and Briefing Notes to Council representative(s) taking part, together with an advance copy of any Media Advisory, Release or Backgrounder.



County of Lethbridge Policy Handbook

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INTERNET & SOCIAL MEDIA COMMUNICATION

The Internet and other electronic communication (email, social media) are important tools, which allow 24-hour access to information and support two-way communication. The Communications Coordinator, in partnership with the Information Technology department must:

- a) Make publications of interest to citizens that are widely distributed in paper copy available on the website as soon as possible after distribution to the public.
- b) Incorporate mechanisms for receiving and acknowledging public inquiries and feedback.
- c) Establish ongoing updates and regular reviews of departmental pages and sub-sites so that information on policies, programs, services, initiatives and related third-party links is accurate and easy to understand.
- d) Follow the established standards and guidelines for the look and feel of the County's website.

Social Media

The County of Lethbridge will utilize social media tools as a form of two-way communication with citizens. See *Social Media Guidelines* for directive on how to manage social media accounts.

Links to Third Party Sites

The County of Lethbridge does not link to third party websites unaffiliated with the municipality with the exception of other government entities (e.g. Government of Alberta, Government of Canada, local municipalities, etc.) Any other exceptions must be approved by the Computer Services Manager and the Communications Coordinator.

PUBLIC CONSULTATIONS

Open and effective communication is the key to successful public consultations. Departments must:



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- a) Inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes (such as surveys, open houses and committees). This may be done through the County's website, letters of invitation, posted notices, notices to the Media, advertising, social media, and other formats normally used by departments.
- b) Clearly identify public information materials as being from the County.
- c) Inform participants, in summary form, of the results of the public consultation and outcomes. This may be done through the County's website, letters of invitation, posted notices, notices to the Media, advertising, social media, and other formats normally used by departments.
- d) Collaborate with the Communications Coordinator who will provide support and advice to management staff who plan, implement and evaluate public consultation processes. Communications Coordinator prepares and helps implement communication plans and strategies.
- e) Prepare Public Consultation plans for any significant changes in service levels, notify Council in advance of the Consultation plan and report back to Council on the results.

ADVERTISING

The County of Lethbridge purchases ads for a variety of reasons. Common advertisements include employment ads, development permits, programs & services, and events.

If you require advertising that does not fit into the above categories, please contact the Communications Coordinator for assistance.

COMMUNICATION PLANNING

Communication planning must be part of the annual business planning process and evaluation of communications must be part of business operations.

The Communications Coordinator must develop a Corporate Communications Plan, with input from all Departments, that integrates the County's Mission and Goals,



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identifies target audiences (both internal and external) as well as strategies, objectives, tools, messages, responsibilities, resources required, and evaluation.
All departments must be familiarized with the Communications Plan and understand their role in corporate communications.

INTERNAL COMMUNICATION

Open, two-way communication between Council and the CAO and from the CAO to administration & staff is vital to the effective operation of the County and to achieve the Mission and Goals of the organization. Internal communication is an integral part of Corporate Communications.

Council & Administration

Corporate Reports are the formal means of communication between Administration and Council. Clear, concise, relevant reports provide Members of Council with the information they need to make decisions on municipal policies, programs, services and initiatives.

Members of Council bring forward items for the Committee Agendas in accordance with the Procedural Bylaw.

Public announcements must be distributed co-currently to Members of Council & staff.

Councillor Inquiries

All Councillor inquiries, whether by phone, e-mail, letter, or in person, must be addressed by the CAO with support from administration as needed.

Managers/Supervisors & Employees

Effective internal communication is a shared management responsibility, led by the CAO and senior managers with support from the Communications Coordinator and Human Resources representative.

Managers and supervisors must communicate with employees openly, often and, wherever possible, before information is made public.



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REVISED DATE:

To inform and engage employees, a variety of formats must be used, as appropriate and as resources permit, to reach the diverse audience across the organization. This may include a County Intranet, a mix of published materials including but not limited to memoranda, notices, employee newsletter and electronic bulletins, oral presentations and staff meetings.

The needs of all employees should be considered including outside workers who do not have access to electronic information and employees who work across the Region. To ensure consistency and effective use of communication channels and formats, departments should consult Corporate Communications for support and advice.

RESPONSIBILITIES

Spokesperson

A media spokesperson is to be chosen based on the nature and requirements of the story/article.

Typically, the Reeve or CAO are the County's chief spokespersons, explaining policies, priorities and decisions to the public. The Deputy Reeve may serve as media spokesperson in the place of the Reeve if he/she is unavailable.

In the case of emergencies, when answers are needed immediately, and the chief spokesperson is unavailable, the Communications Coordinator may serve as the designated spokesperson.

On occasion, when the story is highly specialized and requires a department head to speak (ex. a story on road grading and dust control services would be better served speaking to the Director of Municipal Services), the Communications Coordinator will give that person media training prior to the media interview.

Staffs other than those mentioned above are not to give media interviews. All media inquiries should be directed to the Communications Coordinator.

Coordination

Corporate Services, through the Communications Coordinator is responsible for communication planning and coordination of the flow of information to the Media and the public.



County of Lethbridge Policy Handbook

EFFECTIVE: September 19, 2013 **SECTION:** 100 NO. 162 Page 10 of 10
APPROVED BY: County Council **SUBJECT:** Communications
REVISED DATE:

The Communications Coordinator, in partnership with the Information Technology department, manages the overall look and feel of County's website and central sections.

The Communications Coordinator will meet regularly with senior management to discuss major issues and to facilitate communication planning.

Departments are responsible for sharing information on programs and service-specific information with the Communications Coordinator to coordinate writing/distribution of Media Releases/PSA's, posting the information to the County's website, and sharing on social media.

AGENDA ITEM REPORT



Title: Request to Rescind Administration Policy No. 117 - Attendance at Public Meetings
Meeting: County Council - 23 Jul 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 29 Jun 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Administration Policy No. 117 has been in effect since 1981.

The purpose of Policy No. 117 was "to alleviate problems encountered by administration staff when asked to attend public meetings".

Policy No. 117 is no longer necessary, pursuant to Bylaw No. 18-006, being the Chief Administrative Officer Bylaw.

RECOMMENDATION:

That Lethbridge County Council rescind Administration Policy 117 - Attendance at Public Meetings.

PREVIOUS COUNCIL DIRECTION / POLICY:

In May 1981, Lethbridge County Council adopted the Attendance at Public Meetings Policy.

The rationale for the policy was provided, and was reported that staff members were put in "precarious positions when asked to make value judgments on issues" when they were invited to public meetings.

As all staff report to the CAO and their attendance at public meetings is under her/his direction this policy is not longer necessary.

BACKGROUND INFORMATION:

With the review of Lethbridge County policies, Policy 117 was reviewed by Administration, and the rationale of the continuation of Policy 117 was discussed. As this clearly falls under the duties of the CAO this policy is redundant.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

In support of the recommendation:

- aligns and ensures proper authority is followed
- ensures current practices are followed

To deny the recommendation:

- Policy 117 remains in effect
- This would undermine the CAO role and authority

Alternatives could include:

- Should Council determine Policy 117 should remain, it should be a directive rather than a policy.

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

Bylaw No. 18-006, being the bylaw to establish the position of the Chief Administrative Officer, provides the CAO with Powers, Duties, Functions and Authority with regards to staff members.

Section 8 states "...the Chief Administrative Officer shall:

- a. co-ordinate, direct, supervise, and review the performance of employees of the Municipality;"...

Section 9 states "The Chief Administrative Officer is authorized to:

- c. establish and implement all administrative policies, procedures, standards and guidelines for all matters within the powers of the CAO and, in particular, employment policies and procedures including policies and procedures to govern the actions of employees;"...

Under the authority as stated within Bylaw No. 18-006, Policy No. 117 is no longer necessary.

ATTACHMENTS:

[Resolution 266/81, with Policy, from May 21, 1981](#)
[Bylaw 18-006 - Chief Administrative Officer](#)

May 21, 1981

Transportation - Special
Grant 258/81

2. Alberta Transportation - Special Road Grant

STEVE SLEMKO: MOVED that consideration for expenditure of the Special Road Grant be referred to the Special Budget Meeting on May 26, 1981.

CARRIED

Legal Opinions

3. Legal Opinion

At this time, Council considered a letter from Judith Anderson, lawyer for the A.S.T.A. concerning powers and conflicts of individual County Councillors.

259/81

ROELOF HEINEN: MOVED that further consideration of the matter be referred to the next regular County Council Meeting in order that the opinion from A.A.M.D. and C. lawyer Mike Welsh can also be considered.

CARRIED

BUSINESS

Conf.

260/81

1. Request permission for Manager and Assistant County Manager to attend Banff Conference

JUDITH NICKOL: MOVED that the Assistant County Manager and the County Manager be authorized to attend the Banff Conference on June 7-10, 1981.

CARRIED

A.A.M.D. & C. re:
Fall Conv.

261/81

2. Alberta Association of Municipal Districts and Counties re: 1981 Fall Convention

STEVE SLEMKO: MOVED that those Councillors who wish to attend the A.A.M.D. and C. Fall Convention be authorized to do so.

CARRIED

By-Law 685

Traffic Control
Devices

262/81

3. By-Law No. 685 - Placement of Traffic Control Devices

ROELOF HEINEN: MOVED first reading to By-Law No. 685.

CARRIED

263/81

JUDITH NICKOL: MOVED second reading to By-Law No. 685.

CARRIED

264/81

HANS RUTZ: MOVED that third and final reading be given.

CARRIED UNAN.

265/81

J.W MURRAY: MOVED third and final reading to By-Law No. 685.

CARRIED

Proposed Policy
Attendance at
Public Mtgs.

266/81

5. Proposed Policy - Attendance at Public Meetings

HANS RUTZ: MOVED that Council adopt the policy as attached to and forming a part of these minutes.

CARRIED

Computer In-
stallations
City of Lacombe
Leduc

267/81

6. Request authority for Administration Personnel to Investigate Computer Installations at Counties of Lacombe and Leduc

STEVE SLEMKO: MOVED that Council authorize the Reeve, the County Manager and Accounting Supervisor to investigate computer installations at other jurisdictions on days of mutual convenience.

CARRIED

R. W. P. Chairman

DB County Manager

COUNTY OF LETHBRIDGE NO.26
HANDBOOK

Distribution:	Subject: ATTENDANCE AT PUBLIC MEETINGS
Effective Date: May 21, 1981	Page No. 1 of 2 Pages
Revision Date:	Section No.
All revisions are marked (*)	Approved by County Council
<p>PURPOSE: The purpose of the proposed policy is to alleviate problems encountered by administration staff when asked to attend public meetings.</p> <p>CURRENT METHOD:</p> <p>The current method for handling requests is for Councillors, Ratepayer Groups, and other interest groups to request administration staff members or County Councillors to attend a public meeting for purposes of explaining County administrative procedures etc. and which places staff members in a precarious position when asked to make value judgements on issues.</p> <p>If staff members elect to decline attending the meeting, it puts them "on the spot" and administration staff members would feel more comfortable if there were policy guidelines to be followed.</p> <p>The Management Committee would like to stress that staff members are not opposed in any way to attending public meetings where warranted, in the evening or at any other time.</p> <p>RECOMMENDATIONS:</p> <p>It is felt that many of the topics and subjects involved in a public meeting should be dealt with first by the ratepayer or interest groups through an appointed chairman, and that any concerns or requests are formally communicated to County Council, thereby eliminating the need for staff members to attend meetings and ensuring that the political process is being adhered to.</p> <p>The following policy is recommended for Council's consideration.</p> <p>a) That all requests for administration staff members to attend public meetings be formally communicated to County Council for their prior approval for staff to attend the meeting.</p>	

COUNTY OF LETHBRIDGE NO.26
HANDBOOK

Distribution:	Subject: ATTENDANCE AT PUBLIC MEETINGS
Effective Date: May 21, 1981	Page No. 2 of 2 Pages
Revision Date:	Section 100 No. 118
All revisions are marked (*)	Approved by County Council
b)	That if the proposed public meeting is to be held before a regular Council Meeting, that the Executive Committee of County Council be authorized to deal with the request..
c)	It is understood that the proposed topics to be dealt with at public meetings should follow the normal political process and decisions and requests from interest groups should be formally communicated through the Chairman of the interest group to County Council. Staff members should not be involved with items relating to the political process and should be involved with items only pertaining to administration matters.

LETHBRIDGE COUNTY

Bylaw #18-006

A BYLAW OF LETHBRIDGE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS section 205 of the *Municipal Government Act* requires a council to establish by bylaw a position of chief administrative officer;

AND WHEREAS sections 207 and 208 of the *Municipal Government Act* set forth the mandatory statutory responsibilities and major administrative duties of the chief administrative officer;

AND WHEREAS section 203 of the *Municipal Government Act* authorizes a council to delegate by bylaw its powers, duties and functions to the chief administrative officer subject to prescribed limits;

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

PART 1: TITLE AND DEFINITIONS

Title

1. This bylaw may be cited as the "Chief Administrative Officer Bylaw".

Definitions

2. In this bylaw, words shall have the same meanings as in the *Municipal Government Act* except as otherwise defined below:
 - a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended;
 - b) "Administration" means the general operation of the Municipality, including all personnel, financial and other related resources as permitted by the Act;
 - c) "Chief Administrative Officer" or "CAO" means the individual appointed by Council under Section 4 and in accordance with Section 205(2) of the Act as chief administrative officer of the Municipality;
 - d) "Council" means the municipal council of Lethbridge County;
 - e) "Reeve" means the chief elected official of Lethbridge County; and
 - f) "Municipality" means the municipal corporation of Lethbridge County.

PART II: APPOINTMENT AND DELEGATION

Chief Administrative Officer

3. The position of Chief Administrative Officer for the Municipality is established and the individual appointed to that position will have the title "Chief Administrative Officer (CAO)".

Appointment of Chief Administrative Officer

4. (1) Council will by resolution appoint an individual to the position of Chief Administrative Officer. If a vacancy occurs in the position Council may by resolution appoint a person to be an interim Chief Administrative Officer and in such case the provisions of this bylaw apply equally to the interim CAO.

(2) The remuneration and other terms of engagement of the Chief Administrative Officer shall be set out in an agreement between the CAO and the Municipality, satisfactory to Council, which the Reeve shall execute on behalf of the Municipality.

Sub-delegation

5. The Chief Administrative Officer is authorized to further delegate, and to authorize further delegations of any powers, duties and functions delegated to the CAO by Council under this, or any other bylaw, to a designated officer or an employee of the Municipality.

PART III: GENERAL POWERS

Powers of the Chief Administrative Officer

6. The Chief Administrative Officer:
 - a) has all the powers and functions given to a chief administrative officer under the Act or any other enactment;
 - b) must carry out all of the duties and functions of a chief administrative officer as required by the Act or any other enactment;
 - c) has all the powers, duties and functions given to a designated officer under the Act or any other enactment;
 - d) has all the powers, duties and functions as delegated to the CAO by Council by this or any other bylaw; and
 - e) may exercise such other powers, duties and functions as may be required by Council or a committee of Council from time to time.

PART: IV COUNCIL / ADMINISTRATION RELATIONSHIP

Accountability

7. The Chief Administrative Officer is accountable to Council for the exercise of all of the CAO's powers, duties and functions.

Power, Duties, Functions

8. In addition to the statutory powers, duties and functions prescribed in the Act or any other enactment, the Chief Administrative Officer shall:
 - a) co-ordinate, direct, supervise, and review the performance of employees of the Municipality;
 - b) subject to an approved budget, ensure employees of the Municipality receive adequate training and development commensurate with the organization's needs and individual job descriptions;
 - c) provide corporate leadership in ensuring that all the Municipality's policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Municipality as defined by Council;

- d) advise, inform, and make recommendations to Council regarding:
 - i) the operations of the Municipality,
 - ii) the financial condition of the Municipality, and
 - iii) Council policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the Municipality;
- e) prepare and submit, annually or as otherwise directed by Council, operating and capital budgets for Council approval;
- f) prepare and submit to Council such reports and recommendations as may be required by Council;
- g) attend all meetings of Council and meetings of such Council committees, boards, authorities and other bodies as are required by Council; and
- h) appoint an acting chief administrative officer to act as the Chief Administrative Officer if the CAO is temporarily absent or otherwise unable to perform the duties of the CAO.

Authority

- 9. The Chief Administrative Officer is authorized to:
 - a) establish the structure of the Administration, including establishing, merging, dividing and eliminating departments and establishing a managerial hierarchy;
 - b) subject to an approved budget and any applicable legislation and any contract or collective agreement binding on the Municipality:
 - i) hire, appoint, transfer or promote any employee of the Municipality,
 - ii) evaluate, discipline, suspend, demote, or remove any employee of the Municipality, and
 - iii) determine salaries, benefits, hours of work and other working conditions;
 - c) establish and implement all administrative policies, procedures, standards and guidelines for all matters within the powers of the CAO and, in particular, employment policies and procedures including policies and procedures to govern the actions of employees;
 - d) conduct audits, investigations, and studies of Administration, as the CAO deems necessary, subject to the right of Council to direct audits, investigations, and studies;
 - e) prepare administrative consolidations of bylaws;
 - f) revise bylaws in any manner authorized by the Act and in all cases shall prepare for Council's consideration, a bylaw adopting the revision and specifying the date that the revised bylaw is effective and that any repeal provisions are effective.

PART V: FINANCIAL POWERS AND FUNCTIONS

- 10. The Chief Administrative Officer is authorized to:

- a) in cases of an emergency, as determined by the CAO acting reasonably, expend monies for the emergency that are not in an approved budget, up to a maximum of \$100,000 for each expenditure, and subsequently report to Council on the implications of those expenditures;
- b) invest funds on behalf of the Municipality in such amounts and on such terms as are permitted under the Act and the County Investment Policy;
- c) pay any amounts which the Municipality is legally required to pay pursuant to an order of judgment of a court, board, or other tribunal of competent jurisdiction, relating to an action, claim or demand against the Municipality;
- d) monitor and control expenditures within the budgets approved by Council and authorize budget adjustments of up to \$10,000 from one budgeted program to another.

PART VI: CONTRACTS AND AGREEMENTS

11. The Chief Administrative Officer is authorized to:

- a) except as otherwise instructed by Council, and without limitation, retain and instruct legal counsel to provide legal services to the Municipality, Council and committees of Council;
- b) retain the services of any individual or corporation for purposes related to the operations of the Municipality and complete all necessary documents required for the provision of such services, provided the expenditure under the agreement does not exceed the amount in an approved budget;
- c) award all tenders and enter into all agreements required for the completion of such tenders in accordance with approved policies, administrative directives or guidelines, and subject to:
 - i) the expenditure being included in an approved budget;
 - ii) the tender being subject to a competitive bid process; and
 - iii) the contract being awarded to the lowest qualifying bidder.
- d) exercise all of the powers, duties and functions of a council or a municipality as prescribed under Part 10 of the Act, except as are to be done by bylaw, specifically reserved for Council pursuant to section 347 of the Act or delegated to the Municipality's assessor by Bylaw, and enter into all agreements and contracts and issue all documents incidental to the authority granted to a municipality under Part 10 of the Act;
- e) enter into all agreements and contracts incidental to the development and subdivision of land within the Municipality's boundaries pursuant to Part 17 of the Act and complete any and all documents required for or incidental to such development or subdivision;
- f) grant and revoke all powers of attorney allowing the Municipality's staff to execute all required documents, including without limitation, discharges, postponements, and affidavits, pertaining to land, or an interest therein including those granted prior to the date of this Bylaw;

- g) approve and enter into all documents, consents, approvals, acknowledgements and certificates required for or incidental to any agreement, contract, settlement, tender or investment;
 - h) sign:
 - i) along with the person presiding at the meeting, all minutes of Council and Council committee meetings,
 - ii) along with the Reeve, all bylaws,
 - iii) along with the Reeve or any other person authorized by Council, cheques and other negotiable instruments, and
 - iv) acting alone, all orders, contracts, agreements, documents and certificates that may be required pursuant to any agreement, contract, bylaw, statute or enactment;
 - i) enter into funding agreements with the Alberta Government and non-profit organizations for the provision of the family and community support services program in accordance with approved budget amounts and the *Family and Community Support Services Act* and related regulations;
 - j) enter into any agreements necessary to provide insurance coverage and performance bonds for the Municipality; and
 - k) enter into provincial and federal grant funding agreements.
- 12) The Chief Administrative Officer's signature, and the signatures of any other employees of the Municipality to whom the CAO delegates signing authority, may be printed, lithographed or otherwise reproduced.

PART VII: OTHER RESPONSIBILITIES

13. The Chief Administrative Officer is authorized to:
- a) prepare and issue distress warrants, and seize and sell goods pursuant to distress warrants on behalf of the Municipality for the recovery of tax arrears pursuant to the Act;
 - b) carry out inspections, remedies, enforcement or actions pursuant to section 542 of the Act where the Act or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Municipality;
 - c) make determinations and issue orders pursuant to the Act or any other statute, enactment or bylaw which the Municipality is authorized to enforce, in accordance with sections 545 and 546 of the Act;
 - d) add amounts to the tax roll of a parcel of land in accordance with sections 553 and 553.1 of the Act;
 - e) designate any road as one which is closed temporarily in whole or in part to traffic at any time that a construction or maintenance project on or adjacent to the road may create a hazard and cause such road to be so marked;
 - f) grant an application for a leave of absence without pay to an employee seeking to be nominated as a candidate in a municipal election, pursuant to the *Local Authorities Election Act*;
 - g) conduct a census when required by Council and submit population affidavits in accordance with the requirements of the Act.

14. The Chief Administrative Officer is the head of the Municipality, including any board, committee, commission, panel, agency, or corporation that is created or owned by the Municipality, for the purposes of the *Freedom of Information and Protection of Privacy Act*.

PART VIII: CAO PERFORMANCE EVALUATION

15. By no later than December 31, of each year during the currency of the Chief Administrative Officer's engagement with the Municipality, Council shall provide the CAO with an annual written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO's responsibilities under the Act and this bylaw.

PART IX: OTHER BYLAWS / RESOLUTIONS


16. The provisions of this bylaw shall prevail in any case where there is a conflict between this bylaw and any previous resolution or bylaw of Council.
17. Bylaw No. 1085 as amended is repealed.

GIVEN first reading **(AS AMENDED)** this 15th day of March, 2018.


Reeve


Interim Chief Administrative Officer

GIVEN second reading this 15th day of March, 2018.


Reeve


Interim Chief Administrative Officer

GIVEN third reading this 15th day of March, 2018.


Reeve


Interim Chief Administrative Officer

AGENDA ITEM REPORT



Title: Request to Rescind Administration Policy 106 - Newspaper Distribution and Publishing of Minutes
Meeting: County Council - 23 Jul 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 30 Jun 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Administration Policy 106 has been in effect since 1979.

Policy 106 was "established to provide the mailing of a Sunny South News subscription to each registered owner of property according to the information contained in the tax roll records".

Policy 106 also provides Administration with the authority to publish draft minutes in the Sunny South News.

RECOMMENDATION:

That Lethbridge County Council rescind Administration Policy 106 - Newspaper Distribution and Publishing of Minutes.

PREVIOUS COUNCIL DIRECTION / POLICY:

In September 1979, Lethbridge County Council discussed Sunny South News Distribution.

At that time, individual shareholders of family farm corporations had requested copies of the Sunny South News.

Also, during the discussion, the timeline from meeting to the publishing of approved minutes was mentioned. There was a time delay from the Council Meeting to the publications of approved minutes.

Council of the day determined that every registered landowner would receive a copy of the Sunny South News and that the draft minutes would be published in the Sunny South News, as soon as possible after the Council meeting, with a notation that the draft minutes were subject to corrections.

BACKGROUND INFORMATION:

With the review of Lethbridge County policies, Policy 106 was reviewed by Administration, and the rationale of the continuation of Policy 106 was discussed.

The Sunny South News is published weekly . There are approximately 3,000 landowner subscriptions for the Sunny South News. This represents approximately 12,000 newspapers per month being mailed to our residents. Unfortunately, the online subscription option is not available for this program.

With regards to the printing of the minutes in the publication, in 2018, the Council Brief document was implemented, alleviating the necessity for the draft minutes to be printed in the publication. Following the Council Meeting, this Brief is drafted, and forwarded, by the Communications Coordinator and then is printed in its entirety in the following edition of the publication.

The Council Brief is also posted to the County Website and published in the County Connection.

The *Municipal Government Act* does contain provisions regarding advertisement requirements. Issues such as, but not limited to, Public Hearing Notices, Tax Notification Notices, and Assessment Notices, must be advertised in a local newspaper, and this process would still continue, meeting the advertisement requirements. By providing every registered landowner a copy of the local newspaper, the County is doing its due diligence, with this requirement, but it remains the obligation of the landowner to actually read the notice. Should this Policy be rescinded, these notices would still be advertised in the Sunny South News, thus meeting the required advertisement obligation; however, it would be the responsibility of the landowner to obtain relevant information regarding Lethbridge County.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

In support of the recommendation:

- With the creation of the County Website, all relevant information could be found online.
- The County would still advertise in the Sunny South News and continue utilizing the publication for our requirements.

To deny the recommendation:

- Continue providing each registered landowner with a mailed copy of the Sunny South News, thus ensuring Lethbridge County has provided relevant and important information to their citizens.

Alternatives could include:

- Offer the landowner the option to opt out of this program, and ensure the landowner is aware of the locations to receive relevant information regarding Lethbridge County.

If Council wishes to continue providing its landowners with the weekly publication, Policy 106 should be amended to remove the second stanza, as the Council Brief is now published, and not the minutes as noted in the current policy.

FINANCIAL IMPACT:

In 2019, the total amount allocated to the Sunny South News for the landowners was \$17,988.

Currently, the cost of publishing the Council Brief bears no cost to the County.

REASON(S) FOR RECOMMENDATION(S):

Policy 106 was relevant and necessary when it was created, however, with technological advances, environmental considerations, and the uncertainty of the pandemic to the overall budget, perhaps Policy 106 is no longer suitable.

ATTACHMENTS:

[1979-09-20 Resolution](#)

[Policy 106 Newspaper Distribution](#)

September 20, 1979

NEW BUSINESS

Sunny South
News Dis-
tribution

1. Sunny South News Distribution

A report from the County Manager to the Council, dated September 5th, 1979 in regard to the above, was presented by the Manager, and it was noted that requests for copies of the Sunny South News had been made by individual shareholders of family farm corporations. A policy had not previously been established in respect to this matter, therefore, the County Manager presented two alternatives for consideration by Council with a recommendation that policy #2 be adopted for use. During the discussions the matter of publishing minutes of County Meetings was raised and it was noted that a considerable time lapse took place between the time a meeting was held, and the publication of the minutes of that meeting in the Sunny South News. It was suggested by Council that a process be developed in order to make the reporting of the news from the County more timely. Several recommendations were suggested by the County Manager and the following process was developed.

417/79 MIRO TOMASTA: Moved that a policy be initiated immediately, whereby the Administration be authorized to have published in the Sunny South News, edited minutes of meeting proceedings as soon as the minutes had been prepared and prior to the minutes being confirmed by Council, with such editing to permit the publishing of action items of Council; and further, that a special notation be attached to all published proceedings that the content, as published, had not been confirmed by Council, and is subject to change and/or correction. CARRIED

Returning back to the matter of the distribution of Sunny South News, the following motion resulted.

418/79 HANS RUTZ: Moved that recommendation No.2 contained in the memorandum dated September 5, 1979 from the County Manager to the County Council be adopted as follows:

"A policy be established to provide for the mailing of a subscription to each registered owner of property according to the information contained in the assessment and tax records". CARRIED

419/79 ROELOF HEINEN: Moved the meeting recess for lunch. CARRIED
Time - 11:44 a.m.

The Chairman reconvened the meeting at 1:40 p.m. with all members of Council previously listed being present.

 Chairman
 County Manager



County of Lethbridge Policy Handbook

EFFECTIVE: October 20, 1979

SECTION: 100 NO. 106

APPROVED BY: County Council

SUBJECT: Newspaper Distribution
& Publishing of Minutes

REVISED DATE:

MOVED that a policy be established to provide the mailing of a Sunny South News subscription to each registered owner of property according to the information contained in the tax roll records.

MOVED that a policy be initiated immediately, whereby the Administration be authorized to have published in the Sunny South News, edited minutes of meeting proceedings as soon as the minutes had been prepared and prior to the minutes being confirmed by Council, with such editing to permit the publishing of action items of Council; and further, that a special notation be attached to all published proceedings that the content, as published, had not been confirmed by Council, and is subject to change and/or correction.

AGENDA ITEM REPORT



Title: Request for Recreation Funding from the Town of Nobleford
Meeting: County Council - 23 Jul 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 17 Jul 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The five (5) urban Municipalities contained within the County negotiated on Intermunicipal Collaboration Framework (ICF) deliberations for over a year. This task had been delegated to the CAO's by their independent Councils. There was a consensus that the urban communities would come to an agreement on how the \$250,000 recreation funding from the County was to be distributed. At the eleventh hour three (3) of the five (5) municipalities withdrew.

Lethbridge County signed with the Town of Coaldale and the Village of Barons on both the ICF and the recreation agreement.

It was agreed that the Fire Services Agreements between the County and the urbans would be addressed once the ICFs and the Recreation Agreements had been completed and signed.

The Province has extended the deadline for completion of the ICF to April 1st, 2021.

RECOMMENDATION:

The County Council move forward with mediation for the remaining ICFs and to complete the outstanding fire services agreements.

And further that County Council deny the Town of Nobleford's request for increased funding for recreation and leave this piece up to the mediator to be determined.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has previously directed the CAO to negotiate ICF agreements with all of our bordering municipalities. A total of 11 ICFs were needed to be completed and we have completed 8. The Town of Nobleford, the Town of Picture Butte and the Town of Coalhurst remain outstanding.

BACKGROUND INFORMATION:

The Province put in legislation to encourage municipalities to complete shared services agreements. This was meant to encourage regional delivery of municipal services and to realize cost savings.

Due to the COVID-19 pandemic the deadline for the ICF agreements was extended by a year. All ICFs must be completed by April 1, 2021. If these agreements are not completed they will go straight to mediation.

The County and the five (5) urban municipalities agreed to negotiate through the CAO's to come up with an equitable solution.

After 13 months of deliberation, 3 of the 5 municipalities walked away from the discussions and decided not to sign the recreation agreement or ICF framework agreement.

At this time, we still have to address the Fire Services agreements. This is a high priority as three of the five agreements have expired on December 31st, 2019.

ALTERNATIVES / PROS / CONS:

Alternatives:

County Council could furnish the Town of Nobleford with the funding they are requesting however, two other municipalities Recreation Agreements and ICFs would still be outstanding. This would not show equity as the premise of the recreation funding was that it was based on the type of facilities and population surrounding each urban.

FINANCIAL IMPACT:

The County has observed its fire costs climbing yearly. In order to address this, we need to have a comprehensive and cost effective fire services delivery agreement in place.

Further, the County is continually requested to support capital projects from surrounding municipalities with little or no notice. Given that we have a very tight yearly budget, this is not feasible. Currently we prepare a 5 year budget for all capital projects and long range and strategic planning is needed to address revenue shortfalls.

Due to the current economy in both the Provincial and Federal governments, and the uncertainty of the ongoing pandemic, the County must continue to make extremely careful financial decisions.

REASON(S) FOR RECOMMENDATION(S):

A considerable amount of time was spent in discussions around the ICF agreements and more specifically the recreation component. It is clear that consensus will not be reached, and the only alternative is to have a mediator to complete the ICFs, the remaining recreation agreements and the fire agreements.

ATTACHMENTS:

[June 2020 Lethbridge County ICF Fire Rec](#)

[2020-07-17 Town of Nobleford suporting documents](#)

Town of Nobleford

Municipal Excellence Award Recipient - Connected to the World with Broadband Fibre Optic

Box 67, Nobleford AB T0L 1S0 - Municipal Office: 906 Highway Avenue
Phone: (403) 824-3555 Fax: (403) 824-3553 E-mail: admin@nobleford.ca Web: www.nobleford.ca
"Before any Government can give - it must take"

June 23, 2020

Reeve Lorne Hickey
Lethbridge County
#100, 905 4th Avenue South
Lethbridge, Alberta, T1J 4E4
hickey@lethcounty.ca amitchell@lethcounty.ca

Dear Reeve, Council and Administration

RE: ICF, Lethbridge County, Nobleford Fire, Recreation.

At the regular meeting of Council of the TOWN OF NOBLEFORD held in Council Chambers at 906 Highway Avenue, Nobleford, via public video conference call (ZOOM), on June 9, 2020 at 7:00 pm. The following resolution was passed:

#158-2020

MOVED BY Councillor Holinaty to send correspondence to Lethbridge County regarding their June 1, 2020 letter, and state that;

- Nobleford can agree with a Recreation agreement with funding to Nobleford in the same amount as proposed to Coalhurst, \$31,469.75.
- Nobleford supports the draft Fire and Rescue service operation agreement that CAO's have been working on, but further work is needed on Capital funding.
- Nobleford agrees with the ICF as presented.

If need be, Nobleford would meet with Lethbridge County Council to finalize the above asap.

CARRIED

I have attached the council meeting discussion recorded in the June 9, 2020 minutes for your review

We look forward to the future and working with Lethbridge County for our communities.

Sincerely


Don McDowell, Mayor


Kirk Hofman, Chief Administrative Officer


Don E. Holinaty, Deputy Mayor


Marinus de Leeuw, Councillor


Melissa Jensen, Councillor


Corne Mans, Councillor


c.c. Councillors

Minutes: For the regular meeting of Council of the TOWN OF NOBLEFORD held in Council Chambers at 906 Highway Avenue, Nobleford, via public video conference call (ZOOM), on June 9, 2020 at 7:00 pm.

Lethbridge County, June 1, ICF and Recreation Agreement Proposal

Nobleford Council reviewed Lethbridge County June 1, 2020 letter regarding ICF Recreation Funding memorandum of agreement, and discussed the Fire agreement component. Lethbridge County agrees to Recreation funding of \$250,000 contribution to 5 municipalities in 2020.

County Council has not responded to Nobleford **February 19, 2020** correspondence where Nobleford would agree with the ICF as proposed by the County.

Nobleford proposed a recreation funding schedule whereas Nobleford would receive the 13.5 % of \$250,000 County allocation (\$34,083) same as Coalhurst.

February 19, 2020 Nobleford sent to County Council:

- *Emergency Fire Suppression and Rescue Services Agreement for 1 year, 2020. Signed by Nobleford*
- *Recreation Funding Allocation, Signed by Nobleford*
- *The most recent ICF draft, from the County on Feb 14, 2020, that Nobleford agrees with*

June 1, 2020 Lethbridge County proposed recreation funding:

Summary of Total Allocations	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89
Barons	\$ 7,058.00	\$ 7,163.87	\$ 7,271.32	\$ 7,380.39	\$ 7,491.10
Nobleford	\$ 16,719.91	\$ 16,970.71	\$ 17,225.27	\$ 17,483.65	\$ 17,745.91
Coalhurst	\$ 31,469.75	\$ 31,941.80	\$ 32,420.93	\$ 32,907.24	\$ 33,400.85
Picture Butte	\$ 103,343.97	\$ 104,894.12	\$ 106,467.54	\$ 108,064.55	\$ 109,685.52
Coaldale	\$ 91,408.37	\$ 92,779.50	\$ 94,171.19	\$ 95,583.76	\$ 97,017.51
	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89

The June 1, 2020 Recreation Funding Schedule proposed by the County, was designed by Picture Butte and Nobleford does not consider the population calculation to be reflective of a fair allocation of funds. The long standing Fire agreement districts would be a better, fairer distribution base that would fund Nobleford on a similar amount as Coalhurst where we have similar Recreation facilities serving county populations. Nobleford Council has not met with the County Council to discuss or negotiate the ICF or Recreation or Fire and Rescue agreement. At present, Barons and Coaldale have signed the Recreation agreement and ICF agreement. Coalhurst and Picture Butte have not signed ICF or Recreation agreement. Picture Butte is continuing discussions with County and is considering mediation or arbitration. Coalhurst would like to have discussions with County. Coalhurst and Nobleford Fire agreement with County ended Dec 31, 2019 and we are operating under the extension clause.

Picture Butte Fire agreement ends Dec 31, 2020.

Nobleford Council discussed the benefits to coming to an ICF agreement ASAP with Lethbridge County that avoids mediation or arbitration. Nobleford has had a good relationship with County and has always been able to come to an agreement in a cooperative, considerate manner.

Nobleford agrees with the ICF as presented but may have to have a simplified recreation agreement with the County.

* Nobleford can agree with a Recreation agreement with the change in funding to Nobleford in the same amount as Coalhurst \$31,469.75.

*Nobleford supports the draft, Fire and Rescue service operation agreement that CAO's have been working on but further work is needed on Capital funding.

* Nobleford agrees with the ICF as presented.

#158-2020

MOVED BY Councillor Holinaty to send correspondence to Lethbridge County regarding their June 1, 2020 letter, and state that;

- Nobleford can agree with a Recreation agreement with funding to Nobleford in the same amount as proposed to Coalhurst, \$31,469.75.

- Nobleford supports the draft Fire and Rescue service operation agreement that CAO's have been working on, but further work is needed on Capital funding.

- Nobleford agrees with the ICF as presented.

If need be, Nobleford would meet with Lethbridge County Council to finalize the above asap.

CARRIED

Town of Nobleford

Municipal Excellence Award Recipient - Connected to the World with Broadband Fibre Optic

Box 67, Nobleford AB T0L 1S0 - Municipal Office: 906 Highway Avenue

Phone: (403) 824-3555 Fax: (403) 824-3553 E-mail: admin@nobleford.ca Web: www.nobleford.ca

"Before any Government can give - it must take"

July 23, 2020

Reeve Lorne Hickey and CAO Ann Mitchell
Lethbridge County
#100, 905 4th Avenue South
Lethbridge, Alberta, T1J 4E4

hickey@lethcounty.ca
amitchell@lethcounty.ca

Dear Reeve, Council and Administration

RE: ICF, Recreation, Nobleford Fire agreement ,

Further to Noblefords, February 19, 2020 and June 23, 2020 Correspondence to the County, regarding our ICF,
I present to you:

- A signed ICF agreement,
- A signed Recreation agreement with one change " Funding to Nobleford of \$31,469.75",
Which is the same as Coalhurst,
- A signed Fire and rescue draft agreement, the most recent (January7, 2020) document drafted by Our CAO's.

Nobleford enjoys a good relationship with the County and has no interest in compromising that relationship over issues
and would like to finalize the above 3 items ASAP.

Nobleford Council welcomes a meeting with County Council at your convenience.

Sincerely



Nobleford Town Council
Mayor Don McDowell.



Moving Forward

Building Opportunities for Our Future

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

Lethbridge County and the

Village of Barons
Town of Nobleford
Town of Coalhurst
Town of Picture Butte
Town of Coaldale

FOREWORD

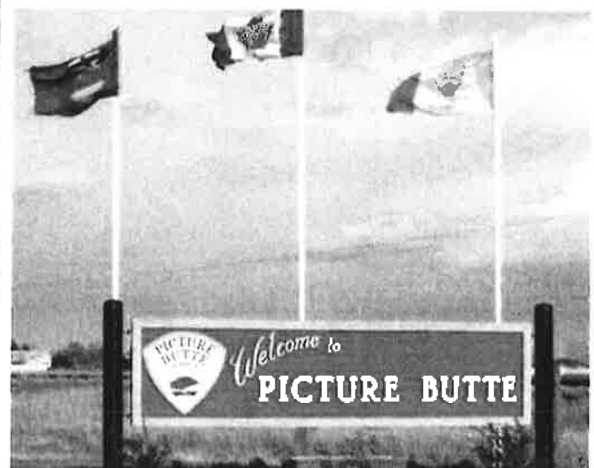
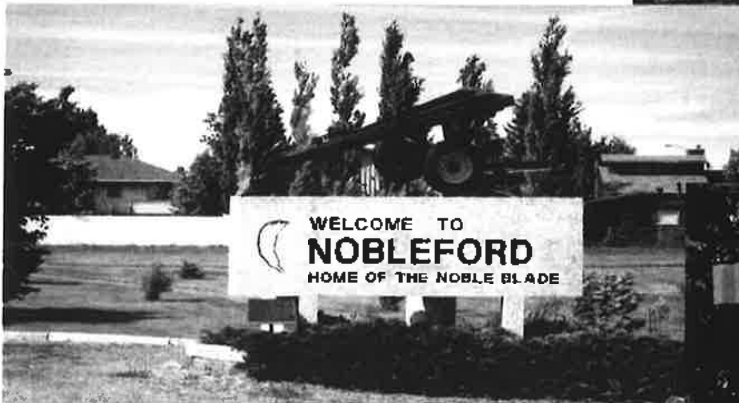
Lethbridge County has entered into Inter-municipal Development Plans (IDPs) and has other agreements with its neighbouring municipalities of the Town of Nobleford, Town of Coalhurst, Town of Picture Butte and the Town of Coaldale to address regional services to their respective residents. The IDP between the County and the Village of Barons is still being developed.

Lethbridge County and the Village of Barons, Town of Nobleford, Town of Coalhurst, Town of Picture Butte and the Town of Coaldale (the "Urbans") share a common history. Both have unique and similar municipal characteristics, and both are based upon building and maintaining core services including emergency services, solid waste, transportation, recreation, water and wastewater which are designed to service a predominantly agricultural and resource-based economy. Together these same individual characteristics link them into a healthy and viable regional municipality.

It is understood that increasing the level of collaboration represents an opportunity to provide more efficient and better service levels to citizens in the region. Some services can be provided exclusively in a single municipality, however the increased opportunity in working together is also recognized in increased economies of scale, sustainability of services, creation of new services, and overall quality and efficiency in service delivery. In other words, dovetailing the individual characteristics of the municipalities creates expanded resources and advances quality of life opportunities to all people in the region. The image of "many municipalities – one purpose" describes the philosophy of the municipal Councils.

All the municipalities are committed to identifying current and future issues where joint services may be realized through more formalized cooperation. Examples are evident in areas such as planning, economic development, recreation, emergency services and potable water which help create a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, Lethbridge County and the Urbans are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.



Lethbridge County and the Urbans share a common history and foundation based primarily upon agriculture



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighbouring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process so that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated and funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement between Lethbridge County and its Urban neighbours will:

Recognize and share the vision and priorities of each municipality with the goal of providing effective and efficient service levels to their citizens: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree they will consider the region in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation versus direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation – Consultation Protocol:

The fundamental basis of this agreement is communication and consultation and as such the County and the Urbans agree to inform one another when legislatively required and as outlined under the "Framework Protocol" section 3. By recognizing the value in informing municipal neighbours with whom a common geographic boundary is shared, each municipality will include the other in their project circulation when legislatively required and as outlined under the "Framework Protocol" section 3. Where notification has been provided that a meeting is required it shall be first handled by the respective Chief Administrative Officers or their designate and if that does not resolve the matters at hand it shall be dealt with by a committee from each Council, recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and work together to develop common solutions to any challenges they encounter.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision makers are informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is likely that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to each community. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of Municipal Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be considered to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the Chief Administrative Officers (CAOs) and Administration:

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. See the Conflict Resolution section below for additional information.

The Role of Staff:

Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

The Framework Protocols

Development of an Intermunicipal Communication Protocol

Understanding that the success of this agreement is based upon respectful dialogue that both municipalities must be committed to ensuring the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At

all times and through all levels of each organization the following principles should apply:

- a. Seek to understand
 - b. Avoid personal attacks either privately or publicly
 - c. Asking for clarification on policies adopted by the other municipality to ensure understanding
 - d. Address issues as being of a joint nature meant to be resolved together
 - e. Seek to maximize the benefits for both parties
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization
- a. All municipalities agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
 - b. All municipalities agree to provide additional training as required following any change in elected officials or senior administration
3. The protocol should ensure that each municipality provides to the other information pertaining to:
- a. Major capital projects which have to potential to impact the other municipality
 - b. Lobby efforts to higher levels of government with respect an issue which may impact regional services
 - c. Adopted strategic plans
 - d. Ceremonies, celebrations, events of regional impact
 - e. Promotion of collaborative successes

Conflict Resolution

The municipalities recognize that the development of this agreement is the start – not the end of the process.

Recognizing that not all issues may be agreed upon the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the problems initiated the CAO will seek to address matters of conflict.
2. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
3. All matters of conflict should be resolved using a clear procedural pathway.
4. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

Process

If a municipality believes an obligation under the agreement has been breached the matter should be immediately brought to the attention of their Chief Elected Official (CEO) and CAO. The CEO and CAO will investigate and if it appears as if a 'breach' of the agreement has occurred the matter will be immediately brought to the attention of the other municipalities' CAO. Once that has occurred an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue or any circumstance

which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.

If this does not resolve the issue an Intermunicipal Dispute Committee shall be appointed by both Councils who will decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful a mediated process is initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.



This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.

Inventory of Municipal Services

The following charts illustrate an inventory of municipal services available to citizens in each municipality. The inventory is a consideration of who provides a service, who has funded a service and where such services exist within the boundaries of a municipality. The services listed below are a representation of key services but it's not necessarily all services provided by each municipality. The services are utilized by the citizens of each municipality in one way or the other.

ICF Agreement – Statutory Provisions

Amendments to the Municipal Government Act have amended the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This Agreement must address services that benefit residents in more than one of the municipalities. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

Emergency Services

Lethbridge County and the Urbans have signed agreements for the provision of Fire and Rescue services. All parties to this ICF and the Fire and Rescue Service Agreements agree to continue working together, to negotiate in good faith, and to seek efficiencies and improvements in the provision of services to all citizens. All parties agree to participate in discussions with the goal of establishing new agreement(s) by no later than December 31, 2020.

All signatories to this Intermunicipal Collaboration Framework Agreement are also signatories to the Southern Alberta Emergency Management Resource Sharing Agreement. The Resource Sharing Agreement is a region-wide agreement that also includes approximately 40 additional Southern Alberta municipalities.

Solid Waste

Lethbridge County, the Town of Nobleford and the Town of Picture Butte are parties to Lethbridge Regional Waste Management Services Commission. The Village of Barons, Town of Coalhurst and Town of Coaldale are not members and do not receive services through the Commission. The Town of Coalhurst provides solid waste collection services to selected areas of Lethbridge County.

Transportation

Coordination of construction of transportation corridors that connect the County with an Urban municipality will be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in alignment.

Recreation

Lethbridge County has an agreement with the Urbans through which funding for recreation opportunities in each of the Urbans for the general public, is provided. Each Urban is responsible for leading the delivery of recreation services.

Water

Lethbridge County on its own or as a member of Lethbridge Regional Water Services Commission supplies potable water to rural users through two rural Co-ops and to the Towns of Picture Butte and Coaldale. The County also supplies water to all County hamlets, subdivisions, and business parks.

The Town of Nobleford operates its own water reservoirs, water treatment and distribution and also has an agreement to convey water via two pipelines to Barons and Lethbridge County.

The Village of Barons receives potable water from Nobleford via a regional waterline and provides post-chlorination in the distributing system.

The Town of Picture Butte purchases potable water from the Lethbridge Regional Water Services Commission and contracts Lethbridge County to maintain the Town's water supply infrastructure outside of its municipal boundaries. Within their municipal boundaries Picture Butte maintains and operates a water distribution system.

The Town of Coaldale purchases potable water from the Lethbridge Regional Water Services Commission and receives its water through the City Supply Line, which runs east/west along Township Road 9-2 between Coaldale and Lethbridge. The City Supply Line was jointly funded by the Town of Coaldale and Lethbridge County and also provides water to McCain Foods, an agri-food processing facility located east of Coaldale by Stafford reservoir in the municipal jurisdiction of Lethbridge County.

The Town of Coalhurst Reservoir is filled via a pipeline from West Lethbridge. The reservoir is used for storage and maintaining constant distribution pressure within Coalhurst. The distribution system also supplies water to the CP Rail Marshalling Yard at Kipp and to some acreages west of Coalhurst.

Waste Water

Lethbridge County supplies wastewater services to residents in the County hamlets of Monarch, Diamond City, Shaughnessy, Iron Springs, Turin, Fairview and the business parks of Broxburn and Rave.

The Town of Nobleford operates its own sanitary lagoon system.

The Village of Barons operates its own sanitary lagoon system.

The Town of Picture Butte operates its own sanitary lagoon system.

The Town of Coaldale operates its own sanitary lagoon system.

The Town of Coalhurst wastewater is pumped to the City of Lethbridge for treatment.

Broadband

All signatories to this agreement have an interest in coordinating efforts to provide broadband internet service to our respective municipalities and hereby agree to work cooperatively in a non-competitive manner to achieve this goal.

Other

Additional opportunities for collaboration exist within the areas of regional economic development and the establishment of a joint regional Assessment Review Board, for example. An Inventory of services for the County and each of the Urbans is attached and forms part of this agreement. Responsibility for the provision of shared services identified in the attached service inventories will be delivered and funded in accordance with the agreements between the County and the Urbans, for those shared services.

Intermunicipal Development Plan

Intermunicipal Development Plans (IDPs) were adopted by separate bylaws between Lethbridge County and each Urban, with the exception of the Village of Barons which is still under development. These IDPs are statutory planning documents that foster ongoing collaboration and cooperation between both municipalities regarding planning matters and clarify land use expectations within the respective Plan areas.

The Lethbridge County/Village of Barons IDP is under development.

The Town of Nobleford adopted IDP Bylaw No. 623 on August 21, 2012.
Lethbridge County adopted IDP Bylaw No. 1388 on August 16, 2012.
Bylaw No. 1388 was amended on April 4, 2019.

**The Town of Coalhurst adopted IDP Bylaw No. 375-14 on December 2, 2014.
Lethbridge County adopted IDP Bylaw No. 1434 on December 4, 2014.**

**The Town of Picture Butte adopted IDP Bylaw No. 865-18 on April 9, 2018.
Lethbridge County adopted IDP Bylaw No. 18-009 on May 3, 2018.**

**The Town of Coaldale adopted IDP Bylaw No. 631-P-02-10 on April 12, 2010.
Lethbridge County adopted IDP Bylaw No. 1337 on April 15, 2010.**

Commitment to Collaboration

Lethbridge County and the Urbans acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate as well as to honour all applicable legislation and agreements with respect intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the 16th day of April, 2020.

LETHBRIDGE COUNTY

PER: Lorne Hickey

REEVE

PER: C. Mitchell

CAO

FOR THE VILLAGE OF BARONS

PER: [Signature]

MAYOR

PER: [Signature]

CAO

Barons Inventory of Services

Village of Barons = B
Lethbridge County = L

Type of Service	Mun.	Inter Mun.	3rd Party
<u>Transportation</u>			
Road Grading & Graveling	L		B
Road Calcium	L		B
Gravel Crushing			LB
Road Construction			LB
Culvert Installation	LB		
Bridge Maintenance	L		L
Drainage Maintenance	LB		L
Snow Plowing	LB		
Shop Vehicle Maint	LB		LB
Surveying	L		LB
Sign Installation & Maint	LB		
Paved Road Repairs	LB		LB
Rural Addressing Signs	L		
Airport Operation			
<u>Recreation</u>			
Skating Rinks			
Curling Rinks			
Shooting Ranges/Gun Club			
Riding Arenas			
Outdoor Rodeo Grounds			
Baseball diamonds	LB		
Golf Courses			
Indoor Athletic Fields			
Swimming Pools			
Outdoor Soccer Fields			
Tennis Courts	LB		
Senior Centres	B		
Motocross Track			
Bowling Alleys			
Water Park			
Skateboard Park			
Gyms & Workout Centres	B		
<u>Other Services</u>			
FCSS			LB
ORRSC - Planning			LB
Planning & Development	LB		
Economic Development	LB		B
Regional Services			
General Administration	LB		
Adult Learning Assoc			
Southgrow Eco. Dev.			L
Libraries			LB
Village of Barons	B		
Lethbridge County	L		

Type of Service	Mun.	Inter Mun.	3rd Party
<u>Water</u>			
Water Treatment	L	L	B
Water Distribution	LB		L
Service Installs	B		L
Meter Reading	LB		
Utility Billing	LB		
Truck Fill Station	LB		
<u>Waste Water</u>			
Certified Operators	LB		B
WW Collection System	LB		
Lagoons	LB		
Irrigation of Effluent	B		L
Installation of utilities	B		L
<u>Recycling & Waste Management</u>			
Landfill		L	B
Collection		L	LB
Recycling	B	L	LB
<u>Ag Services & Parks</u>			
Tree Planting	LB		
Tree Spraying	L		
Tree Pruning	LB		
Mowing	LB		
Weed Identification	L		
Weed Act Enforcement	L		
Weed Spraying	L		
Raw Water Irrigation			
Cemetery Maintenance			
Pest Control	L		
Park Maintenance	LB		
Sprinkler installation	B		
Equip. Maintenance	LB		LB
Equipment Rentals	L		B
Building Maintenance	LB		LB
Park Operations	LB		
Campground Operation			
Municipality Halls	LB		LB
Museums			
Visitor Centre			
Playgrounds	LB		
<u>Emergency Services</u>			
EMS Coordination			LB
Fire Department	B	L	
Peace Officer	L		B
Safety Code Officer	B		L
Safety Code Inspections	B		L
Disaster Management	LB	LB	LB
Mutual Aid Agreements		LB	

ICF

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2020.

LETHBRIDGE COUNTY

FOR THE TOWN OF NOBLEFORD

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

TOWN OF NOBLEFORD
P.O. BOX 67
NOBLEFORD, AB T0L 1S0

JUNE 23, 2020

Nobleford Inventory of Services

Town of Nobleford = N
Lethbridge County = L

A	B	C	D	E	F	G	H	I	J	K	L
	Type of Service	Mun	Inter Mun	3rd Party			Type of Service	Mun	Inter Mun	3rd Party	
1											
2	<u>Transportation</u>						<u>Water</u>				
3	Road Grading & Graveling	NL					Water Treatment	NL	L		
4	Road Calcium	L					Water Distribution	NL		L	
5	Gravel Crushing			NL			Service Installs	NL		NL	
6	Road Construction			NL			Meter Reading	NL			
7	Culvert Installation	L		NL			Utility Billing	NL			
8	Bridge Maintenance	L		L			Truck Fill Station	NL			
9	Drainage Maintenance	NL	N	NL			<u>Waste Water</u>				
10	Snow Plowing	NL		NL			Certified Operators	NL			
11	Shop - Vehicle Maint	NL		NL			WW Collection System	NL			
12	Surveying	L		NL			Lagoons	NL			
13	Sign Installation & Maint	NL					Irrigation of Effluent			L	
14	Paved Road Repairs	NL	N	NL			Installation of utilities	NL		NL	
15	Rural Addressing Signs	L					<u>Recycling & Waste Management</u>				
16	Airport Operation						Landfill		L		
17	<u>Recreation</u>						Collection	NL	NL	NL	
18	Skating Rinks	N					Recycling	NL	NL	NL	
19	Curling Rinks	N					<u>Ar Services & Parks</u>				
20	Shooting Ranges/Gun Club						Tree Planting	NL			
21	Riding Arenas						Tree Spraying	L		N	
22	Outdoor Rodeo Grounds						Tree Pruning	NL			
23	Baseball diamonds	NL					Mowing	NL			
24	Golf Courses						Weed Identification	L			
25	Indoor Athletic Fields	N					Weed Act Enforcement	L			
26	Swimming Pools						Weed Spraying	L		N	
27	Outdoor Soccer Fields	N					Raw Water Irrigation				
28	Tennis Courts	NL					Cemetery Maintenance				
29	Senior Centres	N					Pest Control	NL			
30	Motocross Track						Park Maintenance	NL			
31	Bowling Alleys						Sprinkler Installation	NL		N	
32	Water Park	N					Equip. Maintenance	NL		NL	
33	Skateboard Park	N					<u>Equipment Rentals</u>	L		N	
34	Gyms & Workout Centres						Building Maintenance	NL		NL	
35	<u>Other Services</u>						Park Operations	NL			
36	FCSS	N		NL			Campground Operation				
37	ORRSC - Planning	N		NL			Municipality Halls	NL		L	
38	Planning & Development	NL		NL			Museums	NL			
39	Economic Development	NL					Visitor Centre				
40	Regional Services						Playgrounds	NL			
41	General Administration	NL					<u>Emergency Services</u>				
42	Adult Learning Assoc						EMS Coordination	NL		L	
43	Southgrow Eco. Dev.	N		NL			Fire Department	NL	NL		
44	Pheasant Festival Com						Peace Officer	L			
45	Libraries			L			Safety Code Officer	NL		L	
46	Town of Nobleford	N					Safety Code Inspections			NL	
47	Lethbridge County	L					Disaster Management	NL	NL	L	
48							Mutual Aid Agreements	NL			

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2020.

LETHBRIDGE COUNTY

FOR THE TOWN OF COALHURST

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

Coalhurst Inventory of Services

Town of Coalhurst = C
Lethbridge County = L

Type of Service	Mun.	Inter Mun.	3rd Party	Type of Service	Mun.	Inter Mun.	3rd Party
Transportation				Water			
Road Grading & Graveling	LC	C	C	Water Treatment	LC	LC	
Road Calcium	L	C		Water Distribution	LC	C	LC
Gravel Crushing			L	Service Installs	C		LC
Road Construction			LC	Meter Reading	LC		
Culvert Installation	L		C	Utility Billing	LC		
Bridge Maintenance	L		L	Truck Fill Station	LC	C	
Drainage Maintenance	LC		LC	Waste Water			
Snow Plowing	LC		C	Certified Operators	LC		
Shop - Vehicle. Maint	LC		LC	WW Collection System	LC		
Surveying	L		LC	Lagoons	LC		
Sign Installation & Maint	LC	C	C	Irrigation of Effluent			L
Paved Road Repairs	LC		LC	Installation of utilities			LC
Rural Addressing Signs	L			Recycling & Waste Management			
Airport Operation				Landfill		LC	
Recreation				Collection	C	LC	L
Skating Rinks	C			Recycling	C	L	LC
Curling Rinks				Ag Services & Parks			
Shooting Ranges/Gun Club				Tree Planting	LC		
Riding Arenas				Tree Spraying	LC		
Outdoor Rodeo Grounds				Tree Pruning	LC		
Baseball diamonds	LC			Mowing	LC		
Golf Courses				Weed Identification	LC		
Indoor Athletic Fields				Weed Act Enforcement	LC		
Swimming Pools				Weed Spraying	LC		
Outdoor Soccer Fields	C			Raw Water Irrigation	C		
Tennis Courts	L		C	Cemetery Maintenance			
Senior Centres			C	Pest Control	LC		
Motocross Track				Park Maintenance	LC		
Bowling Alleys				Sprinkler installation	C		
Water Park				Equip. Maintenance	LC		LC
Skateboard Park				Equipment Rentals	L		C
Gyms & Workout Centres				Building Maintenance	LC		LC
Other Services				Park Operations	LC		
FCSS			LC	Campground Operation	C		
ORRSC - Planning			LC	Municipality Halls	LC		L
Planning & Development	LC		C	Museums			
Economic Development	LC		C	Visitor Centre			
Regional Services				Playgrounds	LC		
General Administration	LC			Emergency Services			
Adult Learning Assoc				EMS Coordination			L
Southgrow Eco. Dev.			LC	Fire Department	C	LC	
Pheasant Festival Com				Peace Officer	L		
Libraries			LC	Safety Code Officer			LC
Town of Coalhurst	C			Safety Code Inspections			LC
Lethbridge County	L			Disaster Management	LC	LC	LC
				Mutual Aid Agreements		LC	

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2020.

LETHBRIDGE COUNTY

FOR THE TOWN OF PICTURE BUTTE

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

Picture Butte Inventory of Services

Town of Picture Butte = P
Lethbridge County = L

Type of Service	Mun.	Inter Mun.	3rd Party	Type of Service	Mun.	Inter Mun.	3rd Party
<u>Transportation</u>				<u>Water</u>			
Road Grading & Graveling	L/P			Water Treatment	L/P	L/P	P
Road Calcium	L		P	Water Distribution	L/P	L/P	L
Gravel Crushing			L	Service Installs	P		L/P
Road Construction			L/P	Meter Reading	L/P		
Culvert Installation	L/P		P	Utility Billing	L/P		
Bridge Maintenance	L		L	Truck Fill Station	L/P		
Drainage Maintenance	L/P		L/P	<u>Waste Water</u>			
Snow Plowing	L/P		P	Certified Operators	L/P		
Shop - Vehicle Maint	L/P		L/P	WW Collection System	L/P		
Surveying	L		L/P	Lagoons	L/P		
Sign Installation & Maint	L/P			Irrigation of Effluent			L
Paved Road Repairs	L		L/P	Installation of utilities			L/P
Rural Addressing Signs	L/P		P	<u>Recycling & Waste Management</u>			
Airport Operation				Landfill		L/P	P
<u>Recreation</u>				Collection	P	L	L
Skating Rinks	P		P	Recycling		L/P	L/P
Curling Rinks	P		P	<u>Ag Services & Parks</u>			
Shooting Ranges/Gun Club			P	Tree Planting	L/P		P
Riding Arenas				Tree Spraying	L		P
Outdoor Rodeo Grounds				Tree Pruning	L/P		P
Baseball diamonds	L/P			Mowing	L/P		
Golf Courses				Weed Identification	L/P		
Indoor Athletic Fields				Weed Act Enforcement	L/P	P	P
Swimming Pools	P			Weed Spraying	L/P		P
Outdoor Soccer Fields			P	Raw Water Irrigation	P		
Tennis Courts	L/P			Cemetery Maintenance			
Senior Centres	P			Pest Control	L		P
Motocross Track				Park Maintenance	L/P		
Bowling Alleys				Sprinkler installation	P		
Water Park				Equip. Maintenance	L/P		L/P
Skateboard Park				Equipment Rentals	L		
Gyms & Workout Centres			P	Building Maintenance	L/P		L/P
<u>Other Services</u>				Park Operations	L/P		
FCSS			L/P	Campground Operation	P		
ORRSC - Planning			L/P	Municipality Halls	L/P		L
Planning & Development	L/P			Museums			L
Economic Development	L/P		P	Visitor Centre			
Regional Services			P	Playgrounds	L/P		
General Administration	L/P			<u>Emergency Services</u>			
Adult Learning Assoc.				EMS Coordination	P		L
Southgrow Eco. Dev.			L/P	Fire Department	P	L/P	
Pheasant Festival Com				Peace Officer	L	P	
Libraries	P	L/P	L/P	Safety Code Officer	P		L/P
Town of Picture Butte	P			Safety Code Inspections	P		L/P
Lethbridge County	L			Disaster Management	L/P	L/P	L/P
				Mutual Aid Agreements	P	L/P	P

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the 17 day of April, 2020.

LETHBRIDGE COUNTY

PER: Lorne Hickey
REEVE

PER: C. Mitchell
CAO

FOR THE TOWN OF COALDALE

PER: [Signature] Kim Craig
MAYOR

PER: [Signature]
KALEN HASTINGS
CAO

Coaldale Inventory of Services

Town of Coaldale = C
Lethbridge County = L

Type of Service	Mun.	Inter Mun	3rd Party	Type of Service	Mun	Inter Mun	3rd Party
<u>Transportation</u>				<u>Water</u>			
Road Grading and Graveling	LC			Water Treatment		CL	
Road Calcium	L	C		Water Distribution	CL		
Gravel Crushing			L	Service Installs	C		CL
Road Construction			CL	Meter Reading	CL		
Culvert Installation	CL		CL	Utility Billing	CL		
Bridge Maintenance	L		L	Truck Fill Station	CL		
Drainage maintenance	CL	CL	CL	<u>Waste Water</u>			
Snow Plowing	CL	CL	CL	Certified Operators	CL		
Shop- Vehicle Main.	CL		CL	W/W Collection System	CL		
Surveying	CL		CL	Lagoons	CL		
Sign Installation	CL			Irrigation of Effluent			L
Paved Road Repairs	CL		CL	Installation of Utilities	C		CL
Addressing Signs	CL			<u>Recycling & Waste Management</u>			
Airport Operation	L			Landfill		CL	
<u>Recreation</u>				Collection		L	CL
Skating Rinks	C			Recycling		L	CL
Curling Rinks	C			<u>Ag Services & Parks</u>			
Shooting Range				Tree Planting	CL		C
Riding Areas				Tree Spraying	CL		
Outdoor Rodeo Grounds				Tree Pruning	CL		
Baseball Diamonds	C			Mowing	CL		
Golf Courses				Weed Identification	CL		
Indoor Athletic Fields				Weed Act Enforcement	CL		
Swimming Pools	C			Weed Spraying	CL		C
Outdoor Soccer Fields	C			Raw Water Irrigation	C		C
Tennis Courts	C			Cemetery Maintenance	C		
Senior Centres	C			Pest Control	L		C
Motocross Track				Park Maintenance	CL		
Bowling Alleys				Sprinkler Installation	C		
Water Park				Equipment Maintenance	CL		CL
Skateboard Park	C			Equipment Rentals	CL		
Gym and Workout Centres				Building Maintenance	CL		CL
<u>Other Services</u>				Park Operations	CL		
FCSS			CL	Campground Operations			
ORRSC			CL	Municipality Halls	CL		CL
Planning and Development	CL			Museums	C		
Economic Development	CL			Visitor Centre			
Regional Services				Playgrounds	CL		
General Administration	CL			<u>Emergency Services</u>			
Adult Learning				EMS Coordination		CL	
South grow Eco. Dev.			CL	Fire Department		CL	
Pheasant Festival				Peace Officer		CL	
Libraries			CL	Safety Codes Officer			CL
Town of Coaldale	C			Safety Code Inspections			CL
Lethbridge County	L			Disaster Management	CL		CL
				Mutual Aid Agreements		CL	



#100, 905 - 4th Avenue South, Lethbridge, Alberta T1J 4E4

Delivered Electronically

June 1, 2020

Mr. Kirk Hofman
Chief Administrative Officer
Town of Nobleford
905 Highway Avenue
P.O. Box 67
Nobleford, AB T0L 1S0

Re: Lethbridge County Approval of Intermunicipal Collaboration Framework and Recreation Funding Agreement

Dear Kirk,

I wish to inform you that Lethbridge County Council made the following resolutions at the Regular Council meeting on April 16, 2020.

104-2020

MOVED that Lethbridge County approves the Intermunicipal Collaboration Framework agreement presented at the April 16, 2020 Council meeting and signs the document with any or all of the Village of Barons, Town of Nobleford, Town of Coalhurst, Town of Picture Butte and Town of Coaldale who have also agreed to sign.

CARRIED

105-2020

MOVED that Lethbridge County approves the Recreation Agreement presented at the April 16, 2020 Council meeting and signs the document with any or all of the Village of Barons, Town of Nobleford, Town of Coalhurst, Town of Picture Butte and Town of Coaldale who have also agreed to sign.

CARRIED

Lethbridge County has enjoyed the process of working with you and your Council over this past year and we are hopeful to continue this relationship under the overarching guidelines of the Intermunicipal Collaboration Framework Agreement and Recreation Agreement for the betterment of the southern Alberta region.

The April 1, 2020 ICF deadline has been extended to April 1, 2021. If the Town is amenable to signing these documents, electronic signatures will be acceptable, especially in this time of COVID-19.

The attached Recreation Agreement is one that requires multiple signatures on one page so you may insert your signature and return to us by email at any time. The County will disperse the recreation funds forthwith to those participants whose Councils have approved and signed.

Tel: (403) 328-5525 E-Mail: mailbox@lethcounty.ca Fax: (403) 328-5602

Page 28 of 52



#100, 905 - 4th Avenue South, Lethbridge, Alberta T1J 4E4

The attached ICF Agreement may also be signed and returned via email at any time. Thank you again, it has been a pleasure working with you during the last year and we are looking forward to continuing our mutually beneficial relationship.

Sincerely,

Ann Mitchell,
Chief Administrative Officer
Lethbridge County

Copy: Lethbridge County Council
Larry Randle, Director of Community Services

Encl.

Town of Nobleford

Municipal Excellence Award Recipient - Connected to the World with Broadband Fibre Optic

Box 67, Nobleford AB T0L 1S0 - Municipal Office: 906 Highway Avenue

Phone: (403) 824-3555 Fax: (403) 824-3553 E-mail: admin@nobleford.ca Web: www.nobleford.ca

"Before any Government can give - it must take"

June 23, 2020

Reeve Lorne Hickey
Lethbridge County
#100, 905 4th Avenue South
Lethbridge, Alberta, T1J 4E4
hickey@lethcounty.ca amitchell@lethcounty.ca

Dear Reeve, Council and Administration

RE: ICF, Lethbridge County, Nobleford Fire, Recreation.

At the regular meeting of Council of the TOWN OF NOBLEFORD held in Council Chambers at 906 Highway Avenue, Nobleford, via public video conference call (ZOOM), on June 9, 2020 at 7:00 pm. The following resolution was passed:

#158-2020

MOVED BY Councillor Holinaty to send correspondence to Lethbridge County regarding their June 1, 2020 letter, and state that;

- Nobleford can agree with a Recreation agreement with funding to Nobleford in the same amount as proposed to Coalhurst, \$31,469.75.
- Nobleford supports the draft Fire and Rescue service operation agreement that CAO's have been working on, but further work is needed on Capital funding.
- Nobleford agrees with the ICF as presented.

If need be, Nobleford would meet with Lethbridge County Council to finalize the above asap.

CARRIED

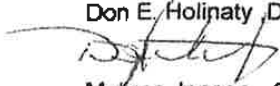
I have attached the council meeting discussion recorded in the June 9, 2020 minutes for your review

We look forward to the future and working with Lethbridge County for our communities.

Sincerely

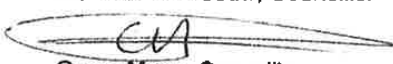

Don McDowell, Mayor


Kirk Hofman, Chief Administrative Officer


Don E. Holinaty, Deputy Mayor


Marinus de Leeuw, Councillor


Melissa Jensen, Councillor


Corne Mans, Councillor


C.C. Councillors

Minutes: For the regular meeting of Council of the TOWN OF NOBLEFORD held in Council Chambers at 906 Highway Avenue, Nobleford, via public video conference call (ZOOM), on June 9, 2020 at 7:00 pm.

Lethbridge County, June 1, ICF and Recreation Agreement Proposal

Nobleford Council reviewed Lethbridge County June 1, 2020 letter regarding ICF Recreation Funding memorandum of agreement, and discussed the Fire agreement component. Lethbridge County agrees to Recreation funding of \$250,000 contribution to 5 municipalities in 2020.

County Council has not responded to Nobleford **February 19, 2020** correspondence where Nobleford would agree with the ICF as proposed by the County.

Nobleford proposed a recreation funding schedule whereas Nobleford would receive the 13.5 % of \$250,000 County allocation (\$34,083) same as Coalhurst.

February 19, 2020 Nobleford sent to County Council:

- *Emergency Fire Suppression and Rescue Services Agreement for 1 year, 2020. Signed by Nobleford*
- *Recreation Funding Allocation, Signed by Nobleford*
- *The most recent ICF draft, from the County on Feb 14, 2020, that Nobleford agrees with*

June 1, 2020 Lethbridge County proposed recreation funding:

Summary of Total Allocations	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89
Barons	\$ 7,058.00	\$ 7,163.87	\$ 7,271.32	\$ 7,380.39	\$ 7,491.10
Nobleford	\$ 16,719.91	\$ 16,970.71	\$ 17,225.27	\$ 17,483.65	\$ 17,745.91
Coalhurst	\$ 31,469.75	\$ 31,941.80	\$ 32,420.93	\$ 32,907.24	\$ 33,400.85
Picture Butte	\$ 103,343.97	\$ 104,894.12	\$ 106,467.54	\$ 108,064.55	\$ 109,685.52
Coaldale	\$ 91,408.37	\$ 92,779.50	\$ 94,171.19	\$ 95,583.76	\$ 97,017.51
	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89

The June 1, 2020 Recreation Funding Schedule proposed by the County, was designed by Picture Butte and Nobleford does not consider the population calculation to be reflective of a fair allocation of funds. The long standing Fire agreement districts would be a better, fairer distribution base that would fund Nobleford on a similar amount as Coalhurst where we have similar Recreation facilities serving county populations. Nobleford Council has not met with the County Council to discuss or negotiate the ICF or Recreation or Fire and Rescue agreement. At present, Barons and Coaldale have signed the Recreation agreement and ICF agreement. Coalhurst and Picture Butte have not signed ICF or Recreation agreement. Picture Butte is continuing discussions with County and is considering mediation or arbitration. Coalhurst would like to have discussions with County. Coalhurst and Nobleford Fire agreement with County ended Dec 31, 2019 and we are operating under the extension clause.

Picture Butte Fire agreement ends Dec 31, 2020.

Nobleford Council discussed the benefits to coming to an ICF agreement ASAP with Lethbridge County that avoids mediation or arbitration. Nobleford has had a good relationship with County and has always been able to come to an agreement in a cooperative, considerate manner.

Nobleford agrees with the ICF as presented but may have to have a simplified recreation agreement with the County.

* Nobleford can agree with a Recreation agreement with the change in funding to Nobleford in the same amount as Coalhurst \$31,469.75.

*Nobleford supports the draft, Fire and Rescue service operation agreement that CAO's have been working on but further work is needed on Capital funding.

* Nobleford agrees with the ICF as presented.

#158-2020

MOVED BY Councillor Holinaty to send correspondence to Lethbridge County regarding their June 1, 2020 letter, and state that;

- Nobleford can agree with a Recreation agreement with funding to Nobleford in the same amount as proposed to Coalhurst, \$31,469.75.

- Nobleford supports the draft Fire and Rescue service operation agreement that CAO's have been working on, but further work is needed on Capital funding.

- Nobleford agrees with the ICF as presented.

If need be, Nobleford would meet with Lethbridge County Council to finalize the above asap.

CARRIED

July 27 County Council Meeting

**Recreation Funding
Memorandum of Agreement**

**Between Lethbridge County ✓
(the "County")**

and

**Town of Coaldale
Town of Coalhurst ✓
Town of Nobleford ✓
Town of Picture Butte
Village of Barons**

(collectively, the "Urbans")

Appendix B

\$31,469.75 Funds to Nobleford 2020

TOWN OF NOBLEFORD
P.O. BOX 67
NOBLEFORD, AB T0L 1S0

Recreation Funding Memorandum of Agreement

WHEREAS, the County accesses direct and indirect municipal recreation and culture services from the Urbans for residents of the County; and

WHEREAS, the County wishes to make available to its residents direct and indirect municipal recreation and culture services from the Urbans; and

WHEREAS, the Urbans have developed and maintained the facilities and infrastructure required to provide municipal recreation and culture services to their residents and the residents of the County, and

WHEREAS, both the Urbans and the County want to ensure cost sharing for municipal recreation and culture services is equitable and fair as per the AUMA and RMA Principles Guiding the Development of Cost Sharing Arrangements, and

WHEREAS, both the Urbans and the County are desirous of maintaining one agreement between the parties regarding municipal recreation and culture services to the greatest extent possible.

NOW THEREFORE, by mutual covenant of the parties hereto it is agreed as follows:

1. DEFINITIONS

- 1.1. "Capital" means new facilities, expansions to existing facilities and intensification of use of existing facilities;
- 1.2. "County" shall mean Lethbridge County;
- 1.3. "Municipalities" shall mean collectively the Town of Coaldale, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, the Village of Barons and Lethbridge County;
- 1.4. "Region" will refer to the geographical area within Lethbridge County and will include all Municipalities;
- 1.5. "Services" means those services that both parties are desirous of joint cost sharing and includes recreation and culture services;
- 1.6. "Urbans" shall mean collectively the Town of Coaldale, Town of Coalhurst, Town of Nobleford, Town of Picture Butte and Village of Barons;
- 1.7. "Urban Recreation Service Area" shall mean the geographical area, as identified in Appendix A, showing the County area and population to which each Urban provides recreation and cultural services; and
- 1.8. "Year" means the calendar year beginning on January 1st and ending on December 31st.

2. TERM OF AGREEMENT

- 2.1. The initial term of this Agreement shall be from January 1, 2020 to December 31, 2024 unless specified otherwise in this Agreement.
- 2.2. In the event of termination by one of the Urbans, the Agreement shall remain in place for the County and the remaining Urbans.
- 2.3. Any party may terminate this Agreement at any time, without cause, by providing one (1) year's written notice to the other parties.

3. SCHEDULE OF PAYMENTS

- 3.1. Unless otherwise provided in this Agreement, payments shall be made on a quarterly basis (March 31, June 30, September 30, December 31 in any year) if invoiced at least thirty days in advance or within thirty days of receipt of an invoice.
- 3.2. An invoice shall be deemed to have been received seven days from postmark of mailing.

4. INTERMUNICIPAL COOPERATION

- 4.1. The Municipalities agree to meet no later than April 30, 2023 to review the terms and conditions of this Agreement and develop recommendations to the respective Councils on all matters related to recreation and cultural strategic direction and cooperation affecting the Region's residents, except matters where other current operating structures and mechanisms are operating successfully.
- 4.2. The County recognizes that the Urbans have ownership and operational control of the recreation and culture facilities and services offered by the Urbans and further the County recognizes the Urbans' Capital contribution for the development of these facilities.

5. GENERAL TERMS

- 5.1. The parties agree that in consideration of the payments for recreation and culture facilities and services provided herein, the residents of the County shall be afforded the same access to the recreation and culture facilities and services at the same cost, including user fees, as residents of the Urbans for recreation and culture facilities and services provided by the Urbans.

6. MUNICIPAL SERVICES -OPERATIONAL AND CAPITAL COSTS

- 6.1. Parks and Open Spaces
 - 6.1.1. Each of the Municipalities will continue to operate the parks and open spaces within their respective municipalities at their own cost and all residents of the Region will be provided access to the parks and open spaces for the same fee.
- 6.2. Recreation and Culture
 - 6.2.1. The Municipalities agree recreation and culture facilities and services may require contribution from taxpayers in order to subsidize youth and senior programs.
 - 6.2.2. For the purposes of this Agreement, the County will contribute funding to the Urbans to assist in the cost of providing recreation and culture facilities and services, except as elsewhere provided in this Agreement, including the operation and maintenance of all indoor and outdoor recreation and culture facilities located in the Urbans.

The Municipalities agree that the funding to be provided by the County will be phased in over a five-year period as follows:

Year	Funding Provided by the County
2020	\$250,000
2021	\$253,750
2022	\$257,556
2023	\$261,420
2024	\$265,341

6.2.3. The Municipalities agree that the funding to be provided by the County shall be distributed among the Urbans on a per capita basis calculated based on the County population serviced by each Urban, taking into consideration the recreation and culture facilities and services provided by each Urban.

6.2.3.1. The funding to be provided by the County shall be distributed among the Urbans in accordance with the formulas set out in Appendix B. These formulas are based upon the following principles:

6.2.3.1.1. Funding is to be provided to the Urbans as per Section 6.2.4.

6.2.3.1.2. An amount of base funding is to be provided to all Urbans.

6.2.3.1.3. The remaining funds will be allocated as follows:

6.2.3.1.3.1. 36% to the Urbans that operate a pool

6.2.3.1.3.2. 46% to the Urbans that operate a skating arena

6.2.3.1.3.3. 18% to Urbans that do not operate a pool or skating arena

6.2.4. The Municipalities agree and acknowledge that the funding to be provided by the County, as outlined in Section 6.2.3., will fund both operational and Capital expenses incurred by the Urbans in relation to the recreation and culture facilities and services. No additional funding for Capital expenses will be allocated by the County to the Urbans for the Term of this Agreement.

6.2.5. The Municipalities shall each use all funding received from the County pursuant to this Agreement solely for the purpose for which it was intended and shall provide the County, on request, a summary of annual and operating and capital costs for their recreation and culture facilities and services.

6.2.6. The parties agree the provision of funding by the County is in consideration for the Urbans providing recreation and culture facilities and services. The Urbans shall operate, or cause to be operated, their respective recreation and culture facilities in accordance with all applicable federal and provincial legislation and regulations and with the degree of skill, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced operator of like facilities.

6.2.7. The Urbans may undertake any upgrades or enhancement to a recreation and culture facility or change any recreation and culture services provided as it deems appropriate, in its sole discretion, in accordance with all applicable federal and provincial legislation and regulations and in a good and workmanlike manner.

7. FUNDING ADJUSTMENTS

7.1. POPULATION ADJUSTMENTS – Federal Census population statistics will be used to calculate the populations for the Region and the Urban Recreation Service Area. When a new Federal Census is released the Chief Administrative Officers for each of the Municipalities shall meet within six months to reach an agreement on the populations in the Urban Recreation Service Area, which shall be used to amend Appendix B accordingly.

8. INDEMNITY

- 8.1. The Urbans shall each indemnify and hold harmless the County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of that Urban, their employees or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.
- 8.2. The County shall indemnify and hold harmless each of the Urbans, their employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County, its employees or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.
- 8.3. The County shall not be liable or responsible for any bodily or personal injury or property damage of any nature whatsoever which may be suffered or sustained by any one of the Urbans, their employees or agents in the performance of this Agreement.
- 8.4. The Urbans shall not, jointly or individually, be liable or responsible for any bodily or personal injury or property damage of any nature whatsoever which may be suffered or sustained by the County, its employees or agents in the performance of this Agreement.

9. DISPUTE RESOLUTION

- 9.1. The Municipalities will meet and attempt to resolve any dispute.
- 9.2. In the event the Municipalities are unable to resolve an issue, the next step will be to seek the assistance of a mediator.
- 9.3. If the dispute cannot be resolved through the process set out in Sections 9.1 and 9.2 herein, the dispute shall be resolved by arbitration before a single arbitrator agreed upon by the parties or, in default of such agreement, before a single arbitrator appointed by a court in accordance with the *Arbitration Act* (Alberta). The arbitration shall be conducted in accordance with the *Arbitration Act* (Alberta) and the decision of the arbitrator shall be final and binding on the parties.

10. GENERAL PROVISIONS

- 10.1. This Agreement constitutes the entire Agreement between the parties hereto with respect to the matters provided for herein and cancels and supersedes any prior understandings, agreements, negotiations and discussions between the parties except as stated in this Agreement.
- 10.2. This Agreement may not be amended or modified in any respect except by written instrument executed by each of the parties hereto.
- 10.3. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same agreement.
- 10.4. This Agreement may not be assigned by any of the parties hereto without the prior written consent of the other parties hereto, which may be withheld by either party in its sole and unfettered discretion.
- 10.5. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, including any successor by reason of amalgamation of any party, administrators and permitted assigns.

Written notice under this Agreement shall be addressed as follows:

In the case of the County to:
Lethbridge County
c/o Chief Administrative Officer
#100, 905 – 4th Avenue South
Lethbridge, AB., T1J 4E4

In the case of the Town of Coaldale to:
Town of Coaldale
c/o Chief Administrative Officer
1920 – 17th Street
Coaldale, AB., T1M 1M1

In the case of the Town of Coalhurst to:
Town of Coalhurst
c/o Chief Administrative Officer
P.O. Box 456
Coalhurst, AB., T0L 0V0

In the case of the Town of Nobleford to:
Town of Nobleford
c/o Chief Administrative Officer
P.O. Box 67
Nobleford, AB., T0L 1S0

In the case of the Town of Picture Butte:
Town of Picture Butte
c/o Chief Administrative Officer
P.O. Box 670
Picture Butte, AB., T0K 1V0

In the case of the Village of Barons:
Village of Barons
c/o Chief Administrative Officer
P.O. Box 129
Barons, AB., T0L 0G0

IN WITNESS WHEREOF the parties to this recreation funding memorandum of Agreement have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

LETHBRIDGE COUNTY

Donna Hickey
Reeve

C. Mitchell
Chief Administrative Officer

TOWN OF COALDALE

Kim Craig
Mayor

Kalen Hastings
Chief Administrative Officer
KALEN HASTINGS

TOWN OF COALHURST

Mayor

Chief Administrative Officer

TOWN OF NOBLEFORD

Laurel
Mayor

Chief Administrative Officer

*Fundus 2020
to 31,469.75
Same as Coalhurst*

TOWN OF NOBLEFORD
P.O. BOX 67
NOBLEFORD, AB T0L 1S0

June 27, 2020

TOWN OF PICTURE BUTTE

Mayor

Chief Administrative Officer

VILLAGE OF BARONS

Mayor

OB
Chief Administrative Officer

APPENDIX A: URBAN RECREATION SERVICE AREAS

Legend:

- Watershed of Haldimand Service Area
- Town of Haldimand Service Area
- Town of Picton Service Area
- Town of Cayuga Service Area
- Town of Cayuga Service Area

Population Data:

Service Area	Population
Watershed of Haldimand Service Area	4803018
Town of Haldimand Service Area	4803019
Town of Picton Service Area	4803012
Town of Cayuga Service Area	4803001
Town of Cayuga Service Area	4803002

Map Details:

- Map shows various roads and geographical features.
- Population data is provided for specific areas: 199, 213, 532, 560, 198, 322, 243, 321, 243, 213, 423, 637, 422, 502, 4803018, 4803019, 4803012, 4803001, 4803002, 4,320.
- Map includes a scale bar (0 to 1.25 km) and a north arrow.

APPENDIX B
Recreation Funding Distribution Calculations

Urban Recreation Service Area	Population
Barons	412
Nobleford	976
Coalhurst	1,837
Picture Butte	2,806
Coaldale	4,320
TOTAL	10,351

Base Funding Calculations	Population
No arena or pool county popula (Barons, Nobleford, Coalhurst)	3,225
Percentage of Lethbridge Count	31.16%
Funds allocated by County	Base Funding Amount
\$250,000	\$ 77,891.03
Base Funding Allocation	Amount
Barons	\$ 3,100.29
Nobleford	\$ 7,344.38
Coalhurst	\$ 13,823.38
Picture Butte	\$ 21,115.08
Coaldale	\$ 32,507.90
	\$ 77,891.03

Funds remaining after base fund	\$ 172,108.97	
Pool and Arena and Other Calcu	Amount	
Pool	\$ 61,959.23	36%
Arena	\$ 79,170.13	46%
Other	\$ 30,979.62	18%
	\$ 172,108.97	100%
Pool Allocation Distributed	Amount	County Population
Picture Butte	\$ 36,100.49	6,031
Coaldale	\$ 25,858.75	4,320
	\$ 61,959.23	10,351

APPENDIX B - continued
Recreation Funding Distribution Calculations

Skating Arena Distributed	Amount	County Population
Picture Butte	\$ 46,128.40	6,031
Coaldale	\$ 33,041.73	4,320
	\$ 79,170.13	10,351

Other Distributed	Amount	Population
Barons	\$ 3,957.71	412
Nobleford	\$ 9,375.54	976
Coalhurst	\$ 17,646.37	1,837
Picture Butte	\$ -	-
Coaldale	\$ -	-
	\$ 30,979.62	3,225

Summary of Total Allocations	Amount	Per Capita
Barons	\$ 7,058.00	\$ 17.13
Nobleford	\$ 16,719.91	\$ 17.13
Coalhurst	\$ 31,469.75	\$ 17.13
Picture Butte	\$ 103,343.97	\$ 17.14
Coaldale	\$ 91,408.37	\$ 21.16
	\$ 250,000.00	

Summary of Total Allocations	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89
Barons	\$ 7,058.00	\$ 7,163.87	\$ 7,271.32	\$ 7,380.39	\$ 7,491.10
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Coalhurst	\$ 31,469.75	\$ 31,941.80	\$ 32,420.93	\$ 32,907.24	\$ 33,400.85
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	\$ 250,000.00	\$ 253,750.00	\$ 257,556.25	\$ 261,419.59	\$ 265,340.89

Same

County	
Dissemination Area	2016 Populations
A	397
B	852
C	532
D	560
E	502
F	577
G	845
H	486
I	643
J	637
K	4320
TOTAL	10351

Nobleford - Same as Coalhurst

June 29, 2020
Nobleford CAO

Nobleford Mayor

January 7, 2020 option

**Lethbridge County / Urbans
Emergency Fire Suppression and Rescue Services Agreement**

THIS MEMORANDUM OF AGREEMENT IN QUADRUPLICATE
made effective as of January 1, 2020.

BETWEEN:

Urbans (name them out), being a municipal corporation
of the Province of Alberta
(hereinafter referred to as "the Urbans")

OF THE FIRST PART

- and -

Lethbridge County
(hereinafter referred to as "the County")

OF THE SECOND PART

WHEREAS:

- a) The Urbans operate departments that provide fire suppression and rescue services;
- b) The County has a need for Emergency Fire Suppression and Rescue Services from each urban as shown on a Plan attached hereto and marked as Schedule "A".
- c) The Urbans have agreed to use their firefighting equipment and trained personnel to suppress fires and provide rescue services in the Service Area pursuant to the terms, covenants and conditions hereinafter contained;
- d) The County has agreed to pay for the Fire Suppression and Rescue Services to be provided pursuant to the terms, covenants and conditions hereinafter contained;

NOW THEREFORE IT IS AGREED BETWEEN THE PARTIES HERETO THAT:

1.0 Definitions

1.1 "Service Area" means:

- a) The Primary Response Zone as identified in Schedule "A",
- b) Lethbridge County may adjust the Service Area upon reasonable notice to the Urbans. The parties agree that in order to qualify as reasonable, notice must be in writing and be given at least six (6) months prior to the end of any calendar year, so as to allow the Urbans an opportunity to adjust its budget in the normal course of its budget cycle and procedures.

1.2 "Fire and Rescue Services" means those basic services outlined below. These may include:

- a) Structural Fire Suppression
 - i. Interior Firefighting (offensive)
 - ii. Exterior Firefighting (defensive)
- b) Wild Land Fire Suppression
- c) Motor Vehicle Incident Extrication
- d) Medical First Response
- e) Fire Inspections
- f) Fire Investigations

1.3 Fire Data Management (FDM) means the recording and reporting system for all emergency responses by the Urbans.

2.0 Term of Agreement

2.1 This Agreement will commence as of the date set out at the beginning of this document ("the Effective Date") and continue for a period of five (5) YEARS (2020-2024) (hereinafter referred to as "the Term").

2.2 The Term will automatically be extended unless or until either the Urbans or Lethbridge County gives at least six (6) months of notice of writing of its intention not to renew for (5) years or extend the Agreement prior to the end of the original Term or any extension thereof.

2.3 Subject to the expiration of the initial term, this Agreement may be terminated by either the Urbans or Lethbridge County upon at least six (6) months notice in writing.

3.0 **Fees**

3.1 Lethbridge County will pay to the Urbans a **basic** operating fee in quarterly installments on or before March 31st, June 30th, September 30th and December 31st of each year.

Annual Basic **Operating** fee will be:

- 1- County paying a basic \$10,000 per Urban department
- 2- County paying basic \$2000. per member of crew up to 20 members.
- 3- County paying basic \$2000 per incident in County,

3.2 Lethbridge County is responsible for the billing and collecting of all revenues resulting from Urban emergency responses anywhere in Lethbridge County for any reason.

Each urban agrees to complete a thorough and accurate incident report for each response into the County in the FDM system within 14 days of the incident date.

- In addition to 3.1 ; Lethbridge County shall pay urbans, at Alberta transportation rates for all incidences.

Calculation of Annual Basic **Capital** costs will be determined by:

There needs to be an encouragement for efficiency, in operations, and capital.

3.2.1.2 Fire Inspections and Investigations

Each Urban agrees to conduct annual fire inspections on behalf of the County in their respective response zones, in accordance with the County's Fire Quality Management Plan. Other Urbans, including the City of Lethbridge may conduct fire inspections if the Urban is unwilling or unable to provide the service. The County agrees to pay by invoice, at the rate of \$66.00 per half hour including travel time for the service.

Each Urban agrees to conduct fire investigations on behalf of the County in their respective response zones, in accordance with the County's Fire Quality Management Plan. The County agrees to pay by invoice, at the rate of \$66.00 per half hour including travel time for the service. Fire Investigations shall occur when the responding Fire Chief or designate determines that a fire in the County requires investigation as per the Safety Codes Act, they shall conduct the investigation or assign the investigation to a qualified person. The City of Lethbridge may also be used as an investigation resource if required.

3.2.3 Level of Service Factor

- 3.2.3.1 Each urban agrees to provide the best and most thorough emergency response service to Lethbridge County that is possible based on the terms of this agreement and on available personnel, equipment and training when an emergency occurs. Each urban is responsible for recruitment, training and management of personnel and for maintaining all its fire and rescue services equipment in accordance with all laws.

3.4 Extraordinary Circumstances and Speciality Resources

- 3.4.1 Urbans may charge additional amounts for Disaster response, Mutual aid incidents, attendance at incidents outside of their designated fire and rescue service beats, and time, at Alberta transportation rates or Alberta Emergency Management prescribed rates.
- 3.4.2 Any Speciality resources required beyond core fire rescue services will be billed response fees.
- 3.5 In the event of early termination of the Agreement, the final payment amount will be due at the termination date.
- 3.6 The parties further acknowledge that fees for dispatch services are provided in a separate Agreement.

4.0 Responsibilities of the Urbans Fire and Emergency Services

- 4.1 The Urbans agree, subject to resources being available, to use their Fire Suppression and Rescue personnel and equipment to respond to an Emergency in the Service Area in accordance with the terms and conditions in this Agreement. The Urbans will respond pursuant to the Priority Dispatch System as agreed to by Lethbridge County.
- 4.2 Lethbridge County agrees that the Urbans do not guarantee and are not required pursuant to this Agreement to respond to Emergency calls unless, in the opinion of the management of the Urbans, the personnel and equipment can reasonably be spared at the time of the call.
- 4.3 In the event that the Urbans are unable to respond to an Emergency, the Urbans agree to take all reasonable actions to notify the next appropriate agency that an Emergency response has been requested.
- 4.4 The Urbans will not be obliged to construct any fire stations or fixed equipment outside their respective boundaries or limits in the Service Area. The Urbans

Fire Suppression personnel will operate from existing fire stations within the corporate limits of the Urbans.

- 4.5 This Agreement does not confer on Lethbridge County or any owner of land or premises in the Service Area a right to obtain damage from the Urbans.
- 4.6 The Urbans will complete a thorough and accurate incident report for each response into the County in FDM within 14 days of the incident date. Incident reports will contain all details collected by the Urbans in regard to the services described in this Agreement. Written, photographed, electronic and other forms of information will be easily interpreted and will adequately support the County's requirements.

5.0 Responsibilities of Lethbridge County

- 5.1 The Schedule A Response Map must be to a standard acceptable to the Urbans. Lethbridge County shall use its best efforts to educate the public to the effect that at the moment of Emergency, parties making Emergency calls shall state their name, telephone number and any other information requested or appropriate to the circumstances.
- 5.2 Lethbridge County shall supply to the Urbans any plans or reports which would in the County's view aid in firefighting or emergency rescue operations.
- 5.3 Lethbridge County herein agrees that the Urbans will not be liable for any damages whatsoever for failing to respond to any call, or for any delay in responding to any call, or for failure of the equipment in responding to any call. Lethbridge County hereby agrees to release and save harmless the Urbans together with their respective officials, officers, employees, representatives, and agents from any and all claims for damages or loss, resulting from any failure to provide or delay in providing fire suppression or rescue services, or from failure to reasonably respond to or delay with any emergency in the service area in accordance with the terms and conditions of this Agreement.
- 5.4 Without limiting the provisions as set out in Section 5.3, Lethbridge County agrees to indemnify and save harmless the urbans, their respective officials, officers, insurers and every one of their personnel engage in the performance of this Agreement from and against all claims and demands, loss, costs, damages, actions, suits (including solicitor/client costs) or other proceedings by whomsoever made, brought or prosecuted, in any manner including the acts of negligence, personal injury (including death), wilful harm, or crimes as committed or alleged to be committed by the employees and volunteers of Lethbridge County based upon, occasioned by or attributable to the execution of this Agreement, or any action taken or things done or maintained by virtue hereof, or the exercise in any manner of rights arising hereunder.
- 5.5 The Urbans will not be liable or responsible and shall be held harmless for any bodily injury or personal injury (including death), or property damage of any

nature that may be suffered by Lethbridge County, its employees, agents, contractors or sub-contractors in the performance of this Agreement, except to the extent of any negligence or misconduct on the part of the Urbans.

5.6 The liability of Lethbridge County, shall survive the termination of this Agreement.

5.7 The liability of the Urbans shall survive the termination of this Agreement.

5.8 Lethbridge County shall respond to all accidents or claims in a professional, timely, and respectful manner with thirty (30) days of notification of such incident and shall, with thirty (30) days of such notification, provide a report of the status of the claim to the Urbans. In addition, Lethbridge County shall continue to provide timely ongoing progress reports to the Urbans up to and including final resolution of the claim based upon, occasioned by or attributable to the execution of this Agreement.

6.0 General

6.1 Relationship of Parties

The duties, obligations and liabilities of the parties are intended to be separate, not joint or collective. Nothing in this Agreement is intended to create a partnership of any kind. Each party hereto is individually responsible for its own conduct and obligations as set out in this Agreement or otherwise agreed to and confirmed in writing.

6.2 Notice

If any party desires to give notice to any other party under or in connection with this Agreement, such notice should be given as follows:

- a) by the Urbans to Lethbridge County by delivery to or by postage prepaid mail addressed to:

*Chief Administrative Officer, Lethbridge County
#100, 905 – 4 Ave. South
Lethbridge, Alberta, T1J 4E4
or by fax to the fax number: 403-328-5602*

- b) by Lethbridge County to the Urbans by delivery to or by postage prepaid mail addressed to the respective Chief Administrative Officers at the regular mailing address of each municipality.

Barons, Coaldale, Coalhurst, Nobleford, Picture Butte

6.3 A waiver by any party hereto of the strict performance of the other or any covenant or provision of this Agreement will not of itself constitute a waiver of any

subsequent breach of such covenant or provision or of any other covenant, provision or term of this Agreement.

- 6.4 Each of the parties from time to time and at all times will do such further acts and execute and deliver all such further documents and assurances as may be reasonably required to order to fully perform and carry out the terms of this Agreement.
- 6.5 The parties agree that this Agreement may be amended from time to time upon mutual agreement to do so to give effect to the intention of the parties as the circumstances at the time may require.
- 6.6 Freedom of Information and Protection of Privacy Act ("FOIP" or the "Act")

All documents submitted to the Urbans will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act, as amended, revised or substituted from time to time. While this Act allows persons a right to access to records in the Urbans custody or control, it also prohibits the Urbans from disclosing personal or business information where disclosure would be harmful to business interests or would be an unreasonable invasion of personal privacy as defined in Sections 15 and 16 of the Act.

6.7 Dispute Resolution

Any dispute between the parties hereto as to the interpretation of, subject matter of, or in any way related to, this Agreement is to be resolved by the parties attempting to reach a fair and equitable resolution by using, in good faith, one or more of the following means, in the order listed, until a resolution is arrived at. The means to be used are:

- a) negotiation;
- b) mediation;
- c) arbitration by mutual consent; or
- d) legal proceedings in a court of competent jurisdiction.

Except for the purposes of preserving a limitation period or obtaining an appropriate interim order or remedy where reasonably necessary, unless otherwise agreed to in writing by the parties, it is a condition precedent to the bringing of any legal proceedings that the means or procedures in this clause have been used and followed in good faith. With respect to mediation, unless otherwise agreed to in writing, mediation will be in accordance with the procedures of The Arbitration and Mediation Society of Alberta (hereinafter referred to as "the Society"), using as mediator a third party neutral person, either mutually agreed to by the parties, or if the parties are unable to agree as selected by the Society. With respect to arbitration, unless otherwise agreed to in writing by both parties, arbitration is to be by way of a single arbitrator pursuant to the Arbitration Act of Alberta, in accordance with the rules of the Society.

- 6.8 The parties agree that they have expressed herein their entire understanding and agreement concerning the subject matter of this Agreement.
- 6.9 The recitals set out at the beginning of this document and the schedules attached hereto are hereby made part of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused to be hereto affixed their respective corporate seals attested by the signatures of their respective duly authorized signing officers, as the day and year first above written.

URBANS :

NOBLEFORD



June 23, 2020

Nobleford Chief Administrative Officer



Nobleford Mayor

Witness

TOWN OF NOBLEFORD
P.O. BOX 67
NOBLEFORD, AB T0L 1S0

LETHBRIDGE COUNTY

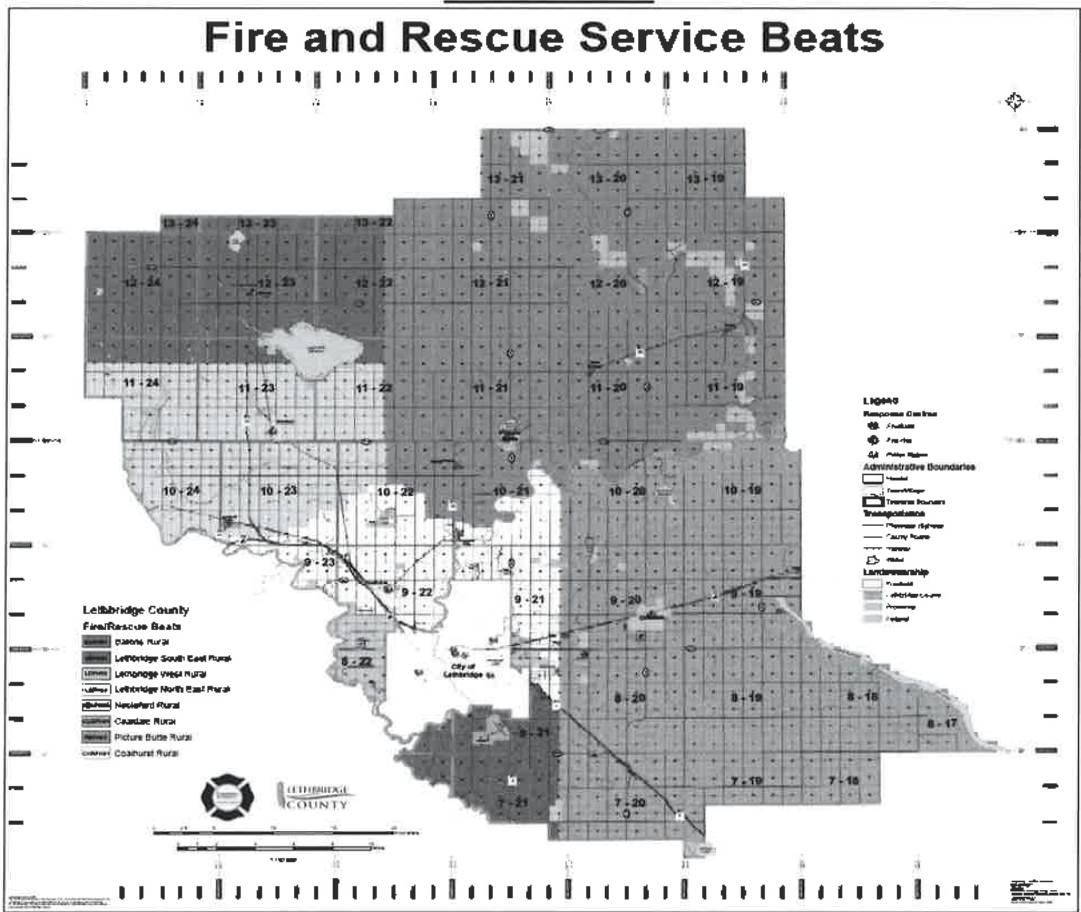
Chief Administrative Officer

Lethbridge County Reeve

Witness

SCHEDULE "A"

Fire and Rescue Service Beats



URBANS : NOBLEFORD

Nobleford Chief Administrative Officer

Nobleford Mayor

Date:

June 23/2020

LETHBRIDGE COUNTY

Chief Administrative Officer

Lethbridge County Reeve

TOWN OF NOBLEFORD
P.O. BOX 67
NOBLEFORD, AB T0L 1S0

Schedule "B" – County Capital Contribution

TBD

Barons - \$xx annually
Nobleford – \$xx annually
Coalhurst - \$xx annually
Picture Butte - \$xx annually
Coaldale - \$xx annually

The amounts list above are the County's annual commitment toward capital expenditures by each Urban.

Schedule "C" Only existing agreements shall be included.

County Capital Contribution to fire hall

Nobleford: In consideration of the newly constructed 3 bay fire hall addition in 2013, the Lethbridge County shall pay rent to the Village of Nobleford in the amount of \$1500 per month to be invoiced annually. This rate is not subject to the 2% annual operating increase. The increased insurance and utilities costs shall be considered part of the annual operation budget and shared at the same ratio.

URBANS : NOBLEFORD



Nobleford Chief Administrative Officer

Date:

June 23, 2020



Nobleford Mayor

TOWN OF NOBLEFORD
P.O. BOX 67
NOBLEFORD, AB T0L 1S0

LETHBRIDGE COUNTY

Chief Administrative Officer

Date:

Lethbridge County Reeve

EMERGENCY CALLS - YEARLY AVERAGE IN 4 YEARS (2015-2018)					
BARONS FIRE DEPARTMENT					
	2015	2016	2017	2018	Total in 4 Yrs.
MVC (including cancelled calls)	0	0	0	3	3
Fire and other calls (including False Alarm, Controlled Burn, CO, Hazmat, Mutual Aid, Rescue, Investigation, Others)	0	0	0	5	5
First Medical Response (including Co-Response)	0	0	0	2	2
Total - Barons	0	0	0	10	10
CITY FIRE DEPARTMENT					
	2015	2016	2017	2018	Total in 4 Yrs.
MVC (including cancelled calls)	5	18	28	18	69
Fire and other calls (including False Alarm, Controlled Burn, CO, Hazmat, Mutual Aid, Rescue, Investigation, Others)	48	35	47	44	174
First Medical Response (including Co-Response & Amb. Response only)	22	19	48	24	113
Total - City	75	72	123	86	356
					89 calls (yearly ave. in 4 yrs)
COALDALE FIRE DEPARTMENT					
	2015	2016	2017	2018	Total in 4 Yrs.
MVC (including cancelled calls)	21	31	23	35	110
Fire and other calls (including False Alarm, Controlled Burn, CO, Hazmat, Mutual Aid, Rescue, Investigation, Others)	55	47	77	48	227
First Medical Response (including Co-Response)	25	25	39	42	131
Total - Coaldale	101	103	139	125	468
					117 calls (yearly ave. in 4 yrs)
COALHURST FIRE DEPARTMENT					
	2015	2016	2017	2018	Total in 4 Yrs.
MVC (including cancelled calls)	28	29	44	37	138
Fire and other calls (including False Alarm, Controlled Burn, CO, Hazmat, Mutual Aid, Rescue, Investigation, Others)	27	23	44	20	114
First Medical Response (including Co-Response)	37	43	54	46	180
Total - Coalhurst	92	95	142	103	432
					108 calls (yearly ave. in 4 yrs)
NOBLEFORD FIRE DEPARTMENT					
	2015	2016	2017	2018	Total in 4 Yrs.
MVC (including cancelled calls)	16	15	31	21	83
Fire and other calls (including False Alarm, Controlled Burn, CO, Hazmat, Mutual Aid, Rescue, Investigation, Others)	23	34	20	16	93
First Medical Response (including Co-Response)	40	41	35	27	143
Total - Nobleford	79	90	86	65	314
					80 calls (yearly ave. in 4 yrs)
PICTURE BUTTE FIRE DEPARTMENT					
	2015	2016	2017	2018	Total in 4 Yrs.
MVC (including cancelled calls)	19	16	29	21	85
Fire and other calls (including False Alarm, Controlled Burn, CO, Hazmat, Mutual Aid, Rescue, Investigation, Others)	35	31	46	33	145
First Medical Response (including Co-Response)	4	8	18	28	58
Total - Picture Butte	58	55	93	82	288
					72 calls (yearly ave. in 4 yrs)
TOTAL - ALL DEPARTMENTS					
	2015	2016	2017	2018	Total in 4 Yrs.
MVC (including cancelled calls)	89	189	258	136	672
Fire and other calls (including False Alarm, Controlled Burn, CO, Hazmat, Mutual Aid, Rescue, Investigation, Others)	288	178	284	166	916
First Medical Response (including Co-Response)	128	138	194	289	749
Total - All Departments	405	415	536	471	1827
					457 calls (yearly ave. in 4 yrs)

AGENDA ITEM REPORT



Title: Picture Butte Jamboree Days Parade- August 15, 2020
Meeting: County Council - 23 Jul 2020
Department: Administration
Report Author: Mattie Elliott

APPROVAL(S):

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

Approved - 09 Jul 2020
Approved - 10 Jul 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Invitations for Reeve Lorne Hickey and Councillor Morris Zeinstra were received from the Picture Butte and District Chamber of Commerce for the Jamboree Days Parade on August 15, 2020.

RECOMMENDATION:

That Lethbridge County respectfully declines the invitation to attend the Picture Butte Jamboree Days Parade scheduled for August 15, 2020, due to the ongoing COVID-19 pandemic.

PREVIOUS COUNCIL DIRECTION / POLICY:

Councillors typically attend this event each year.

BACKGROUND INFORMATION:

Invitations for Reeve Lorne Hickey and Councillor Morris Zeinstra were received from the Picture Butte and District Chamber of Commerce for the Jamboree Days Parade in Picture Butte on Saturday, August 15, 2020.

The event includes a pancake breakfast from 7:00- 10:00 a.m., followed by the parade at 11:00 a.m.

Due to the COVID-19 pandemic and current physical distancing guidelines, many communities have decided to cancel or postpone their parades this summer, including Barons, Coaldale, Lethbridge, Nobleford, and Coalhurst.

ALTERNATIVES / PROS / CONS:

That Reeve Lorne Hickey and Councillor Morris Zeinstra be authorized to attend the event.

FINANCIAL IMPACT:

None if Council decides not to attend.

If Council decides to authorize members to attend financial implications include staff time to drive the parade float.

REASON(S) FOR RECOMMENDATION(S):

With the event being only a few weeks away and the COVID-19 pandemic still a concern across the province, Administration feels that Council and staff should refrain from participating in this event for their health and safety. As parades are large gatherings, it may be difficult to maintain the recommended 2 metre physical distance between attendees.

Since the onset of the pandemic in Alberta, Lethbridge County has implemented several policies to protect Council, staff, and the public. These policies mirror the recommendations of Alberta's Chief Medical Officer of Health, and Council and staff have been very diligent in following these policies. Administration feels that at this time, participating in a parade carries additional risk that should be avoided while the pandemic is ongoing.

ATTACHMENTS:

[Picture Butte Jamboree Days Parade- August 15 2020](#)



**PICTURE BUTTE & DISTRICT
CHAMBER OF COMMERCE**
Box 517, Picture Butte, AB T0K 1V0
403-732-4302 chamber@picturebutte.ca

Re: Picture Butte Jamboree Days Parade – Saturday, August 15, 2020

You are invited to take part in the Picture Butte 2020 Jamboree Days Parade, presented by the Picture Butte Chamber of Commerce. As in past years, we invite you to enter your float and/or have Dignitaries, Council, or Board members participate in the parade.

The Parade particulars are as follows:

- 7:00am to 10:00am: Pancake Breakfast at the North County Sportsplex
- 9:00am to 10:00am: Parade assembly on Dorothy Dalgleish School grounds
(400 – 6th St. N)
- 10:00am to 11:00am: Judging of Parade entries
- 11:00am: Parade begins

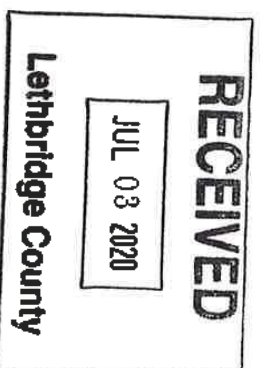
In the best interest of Parade spectator safety and Parade liability insurance coverage, we ask that no items, including candy, be thrown to spectators from Parade entries, but instead welcome those same items handed out at the side of the road to the Parade spectators. Please advise the Chamber of Commerce if you require assistance in distributing candy.

This year, due to COVID-19 regulations we would appreciate if all the participants would be able to contact us if you are participating. In the case that we have to make changes we would like to be able to contact you. Please email us your name and contact information to chamber@picturebutte.ca. Be advised that vehicles will not be provided for use in the Parade; however, if you would like to attend but are unable to arrange your own vehicle, please let us know.

Yours sincerely,

Avelien Vg.

Avelien van der Smit
Chamber of Commerce Administrator
Phone: 403-732-4302



AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update
Meeting: County Council - 23 Jul 2020
Department: Council
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 14 Jul 2020

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 the report titled "Lethbridge County Council Attendance Update", identifying the activities and events attended by County Council for the months of May 2020 and June 2020, be received as information.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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:

[2020-07-23 Lethbridge County Council Attendance](#)

**Lethbridge County Council Attendance
May 1, 2020 through to June 30, 2020**

Division 1

Reeve Lorne Hickey

May 4	Telephone conversation with Minister of Municipal Affairs, Kaycee Madu
May 7	Lethbridge County Council Meeting
May 21	Lethbridge County Council Meeting
June 4	Met with CAO
June 6	Met with Minister Grant Hunter and MLA Nathan Neudorf
June 17	Cheque Presentation to Town of Coaldale re: Recreation Agreement
June 18	Lethbridge County Council Meeting
June 22	80 th Birthday Celebration for John Rudelich at Prairie Tractor and Engine Museum
June 25	Reeve and CAO Meeting
June 29	HR Workshop, Roads Workshop
June 30	Met with Ratepayer and CAO
June 30	Reeve and CAO Meeting
June 30	Media Announcement – Exhibition Park
June 30	Met with Minister Hunter

Division 2

Councillor Tory Campbell

May 7	County Council Meeting
May 21	County Council Meeting
June 4	CAO Performance Evaluation Meeting, Horsefly Spillway Discussion
June 17	Recreation Cheque Presentation with Town of Coaldale
June 18	County Council Meeting
June 29	HR Workshop, Roads Workshop

Division 3

Councillor Robert Horvath

May 7	Lethbridge County Council Meeting
May 21	Lethbridge County Council Meeting
June 3	FCSS Board Meeting
June 4	Met with CAO
June 18	Lethbridge County Council Meeting
June 24	Chamber of Commerce Chair's Reception
June 29	HR Workshop, Roads Workshop

Division 4**Councillor Ken Benson**

May 7	Lethbridge County Council Meeting
May 21	Lethbridge County Council Meeting
June 4	Met with CAO
June 18	Lethbridge County Council Meeting
June 29	HR Workshop, Roads Workshop

Division 5**Councillor Steve Campbell**

May 7	Lethbridge County Council Meeting
May 21	Lethbridge County Council Meeting
May 27	Community Futures Lethbridge Meeting
June 3	Exhibition Park Meeting
June 4	Met with CAO
June 15	Exhibition Park Meeting
June 18	Lethbridge County Council Meeting
June 24	Community Futures Lethbridge AGM and Board Meeting
June 29	HR Workshop, Roads Workshop

Division 6**Councillor Klaas VanderVeen**

May 7	Lethbridge County Council Meeting
May 21	Lethbridge County Council Meeting
May 29	Southern Alberta Energy from Waste Association (SAEWA) Meeting
June 4	Met with CAO
June 18	Lethbridge County Council Meeting
June 29	HR Workshop, Roads Workshop

Division 7**Councillor Morris Zeinstra**

May 7	Lethbridge County Council Meeting
May 11	North County Potable Water Co-op (NCPWC) Meeting
May 21	Lethbridge County Council Meeting
June 4	Met with CAO
June 17	North County Potable Water Co-op (NCPWC) Meeting
June 18	Lethbridge County Council Meeting
June 29	HR Workshop, Roads Workshop
June 30	North County Potable Water Co-op Meeting and County APE