



# AGENDA

## Council Meeting

9:30 AM - Thursday, November 18, 2021  
Council Chambers

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### A. CALL TO ORDER

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**G. NEW BUSINESS**

**H. COUNTY COUNCIL AND COMMITTEE UPDATES**

- 74 - 77 1. **Lethbridge County Council Attendance Update - October 2021**  
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**I. DELEGATIONS**

1. **11:00 a.m. - CLOSED SESSION - AltaLink (FOIP Section 16 - Disclosure Harmful to Business Interests of a Third Party)**

**J. CLOSED SESSION**

1. **2022 Bank of Montreal/Calgary Stampede Farm Family Awards Program (FOIP Section 19 - Confidential Evaluations)**
2. **Land Disposition**

**K. ADJOURN**



# MINUTES

## Council Meeting

9:30 AM - Thursday, November 4, 2021  
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, November 4, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

**PRESENT:** Reeve Tory Campbell  
Deputy Reeve Klaas VanderVeen  
Councillor Morris Zeinstra  
Councillor John Kuerbis  
Councillor Mark Sayers  
Councillor Lorne Hickey (via Teams)  
Chief Administrative Officer, Ann Mitchell  
Director of Community Services, Larry Randle  
Director of Public Operations, Jeremy Wickson  
Infrastructure Manager, Devon Thiele  
Manager of Finance & Administration, Jennifer Place  
Executive Assistant, Candice Robison  
Supervisor of Planning & Development, Hilary Janzen  
Senior Planner, Steve Harty

### A. CALL TO ORDER

Reeve Tory Campbell called the meeting to order at 9:30 a.m.

Reeve Campbell gave thanks and congratulated CAO Ann Mitchell for being recognized with the Municipal World Women of Influence in Local Government Award.

### B. ADOPTION OF AGENDA

336-2021      Councillor      MOVED that Lethbridge County Council approve the November 4,  
Kuerbis                      2021 Council Meeting Agenda as presented.

CARRIED

### C. ADOPTION OF MINUTES

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

337-2021      Deputy              MOVED that the October 28, 2021 Regular County Council Meeting  
Reeve                      Minutes be accepted as presented.  
VanderVeen

CARRIED

#### C.2. Organizational Meeting Minutes

338-2021      Councillor      MOVED that the October 28, 2021 Organizational Meeting Minutes be  
Kuerbis                      accepted as presented.

CARRIED

**D. DELEGATIONS**

**D.1. 9:30 a.m. - RCMP - Staff Sergeant Mike Numan**

Coaldale RCMP Staff Sergeant Mike Numan was present to introduce himself and provide an update to Council.

339-2021      Councillor      MOVED to direct administration to provide a letter of support to the  
                 Sayers                  RCMP.

CARRIED

**E. SUBDIVISION APPLICATIONS**

**E.1. Subdivision Application #2021-0-152 – Murray  
- Lot 10, Block 15, Plan 0110667 within NW¼ 30-10-21-W4M (Hamlet of  
Shaughnessy)**

340-2021      Deputy              MOVED that the Residential subdivision of Lot 10, Block 15, Plan  
                 Reeve                  0110667 within NW1/4 30-10-21-W4M (Certificate of Title No. 201  
                 VanderVeen      016 042), to subdivide an existing title 0.56-acres (0.226 ha) in size,  
   and create two equal-lots, approximately 0.28 acres (0.115 ha) or 73  
   x 169 ft. each respectively in size, for hamlet residential use; BE  
   APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. This agreement may outline the terms and obligations for the further extension and development of 2 St. to the east to provide proper access to the east lot and any municipal servicing provisions.
3. That the applicant provides a final plan of survey be prepared by an Alberta Land Surveyor to create the two lots as approved for final endorsement and registration.
4. That the applicant removes the moveable shed located to the south that physically encroaches into the municipal lane so that there will be no resulting physical encroachment over the south property line. Confirmation of the removal of the shed must be submitted to the satisfaction of the Subdivision Authority prior to final endorsement of the subdivision.
5. That any easement(s) as required by the utility agencies or the municipality shall be established.

CARRIED

**E.2. Subdivision Application #2021-0-166 – Horvath  
- Lot 2, Block 1, Plan 1410472 within E1/2 26-9-21-W4M**

341-2021      Deputy              MOVED that the Country Residential subdivision of Lot 2, Block 1,  
                 Reeve                  Plan 1410472 within E1/2 26-9-21-W4M (Certificate of Title No. 141  
                 VanderVeen      038 946), create a 47.54-acre (19.24 ha) parcel from a title of 215.57  
   acres (87.24 ha) for country residential use; BE REFUSED for the  
   following reasons:

REASONS:

1. The application does not comply with the Lethbridge County agricultural subdivision policies of Land Use Bylaw No. 1404 [Part 7, Subsection 3(4)] and the number of subdivided titles allowed out of a ¼- section. This policy states: "The approval authority may only approve one separately-titled subdivision on an unsubdivided quarter



section.” If subdivided, the 47.54-acre parcel would be an additional separate subdivision in either ¼-section, the SE ¼-section based on past consolidations of land or the NE ¼-section on its own (as there are also additional separate subdivisions to the north out of the same NE ¼-section). Although some policy exceptions enable consideration for further subdivision, such as the resubdivision of small titles 20-acre or less in size or acreage yard titles to be subdivided from the greater size title of a cut-off parcel, those scenarios are not applicable to this application’s circumstances.

2. The Subdivision Authority finds the parent title being subdivided encompasses approximately 119.23- acres in the NE¼-section and 96.34 acres in the SE¼-section of 26-9-21-W4M which was purposefully amalgamated together. A subdivision application was made in 2013 by a family member to remove a 3-acre residential yard area in the southeast corner (SE 26-9-21-W4M) from a previously subdivided ¼-section. To obtain the separate yard subdivision, the remnant land of 96.34-acres was required by the Lethbridge County Subdivision Authority to be consolidated with the north title (the land subject to the current application) as a condition of approval, due to the reason the ¼-section was previously subdivided and did not comply with the bylaw. An additional subdivision would contradict the rationale and condition to consolidate the land with the 2013 application approval.

3. The Subdivision Authority has determined approving the 47.54-acre proposed parcel would require an excessive size waiver, as its size both exceeds the County’s bylaw maximum 10-acre size for a county residential use and does not meet the bylaw’s 80-acre minimum parcel size for agricultural use. Additionally, the subject title’s agricultural titled area was created as a specific condition to allow a previous subdivision to be approved that did not comply with the subdivision policies.

4. The application does not meet the required minimum distance separation (MDS) to a grandfathered 200 head dairy confined feeding operation (CFO) across the road to the east. For the dairy, an MDS of 269 m is required and 240 m exists based on an expansion factor. The NRCB has no record of the permit or a discontinuation on file, so the CFO is deemed to be grandfathered at current existing infrastructure until the livestock rights are forfeited in writing.

CARRIED

**E.3. Subdivision Application #2021-0-176 – Dyck  
- NE1/4 20-08-19-W4M**

|          |                      |  |
|----------|----------------------|--|
| 342-2021 | Councillor<br>Sayers | MOVED that the Country Residential subdivision of NE1/4 20-8-19-W4M (Certificate of Title No. 891 060 638), to subdivide a 4.98-acre (2.02 ha) first parcel out farmstead subdivision from a ¼-section title of 154.39 acres (62.48 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 and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That any easement(s) as required by utility companies or the municipality shall be established

CARRIED

**F. PUBLIC HEARINGS**

**G. DEPARTMENT REPORTS**

**G.1. MUNICIPAL SERVICES**

**G.2. COMMUNITY SERVICES**

**G.2.1. Development Permit Application 2021-223 (Addition and renovation to the City of Lethbridge Waste Transfer Station shop/office building)**

343-2021 Deputy Reeve VanderVeen      MOVED that Development Permit application 2021-223 be approved as drafted. CARRIED

**G.2.2. Bylaw 21-018 - Amendment to Land Use Bylaw from Direct Control to Direct Control - Plan 1711672 Block 2 Lot 1 in the SE 15-10-22-W4- First Reading**

344-2021 Councillor Zeinstra      MOVED that Bylaw 21-018 - Amendment to Land Use Bylaw from Direct Control to Direct Control - Plan 1711672, Block 2, Lot 1 in the SE 15-10-22-W4 be read a first time. CARRIED

**G.2.3. Planning and Development Department - 3rd Quarter Report 2021**

345-2021 Councillor Zeinstra      MOVED that County Council receive the Planning and Development Department 3rd Quarter Report for Information. CARRIED

Reeve Campbell recessed the meeting at 10:48 a.m.

The meeting reconvened at 11:00 a.m.

**G.3. CORPORATE SERVICES**

**G.3.1. Policy Review - Policy #122- Project Costing**

346-2021 Councillor Sayers      MOVED that Council rescind Policy #122 - Project Costing. CARRIED

**G.3.2. Policy Review - Policy #170 - Purchasing Policy**

347-2021 Councillor Kuerbis      MOVED that Council approve the revisions made to Policy #170 - Purchasing Policy as presented. CARRIED

**G.4. ADMINISTRATION**

**G.4.1. County Council Meeting Date Changes**

348-2021 Deputy Reeve VanderVeen      MOVED that County Council reschedule the December 2, 2021 Council Meeting to Monday, December 6, 2021 to accommodate attendance of the MUNIS 101 Course in Lethbridge and that County Council schedules one Council meeting each for the months of January, February and March 2022 on the following dates: Thursday, January 13, 2022; Thursday, February 3, 2022 and March 10, 2022 and further that these dates be advertised in the Sunny South News, County's website and social media pages. CARRIED

H. **NEW BUSINESS**

I. **COUNTY COUNCIL AND COMMITTEE UPDATES**

J. **CLOSED SESSION**

**J.1. - Land Request (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)**

**J.2. - Public Utility Lot (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)**

349-2021      Councillor      MOVED that the Lethbridge County Council Meeting move into Closed  
Zeinstra      Session, pursuant to Section 197 of the *Municipal Government Act*, at  
11:18 a.m. for discussion on the following:

J.1. - Land Request (FOIP Section 25 - Disclosure Harmful to  
Economic and Other Interests of a Public Body)

J.2. - Public Utility Lot (FOIP Section 25 - Disclosure Harmful to  
Economic and Other Interests of a Public Body)

Present during the Closed Session:

Lethbridge County Council

CAO

Senior Staff

Administrative Staff

CARRIED

350-2021      Councillor      MOVED that Lethbridge County Council Meeting move out of the  
Zeinstra      closed session at 11:46 a.m.

CARRIED

**J.1. Land Request**

351-2021      Councillor      MOVED that County Council recommends signing the non-binding  
Kuerbis      Letter of Intent.

CARRIED

**J.2. Public Utility Lot**

352-2021      Councillor      MOVED to table this matter and direct administration to bring back  
Kuerbis      further information to an upcoming meeting.

CARRIED

K. **ADJOURN**

353-2021      Councillor      MOVED that Lethbridge County Council Meeting adjourn at 11:47  
Kuerbis      a.m.

CARRIED

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
CAO

# AGENDA ITEM REPORT



**Title:** Council Remuneration Update  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Administration  
**Report Author:** Jennifer Place

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 04 Nov 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

At the April 16, 2020 County Council meeting, Council passed a resolution to reduce Council salaries by 10% due to the COVID-19 pandemic for a temporary period of time. As the pandemic is headed into its second year and since there is a new Council in place, administration wanted to remind Council of the reduction in pay for discussion and consideration for upcoming remuneration.

## RECOMMENDATION:

MOVED that County Council return to the budgeted remuneration as per Policy #183, effective the November 2021 month end payroll run for Council.

OR

MOVED that County Council maintain 10% reduction of remuneration until December 31, 2021 and return to full remuneration effective January 1, 2022.

## PREVIOUS COUNCIL DIRECTION / POLICY:

### 108-2020 Councillor VanderVeen

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.

## BACKGROUND INFORMATION:

County Council discussed the uncertainties around the pandemic at the April 16th meeting, as the pandemic was just beginning with little insight into what the future would hold for the County, Council determined a reduction of 10% to their remuneration would be prudent as their duties and public commitments were restrained due to isolation and the closing of many businesses/operations. As per

the resolution this decision was to be revisited at a future date, post pandemic. Although the pandemic is still ongoing, administration wanted to remind Council of their decision, specifically following an election and having new council members. Over the last several month the province has opened up more in person gatherings to the public and therefore Council is attending more meetings and workshops, all of which take time and should be compensated for.

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

1) Maintain 10% Reduction of remuneration

PRO - Continuation of reduced remuneration in light of COVID-19 pandemic

CON - Council is attending more in person meetings again and should be compensated

2) Return to full remuneration

PRO - Brings Council back to budgeted remuneration as per policy

CON - The pandemic is still ongoing

#### **FINANCIAL IMPACT:**

There is no financial implication if Council goes back to full remuneration as it was budgeted for. A surplus will be realized in Council's budget either way, as they have taken a reduction for several months already.

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

If Council were to go back to full salary, there would be no impact to the overall budget. The pandemic continues with no clear end in sight.

# AGENDA ITEM REPORT



**Title:** 2021 Tax Auction Reserve Bids and Conditions of Sale  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Corporate Services  
**Report Author:** Les Whitfield

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,  
Jennifer Place, Manager of Finance & Administration

Approved - 04 Nov 2021  
Approved - 04 Nov 2021

## STRATEGIC ALIGNMENT:



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Relationships

## EXECUTIVE SUMMARY:

Reserve bids and conditions are required for the attached properties for the 2021 tax sale.

## RECOMMENDATION:

MOVE that County Council approve the 2021 Tax Auction Properties Schedule 'A' reserve bids and conditions as presented.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council approves all reserve bids and conditions for tax sale.

As per section 419 of the Municipal Government Act:

*"The council must set*

- a) for each parcel of land to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and*
- b) any conditions that apply to the sale."*

Each parcel will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.

Lethbridge County terms are CASH.

## BACKGROUND INFORMATION:

A municipality may attempt to recover tax arrears in respect of a parcel of land in accordance with the Municipal Government Act and in accordance with any other Act or common law right. Parcels that are more than 1 years in arrears are subject to a Tax Recovery Notification registered on the title.

This warns the owner "that if the tax arrears are not paid before March 31 in the next year, the municipality will offer the parcel for sale at public auction, and that the municipality may become owner of the parcel after the public auction if the parcel is not sold at the public auction".

**ALTERNATIVES / PROS / CONS:**

This process complies with legislation and does not offer alternative options.

**FINANCIAL IMPACT:**

If Council accepts the reserve bids presented and the tax sales take place, the County could received funds totaling up to \$2,040,000 as per the attached Schedule "A".

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

Without reserve bids and conditions the tax sale can not occur and the tax recovery process must begin again.

**ATTACHMENTS:**

[2021 Tax Sale Reserve Bid Table](#)

# 2021 TAX AUCTION PROPERTIES

## Schedule "A"

Page 3 of 3

| ROLL<br>NUMBER | PLAN    | BLOCK | LOT | LEGAL LAND DESCRIPTION | CERTIFICATE<br>OF TITLE | RESERVE BID |
|----------------|---------|-------|-----|------------------------|-------------------------|-------------|
| 37620408       | 1312563 | 2     | 8   | SW-29-9-21-4           | 131249801011            | \$270,000   |
| 37620410       | 1312563 | 2     | 10  | SW-29-9-21-4           | 131249801004            | \$270,000   |
| 67120100       | 8211648 | 1     | -   | SW-13-10-24-4          | 001040130               | \$1,500,000 |

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions in the existing certificate of title.

Lethbridge County may, after the public auction, become the owner of any parcel of land not sold at the public auction.

TERMS – CASH

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.



# AGENDA ITEM REPORT



**Title:** Policy 356 - Local Improvement Tax  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Infrastructure  
**Report Author:** Devon Thiele

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 05 Nov 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



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Agricultural  
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Economy



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Relationships

## EXECUTIVE SUMMARY:

Lethbridge County has the ability to generate funds for projects through a Local Improvement Tax (LIT). This tax is applicable only in situations where the Municipality as a whole does not benefit from a certain project. The County has implemented LIT's in the past, following the legislated procedures as outlined in the Municipal Government Act. Although effective, there has not been a Policy in place to provide guidance for the implementation of a LIT. The proposed Policy will ensure a consistent, repeatable, and transparent process is followed in each instance.

## RECOMMENDATION:

County Council approves Policy 356 - Local Improvement Tax.

## PREVIOUS COUNCIL DIRECTION / POLICY:

None.

## BACKGROUND INFORMATION:

Lethbridge County in the past has implemented a Local Improvement Tax on various projects to assist in funding large expenditures that are to the benefit of a small portion users. There have also been instances where property owners have approached the County with the desire to upgrade a portion of infrastructure through a Local Improvement Tax. When these circumstances arose, Administration would reference the MGA and follow the legislated steps as required. This procedure was effective, but lacked a guiding document to ensure consistency. The proposed Policy provides guidance to staff and property owners on the steps required to initiate a Local Improvement Tax, and the financial implications of doing so. It also suggests a contribution rate when a Local Improvement Tax is initiated by the County.

## ALTERNATIVES / PROS / CONS:

Alternative: Continue imposing a Local Improvement Tax on projects with no Policy

PRO: None

CON: Having a Policy in place will make it clear to the public what the process is, and will ensure consistency in administering the LIT.

**FINANCIAL IMPACT:**

No direct financial implication, however this should save staff time in preparing for a LIT.

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

This Policy will help provide clarity to property owners who are interested in initiating a Local Improvement Tax, and will also bring a consistent approach when administering a Local Improvement Tax.

**ATTACHMENTS:**

[Policy 356 - Local Improvement Tax](#)

[Petition Package](#)



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 18, 2021      **SECTION:** 300 NO. 356 Pge 1 of 4  
**APPROVED BY:** County Council      **SUBJECT:** Local Improvement Tax  
**REVISED DATE:**

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### Definitions

Local Improvement - A project that the Council considers to be of greater benefit to an area of the Municipality than to the whole community and, that is to be paid for in whole or in part by a tax imposed.

Local Improvement Tax (LIT) – A mechanism of taxation to benefiting parcels related to a local improvement project to assist in offsetting the costs of a project.

### When to impose a Local Improvement Tax

When a Local Improvement project is initiated by a group of property owners within the County, the proportion of the costs that the County and benefiting owners will contribute will be determined by Council.

When a Local Improvement project is initiated by County Council, the rate for contribution will be 25% borne by the benefiting owners and 75% borne by the County, unless Council decides to amend this rate. When a LIT is initiated by Council, Administration may recommend to Council a contribution rate of the benefiting landowners, taking into consideration any existing LIT's in place.

### Process of a Local Improvement Tax

#### 1) PROJECT IDENTIFICATION

- 1.1) A LIT may be proposed by
  - (a) a council on its own initiative propose a local improvement, or
  - (b) a group of owners in a municipality may petition the Council for a local improvement.
- 1.2) If County Council initiates a local improvement, Administration must identify the projects that a Local Improvement Tax (LIT) will be applied to. The total estimated cost of the LIT must be identified, the number of benefiting parcels, and the estimated cost to each parcel. The project must also identify what upgrades the LIT will apply to and ensure it meet the requirements as outlined in the Municipal Government Act, Part 10 Division 7. This must be declared to and approved by Council either during annual budget deliberations, or through Council resolution at a regular council meeting.
- 1.3) If a group of property owners in a municipality petition the Council for a local improvement, they must provide the County CAO with the information as outlined below in order for the petition to be deemed sufficient.
  - (a) Clearly state the purpose and objective of the petition.
  - (b) The petition must include:
    - I. the printed surname and printed given names or initials of the petitioner,
    - II. the petitioner's signature,
    - III. the street address of the petitioner or the legal description of the land on which the petitioner lives,
    - IV. the petitioners telephone number or email address, if any, and
    - V. the date in which the petitioner signs the petition.
  - (c) Each signature must be witnessed by an adult person who must
    - I. sign opposite the signature of the petitioner, and



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 18, 2021      **SECTION:** 300 NO. 356 Pge 2 of 4  
**APPROVED BY:** County Council      **SUBJECT:** Local Improvement Tax  
**REVISED DATE:**

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- II. take an affidavit that to the best of the person's knowledge the signatories witnessed are those of persons entitled to sign the petition.
    - (d) The petition must have attached to it the affidavits referred to above.
    - (e) The petition must have attached to it a signed Statement of Representatives of Petitioners saying
      - I. the person is the representative of the petitioners, and
      - II. the municipality may direct any inquiries about the petition to the representative.
  - 1.4) A petition is not sufficient unless
    - (a) It is signed by at least 2/3 of the owners who would be liable to pay the local improvement tax, and
    - (b) the owners who sign the petition represent at least 1/2 of the value of the assessments prepared under Part 9 for the parcels of land in respect of which the tax will be imposed.
  - 1.5) Within 45 days after the date on which the petition is filed, the CAO must make a declaration to the Council or the Minister on whether the petition is sufficient or insufficient. If declared sufficient, Administration must prepare a Local Improvement Plan.
- 2) LOCAL IMPROVEMENT PLAN
- 2.1) Upon declaration to Council of the local improvement, Administration must then prepare a Local Improvement Plan that consists of the following.
- (a) Describe the proposed Local Improvement and its location.
  - (b) Identify
    - I. the parcels of land in respect of which the LIT will be imposed, and
    - II. the person who will be liable to pay the local improvement tax.
  - (c) State whether the tax rate is to be based on
    - I. the assessment prepared in accordance with Part 9 of the MGA,
    - II. each parcel of land,
    - III. each unit of frontage, or
    - IV. each unit of area.
  - (d) Include the estimated cost of the LIT.
  - (e) State the period over which the cost of the LIT will be spread.
  - (f) State the portion of the estimated cost of the LIT proposed to be paid
    - I. by the municipality,
    - II. from revenue raised by the LIT, and
    - III. from other sources of revenue.
  - (g) A map or plan of the project area with the benefiting parcels identified.
  - (h) Include any other information the proponents of the LIT consider necessary.
  - (i) The Local Improvement Plan should be approved by Council resolution prior to sending it to the property owners.

### 3) NOTIFICATIONS AND PETITIONS

When the LIT Plan is prepared, the Municipality must send a notice to the persons who will be liable to pay the LIT. A notice must include a summary of the information included in the LIT. If a petition objecting the LIT is filed with the CAO within 30 days from the notices' being sent and the CAO declares the petition sufficient, the Council must



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 18, 2021      **SECTION:** 300 NO. 356 Pge 3 of 4  
**APPROVED BY:** County Council      **SUBJECT:** Local Improvement Tax  
**REVISED DATE:**

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not proceed with the LIT. The Council may, after the expiry of one year after the petition is declared to be sufficient, re-notify the persons who would be liable to pay the LIT.

If a sufficient petition objecting to the LIT is not filed with the CAO within 30 days from sending the notices, Administration will advise the Council and they may undertake the local improvement and impose the LIT at any time in the 3 years following the sending of the notices. Council may choose, upon notification by the CAO that no sufficient petitions objecting the LIT were received, to proceed or not proceed with the project subject to the LIT.

When a Council is authorized to undertake a local improvement and the project has not started, or the project has been started but not complete, the Council may impose the LIT for one year, after which the LIT must not be imposed until the local improvement has been completed or is operational.

#### 4) MUNICIPALITIES SHARE FOR THE LOCAL IMPROVEMENT

A council may by bylaw require the municipality to pay the cost of any part of a local improvement that the council considers to be of benefit to the whole community. A bylaw under subsection (1) must be advertised if the cost to be paid by the municipality exceeds 50% of the cost of the local improvement less any financial assistance provided to the municipality by the Crown in right of Canada or Alberta. If financial assistance is provided to the municipality by the Crown in right of Canada or Alberta for a local improvement, the council must apply the assistance to the cost of the local improvement.

#### 5) LOCAL IMPROVEMENT CONSTRUCTION

Construction of the local improvement shall not commence until the petition period has elapsed and no valid petitions were received by the CAO. Should a valid petition be submitted and the LIT cannot be applied, Administration must report to Council to either request additional funds to offset the funding shortfall that the LIT would have covered, or not proceed with the project.

#### 6) CONTENTS OF BYLAW

Once construction is complete and all final costs are invoiced, Administration must then develop a bylaw to enforce the LIT. A LIT bylaw must

- (a) include all of the information required to be included in the LIT plan,
- (b) provide for equal payments during each year in the period over which the cost of the LIT will be spread,
- (c) set a uniform tax rate to be imposed on
  - i. the assessment prepared,
  - ii. each parcel of land,
  - iii. each unit of frontage, or
  - iv. each unit of area, and
- (d) include any other information the Council considers necessary.

The Bylaw must be passed by Council within three years of sending the notices, ideally this would happen once all construction costs are finalized. Administration will present the Bylaw to Council for consideration.



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 18, 2021      **SECTION:** 300 NO. 356 Pge 4 of 4  
**APPROVED BY:** County Council      **SUBJECT:** Local Improvement Tax  
**REVISED DATE:**

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

\_\_\_\_\_  
Date

**To:** The council of the **Lethbridge County**, in the Province of Alberta.  
The undersigned persons, being electors of the **Lethbridge County**, in the Province of Alberta, hereby petition council for/to:

(state purpose and objectives of petition)  
or she) is an elector of the **Lethbridge County**

[illegible]





## AFFIDAVIT OF EXECUTION

CANADA ) I, \_\_\_\_\_

PROVINCE OF ALBERTA ) OF \_\_\_\_\_

TO WIT: ) IN THE PROVINCE OF ALBERTA

) MAKE OATH AND SAY:

1. That I was personally present and did witness\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

named within instrument, who is (are) known to me to be the person(s) named therein, duly sign and execute the same for the purpose named therein.

2. That the same was executed at the \_\_\_\_\_  
in the Province of Alberta, and that I am the subscribing witness thereto.

3. That I know the said \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

who in my belief is (are) a Canadian Citizen, of the full age of eighteen years, and a resident of the municipality.

SWORN BEFORE ME AT )  
 \_\_\_\_\_ )  
 In the Province of Alberta )  
 this \_\_\_\_ day of \_\_\_\_\_ ) (Signature of person who witnessed signatures)  
 A.D 20 \_\_\_\_\_ )

**Commissioner for Oaths in and for the  
Province of Alberta**

## STATEMENT OF REPRESENTATIVE OF PETITIONERS

(pursuant to the *Municipal Government Act* and amendments thereto)

I, \_\_\_\_\_, of \_\_\_\_\_ in \_\_\_\_\_, in  
the Province of Alberta, state that I represent the petitioners and am the person to whom the  
municipality may direct any inquiries with regard to the petition.

DATED at the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Alberta, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Address)

**Note:** Use this as the last page of a Petition

# AGENDA ITEM REPORT



**Title:** Rescind Policies Amalgamated into Public Works LOS Policy  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Municipal Services  
**Report Author:** Jeremy Wickson

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 10 Nov 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

Administration has been reviewing existing policies and updating or amalgamating similar policies for clarity.

Public Works Level of Service (LOS) has amalgamated several existing policies within it to simplify the structure under one document. Each of the attached policies is recommended to be rescinded as they are represented accordingly within the LOS.

## RECOMMENDATION:

To rescind each of the following policies:

- Policy 341 Gravel Road Maintenance
- Policy 345 County Roads - Servicing Levels

## PREVIOUS COUNCIL DIRECTION / POLICY:

Previous policies adopted by council that are represented within the Public Works LOS Policy are the following:

Policy 341 Gravel Road Maintenance was adopted in 1997 and revised in June 2014.

Policy 345 County Roads - Servicing Levels was adopted in 2010

## BACKGROUND INFORMATION:

In developing the Public Works LOS policy the previously adopted ones were reviewed for relevancy. As they are necessary procedures that address situational controls during construction the core of the previous policies were adopted into the Public Works LOS.

**ALTERNATIVES / PROS / CONS:**

Policies could be left as originally adopted, but this would not address repetition with Public Works LOS policy.

Several policies contradict what has been conducted for business and have long been outdated as for their relevancy to current operations.

**FINANCIAL IMPACT:**

Rescinding policies will not have a cost to the County.

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

Policy revision is an ongoing process for the County and existing policies were long overdue for an administrative review.

For clarity of policy it is important to not have redundancies or repetition of policy that may contradict each other.

**ATTACHMENTS:**

[341 Gravel Road Maintenance](#)

[345 County Roads Servicing Levels](#)



## Lethbridge County Policy Handbook

**EFFECTIVE:** January 6, 1997

**SECTION:** 300 NO. 341 Page 1 of 1

**APPROVED BY:** County Council

**SUBJECT:** Gravel Road Maintenance

**REVISED DATE:** June 5, 2014

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The purpose of this policy is to outline how gravel road maintenance will proceed in the County.

1. Gravel road maintenance will be carried out under the direction of the Supervisor of Public Works.
2. Graders will be stationed at the Coaldale, Picture Butte, Iron Springs, Barons, Monarch, Readymade and Airport camps.
3. The number of miles of road covered out of any one camp will be reviewed annually with the divisional grader operators.
4. Grader operators will submit maps when required to assist in establishing which roads will require gravel. These maps will form the basis for future graveling programs.
5. Grader operators will submit weekly maps showing which roads were graded throughout the previous week.
6. Grader operations will be carried out to keep grass clumps to a minimum and the gravel on the driving surface of the road. Windrows of gravel will not be left across the intersection, and intersections will be bladed out as soon as they are reached.
7. The method of grading will be carried out as set out as in the Lethbridge County Gravel Road Maintenance Grader Operation Guidelines 2014.
8. Following a general rain or wet snow the machines will concentrate solely on bringing the roads back into shape by the quickest method while still maintaining the road shape. Heavily travelled roads and roads that deteriorate quickly will receive priority.
9. Requests to blade citizens driveways, custom grading and back sloping will only proceed when the machine is in the area and the roads are in generally good condition.

**Charges:**

1. Custom work form will be filled out by the operator and signed by the owner or occupant for all work. Custom work should not exceed one half a day.



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**EFFECTIVE:** May 6, 2010

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**REVISED DATE:**

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### **PURPOSE**

The County of Lethbridge is the only agency responsible in the overall proper management of the municipality's road infrastructure network. This responsibility must be carried out to ensure the safety of the public is achieved and that effective maintenance and management practices are strictly adhered at all times.

Maintenance activities includes the control of encroaching vegetation, the smoothing of the road surface, arranging for spot road repair (gravel) and redistribution of gravel. Essentially, ensuring the road surfaces are safe to travel on.

The County Roads – Servicing Levels will provide Public Works with clear direction from Council on the level of maintenance effort as it relates to the different classification of County roads.

### **ROAD CLASSIFICATION**

#### **1. Arterials, Collectors and Haul Roads (Referred to as "Arterial")**

Arterial roads serve the purpose in collecting local traffic and funneling the traffic to the primary and secondary highways, equivalent to secondary highways or communities. An arterial road will generally meet one or more of the following criteria:

- Traffic volumes in excess of 250 vehicles per day.
- Inter-connects provincial highways, other arterial roads or communities.
- Connects multi-lot rural residential areas, hamlets or other populated areas to the provincial highway system or an equivalent arterial road.
- Connects recreational sites to a provincial highway or an equivalent arterial road.

The proposed arterial road standard provides a 10 meter finished gravel surface and should be built to a 90 km./h design speed in a desirable 30 meter right-of-way. A cross section of a collector road is reference to within the County's Engineering Guidelines under Drawing No. G-117.



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### 2. Local Roads

These roads are generally used for local traffic to access other local roads, arterial roads or provincial highways. Local roads meet one or more of the following criteria:

- Approximate average traffic volumes of 25 to 250 vehicles per day.
- Serves a local function and is not generally used for long distance travel.
- Low volume roads that generally serve only local traffic.

The proposed local road standard is for an 8 meter finished gravel surface built to an 80 km./h design speed in a 20 meter right-of-way. A cross section of a local road is reference to within the County's Engineering Guidelines under Drawing No. G-117.

### 3. Local Road – Low Volume

Farm access roads are used to access no more than 3 residences and not used for flow through traffic. Farm access roads meet the following criteria:

- Approximate traffic volumes of less than 25 vehicles per day.
- Often a dead-end road.
- End at the last residence on a dead-end road.
- Lowest level of bussing route and emergency services access.

The proposed standard for farm access roads is the same as that for the local roads; a 6 meter finished gravel surface within a 20 meter right-of-way. A cross section of a collector road is reference to within the County's Engineering Guidelines under Drawing No. G-117.

### 4. Field Access Roads

Field access roads do not provide access to a residence. These roads are normally not utilized by other traffic. These roads are:

- A field access only.
- Usually not part of the County grader operator's regular road grading maintenance cycle. Only bladed on request if the request does not exceed the level of service described within the policy.





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The proposed standard for field access roads is for a 4-6 meter unfinished dirt surface within a 20 meter right-of-way.

### 5. Undeveloped Roadways

Municipalities have a responsibility for all municipal road right-of-ways including undeveloped roadways. Weed controls is an example of operational activities that the County must follow as a basic level of servicing.

## **MAINTENANCE LEVELS OF SERVICE**

### **General Activities**

#### **1.1 Grading**

Gravel surface maintenance is required to provide a reasonably smooth and safe roadway for the motoring public, taking into consideration weather and traffic conditions.

Regularly scheduled road inspections should be carried out to ensure that the required level of service is maintained. Due to changing traffic volumes or excessively wet conditions it may be necessary to schedule more frequent inspections.

Roadway surfaces should be bladed to remove all potholes, washboards and ruts. The roadway should be maintained to have a uniform crown of 3-5% and all curves must be bladed in such a manner as to maintain the designed super elevation. The crown of the main roadway should be maintained through the intersection, while the crown on the intersecting roadway should be feathered back. The road surface should be kept free and clear of all large rocks that may appear after normal blading.

All approaches to bridge decks and railway crossings should be bladed in such a manner as to ensure that the bridge deck and the railway crossing surface is kept clear of all excess material. All crossings should be regularly inspected to ensure that blading operations have not damaged the crossing. Any damage to the crossing should be immediately reported to the railway operator.





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### 1.2 Shoulder Maintenance

Shoulder maintenance (pulling of shoulders) should be done on all arterial roads on an as required basis. The roadway should be inspected annually to determine whether pulling of shoulders is required.

Shoulder maintenance will be required when the shoulders of the road push out, the crown rate of the roadway becomes flatter than 1%, or the cross section is wider than designed and not properly draining. Typically, shoulder maintenance will be required prior to the commencement of re-gravelling operations.

The roadway should be inspected in the late fall of each year for the purpose of condition rating. A roadway should be considered for re-gravelling when it exhibits any of the following characteristics:

- Excessive loss of surface gravel.
- Numerous bald or shiny spots.
- Clay balls on the shoulders after blading.
- Excessive rutting.

Ultimately, the condition, width, traffic type and traffic volume of the roadway will dictate the application rate of gravel. The suggested rate of gravel application for collector roads is 350m<sup>3</sup>/km. at construction, then 150m<sup>3</sup>/km. or as required.

Prior to re-gravelling operations, the roadway should be reshaped to the proper crown rate and width. If required, it may be necessary to "pull shoulders".

### 1.3 Roadside Vegetation Control

Refer to the following two County of Lethbridge Policies: 343 – Vegetation Management Roadside Weed Control and 344 – Vegetation Management Special Programs Roadside Mowing.

### 1.4 Railway Crossing Maintenance

Crossing maintenance is required to ensure a safe crossing for the motoring public and the railway operator. All crossings should be inspected weekly and also immediately following the completion of any maintenance activity that has been carried out in close proximity to the crossing.



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All crossings should be kept clear of all debris, gravel, snow and ice resulting from roadway maintenance activities. When roadway maintenance affects the operation of the railway, the railway operator must be notified prior to the commencement of the work. All crossings should be signed.

### 1.5 Guardrail

Proper maintenance of guardrail is critical to safe operations. Improperly installed or maintained guardrail can be more of a hazard than the feature they guard.

## 1.6 Brush Control

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches;
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds, created by traffic on the gravel road.

Brush control requirements should be reviewed and prioritized on an annual basis. A Brush Control Program should be developed by early fall each year.



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After brush control operations have been completed, all cuttings larger than 10 centimeters in diameter or longer than 50 centimeters should be removed and properly disposed of. Mechanical brushing may produce debris small enough to leave in the right-of-way.

When deemed necessary because of maintenance or safety issues the removal of shrubs and trees planted within an existing right-of-way will be the responsibility of the adjacent landowner.

### 1.7 Drainage Systems

In order to maintain the roadway in optimum condition, water must be kept from saturating the subgrade and also from eroding the roadway. Culvert installations provide relief for natural drainage channels and also prevent undue accumulation and retention of water on and adjacent to the roadway.

All culverts should be inspected regularly to ensure proper and effective operations.

Properly installed and maintained culverts will protect the roadway against storm and subsurface water damage. The capacity of culverts can be reduced dramatically when damaged or blocked by silt, debris or ice.

Culverts that are prone to freezing should be inspected in the early spring. Culverts that become plugged with ice during spring runoff should be steamed open as soon as is practical.

Maintenance of culverts will include silt removal and on occasion, spring steaming on an as required basis.

Ditches that become "silted in" or blocked can alter the natural drainage patterns thus causing flooding. Periodic maintenance of ditches may be required to ensure that drainage ditches are functional and that they are capable of carrying out their design flows.

All ditches, especially those with heavy flows and those subject to flooding or erosion, should be inspected each spring or during peak flow periods to ensure proper operation.

### 1.8 Snow and Ice Control





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Plowing of the roadway should be commenced before snow accumulations reach 10-15 centimeters on the roadway. However, if drifting conditions prevail, plowing operations may be commenced sooner. In general, winter maintenance schedules are determined by weather conditions.

During the first snowfall, it is desirable to mix snow into the loose gravel to stabilize the surface material when it freezes. This minimizes future gravel loss from snow plowing.

Ice blading may become necessary if the roadway becomes slippery due to compacted snow or ice. Ice blading roughens the surface for improved traction. Care must be taken to minimize gravel loss.

The highest priority for snow removal and ice control activities will need to be consistent with the County's Policy 342 that reflects how the County addresses its priorities. Note that Section 3 of the current policy dated April 21, 2005 states that "*first priority on gravel roads will be school bus routes*".

### 1.9 Snowfence

Snowfence should be placed in areas where snow drifting is prevalent to reduce snow accumulation on the roadway and to improve visibility. The location of the snowfence will be determined by local conditions and past experience.

Snowfencing should be installed after farming operations have been completed and prior to winter. Snowfence should be located 25-40 meters from the centerline of the roadway. Typically, the drift formed by the snowfence will extend for a distance of approximately 10 times its height. The snowfence should be removed early in the spring to avoid conflicts with the landowner's operations. All debris must be removed and properly disposed of (wire, lath, etc.).

### 1.10 Traffic Signs

The municipality has the authority under both the Municipal Government Act and the Highway Traffic Act to erect traffic controlling devices at any location that is considered necessary for safely controlling and managing of its transportation and traffic systems. A sign management program that includes annual inspections, ongoing maintenance, reporting, repairs and maintenance is part of Public Works responsibility. This program ensures the property signs are erected and are fully functional as traffic controlling devices ensuring the safety of County roads.



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### 1. ARTERIALS

#### 1.1 Grading

The rate of blading should be sufficient enough to maintain the required level of service. Traffic volumes, traffic type, weather and general road conditions should be all considered. The suggested minimum frequency of blading operations for arterial roads is once per week or as required based on weather conditions, road inspections and road issue complaints.

Table 1 below illustrates the suggested maximum kilometres of roadway allowable per grader based on traffic volume Annual Average Daily Traffic (AADT).

--- Table 1 ---  
**Guidelines for Motor Graders  
per kilometre of Graveled Roadway**

| <b>Annual Average Daily Traffic (AADT)</b> | <b>Subgrade Width 7-10 Meters</b> |
|--|-----------------------------------|
| Under 100                                  | 100-200 kilometre per grader      |
| 100-500                                    | 60-100 kilometre per grader       |
| Over 500                                   | 50-80 kilometre per grader        |

#### 1.2 Surface Re-Gravelling

Excessive loss of gravel from a roadway results in loss of traction, a reduction in strength, rutting and deterioration of the roadway surface and side slopes. Arterial roads require re-gravelling, on average, once every three years and depending on road conditions, amount and type of traffic, may require gravelling more frequently.

#### 1.3 Brush Control

Brush within the right-of-way should be removed where necessary in order to:

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches.
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds, created by traffic on the gravel road.



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Brush control requirements should be reviewed and prioritized on an annual basis. A brush control program should be developed by early fall each year.

### 1.4 Drainage Systems

All culverts should be inspected regularly to ensure proper and effective operations.

Properly installed and maintained culverts will protect the roadway against storm and subsurface water damage. The capacity of culverts can be reduced dramatically when damaged or blocked by silt, debris or ice.

Culverts that are prone to freezing should be inspected in the early spring. Culverts that become plugged with ice during spring runoff should be steamed open as soon as is practical.

Maintenance of culverts will include silt removal and on occasion, spring steaming on an as required basis.

All ditches, especially those with heavy flows and those subject to flooding or erosion, should be inspected each spring or during peak flow periods to ensure proper operation.

### 1.5 Snow and Ice Control

Plowing of the roadway should be commenced before snow accumulations reach 10-15 centimeters on the roadway. However, if drifting conditions prevail, plowing operations may be commenced sooner. In general, winter maintenance schedules are determined by weather conditions.

Arterial roads have first priority of snow removal, however, school bus routes are to be considered highest priority.

The recommended frequency for each maintenance item is shown in Table 2 below.





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--- Table 2 ---  
Maintenance Program for Arterial Roads

| Maintenance Item | Area / Rate                | Frequency                      |
|------------------|----------------------------|--------------------------------|
| Grading          | 10.0 meter road surface    | Every 3 weeks or as required   |
| Re-Gravelling    | 150 m <sup>3</sup> /km.    | Every 1-3 years or as required |
| Guardrail        | N/A                        | Every year or as required      |
| Brushing         | 20-30 meter right-of-way   | Every 5 years or as required   |
| Culverts         | Each                       | Early spring or as required    |
| Ditches          | All ditches                | Early spring or as required    |
| Snow Removal     | Road surface & side slopes | Highest priority as required   |
| Traffic Signs    | Each location              | As required                    |

## 2. LOCAL ROADS

### 2.1 Grading

Generally, the required level of service for local roads will be less than that of arterial roads, nonetheless road inspections should be carried out regularly to ensure that the required level of service is maintained, taking into consideration the traffic volume, type, weather and general road conditions.

The suggested minimum frequency of blading operations for local roads is once every one or as required.

### 2.2 Surface Re-Gravelling

A local road may require re-gravelling, on average, once every five years. The roadway should be inspected in the late fall of each year for the purpose of condition rating. A roadway should be considered for re-gravelling when it exhibits any of the following characteristics.

The suggested rate of gravel for local roads is 350m<sup>3</sup>/km. at construction, then 150m<sup>3</sup>/km. or as required.

Prior to re-gravelling operations, the roadway should be reshaped to the proper crown rate and width. If required, it may be necessary to "pull shoulders".



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### 2.3 Brush Control

Brush within the right-of-way should be removed where necessary in order to:

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches.
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds, created by traffic on the gravel road.

Typically, local roads will require brushing every five years.

### 2.4 Drainage Systems

In order to maintain the roadway in optimum condition, water must be kept from saturating the subgrade and also from eroding the roadway. Culvert installations provide relief for natural drainage channels and also prevent the undue accumulation and retention of water on and adjacent to the roadway.

All culverts should be inspected regularly to ensure proper and effective operations.

Culverts that are prone to freezing should be inspected in the early spring. Culverts that become plugged with ice during spring runoff should be steamed open as soon as is practical.

Maintenance of culverts will include silt removal and on occasion, spring steaming on an as required basis.

All ditches, especially those with heavy flow and those subject to flooding or erosion, should be inspected each spring or during peak flow periods to ensure proper operation.

### 2.5 Snow and Ice Control

Plowing of the roadway should be commenced before snow accumulations reach 10-15 centimeters on the roadway. However, if drifting conditions prevail, plowing operations may be commenced sooner.

In general, winter maintenance schedules are determined by weather conditions.

It is recommended that local roads have second priority after arterial roads for snow removal. However, school bus routes are to be considered highest priority.





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### 2.6 Snowfence

Snowfence should be placed in areas where snow drifting is prevalent to reduce snow accumulation on the roadway and to improve visibility. The location of the snowfence will be determined by local conditions and past experience.

The recommended frequency for each maintenance item is shown in Table 3.

--- Table 3 ---  
**Maintenance Program for Local Roads**

| Maintenance Item | Area / Rate                | Frequency                       |
|------------------|----------------------------|---------------------------------|
| Grading          | 8.0 metre road surface     | 10-12 per year or as required   |
| Re-Gravelling    | 150m <sup>3</sup> /km.     | Every 3-4 years                 |
| Brushing         | 20 metre right-of-way      | Every 5 years or as required    |
| Culverts         | Each                       | Early spring or as required     |
| Ditches          | All ditches                | Early spring or as required     |
| Snow Removal     | Road surface & side slopes | Following arterials as required |
| Traffic Signs    | Each location              | As required                     |

### 3. LOCAL ROADS – LOW VOLUME

Due to the low traffic volume of farm access roads, the level of service will be minimal and on an as required basis. The suggested application rate of surface gravel is 350m<sup>3</sup>/km. at construction, then as required.

The recommended frequency for each maintenance item is shown in Table 4 below.



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--- Table 4 ---

### Maintenance Program for Low Volume Farm Access Roads

| Maintenance Item | Area / Rate                | Frequency                                    |
|------------------|----------------------------|--|
| Grading          | 6 meter road surface       | 4 per year or as required                    |
| Re-Gravelling    | 150m <sup>3</sup> /km.     | Every 3-4 years                              |
| Brushing         | 20 meter right-of-way      | As required                                  |
| Culverts         | Each                       | Early spring or as required                  |
| Ditches          | All ditches                | Early spring or as required                  |
| Snow Removal     | Road surface & side slopes | When arterials & locals complete as required |
| Traffic Signs    | Each location              | As required                                  |

## 4. FIELD ACCESS ROADS

### 4.1 Maintenance Program for Field Access Roads

The level of service required for field access roads will be minimal. If the property owner has an interest in providing a greater level of service, approval will be required from the County Public Works. All work performed by the public must meet the County's approval and final acceptance. The County will not be responsible for any costs incurred for the work performed.

The recommended frequency for each maintenance item is shown in Table 5 below.

--- Table 5 ---

### Maintenance Program for Field Access Roads

| Maintenance Item | Area / Rate                         | Frequency                   |
|------------------|-------------------------------------|-----------------------------|
| Grading          | 4-6 meter road surface              | Twice each year if required |
| Re-Gravelling    | 150m <sup>3</sup> /km. if performed | 5 years                     |
| Brushing         | N/A                                 | N/A                         |
| Culverts         | No culverts – typical               | N/A                         |
| Ditches          | No ditches – typical                | N/A                         |
| Snow Removal     | N/A                                 | Generally not required      |
| Traffic Signs    | N/A                                 | N/A                         |



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### 5. Un-Developed Roadways

Municipalities have a responsibility for all municipal road right-of-ways including undeveloped roadways. Weed controls is an example of operational activities that the County must follow as a basic level of servicing. This is not a regular activity with respect to an ongoing inspection program. This activity will typically be completed whenever municipal services are made aware of the problem. Normal situation is abutting property owners will care for the vegetation control as part of their regular activities.

Managing the right-of-use is another responsibility as it relates to allowing the public the right-of-use for a specific purpose the municipal undeveloped road right-of-way. This requires a formal request from the property owner for the purpose of receiving the municipality's approval subject to conditions imposed upon the applicant. This is a favorable situation for the municipality due to property owners accepting the responsibility to maintain the un-developed roadways.



County of Lethbridge Policy Handbook  
Policy No. 345 - Page 15 of 15

Roads Maintenance Levels of Services

| Activities   | Arterial                   | Local                      | Local Low Volume             | Field Access      | Undeveloped R/W |
|--|----------------------------|----------------------------|------------------------------|-------------------|-----------------|
| <b>Grading</b>   |                            |                            |                              |                   |                 |
| Area/Rate  | 10 meter surface           | 8 meter surface            | 6 meter surface              | 4-6 meter surface | N/A             |
| Frequency  | Every 3 weeks              | 10-12 per year             | 4 per year                   | 4 per year        | N/A             |
| <b>Re-Gravelling</b>   |                            |                            |                              |                   |                 |
| Area/Rate  | 150m3/km.                  | 150m3/km.                  | 150m3/km.                    | 150m3/km.         | N/A             |
| Frequency  | Every 1-3 years            | Every 3-4 years            | Every 3-4 years              | Every 5 years     | N/A             |
| <b>Guardrail</b>   |                            |                            |                              |                   |                 |
| Area/Rate  | Each                       | Each                       | Each                         | Each              | N/A             |
| Frequency  | As required                | As required                | As required                  | As required       | N/A             |
| <b>Brushing</b>  |                            |                            |                              |                   |                 |
| Area/Rate  | 20-30 meter R/W            | 20-30 meter R/W            | 20 meter R/W                 | N/A               | N/A             |
| Frequency  | Every 5 years              | Every 5 years              | Every 5 years                | N/A               | N/A             |
| <b>Culverts</b>  |                            |                            |                              |                   |                 |
| Area/Rate  | Each                       | Each                       | Each                         | No culverts       | N/A             |
| Frequency  | Early spring               | Early spring               | Early spring                 | N/A               | N/A             |
| <b>Ditches</b>   |                            |                            |                              |                   |                 |
| Area/Rate  | All ditches                | All ditches                | All ditches                  | No ditches        | N/A             |
| Frequency  | Early spring               | Early spring               | Early spring                 | N/A               | N/A             |
| <b>Snow Removal - For snow removal and ice controlling purposes, bus routes will have priority re: Policy #342</b> |                            |                            |                              |                   |                 |
| Area/Rate  | Road surface & side slopes | Road surface & side slopes | Road surface                 | N/A               | N/A             |
| Frequency  | Highest priority           | After arterials done       | Following arterials & locals | N/A               | N/A             |
| <b>Traffic Signs</b>   |                            |                            |                              |                   |                 |
| Area/Rate  | Each location              | Each location              | Each location                | N/A               | N/A             |
| Frequency  | As required                | As required                | As required                  | N/A               | N/A             |

# AGENDA ITEM REPORT



**Title:** 2021-22 Level of Service - Public Works Winter Maintenance Level of Service  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Municipal Services  
**Report Author:** Jeremy Wickson

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 10 Nov 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

Administration has developed over several months a Level of Service (LOS) Policy document that formalizes the majority of winter maintenance services that the Public Works department provides to County stakeholders. As the budget is approved annually and finite, the LOS policy provides clear direction as to the services provided. The Winter Maintenance LOS is unique in that it bridges 2 fiscal year periods, in this case, the latter part of 2021 and the beginning of 2022.

The LOS policy is intended to provide a baseline of the core services, not an exhaustive list of Public Works daily/weekly/monthly/yearly operations. The LOS baseline provides a targeted LOS that council approves to be provided to the service area. Within the policy, the public can have a tangible view of the maintenance operations goals and targets for maintenance on an annual basis. This will be a key communication device in establishing future priorities for maintenance requirements and be in essence a living document as annual requirements will vary with demands, growth, weather conditions, etc.

Every year the policy will be brought forward with revisions for council approval. This will include increases or decreases to established LOS based on council direction and/or budget requirements.

## RECOMMENDATION:

Council consideration for adopting a new Level of Service (LOS) Policy for Public Works Winter Maintenance, based on the budget approved for 2021 operations and subsequent budget for 2022.

The existing Policy 342 Snow Plowing is attached and should be rescinded prior to the adoption of the new Public Works Winter Maintenance LOS.

## PREVIOUS COUNCIL DIRECTION / POLICY:



Council has previously adopted several separate Policy documents that represented defined portions of a LOS. Policy 342 Snow Plowing was adopted in January 1978 and revised in April 2005. The purpose of that policy was to provide a framework for winter maintenance services that had associated details or specifics. The document incorporated private road services for snowplowing which has been previously removed from the Schedule of Fees.

The prior Policy 342 had a general outline that was limited, and the new LOS document provides more specifics as to the winter maintenance operations.

In addition Policy 345 - County Roads Servicing Levels, references Snow and Ice control which is represented within the Winter Maintenance LOS as well.

Council has previously asked the question of what we are providing for services and this document has been derived from discussions with operations staff and past general discussions with council to establish the LOS desired within the current budget constraints.

#### **BACKGROUND INFORMATION:**

Establishing a LOS for the County is not a small undertaking as the demands of the stakeholders need to be considered and balanced against fiscal responsibility. Administration has conducted several LOS workshops in regard to Public Works service targets for summer maintenance activities which provide a supplemental basis for the winter maintenance LOS and the budget context. Administration has prepared best-case scenarios within the given annual budget to formulate what are reasonable targets or achievable for operations.

By implementing measurable and realistic goals the service level targets can be relatively set. Once these targets are set this provides a baseline of service and defined levels that can be relayed to the public. As the public can then be aware of the LOS by way of specific details, the County can then further analyze demands and adjustments necessary through further public engagement.

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

LOS are living documents and can be adjusted accordingly to meet the changing needs of the region through council direction. If more services are required this has a budgetary implication. If the desire of council is for more or enhanced services this will directly affect the need for larger budget requirements. As the opposite would be the reduction of services currently provided would mean less budget required.

Council can direct changes to the LOS to administration to be brought forward for council resolution at a future meeting of council.

#### **FINANCIAL IMPACT:**

Budget considerations for 2022 and beyond are contained within the policy. As the LOS forms the budget requirements to provide service through the Public Works department this will be reviewed annually. Prior to a formal annual budget, approval will allow the administration to prepare cost adjustments based on council LOS decisions to be reviewed by council.

The approved budget for 2021 allocated \$475,000 for plow trucks and sanding. 2022 has been reduced to \$408,000. Reductions are in line with operating cost evaluations and proper coding of activity levels.

The approved budget for 2021 allocated \$375,000 for graders plowing. 2022 has been reduced to \$357,000. Reductions are in line with proper coding of activity levels which incorporates winter road grading activities not restricted to just snow plowing.

As council approves a set budget for service provision, it is then developed and detailed by the administration to indicate what services can be provided within that budget.

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

To ensure the stability and direction of services to the stakeholders of Lethbridge County it is important to stipulate a baseline LOS that will be formed from an approved budget. Due diligence of administration is working within the approved budget to deliver services based on council priorities and field-level observations of maintenance needs.

LOS are living documents that require flexibility as weather conditions and road usage can often present challenges for maintenance. Hence why this will be brought forward every subsequent fall to provide administration ongoing direction for budgetary and LOS adjustments from council.

**ATTACHMENTS:**

[342 Snowplowing](#)  
[WINTER Operational LOS](#)  
[NorthRiver\\_EastButte](#)  
[NorthRiver\\_WestButte](#)  
[SouthRiver\\_Route2](#)  
[SaltDawg\\_RouteMap](#)  
[SouthRiver\\_Route1](#)  
[2021\\_PriorityGravel\\_Rev2](#)



## County of Lethbridge Policy Handbook

**EFFECTIVE:** January 19, 1978      **SECTION:** 300 NO. 342  
**APPROVED BY:** County Council      **SUBJECT:** Snowplowing  
**REVISED DATE:** April 21, 2005

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In order to facilitate the timely and orderly removal of snow and/or ice on County paved, oiled and gravel roads and on driveways on private property, the following policy will be in effect:

1. Speed plows and graders for snow and/or ice removal on local paved roads and oiled surfaces will be directed by the Supervisor of Public Works. Speed plows will be dispatched from the Coaldale Shop for surfaces on the south side of the river and from the Picture Butte Shop for surfaces on the north side of the river.
2. Snow removal on gravel roads will be directed by the Supervisor of Agriculture & Municipal Services or his assistant and will only be undertaken when conditions warrant or when vehicles experience difficulty proceeding down roads.
3. First priority on gravel roads will be school bus routes.
4. When roads are drifted shut, they will be opened according to the above priority and will only be widened when all roads are opened.
5. Requests from private landowners will commence when all blocked roads are opened and widening is underway.
6. The snowplowing equipment must be in the immediate area of the request.
7. Fees – As approved through the County of Lethbridge Schedule of Fees.





# **WINTER MAINTENANCE OPERATIONS LEVEL OF SERVICE**

Created January 2020

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## **Appendices**

Appendix 1 – Priority Road Map North

Appendix 2 – Priority Road Map South

Appendix 3 – Priority Snow Plow / Sanding Map

Appendix 4 – Priority Grader Map

Appendix 5 – Hamlet of Monarch

Appendix 6 – Hamlet of Diamond City

Appendix 7 – Hamlet of Shaughnessy

Appendix 8 – Hamlet of Iron Springs

Appendix 9 – Hamlet of Turin

Appendix 10 – Hamlet of Chin

Appendix 11 – Hamlet of Fairview

## **1. Purpose, Policy, Considerations and Level of Service**

### **Purpose**

The purpose of the Winter Maintenance policy and procedure plan is to communicate the process and level of service for snow and ice removal for Lethbridge County. County roadways are divided into categories and subcategories based on priority levels as follows:

- Priority Level 1
  - Paved Roadways
  - Other Hard Surfaced Roadways
  - Hamlet Main Routes
  - Industrial Parks
  - Acreage Subdivisions
- Priority Level 2
  - Haul Route Network
  - Arterial Gravel Roadways - Priority 1 Gravel
  - Other Hamlet Roadways
- Priority Level 3
  - Collector Gravel Roadways - Priority 2 Gravel
- Priority Level 4
  - Local or Residential Gravel Roadways - Priority 3 Gravel

This prioritization of roadways will accommodate the majority of traffic and emergency services. The goal of Lethbridge County is to remove snow and ice from our roadways as rapidly and efficiently as possible while keeping roads open and essential traffic flowing. Clean, dry pavement should not be expected following a storm. The goal of Lethbridge County is to return road surfaces to safe winter driving conditions quickly by working within the limitations of this policy, limited resources, and weather conditions. With proper use of weather forecast technology, equipment, personnel, and de-icing materials this goal can be obtained. Patience and flexibility is required to adapt to a large variety of circumstances and conditions during a storm.

### **Plan Considerations**

Lethbridge County considers multiple factors while developing policies for winter maintenance operations. These factors include, but are not limited to the following:

- Public Safety
- Funding dollars
- Competent personnel
- Ability to maintain emergency services
- Environmental impacts
- Historic weather conditions and temperatures
- Protection of property
- Effective resource allocation

## Policy Statement

The snow and ice control objectives of the County are to:

- Provide safe travelling conditions for motorists
- Provide cost effective snow and ice control services
- Reduce economic losses to the County and local businesses
- Assist emergency services transportation
- Provide safe, passable roads

Lethbridge County has a commitment to provide effective and efficient winter maintenance to its citizens. However, it must be realized that circumstances may delay and/or prevent the completion of this plan. Some circumstances are:

- Unforeseen emergencies
- Parked or stalled vehicles that restrict operations
- Severe weather that crews will be called from duty, for their safety
- Inadequate equipment
- Mechanical failures
- Crew breaks
- Visibility for safe travel
- Lack of de-icing materials

## Scope of Responsibility

Lethbridge County is responsible for snow and ice control on County roads within the County district boundary. Provincial highways within Lethbridge County boundary are handled by Alberta Transportation controlled contractors. Lethbridge County does not remove snow and ice from private streets, sidewalks, parking lots, or driveways unless approved by council. County parks and Hamlets will be handled primarily by the Public Works department.

## Level of Service

It is the expectation of our citizens that we keep all County roads sufficiently passable during and following a winter storm. To accomplish this expectation, Lethbridge County will provide, to a reasonable extent, snow and ice maintenance services consistent with general accepted standard practices. Each winter storm event is unique. Factors that will heavily influence when and what services are delivered include:

- Air and road temperatures
- Wind speed and direction
- Precipitation type
- Precipitation amount
- Traffic activity
- Availability of supplies
- Availability of personnel
- Availability of equipment

Winter maintenance activities are directed to achieving and maintaining relatively safe traffic movement on County District of Lethbridge roadways. Therefore, efforts are prioritized first on Priority Level 1 – Hard Surfaced Roadways and Hamlet main routes. Followed by arterial gravel roadways (Priority 1 Gravel) and other Hamlet roadways, then collector gravel roadways (Priority 2 Gravel), followed by residential gravel roadways (Priority 3 gravel) as resources become available.

The maximum level of service is reached when Priority Level 1 roadways are clear of snow and ice from shoulder of road to shoulder of road. The minimum level of service is for the Priority Level 1 roadways to be cleared to a packed snow cover.

## **2. Implementation**

The following policies and procedures outlined below will be in effect when weather conditions are forecasted to cause accumulations of snow, ice, frost, or sleet on Lethbridge County roadways. The County begins preparing for winter operations in late September. All winter operating equipment is serviced, installed and tested to ensure adequate service deliverance. A Sand/Salt (5%) mixture is stockpiled at storage sites in Picture Butte and Coaldale Public Works operations sites. Calcium Chloride for pre-wet or anti-icing operations is stored at the Public Works sites in Picture and Coaldale. Additional salt will be stored at each of these locations for specific maintenance activities when weather conditions allow. The County will apply best management practices in the applications of all maintenance products in order to protect the environment and reduce negative impacts on vulnerable areas. Spread rates for materials will be monitored and tracked.

### **Monitoring Winter Storm Events**

During normal winter working hours, (08:00 to 16:30, Monday through Friday) through observations and discussions with Public Works operations staff, the Public Works department will coordinate winter maintenance activities as required. Prior to normal working hours, the Weekday supervisor will evaluate road conditions while communicating with District grader operators in each region to gain event information and evaluate the maintenance activities required. Based on the conditions communicated and observed, the supervisor will make the necessary decision to begin maintenance operations. For weekend maintenance activities a rotation of supervisors will be used for similar operations.

### **When Operations Begin**

The Public Works appointed supervisor will decide when and where to begin winter maintenance operations and will communicate this decision and direction to the Public Works operations staff. The criterion for the decision is:

1. 5 cm (2") of snow accumulation, or expected accumulation
2. Icy conditions which affect travel
3. Time of the event in relationship to traffic volume peak periods

Snow and ice maintenance operations are expensive and involve the use of limited materials, personnel and equipment. During a winter storm event, snow maintenance becomes the operational priority above all other routine operations. Mid-week (Monday-Friday) plow/sander operations will begin at 05:00 and continue until completed or for eight hours. After eight hours of operation, if required, a relief operators will begin operating until completed or 20:00. If the winter storm event has not subsided, operations will begin again at 05:00 the following day.

Mid-week (Monday-Friday) grader operations will begin at 06:00 and continue until completed or for eight hours. If the winter storm event has not subsided, operations will begin again at 06:00.

Service start and end times will be adjusted to one hour later for weekend operations due to the lower peak traffic volumes. Plow trucks 06:00 and graders 07:00 respectively for weekends.

The use of weather reports and road temperatures from Government of Alberta provided Weather Sentry in conjunction with other resources, satellite storm tracking, and radio will be used concurrently with internal road condition reports to determine and adjust the appropriate storm response to ensure a high level of service is delivered.

### **Snow Maintenance**

Employees assigned to snow maintenance are responsible for the completion of their assigned route and appropriate snow and ice maintenance based on weather or roadway conditions. Each operator assigned to a specific route is responsible for monitoring its condition and shall maintain communication with the Public Works supervisor regarding progress and effectiveness of efforts. Supervisors are responsible to direct and coordinate work crews to complete winter maintenance operations in accordance with the established priority system.

Operators plow slush and heavy snow at speeds not to cause damage or injury to people or property by the spoils coming off of the blade.

#### **Priority 1 – Hard Surfaced Roadways**

Snow will be plowed by snow plows and motor graders in a manner as to minimize traffic obstructions. Each road will require a minimum of two passes (one in each driving lane). Snow will be pushed from the center of the roadway to the shoulder and side slope of the roadway resulting in an open, passible roadway. As required and directed by the supervisor, a sand/salt mixture will be applied to accelerate melting of ice following snow maintenance. As resources come available snow resting on the road shoulder / side slope of all Priority 1 roads will be pushed further down the slope using a wing attachment on a grader as required and directed by the supervisor.

The primary routes will always have priority during and following a winter storm event. Crews will continue working on Priority 1 roadways until the desired level of service is achieved. Once these roads are open operations will proceed to lower priority roadways.

#### **Priority 2 – Arterial Gravel Roadways and Other Hamlet Roadways**

Snow will be plowed on gravel roadways by a motor grader in a manner as to minimize traffic obstructions. Each road will require a minimum of two passes (one in each driving Lane). Snow

will be pushed from the center of the roadway to the shoulder and side slope of the roadway resulting in an open, passible roadway. If resources are available snow will be moved further down the slope using a wing. The grader blade needs to be lifted approximately 1-2" from the surface of the road to ensure extended gravel loss does not occur. The result will be a lightly snow covered gravel roadway. Remaining hamlet roadways will be plowed using small machinery such as skid steers and small tractors by the Agricultural Service Board and Hamlet Foremen. Sanding of intersections will occur following snow maintenance as required.

### **Priority 3 – Collector Gravel Roadways**

Snow will be plowed by a motor grader in a manner as to minimize traffic obstructions. Each road will require a minimum of two passes (one in each driving Lane). Snow will be pushed from the center of the roadway to the shoulder and side slope of the roadway resulting in an open, passible roadway. If resources are available snow will be moved further down the slope using a wing. During plowing operations the grader blade needs to be lifted approximately 1-2" from the surface of the road to ensure extended gravel loss does not occur. The result will be a lightly snow covered gravel roadway.

### **Priority 4 – Residential Gravel Roadways**

Snow will be plowed by a motor grader in a manner as to minimize traffic obstructions. Each road will require a minimum of one pass dependent of road width. Snow will be pushed from the center of the roadway to the shoulder and side slope of the roadway resulting in an open, passible roadway. If resources are available snow will be moved further down the slope using a wing. During plowing operations the grader blade needs to be lifted approximately 1-2" from the surface of the road to ensure extended gravel loss does not occur. The result will be a lightly snow covered gravel roadway.

### **Personnel Responsibility**

The snow and ice maintenance plan used by Lethbridge County has been developed to establish communication channels through which winter maintenance policies can be converted into an effective and understood set of actions. The actions taken by maintenance crews are the result of the policies and procedures established by administration and approved by the Director of Public Works.

#### **Operators**

The maintenance crews and operators are vital to successful implementation of the snow and ice maintenance plan. Maintenance crews and operators are responsible for;

- Providing a timely, effective service for their designated routes
- Maintaining equipment
- Documenting snow maintenance activities
- Maintaining a positive work environment

#### **Supervisors**

Supervisors are responsible for;

- Coordination of services to ensure timely, effective coverage



- Coordinate with fleet maintenance to ensure proper equipment maintenance is complete
- Collecting and totaling de-icing quantities used
- Timely, courteous responses to complaints, requests, and inquiries
- Providing training opportunities for staff
- Maintaining a positive work environment

### **Management**

Management is responsible for:

- Providing adequate resources for operations
- Creating training opportunities for supervisors and operators
- Maintaining de-icing material inventories
- Maintaining a positive work environment
- Timely, courteous responses to complaints, requests, and inquiries
- Promote and maintain public awareness and support for winter maintenance services

## **3. Equipment Preparation**

All equipment utilized in snow maintenance operations are prepared and inspected for readiness and repairs prior and during the winter season by fleet maintenance to ensure efficient operations of winter maintenance.

### **Primary Snow Response Equipment**

Public works uses the following equipment as required:

- 4 – Tandem axle snow plow/sanding/pre-wet truck trucks (2 Picture Butte, 2 Coaldale)
- 1 - Small truck mount plow and sander
- 10 – Motor graders with wings
- 2 – Loaders
- 2 - Backhoe
- 2 - Skid steers
- 2 – Tandem axle dump trucks

Agricultural Service Board use the following equipment as required:

- 1 – Tractor with mounted snow blower

## **4. Priorities**

During a winter storm event, assistance required from Emergency Response Units is given top priority. Upon request the Public Works department will provide assistance as required. As a result of the urgency resulting from a winter storm event all other routine operations become secondary and winter maintenance operations will occur. Roads will be plowed and sand / salt will be applied according to the established priorities as directed by the supervisor. Priorities are established based on traffic volumes, public safety, and access to emergency facilities and

schools. All roads within Lethbridge County are prioritized into groups for maintenance operations. These groups are displayed on the attached maps and are color coded for easy identification. A description of each is below;

#### **Priority 1 (YELLOW)**

These roadways are the highly travelled **hard surfaced** roadways within Lethbridge County. These roads are given first priority as they hold the majority of traffic volume and act as a link for emergency services and schools. Priority 1 roadways will be maintained for all snow storms meeting the criteria outlined earlier.

#### **Priority 2 (GREEN)**

These roadways are highly travelled haul routes, **gravel** roadways and secondary hamlet roadways. These roadways carry primarily rural residential and agricultural traffic. These roads will likely connect to a provincial highway or a Lethbridge County hard surfaced roadway. These roads will be maintained primarily by the district grader operator as required and/or directed by the supervisor.

#### **Priority 3 (BLUE)**

These roadways are moderately travelled **gravel** roadways. These roadways carry primarily rural residential and agricultural traffic. Some roads may lead directly to a provincial highway or a County road of a higher priority. These roads will be maintained primarily by the district grader operator as required and/or directed by the supervisor.

#### **Priority 4 (PINK)**

These roadways are lightly travelled **gravel** roadways. These roadways carry primarily rural residential and agricultural traffic. Some roads may lead directly to a provincial highway or a County road of a higher priority. These roads will be maintained primarily by the district grader operator as required and/or directed by the supervisor.

### **5. Travel Restrictions and Road Closures**

During certain winter storm events it may become necessary to close roadways to traffic. This action will only be taken if extreme weather conditions deem an area of the County unfit for safe travel.

### **6. Winter Storm Categories**

Winter storms that occur in Lethbridge County may be categorized into four levels. The response to the storm is different for each category. The following outlines the 4 levels of storm events and the service level following;

- **Level 1 Event**
  - **Storm characteristics**
    - Icy roads and/or accumulation of 0-5cm (0"-2")
  - **Service Level**

- Priority 1 roadways are maintained as required and directed by the supervisor
  - Sand / Salt usage as required
  - This storm level does not typically require multiple work shifts
- **Level 2 Event**
  - **Storm Characteristics**
    - Accumulation of 5cm – 15cm (2"-6")
  - **Service Level**
    - All roads to be maintained as per the plan and priorities set out
    - Typically all maintenance equipment required
    - Sand / Salt usage as required
    - This storm may require multiple work shifts
    - Potential for multiple day cleanup following the event
- **Level 3 Event**
  - **Storm Characteristics**
    - Accumulation of 15cm – 30cm (6"-12")
  - **Service Level**
    - All roads to be maintained as per the plan and priorities set out
    - All maintenance equipment required
    - Sand / Salt usage as required
    - This storm may require multiple work shifts
    - Multiple day cleanup required following the event
- **Level 4 Event**
  - **Storm Characteristics**
    - Accumulation of 30cm or more (12"or more)
  - **Service Level**
    - All roads to be maintained as per the plan and priorities set out
    - All maintenance equipment required including ASB works
    - Sand / Salt usage as required
    - This storm may require multiple work shifts
    - Multiple day cleanup required following the event
    - Possibility of road closures
    - All Lethbridge County personnel required
    - Possibility to use outside contractors for assistance
- **Level 5 Event**
  - **Storm Characteristics**
    - Accumulation of 50cm or more (25"or more)
  - **Service Level**
    - Potential assistance to Government of Alberta service provider for clearing numbered highways, case by case basis, upon request
    - All roads to be maintained as per the plan and priorities set out
    - All maintenance equipment required including ASB works
    - Sand / Salt usage as required
    - This storm may require multiple work shifts

- Multiple day cleanup required following the event
- Possibility of road closures
- All Lethbridge County personnel required
- Possibility to use outside contractors for assistance

## **7. Delay of Maintenance Operations**

Winter maintenance of roadways is a very difficult task. The work is extremely rough on equipment and manpower. Delayed services may occur due to the following;

- Stuck vehicles on roadways
- Equipment breakdowns
- Manpower shortage due to sickness, injury, or lack of responsibility
- Manpower shortage due to the length of a storm and personnel requiring rest
- Operator breaks
- Downed trees or power lines
- Other County emergencies
- Visibility

## **8. Post Event**

Following a winter storm event, crews will begin to clean up and relocate snow from hamlets to the locations outlined on the maps if required. The extent of operations will depend heavily on the forecasted weather. Areas that are shaded may require additions sand / salt to encourage melt off. Crews will attempt to remove as much snow and ice as reasonably possible, it is important to understand this does not always result in bare, dry pavement. As time permits, Fleet Maintenance will do an inspection of all maintenance equipment to ensure it is available for the next winter storm event.

## **9. Service Level Costs**

As service levels change, so do costs and associated risks.

Costs to deliver the current level of service include:

- Annual Operating budget Snow Plowing for Graders, Sanding and Truck Plowing
- Amortization of equipment and facilities
- Shop maintenance
- Sand, salt and prewet material purchasing and processing costs
- Administration cost
- Fuel
- Wear items
- Program adjustments

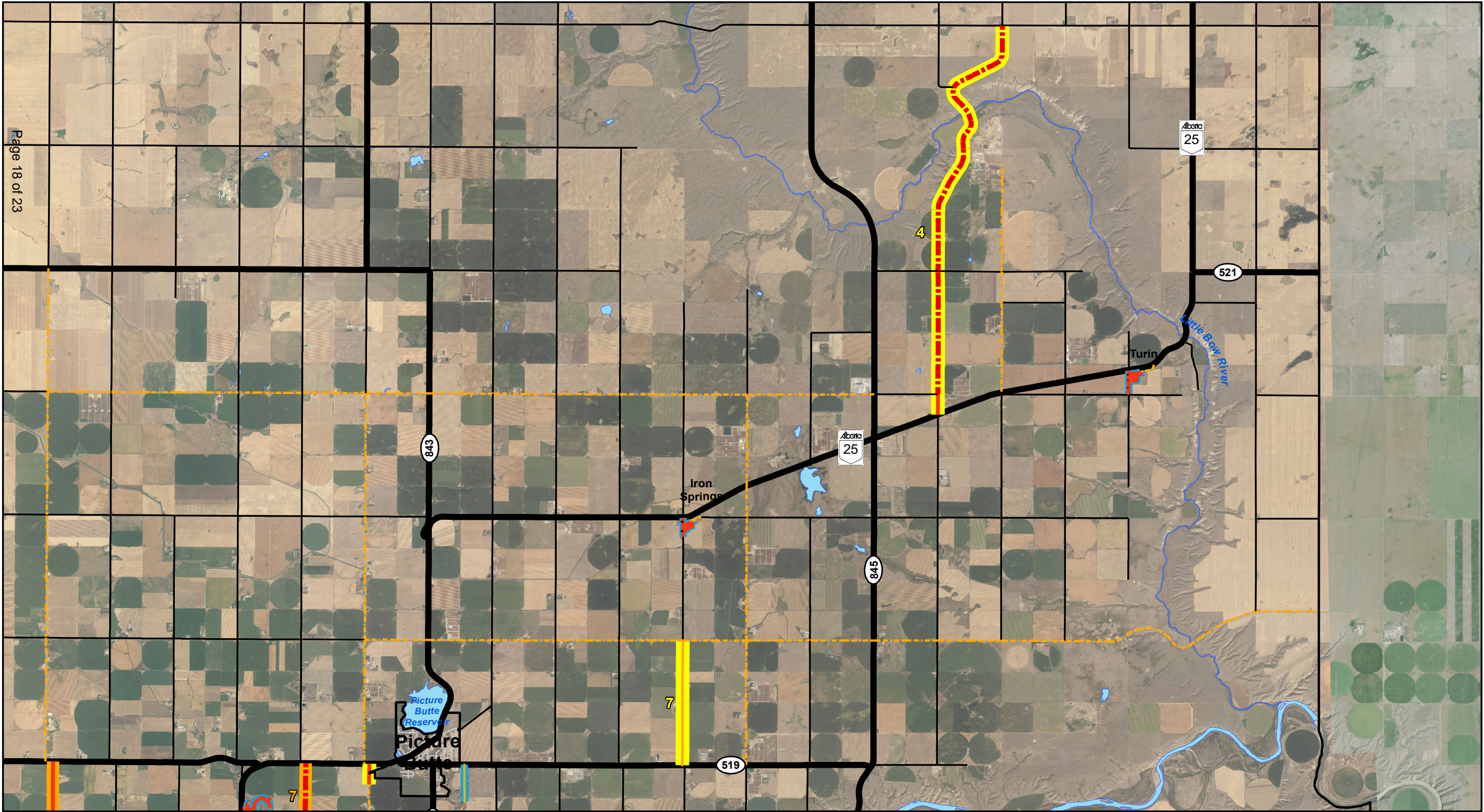
**Annual Estimates (2021)**

Annually, the municipality plows hard surfaced and gravel roads.

Total cost for service allotted to plow trucks and sanding of roadways is **\$475,000 (2021).**

Total cost for service allotted to graders plowing roadways is **\$375,000 (2021).**





Truck Plow Routes - North of River - East of Picture Butte

Truck Number/Name

TR (TBD)

TR138

TR154

TR (TBD)

TR (TBD)

TR149 (Salt Dawg)

Road Surface

Gravel

Gravel (Base Stabilized)

Paved (HMA)

Paved (CMA)

Concrete

Cement Stabilized

Provincial Highways

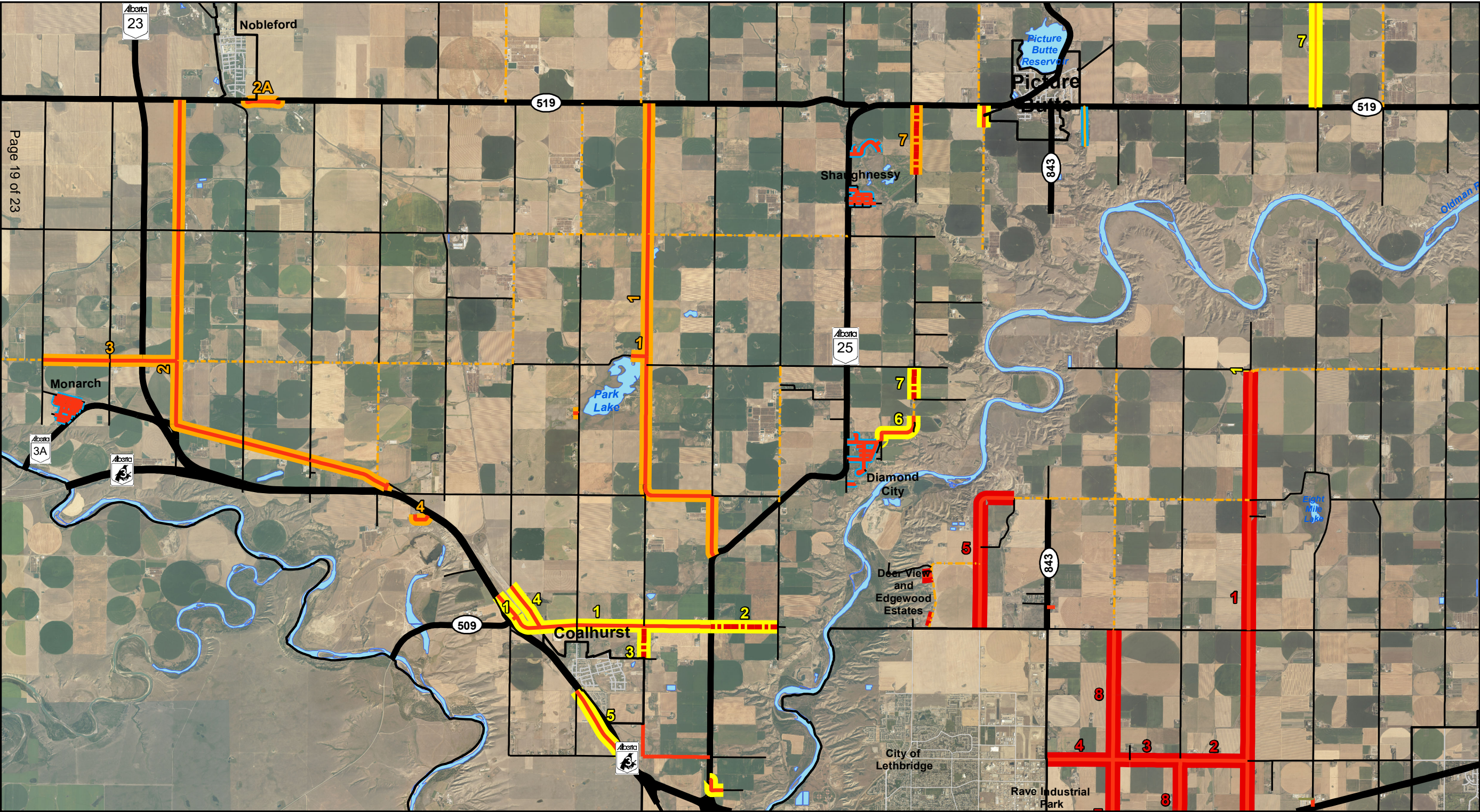
County Boundary

Waterbody

\* For SaltDawg area detail, see SaltDawg Map

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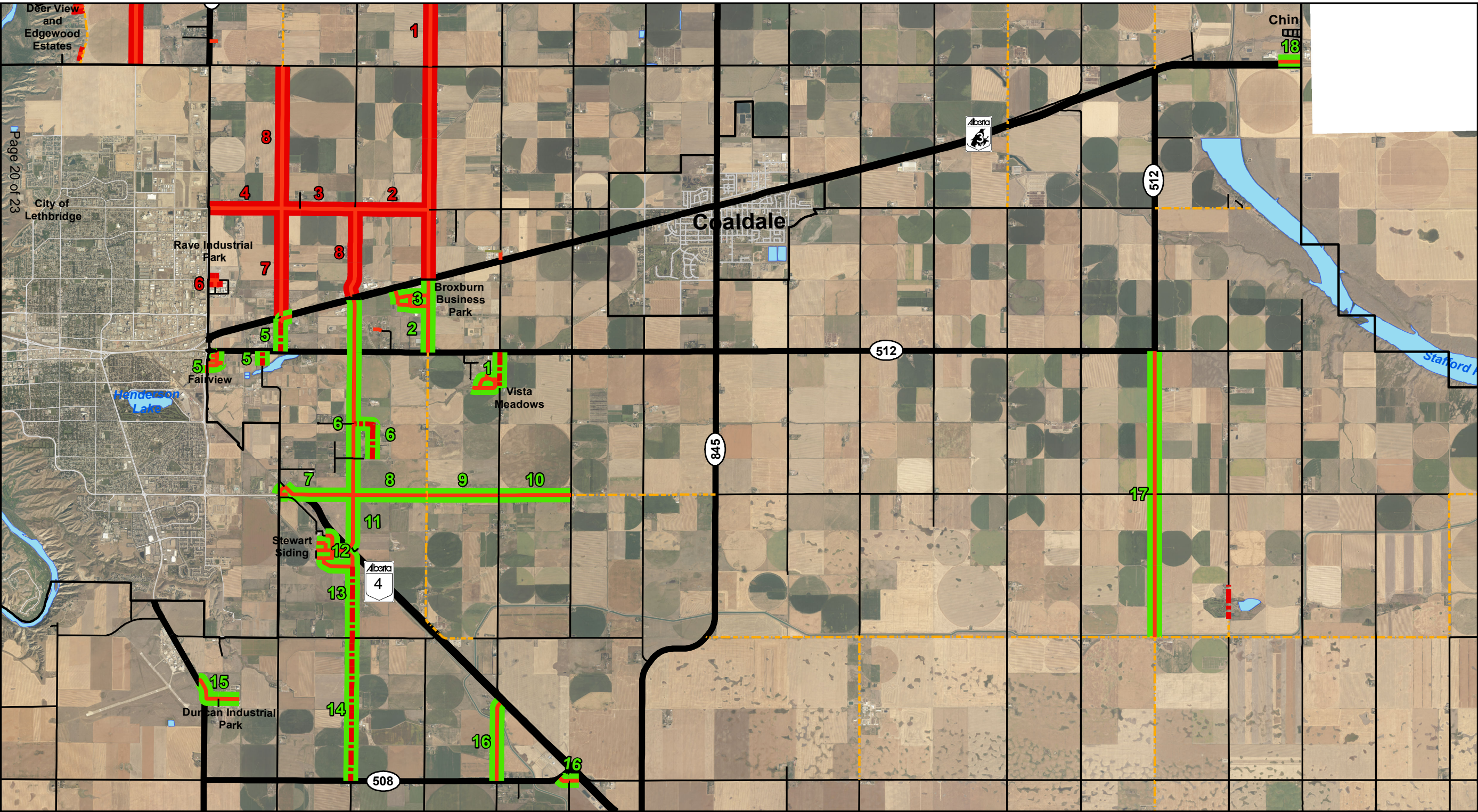


### Truck Plow Routes - North of River - West of Picture Butte

|                          |                   |                          |                   |                     |
|--------------------------|-------------------|--------------------------|-------------------|---------------------|
| <b>Truck Number/Name</b> | TR (TBD)          | <b>Road Surface</b>      | Paved (CMA)       | Provincial Highways |
| TR138                    | TR (TBD)          | Gravel                   | Concrete          | County Boundary     |
| TR154                    | TR149 (Salt Dawg) | Gravel (Base Stabilized) | Cement Stabilized | Waterbody           |
|                          |                   | Paved (HMA)              |                   |                     |

\* For SaltDawg area detail, see SaltDawg Map



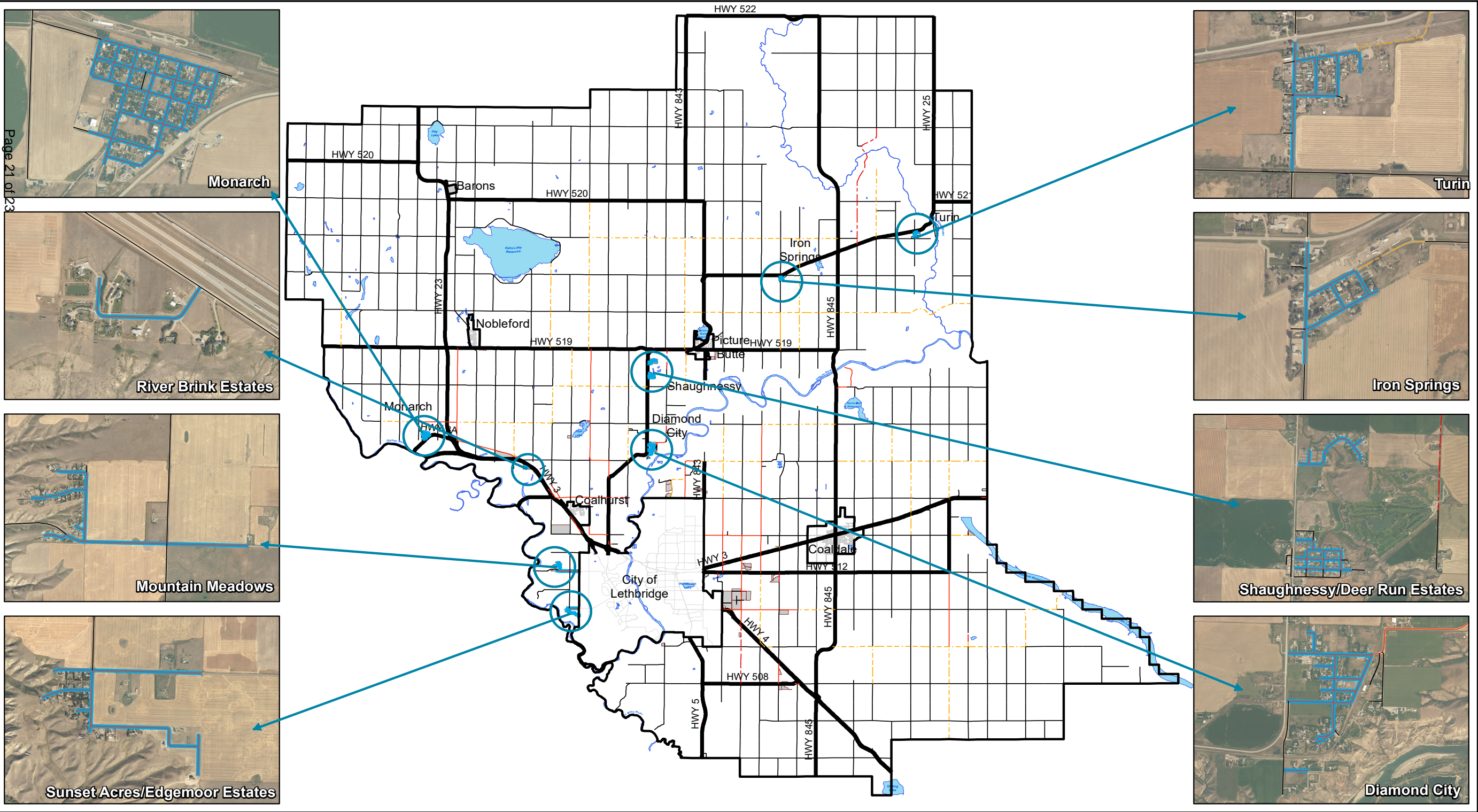


### Truck Plow Routes - South of River - Route 2

|   |   |  |   |   |
|---|---|--|---|---|
| <b>Truck Number/Name</b>                    | <span style="color: green;">■</span> TR (TBD)         | <b>Road Surface</b>  | <span style="color: red;">---</span> Paved (CMA)          | <span style="color: black;">—</span> Provincial Highways        |
| <span style="color: orange;">■</span> TR138 | <span style="color: red;">■</span> TR (TBD)           | <span style="color: black;">—</span> Gravel                      | <span style="color: green;">—</span> Concrete             | <span style="border: 1px solid black;"> </span> County Boundary |
| <span style="color: yellow;">■</span> TR154 | <span style="color: blue;">■</span> TR149 (Salt Dawg) | <span style="color: orange;">---</span> Gravel (Base Stabilized) | <span style="color: orange;">---</span> Cement Stabilized | <span style="color: blue;">~</span> Waterbody                   |
|   |   | <span style="color: red;">—</span> Paved (HMA)                   |   |   |

\* For SaltDawg area detail, see SaltDawg Map

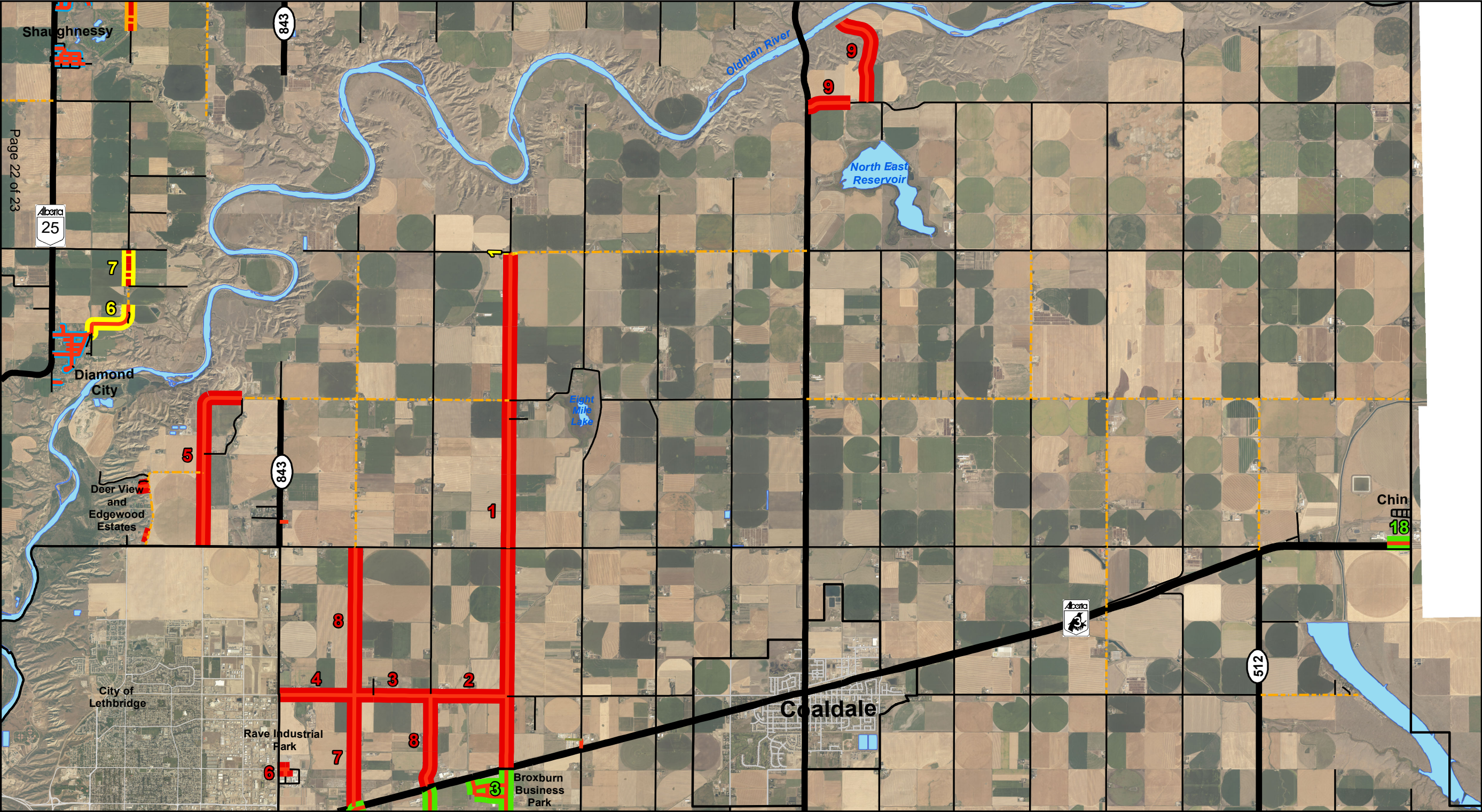




### Truck Plow Routes - TR 149 "Salt Dawg"

|                          |                          |                   |                     |
|--------------------------|--------------------------|-------------------|---------------------|
| <b>Truck Number/Name</b> | <b>Road Surface</b>      | Paved (CMA)       | Provincial Highways |
| TR149 (Salt Dawg)        | Gravel                   | Concrete          | County Boundary     |
|                          | Gravel (Base Stabilized) | Cement Stabilized | Hamlet              |
|                          | Paved (HMA)              |                   | Subdivision         |
|                          |                          |                   | Waterbody           |





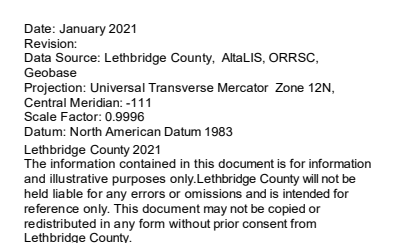
### Truck Plow Routes - South of River - Route 1

|                          |                   |                          |                   |                     |
|--------------------------|-------------------|--------------------------|-------------------|---------------------|
| <b>Truck Number/Name</b> | TR (TBD)          | <b>Road Surface</b>      | Paved (CMA)       | Provincial Highways |
| TR138                    | TR (TBD)          | Gravel                   | Concrete          | County Boundary     |
| TR154                    | TR149 (Salt Dawg) | Gravel (Base Stabilized) | Cement Stabilized | Waterbody           |
|                          |                   | Paved (HMA)              |                   |                     |

\* For SaltDawg area detail, see SaltDawg Map



## Page 23 of 23





# AGENDA ITEM REPORT



**Title:** Emergency Management Support Agreement Renewal  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Community Services  
**Report Author:** Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 29 Oct 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

The current two-year Emergency Management Support Agreement with the Town of Coaldale expires on January 31, 2022. Council may choose to renew the Agreement for an additional two years by providing notice to the Town of Coaldale.

## RECOMMENDATION:

That the Agreement for Emergency Management Support between the County and the Town of Coaldale be renewed for a two-year period commencing February 1, 2022 at an annual cost of \$40,000.00.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council initially approved a one-year agreement trial agreement which started on February 1, 2019. Council approved the current Agreement for the period February 1, 2020 to January 31, 2022.

## BACKGROUND INFORMATION:

The County eliminated the full-time Emergency Services Coordinator position in 2018. This left the task of providing Director of Emergency (DEM) services to other County staff. Council agreed that it was important to have a well-qualified and experienced DEM in place to manage major emergencies on behalf of the County. Consequently, the Agreement for the service was awarded to the Town of Coaldale approximately four months after the Coordinator position was eliminated.

Administration believes it receives good value for this service from the Town. Consequently, Administration recommends the Agreement be renewed for an additional two-year term. The DEM and the County's Fire Services Coordinator are currently exploring options for proposing a regional Emergency Management Service.

**ALTERNATIVES / PROS / CONS:**

1. Renew the Emergency Management Support Agreement with the Town of Coaldale for two years.

**Pros:** Allows the DEM to continue in the role for the County and ensures the County is well -prepared to effectively respond to larger scale disasters and emergencies.

**Cons:** The contract impacts the Emergency Services budget.

2. Allow the Emergency Management Support Agreement with the Town of Coaldale to expire at the end of January, 2022.

**Pros:** Avoids a \$40,000.00 annual payment to the Town of Coaldale, however other costs would be incurred to hire an alternate person to act as DEM or to spread the work out to existing staff.

**Cons:** Puts the task of providing DEM services for preparing and responding to major emergencies and disasters on existing County staff as opposed to having a dedicated expert to direct disaster response.

**FINANCIAL IMPACT:**

The County pays the Town \$40,000.00 annually for emergency management support services.

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

The emergency management service provided by the Town to the County has served the County very well since it came into effect on February 1, 2019.

# AGENDA ITEM REPORT



**Title:** August - October 2021 Fire Services Coordinator Activity Summary  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Community Services  
**Report Author:** Byron Fraser, Larry Randle

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 09 Nov 2021

## STRATEGIC ALIGNMENT:



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of Life



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and Service Delivery



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Community



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Economy



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Relationships

## EXECUTIVE SUMMARY:

This report provides a summary of the Fire Services activities for the months of August through October, 2021.

## RECOMMENDATION:

No decision or resolution of Council is required as this report is for information purposes only.

## PREVIOUS COUNCIL DIRECTION / POLICY:

The Fire Services Program has been in place since August, 2021 and is supported by Council through the adoption of Lethbridge County Fire Services Bylaw #21-017 which was adopted by Council on October 7, 2021.

## BACKGROUND INFORMATION:

Lethbridge County has a term Fire Services Coordinator who provides education, oversight and management of fire services in Lethbridge County. The Fire Services Coordinator is also authorized to enforce the provincial Safety Codes Act under the fire discipline. The position is part of the Community Services Department and reports to the Department Director, Larry Randle.

The Fire Services Coordinator has various duties that he performs on a regular basis, some of which are highlighted below:

- Continuously monitors fire service response from the contracted services.
- Works closely with the Planning and Development Department and Public Works departments of the County.
- Performs fire safety inspections in businesses throughout the County.
- Monitors burn permits and investigates as required.
- Assists with ensuring invoicing amounts are fair and accurate.
- Looks for efficiencies and cost savings.

**Challenges:**

- Gaining acceptance of the position with our regional service providers.
- Not having a comprehensive list of businesses located in the County for purposes of conducting fire inspections in accordance with the County's Fire QMP.

**Projects:**

- Development of response plans to ensure appropriate levels of response from contracted fire departments are being provided.
- Analyze all contracts and agreements related to fire services.
- Creation of Standard Operating Guidelines (SOGs) for fire services response into the County and its hamlets.
- Capital equipment budget planning.
- Coordinate with dispatch services on response plans and implementation.
- Review all fire-related County bylaws to ensure they are still relevant.
- Assist with educating the public on fire prevention, burn permits, fire bans, how Fire Services operates, etc.
- Conduct plan reviews for permit issuance and plan safety reviews for new construction.
- Conduct Fire Investigations after fire incidents.
- Work to identify and recommend an appropriate new records management system as the current system will no longer be available by mid-2022.

**Fire Services Relationships:**

Fostering a strong and collaborative working relationship for all aspects of fire services that are provided by our regional partners is crucial to the success of County Fire Services. These relationships are going in a positive direction.

**ALTERNATIVES / PROS / CONS:**

This report is for information purposes only.

**FINANCIAL IMPACT:**

Significant cost savings have already been identified through thorough review of fire response reports and monitoring of fire responses in the County.

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

not applicable

# AGENDA ITEM REPORT



**Title:** Letter of Support Request - Lethbridge Airport CBSA Agents  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 12 Nov 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



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and Service Delivery



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Agricultural  
Community



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Economy



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Relationships

## EXECUTIVE SUMMARY:

Councillor Zeinstra has received a request for a letter of support for the return of CBSA agents to the Lethbridge Airport to allow aircraft flying into Alberta from the US to be able to land in Lethbridge to clear customs.

## RECOMMENDATION:

MOVED that County Council provide a letter of support for the return of CBSA Agents to the Lethbridge Airport to facilitate out of country air traffic to clear customs in Lethbridge.

## PREVIOUS COUNCIL DIRECTION / POLICY:

No previous direction has been provided by Council.

## BACKGROUND INFORMATION:

Prior to COVID there was a customs agent at the Lethbridge Airport to facilitate the arrival of out of country aircraft in Lethbridge. Despite air traffic increasing across the Canada/US border, the customs office at the Lethbridge Airport has not reopened. Currently all air traffic from out of country must travel to Calgary to clear customs. Several reasons of concern of not having an agent in Lethbridge have been provided such as lack of return of investment, effect on local economy, environmental impacts and safety.

## ALTERNATIVES / PROS / CONS:

Alternatives:

To not provide a letter of support for the return of CBSA agents to the Lethbridge Airport.

## FINANCIAL IMPACT:

No financial implications for issuing a letter of support.



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

Shows support for out of country air traffic being able to land in Lethbridge to clear customs.

**ATTACHMENTS:**

[Letter of Support Request - Lethbridge Airport CBSA Agents](#)

To whom it may concern:

Prior to COVID, there was a customs agent available in Lethbridge to facilitate the arrival of out-of-country aircraft. This agent office has not been reopened despite air traffic increasing across the Canada/US border. Air traffic flying into Alberta from the US now must go to Calgary International Airport to land and clear customs. I am writing to express my concern regarding the lack of the return of a customs agent office at the Lethbridge Airport in Lethbridge Alberta. There are several reasons for this concern:

1. **Lack of Return on Investment:** The Federal and Provincial governments have invested \$18 000 000 for renovations to the Lethbridge Airport in the past year. This was a good thing and was much needed. However, while they have invested this money, they have simultaneously cut off an important revenue stream which would provide a return on this investment. The airport is losing revenue due to lack of landing fees and airport fuel tax which is paid when fuel is purchased. This revenue stream would come from international flights (both private and commercial) being able to land in Lethbridge. **Without a customs office there is no future for international travel or cargo landings.**
2. **Local Economy:** There are long term businesses at the Lethbridge airport that have seen a dramatic decrease in their business due to a lack of customs. These include Air West, Southern Aero Aviation and Excel Flight training just to name a few. Lethbridge Airport is a gateway airport and, while Lethbridge may not be the final destination, the ease of landing in Lethbridge, the availability of fuel and mechanical help, and the availability of the goods and services the City of Lethbridge offers, make it a very attractive option for small planes which carry tourists and businesspeople. In addition to the businesses located at the airport, many local businesses in southern Alberta use their aircraft to travel to the US (Montana, Idaho, Oregon and Washington) for business needs, often to connect with international counterparts and attend conferences which is crucial for maintaining contacts keeping up to date on their industry's innovations and advancements. Many local farmers in the potato and pulse production travel to these locations for conferences and to meet with companies who buy and process Alberta produced ag products. There are also a number of livestock producers who do a great deal of business in these and other states exporting their livestock. In short, by making it more difficult for them to attend to business out of country, they are perhaps losing the ability to keep up with their industry.
3. **Environmental Impact:** As it stands, internationally arriving planes destined for Lethbridge must fly to Calgary to clear customs. Increased traffic at any airport increases the chance that landings may be delayed. This also means extra fuel burned and increased emissions by either the light or heavy aircraft.

4. Safety: The requirement to clear customs in Calgary is a potential safety risk for smaller aircraft. With the addition of the huge new 14000 ft runway 17L-35R at YYC the dangers of conflict between airliner and small aircraft has been increased significantly. When a small aircraft lands on this runway, the taxi distance, complexity and time to get to the customs clearance location are significant. There are multiple intersections and points of conflict with the large transport aircraft. The requirement to clear at YYC by small aircraft is creating a high level of risk for accidents and serious injury or worse. Some small planes are landing at the Del Bonita crossing which is a grass runway maintained by volunteers. However, this runway has no runway lights and no quick access to emergency services in case of a mishap. The recent spending at the Lethbridge airport provided improved safety features such as new, high intensity runway lights, new taxi way and aprons, repaired runways, experienced Flight Service Center, multiple approaches (GPS & ILS) etc. This also comes back to getting a return on investment on the funds spent. Increased safety should equal increased international traffic which increases revenues. Please refer to the attached sheet showing a runway map of Calgary airport vs. a runway map of Lethbridge airport. It is clear that Lethbridge is the safer option for small and medium sized aircraft.

I support the attached letter regarding CBSA services at the Lethbridge Airport CYQL

\_\_\_\_\_ Businessperson \_\_\_\_\_ Aviation businessperson

\_\_\_\_\_ Pilot \_\_\_\_\_ Other: \_\_\_\_\_ Aircraft tail # \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ Businessperson \_\_\_\_\_ Aviation businessperson

\_\_\_\_\_ Pilot \_\_\_\_\_ Other: \_\_\_\_\_ Aircraft tail # \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

[illegible]

### AERODROME CHART

**G ATIS**  
124.4

**ORP**  
**EDMONTON CENTRE**  
132.75 256.3

**G RADIO**  
121.0 (MF & HF)  
G/T TFC 121.0

| DECLARED DISTANCES | 08   | 23   | 12   | 30   |
|--------------------|------|------|------|------|
| TDMA               | 6500 | 6500 | 6500 | 6500 |
| TEDA               | 7600 | 7600 | 6500 | 6500 |
| ASDA               | 6500 | 6500 | 6500 | 6500 |
| LDA                | 6500 | 6500 | 6500 | 6500 |

NOTE:  
When FSS chg. obtain  
E-R DLNO from Edmonton  
Centre 132.75 or 256.2

AD 365  
AD 36  
AD 37.5  
AD 37.5

ANNUAL RATE  
OF CHANGE 1507 W

ELEV 3003

CYCL  
N49 37.32  
W112 47.98

6500

0.51% LD

234°

Legacy  
AWOZ

ELEV 3014

VORT 113.7  
251° 4.7 NM

ELEV 3010

1: EV  
3047

004°

TAKE OFF MINIMA

AIRWAYS: W

SCALE FEET  
1500 0 1000 2000

### AERODROME CHART

EFF 22 OCT 99

CHANCELENDROMA

LETHBRIDGE AS  
LETHBRIDGE COUNTY  
NAD 83

I support the attached letter regarding CBSA services at the Lethbridge Airport CYQL

\_\_\_\_\_ Businessperson \_\_\_\_\_ Aviation businessperson

\_\_\_\_\_ Pilot \_\_\_\_\_ Other: \_\_\_\_\_ Aircraft tail # \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ Businessperson \_\_\_\_\_ Aviation businessperson

\_\_\_\_\_ Pilot \_\_\_\_\_ Other: \_\_\_\_\_ Aircraft tail # \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ Businessperson \_\_\_\_\_ Aviation businessperson

\_\_\_\_\_ Pilot \_\_\_\_\_ Other: \_\_\_\_\_ Aircraft tail # \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ Businessperson \_\_\_\_\_ Aviation businessperson

\_\_\_\_\_ Pilot \_\_\_\_\_ Other: \_\_\_\_\_ Aircraft tail # \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

# AGENDA ITEM REPORT



**Title:** Lethbridge County Council Attendance Update - October 2021  
**Meeting:** Council Meeting - 18 Nov 2021  
**Department:** Administration  
**Report Author:** Ann Mitchell

## APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 02 Nov 2021

## STRATEGIC ALIGNMENT:



Outstanding Quality  
of Life



Effective Governance  
and Service Delivery



Prosperous  
Agricultural  
Community



Vibrant and Growing  
Economy



Strong Working  
Relationships

## EXECUTIVE SUMMARY:

To remain transparent to its citizens. Lethbridge County Council report on their activities and events attended throughout the month.

## RECOMMENDATION:

That Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - October 2021", identifying the activities and events attended by Lethbridge County Council for the month of October 2021 as information.

## PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

## BACKGROUND INFORMATION:

Lethbridge County Council in order to remain transparent to its citizens, provides a monthly report on their activities and events for the prior month.

## ALTERNATIVES / PROS / CONS:

By not reporting activities and events attended by members of Council, citizens are unaware of the events occurring within the region and are unaware of the participation of Council with regards to Community events.

## FINANCIAL IMPACT:

None at this time.

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

To remain transparent to the citizens of Lethbridge County.

**ATTACHMENTS:**

[Lethbridge County Council Attendance - October 2021](#)

**Lethbridge County Council Attendance  
October 2021**

**Division 1**

**Councillor Lorne Hickey**

|            |  |
|------------|--|
| October 1  | Mayors and Reeves                        |
| October 6  | Meeting with CAO                         |
| October 7  | Lethbridge County Council Meeting        |
| October 13 | Meeting with CAO                         |
| October 14 | Meeting with Minister Nixon              |
| October 20 | Meeting with CAO                         |
| October 28 | Lethbridge County Organizational Meeting |
| October 28 | Lethbridge County Council Meeting        |

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**Division 2**

**Reeve Tory Campbell**

|            |  |
|------------|--|
| October 7  | Lethbridge County Council Meeting        |
| October 28 | Lethbridge County Organizational Meeting |
| October 28 | Lethbridge County Council Meeting        |
| October 29 | Meeting with CAO                         |

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**Division 3**

**Councillor Mark Sayers**

|            |  |
|------------|--|
| October 28 | Lethbridge County Organizational Meeting |
| October 28 | Lethbridge County Council Meeting        |

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**Division 4**

**Councillor John Kuerbis**

|            |  |
|------------|--|
| October 28 | Lethbridge County Organizational Meeting |
| October 28 | Lethbridge County Council Meeting        |

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## **Division 5**

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### **Division 6**

#### **Deputy Reeve Klaas VanderVeen**

|            |  |
|------------|--|
| October 6  | South Region Agricultural Service Board Conference in Cardston |
| October 7  | Lethbridge County Council Meeting                              |
| October 8  | SAEWA Board Meeting  |
| October 20 | Economic Development Lethbridge                                |
| October 28 | Lethbridge County Organizational Meeting                       |
| October 28 | Lethbridge County Council Meeting                              |

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### **Division 7**

#### **Councillor Morris Zeinstra**

|            |  |
|------------|--|
| October 6  | South Region Agricultural Service Board Conference in Cardston |
| October 7  | Lethbridge County Council Meeting                              |
| October 28 | Lethbridge County Organizational Meeting                       |
| October 28 | Lethbridge County Council Meeting                              |