



# Agenda

Council Meeting | Thursday, February 5, 2026 | 9:00 AM | Council Chambers

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Page

## A. CALL TO ORDER

## B. ADOPTION OF AGENDA

## C. ADOPTION OF MINUTES

3 - 8 1. **County Council Meeting Minutes**  
[Council Meeting - 15 Jan 2026 - Minutes](#)

## D. SUBDIVISION APPLICATIONS

9 - 19 1. **Subdivision Application #2025-0-186 Spencer/Domenic Construction**  
**- Lot 4, Block 1, Plan 0914119 and part of NE1/4 31-07-20-W4M**  
[Subdivision Application #2025-0-186 Spencer/Domenic Construction - Lot 4, Block 1, Plan 0914119 and part of NE1/4 31-07-20-W4M - Pdf](#)

20 - 29 2. **Subdivision Application #2025-0-184 – Schwartzkopf Farms Ltd. – Lot 1, Block 1, Plan 1811654 within SE1/4 04-10-22-W4M**  
[Subdivision Application #2025-0-184 – Schwartzkopf Farms Ltd. – Lot 1, Block 1, Plan 1811654 within SE1/4 04-10-22-W4M](#)

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

30 - 46 1. **Bylaw 25-029 - Amendment to the Land Use Bylaw to amend Part 1 Administrative, relating to Development Permit Procedures - Public Hearing**  
[Bylaw 25-029 - Amendment to the Land Use Bylaw to amend Part 1 Administrative, relating to Development Permit Procedures - Public Hearing](#)

## F. DEPARTMENT REPORTS

### F.1. CORPORATE SERVICES

47 - 50 F.1.1. **Bylaw 26-002 - Municipal Assessor Bylaw**  
[Bylaw 26-002 - Municipal Assessor Bylaw](#)

## **F.2. ADMINISTRATION**

51 - 53	F.2.1. <b><u>Oldman Watershed Council Funding Request</u></b> <a href="#">Oldman Watershed Council Funding Request</a>
54 - 58	F.2.2. <b><u>Rescission of Bylaw No. 965 - Firearm Control Bylaw</u></b> <a href="#">Rescind Bylaw No. 965 - Firearm Control Bylaw - Pdf</a>
59 - 61	F.2.3. <b><u>Fire Services Invoice Waiver Request</u></b> <a href="#">Fire Services Invoice Waiver Request</a>

## **G. CORRESPONDENCE**

62 - 64	1. <b><u>Alberta CARE Spring Seminar</u></b> <a href="#">Alberta CARE Spring Seminar</a>
65	2. <b><u>Alberta Sugar Beet Growers Annual General Meeting</u></b> <a href="#">Alberta Sugar Beet Growers Annual General Meeting</a>
66 - 67	3. <b><u>Chinook Arch Library Board Report - December 2025</u></b> <a href="#">Chinook Arch Library Board Report - December 2025</a>
68 - 69	4. <b><u>Willow Creek Regional Waste Management Services Commission - Waste to Energy Invitation to Participate</u></b> <a href="#">Waste to Energy Invitation to Participate</a>
70	5. <b><u>SouthGrow Southern Alberta Economic Summit</u></b> <a href="#">SouthGrow Southern Alberta Economic Summit</a>

## **H. NEW BUSINESS**

### **I. CLOSED SESSION**

1. **Land Disposition (ATIA Section 30 - Disclosure harmful to economic and other interests of a public body)**
2. **Rescind Policy (ATIA Section 29 - Advice from Officials)**
3. **CAO Report - C. Beck (ATIA Section 19, 20, 28 and 29)**

## **J. ADJOURN**



## Minutes

Council Meeting | Thursday, January 15, 2026 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, January 15, 2026, at 9:00 AM, in the Council Chambers, with the following members present:

**PRESENT:** Reeve Tory Campbell  
Deputy Reeve John Kuerbis  
Councillor Lorne Hickey  
Councillor Mark Sayers  
Councillor Kevin Slomp  
Councillor Eric Van Essen  
Councillor Tony Ankermann  
Chief Administrative Officer Cole Beck  
Director, Development & Infrastructure Devon Thiele  
Director, Corporate Services Hailey Pinksen  
Director, Growth & Engagement Trevor Lewington  
Legislative Coordinator & Executive Assistant Candice Robison  
Manager, Planning and Development Kaylyn Franklin  
Municipal Intern, Planning Hannah Laberge  
Senior Planner Steve Harty

**A. CALL TO ORDER**

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

Reeve Campbell read the following land acknowledgement:

*In the true spirit of reconciliation, we acknowledge all those who call this land home now and for thousands of years in the past. May we respect each other and find understanding together and recognize the benefits that this land provides to all of us.*

## **B. ADOPTION OF AGENDA**

1-2026      Councillor Sayers      MOVED that the January 15, 2026 Lethbridge County Council Meeting Agenda be adopted as presented.      CARRIED

**C. ADOPTION OF MINUTES**

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

2-2026 Councillor Slomp MOVED that the December 18, 2025 Lethbridge County Council Minutes be adopted as amended. CARRIED

#### **D. SUBDIVISION APPLICATIONS**

**D.1. Subdivision Application #2025-0-139 – Peterson/Friesen  
- SE1/4 31-9-22-W4M**

3-2026 Deputy Reeve Kuerbis MOVED that the Country Residential subdivision of Lot 4, Block 1, Plan 8710514 within SW1/4 31-9-22-W4M (Certificate of Title No. 191 062 107), to create a 2.77-acre (1.12 ha) lot from a title comprised of 54.12acres (21.90 ha), for Grouped Country Residential use; BE APPROVED subject to the following:

RESERVE·

The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 2.77-acres at the market value of \$12,000 per acre with the actual acreage and amount (approximately \$3,240) to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The agreement may address any servicing, drainage, or access/approach matters the County determines as necessary.
3. That a Surveyors' sketch as prepared by an Alberta Land Surveyor be provided to illustrate the location and setbacks of all improvements on the proposed lot including the septic field system. A final plan of survey as prepared by an Alberta Land Surveyor must also be provided for final endorsement that corresponds with the lot size and layout as approved.
4. That the applicant provide a private access easement legal agreement over the remnant Lot 4, Block 1, Plan 8710514 to the benefit of the new 2.77-acre lot, to enable it to continue to use the existing approach and driveway for physical access to the property.
5. That any easement(s) as required by utility companies shall be established, if deemed warranted by the Subdivision Authority.
6. The applicant must meet any requirements of Ministry of Arts, Culture and the Status of Women for Historical Resources.

CARRIED

**F. DEPARTMENT REPORTS**

**F.1. DEVELOPMENT & INFRASTRUCTURE**

**F.1.1. Residential Strategy 2026 Review - Project Plan**

Kaylyn Franklin, Manager Planning & Development and Hannah Laberge, Technician Planning & Development presented to Council the Residential Strategy 2026 Review Project Plan.

**F.2. GROWTH & ENGAGEMENT**

**F.2.1. Advancing Women in Agriculture and Food Conference (AWC)**

Council reviewed the information regarding the Advancing Women in Agriculture and Food Conference.

**F.3. ADMINISTRATION**

**F.3.1. Upcoming Conferences**

Council discussed the upcoming RMA and CPAA Conferences.

Reeve Campbell recessed the meeting at 9:50 a.m.

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

**E. PUBLIC HEARINGS - 10:00 a.m.**

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 25-025 at 10:00 a.m.

**E.1. Bylaw 25-025 - Amendment to the Land Use Bylaw to Redesignate 230019 River Ridge Road (Plan 9312230 Block 1 Lot 1) from Grouped Country Residential (GCR) to Direct Control (DC) - Public Hearing**

4-2026 Councillor Sayers MOVED that the Public Hearing for Bylaw 25-025 commence at 10:01 a.m.

CARRIED

The Manager, Planning and Development reviewed Bylaw 25-025.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-025.

No further comments were made.

5-2026 Councillor Van Essen MOVED that the Public Hearing for Bylaw 25-025 adjourn at 10:07 a.m  
CARRIED

Reeve Campbell reconvened the regular meeting at 10:07 a.m.

6-2026	Councillor Van Essen	MOVED that Bylaw 25-025, be read a second time.	CARRIED
7-2026	Deputy Reeve Kuerbis	MOVED that Bylaw 25-025, be read a third time.	CARRIED

Reeve Campbell called a recess to the Council Meeting, for the Public Hearing for Bylaw 25-027 at 10:08 a.m.

**E.2. Bylaw 25-027 - Amendment to the Land Use Bylaw to Redesignate SE-1-9-21-W4 from Direct Control to Direct Control - Public Hearing**

8-2026 Deputy MOVED that the Public Hearing for Bylaw 25-027 commence at 10:08 a.m.  
Reeve  
Kuerbis CARRIED

The Manager, Planning and Development reviewed Bylaw 25-027.

Reeve Campbell asked if anyone wished to speak in favour or opposition of Bylaw 25-027.

Brent Van Vaerenbergh spoke in favor of Bylaw 25-027.

Craig Nickel spoke in favor of the applicant but expressed some concern with Bylaw 25-027.

No further comments were made.

9-2026      Councillor Sayers      MOVED that the Public Hearing for Bylaw 25-027 adjourn at 10:13 a.m.      CARRIED

Reeve Campbell reconvened the regular meeting at 10:13 a.m.

11-2026 Councillor MOVED that Bylaw 25-027, be read a third time.  
Slomp CARRIED

## G. CORRESPONDENCE

## G.1. Coaldale Public Library

Council reviewed the Coaldale Public Library's January/February 2026 newsletter and calendar.

## **G.1. Southern Alberta Chinese Association - Spring Festival Year of the Horse**

Council reviewed an invitation from the Southern Alberta Chinese Association to attend their Spring Festival being held on February 21, 2026 which will celebrate the Year of the Horse.

**G.2. *Consul General Mme. ZHAO Liying - Spring Festival 2026 Invitation***

Council reviewed an invitation from the Calgary Chinese Consul General Mme. ZHAO Liying to attend the Spring Festival celebration at the Calgary Chinese Cultural Centre on February 3, 2026.

**H. COUNTY COUNCIL AND COMMITTEE UPDATES**

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

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

**Division 1**

**Councillor Lorne Hickey**

December 3	Meeting with Trevor Lewington
December 4	Lethbridge County Council Meeting
December 5	Green Acres Christmas Party
December 10	AEMA Local Authority Elected Officials Course
December 10	Green Acres Heritage Lodge Christmas Party
December 18	Lethbridge County Council Meeting

**Division 2**

**Reeve Tory Campbell**

December 2	Meeting with Town of Coalhurst Mayor & CAO
December 4	Lethbridge County Council Meeting
December 6	Mayor's Prayer Breakfast
December 6	CDES Awards Night & Banquet
December 10	AEMA Local Authority Elected Officials Course
December 10	Meeting with Town of Coaldale Mayor & CAO
December 11	SouthGrow Quarterly Meeting
December 17	EDL Monthly Board Meeting
December 18	Lethbridge County Council Meeting
December 22	Coaldale/Lethbridge County, Fire & Emergency Services Contract Signing

**Division 3**

**Councillor Mark Sayers**

December 3	Link Pathway Meeting
December 3	FCSS Meeting
December 4	Lethbridge County Council Meeting
December 4	ORRSC Meeting
December 6	CDES Awards Night & Banquet
December 10	AEMA Local Authority Elected Officials Course
December 18	Lethbridge County Council Meeting

**Division 4**

**Deputy Reeve John Kuerbis**

December 2	Weekly Meeting with Community Futures Executive Director
December 3	Meeting with PrairiesCan
December 4	Lethbridge County Council Meeting
December 9	Meeting with Trevor Lewington
December 9	Regional Waste Commission Meeting
December 9	Weekly Meeting with Community Futures Executive Director
December 10	AEMA Local Authority Elected Officials Course
December 12	Water Co-op Liaison Meeting
December 16	Regional Water Commission Meeting

December 16	Weekly Meeting with Community Futures Executive Director
December 23	Community Futures Monthly Board Meeting
December 31	Meeting with PrairiesCan

#### **Division 5**

##### **Councillor Kevin Slomp**

December 4	Lethbridge County Council Meeting
December 4	Chinook Arch Meeting
December 6	Picture Butte Emergency Services Awards
December 9	Regional Waste Commission Meeting
December 10	AEMA Local Authority Elected Officials Course
December 13	Nobleford Fire Awards
December 18	Lethbridge County Council Meeting

#### **Division 6**

##### **Councillor Eric Van Essen**

December 4	Lethbridge County Council Meeting
December 10	AEMA Local Authority Elected Officials Course
December 11	Picture Butte Chamber of Commerce Meeting
December 11	Resident Meeting on Growth in the County
December 12	Water Co-op Liaison Meeting
December 18	Lethbridge County Council Meeting

#### **Division 7**

##### **Councillor Tony Ankermann**

December 10	AEMA Local Authority Elected Officials Course
December 12	Water Co-op Liaison Meeting
December 16	Regional Water Commission Meeting
December 18	Lethbridge County Council Meeting

#### **F. NEW BUSINESS**

#### **J. CLOSED SESSION**

**J.1. - 10:30 a.m. Delegation - SouthGrow (ATIA Section 26 - Disclosure harmful to intergovernmental relations)**

**J.2. - Land Disposition (ATIA Section 28 - Local public body confidences)**

**J.3. - CAO Report - C. Beck (ATIA Sections 19, 20, 28 and 29)**

12-2026      Councillor Hickey      MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 10:23 a.m. for the discussion on the following:

J.1. - 10:30 a.m. Delegation - SouthGrow (ATIA Section 26 - Disclosure harmful to intermunicipal relations)

J.2. - Land Disposition (ATIA Section 28 - Local public body confidences)

J.3. - CAO Report - C. Beck (ATIA Section 19, 20, 28 and 29)

Present during the Closed Session:  
 Lethbridge County Council  
 Chief Administrative Officer  
 Senior Management  
 Administrative Staff  
 CARRIED

13-2026      Deputy Reeve Kuerbis      MOVED that the Lethbridge County Council Meeting move out of the closed session at 12:46 p.m.

CARRIED

**K. ADJOURN**

Reeve

CAO

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2025-0-186 Spencer/Domenic Construction  
- Lot 4, Block 1, Plan 0914119 and part of NE1/4 31-07-20-W4M

**Meeting:** Council Meeting - 05 Feb 2026

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development  
Devon Thiele, Director, Development & Infrastructure  
Cole Beck, Chief Administrative Officer

Approved - 26 Jan 2026  
Approved - 26 Jan 2026  
Approved - 26 Jan 2026

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The application is to enable a property line adjustment (reconfiguration) by subdividing a 1.50-acre portion of land from a 153.00-acre title and consolidating it to a 1.50-acre title enlarging it to 3.00-acres in size for Country Residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

## RECOMMENDATION:

That S.D. Application #2025-0-186 be approved subject to the conditions as outlined in the draft resolution.

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

The proposed subdivision meets the provincial Matters Relating to Subdivision and Development Regulation and the municipal Realignment/Reconfiguration of Title subdivision policies as stated in the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- LUB No. 24-007 contains subdivision policies to allow a realignment/reconfiguration of property lines without an increase in titles. The applicant(s) start with two titles and will end up with two but in a different layout/size.
- The realignment/reconfiguration of titles policy in LUB No. 24-007 enables property boundaries to be realigned based on the land use rationale. The reconfiguration will enable the parcel to meet (and exceed) the bylaw minimum size and enable a developable area for future improvements to be sited.

- The existing 1.50-acre lot was created in 2009 when the County had a minimum 1.00-acre parcel size and current minimum parcel size in LUB No. 24-007 is 2.00-acres.

#### **BACKGROUND INFORMATION:**

Located 3-miles southeast of the City of Lethbridge boundary, 1-mile west of Highway 4 and immediately south of Highway 508. The proposal is to enable a land swap and title reconfiguration between the adjacent parcels by extending the smaller acreage yard title's south boundary by 49.76m.

A rectangular portion of land will be added to the acreage parcel thereby doubling its size to 3.00-acres. This land area is situated outside the irrigation pivot and is undeveloped with no improvements other than some grain bins. The acreage title owner desires to have an additional yard area to add future improvements. No existing services will be affected by the boundary adjustment. The parcels take direct access from the west municipal road allowance (Range Road 20-5). The lands are not identified as potentially containing any provincial Historical Resources and there are no wetland or environmentally significant areas identified. There is an abandoned gas well and pipeline identified on the parent 1/4-section title but are outside any setback consideration for the acreage lot.

Overall, the proposal meets the criteria of the County's LUB No. 24-007 for a property Realignment/Reconfiguration of Titles. The application was circulated to the required external agencies with no concerns and no utility easements requested (at time of agenda report). Alberta Transportation had no objections and authorized it may be approved.

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

The Subdivision Authority could decide to not approve if it determines the proposal is not rational and the titles would remain as is.

Pros:

- None.

Cons:

- The existing situation would remain with the parcel being 1.5-acres in size and below the current bylaw minimum 2.0-acres.

#### **FINANCIAL IMPACT:**

None direct. However, the County will benefit from a Municipal Reserve payment applicable on the 1.50-acres as a cash-in-lieu of land payment (assessed at \$15,000 per acre).

#### **LEVEL OF PUBLIC PARTICIPATION:**

**Inform**       **Consult**       **Involve**       **Collaborate**       **Empower**

#### **ATTACHMENTS:**

[5A 2025-0-186 Lethbridge County Approval](#)  
[Diagrams 2025-0-186](#)

## RESOLUTION

2025-0-186

**Lethbridge County**      **Agricultural and Country Residential** subdivision of Lot 4, Block 1,  
Plan 0914119 and part of NE1/4 31-7-20-W4M

THAT the Agricultural and Country Residential subdivision of Lot 4, Block 1, Plan 0914119 and part of NE1/4 31-7-20-W4M (Certificate of Title No. 131 293 671, 201 166 823), to enable a property line adjustment (reconfiguration) by subdividing a 1.50-acre (0.607 ha) portion of land from a title comprised of 153.00-acres (61.92 ha) and consolidating it to a 1.50-acre (0.607 ha) title thereby enlarging it to 3.00-acres (1.213 ha) in size for country residential use; BE APPROVED subject to the following:

**RESERVE:** The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 1.5 acres at the market value of \$15,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

### CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and 1.50-acre (0.607 ha) portion of land to be subdivided and the consolidated to create the enlarged 3.00-acre (1.213 ha) yard title be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided.
5. That any easement(s) as required by utility companies or the municipality shall be established, if deemed required.

### REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The subdivision proposal is eligible for subdivision consideration in accordance with the County's subdivision criteria as a property realignment/reconfiguration of titles. With the consolidation of land(s) there will not be any increase in the number of separate titles from what presently exists.
4. The Subdivision Authority finds the existing 1.50-acre lot was created in 2009 when the County had a minimum 1.00-acre parcel size and this reconfiguration will enable it to now meet and exceed the current bylaw 2.00-acre minimum.
5. There were concerns submitted at the referral stage in regard to what the land area may be used for which the Subdivision Authority finds are matters to be address at a Development Perit process stage.

**INFORMATIVE:**

- (a) A Municipal Reserve payment is required on the 1.50-acre area of land being subdivided in respect of Section 663 of the Municipal Government Act.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

- (f) Triple W Natural Gas Co-op Ltd. has no objection.

- (g) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

"Thank you for the opportunity to comment on File No. 2025-0-186. Alberta Health Services - Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is a property line adjustment (reconfiguration) by subdividing a portion of land and consolidating it with an adjacent parcel for country residential use. There is an existing dwelling, and water services are a cistern and sewer services are a subsurface treatment field. The land being subdivided and consolidated is undeveloped, and the owner of the acreage wishes to use the additional yard area to add future improvements.

AHS-EPH has reviewed the application and has the following comments:

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. AHS-EPH recommends connection to an approved municipal or regional drinking water system where feasible. The application indicates a cistern as the potable water source. AHS-EPH recommends that cisterns be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends connection to an approved municipal wastewater system where feasible. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.
- The application noted abandoned oil or gas wells nearby. AHS-EPH recommends that abandoned wells be appropriately addressed according to regulatory requirements.

AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards. Please feel free to contact me with any questions or concerns."

(h) SMRID – Phyllis Jensen, Land Administrator:

"The St. Mary River Irrigation District (SMRID) has reviewed this application and has the following comments:

- The current homestead lot does not have an Household Purposes Agreement with the District to use water for the yardsite. An Household Purposes Agreement must be signed with the District prior to any water use if they wish to do so for the larger lot.
- All works, easements, etc., involved to provide water to the proposed subdivision will be at the landowner's expense.
- In order for SMRID to execute the consent to register a subdivision, any outstanding balances owed by the applicant will need to be paid in full.
- A fee of \$250.00 plus G.S.T. will be due upon approval of the future subdivision application by the District.

If you have any further questions or concerns, please contact me in the Taber office at 403-223-2148."

(i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

"This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 508, 4

**Transportation and Economic Corridors offers the following comments with respect to this application:**

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

**Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:**

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act
2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berthing, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
3. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information."

(j) Comments from Rick Weste, Adjacent Landowner:

"Pertaining to the proposed expansion of the property in the application, I would be interested in understanding the proposed use of this extra land. Currently that landowner appears to be running some businesses from the property, including a truck export business and a possible storage for another oil/well type business. I am all for expanding the area for residential type properties but would have concerns if the expansion was to grow a business."

(k) Comments from Alisa French, Adjacent Landowner:

"This email is in response to a proposed subdivision requested by Mr. & Ms. Spencer, who reside across the street from us. Please refer to File No. 2025-0-186.

While we are happy for this subdivision to occur I have concerns about the commercial business that Mr. Spencer operates from this residence. I understand that he buys and sells vehicles from Canada to export into the US, which results in an abundance of vehicles that sit in his yard until they are ready to be moved. An abundance of vehicles are loaded and transported in the early hours of the morning, ie. 0400 etc. on a weekly basis. My primary concern is that Mr. Spencer will turn the additional 1.5 acres into a parking lot for his business or for commercial use and distract from the agricultural and country residential use it is proposed for. I recognize his need to attend to business, but would like to confirm that it is not his intent to use this space for commercial use, thus adding to visual and noise pollution in the neighborhood."

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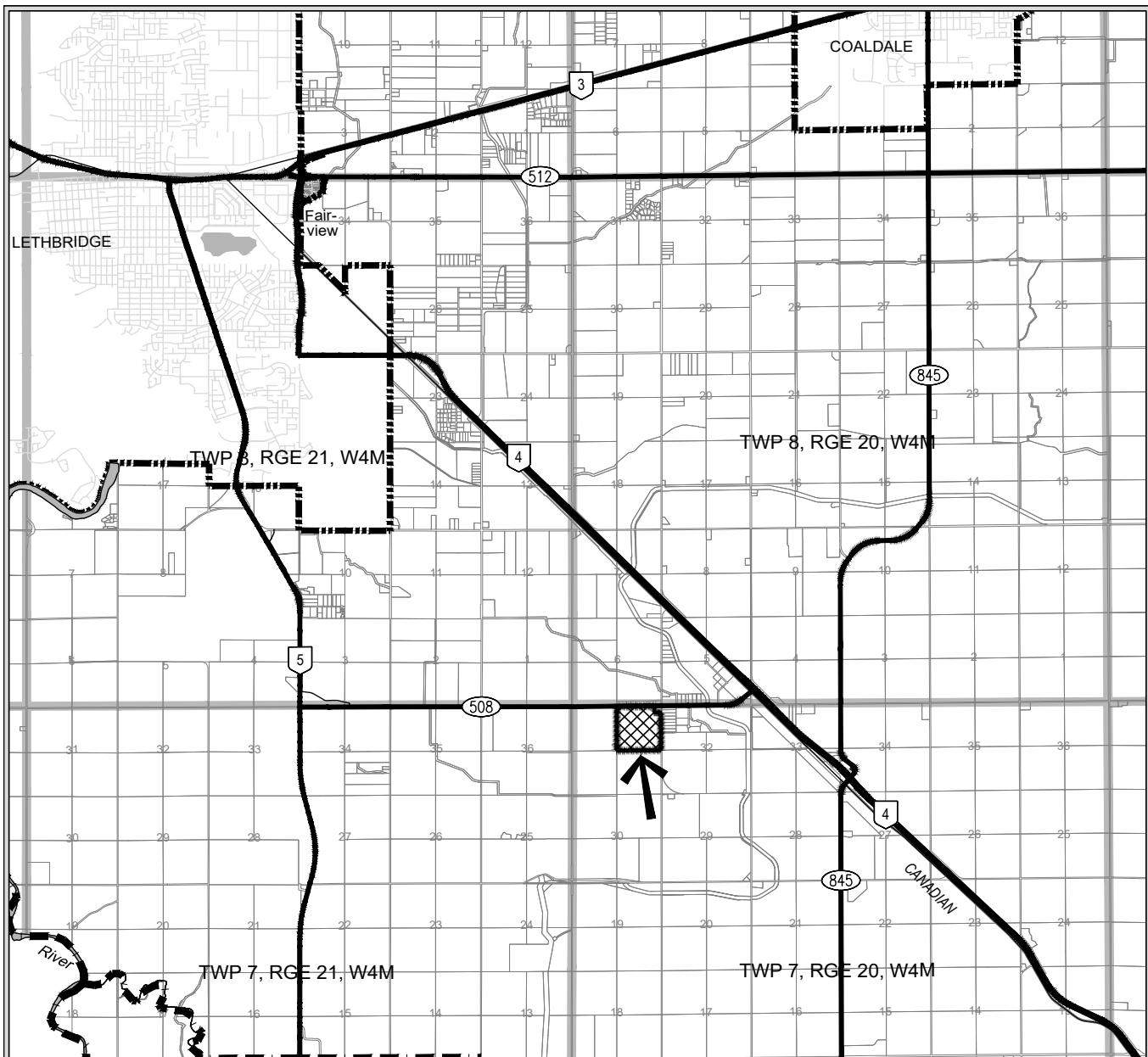
MOVER

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REEVE

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DATE

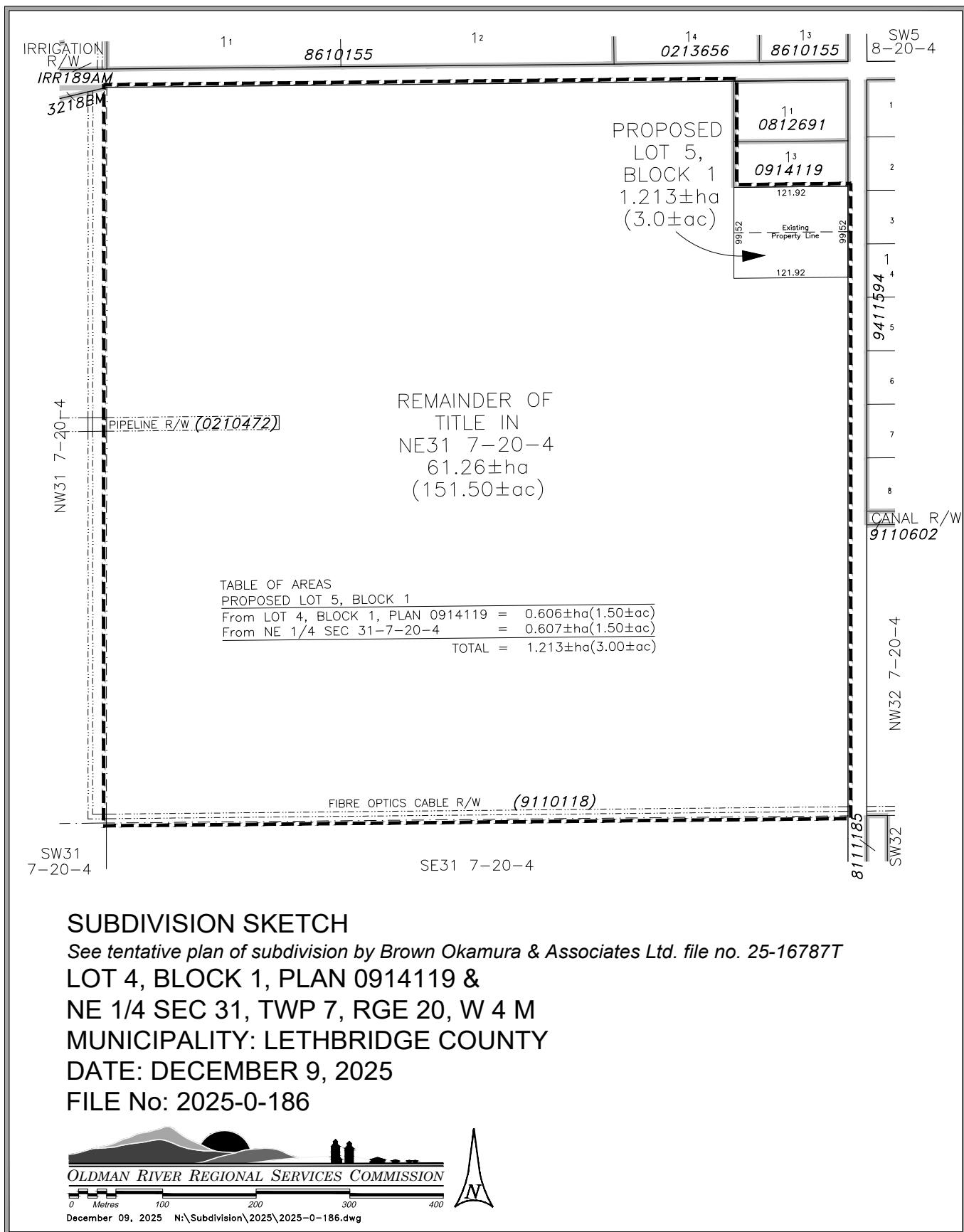


**SUBDIVISION LOCATION SKETCH**  
**LOT 4, BLOCK 1, PLAN 0914119 &**  
**NE 1/4 SEC 31, TWP 7, RGE 20, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: DECEMBER 9, 2025**  
**FILE No: 2025-0-186**

MAP PREPARED BY:  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3105 16th AVENUE NORTH, LETHBRIDGE, AB T1H 5E9  
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

  
**OLDMAN RIVER REGIONAL SERVICES COMMISSION**  
 December 09, 2025 N:\Subdivision\2025\2025-0-186.dwg







## SUBDIVISION SKETCH

See *tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16787T*

**LOT 4, BLOCK 1, PLAN 0914119 &**

**NE 1/4 SEC 31, TWP 7, RGE 20, W 4 M**

**MUNICIPALITY: LETHBRIDGE COUNTY**

**DATE: DECEMBER 9, 2025**

**FILE No: 2025-0-186**



**AERIAL PHOTO DATE: 2018**



#### SUBDIVISION SKETCH - PARCEL ILLUSTRATION

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 25-16787T

LOT 4, BLOCK 1, PLAN 0914119 &

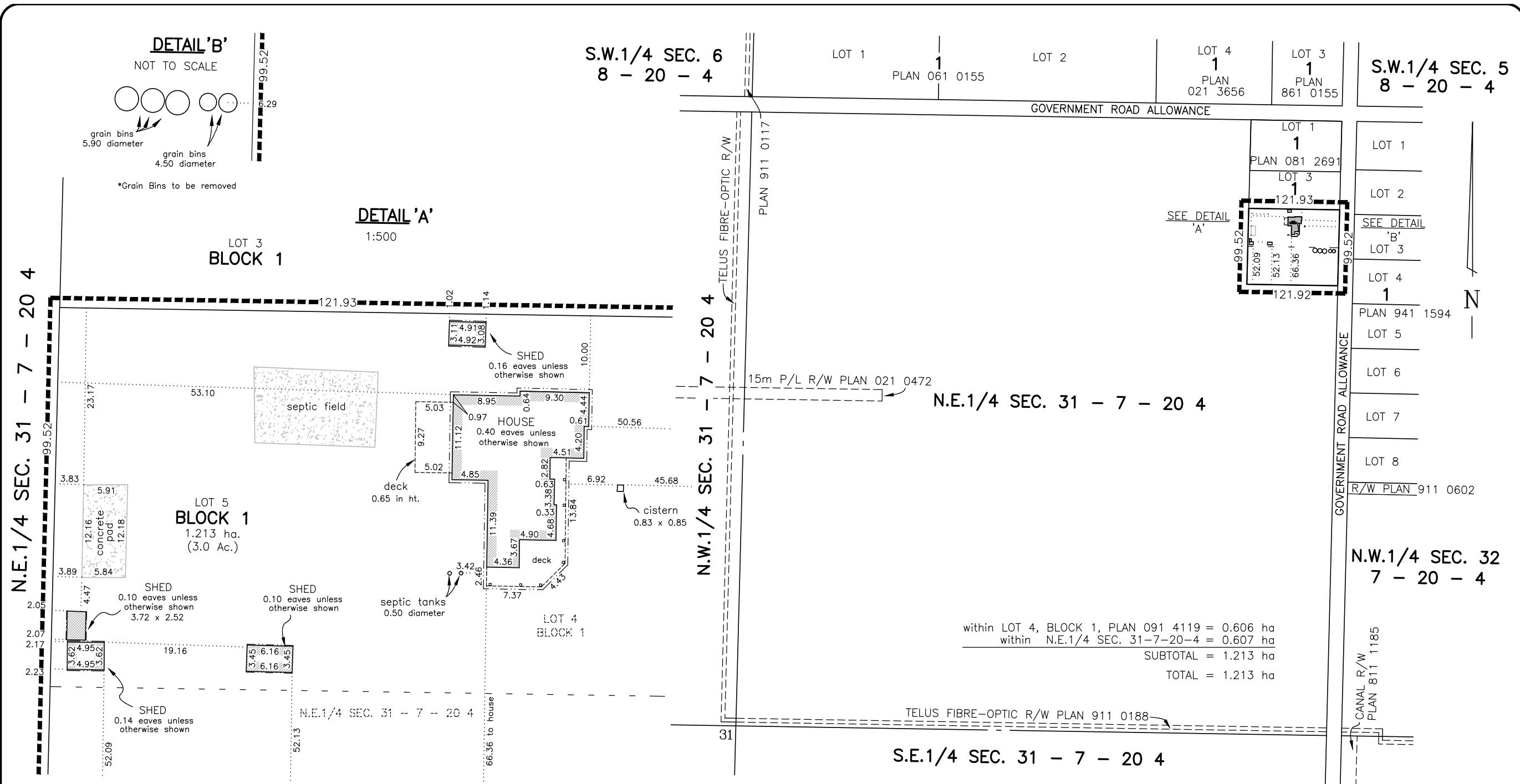
NE 1/4 SEC 31, TWP 7, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: DECEMBER 9, 2025

FILE No: 2025-0-186





NO.	REVISION	DATE	BY

NOTE : Portion to be approved is outlined thus - - - - -  
and contains approximately 1.213 ha.  
Distances are in metres and decimal parts thereof.  
Distances and areas are approximate and are  
subject to change upon final survey.

## KLYNT SPENCER

TENTATIVE PLAN SHOWING SUBDIVISION  
of all of

LOT 4, BLOCK 1, PLAN 091 4119  
and part of

N.E.1/4 SEC. 31, TWP. 7, RGE. 20, W.4 M.  
all wihtin  
N.E.1/4 SEC. 31, TWP. 7, RGE. 20, W.4 M.  
Lethbridge County



brown okamura & associates ltd.

Professional Surveyors

2830 - 12 Avenue North, Lethbridge, Alberta

APPROVED	DRAWN	BB	DATE	NOV 19/25
	CHECKED	ZJP	JOB	25-16787
	SCALE		DRAWING	
Z.J. Prosper, A.L.S.	1:5000			25-16787T

# AGENDA ITEM REPORT



**Title:** Subdivision Application #2025-0-184 – Schwartzkopf Farms Ltd.  
– Lot 1, Block 1, Plan 1811654 within SE1/4 04-10-22-W4M

**Meeting:** Council Meeting - 05 Feb 2026

**Department:** ORRSC

**Report Author:** Steve Harty

## APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development	Approved - 29 Jan 2026
Devon Thiele, Director, Development & Infrastructure	Approved - 29 Jan 2026
Cole Beck, Chief Administrative Officer	Approved - 29 Jan 2026

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

This application is to subdivide 4.01-acres and consolidate it to a vacant 2.99-acre parcel to enlarge it to 7.00-acres in size, for country residential use. The proposal does not meet the subdivision criteria of the Land Use Bylaw as the acreage would require a large parcel size waiver.

## RECOMMENDATION:

That S.D. Application #2025-0-184 be refused for approval for the reasons as outlined in the draft resolution.

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

The proposed subdivision does not meet the requirements of the municipal subdivision policies as stated in both the Municipal Development Plan and the Land Use Bylaw.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Land Use Bylaw No. 24-007 contains policies that enable subdivision consideration for a vacant (bareland) first subdivision subject to defined criteria.
- A subdivision approval was granted in 2017 to subdivide a vacant 2.0-acre title for the dryland southwest corner, and in 2018 a new application was submitted to increase the size to the existing 2.99-acres (which was approved as it aligned with the maximum 3.0-acre lot size criteria for a vacant (bareland) parcel).
- The current application does not comply with the subdivision criteria of LUB No. 24-007 as the proposed enlargement to 7.00-acres exceeds the maximum 3.0-acre parcel size.
- LUB No. 24-007 contains Reconfiguration/Realignment of Titles policies outlining the requirements for a reconfiguration, which in the case of enlargement, the additional lands

required are to accommodate existing or related improvements, or to rectify encroachment or access issues.

#### **BACKGROUND INFORMATION:**

Located ½-mile south of Park Lake Provincial Park and 2½-miles north of the Town of Coalhurst. The proposal is to enlarge an existing bareland title for a future residential yard. In 2017 the applicants subdivided a 2.0-acre title for the dryland area in the SW for an acreage. In 2018 they applied to increase the size to the existing 2.99-acres which met the subdivision criteria maximum 3.0-acre size for a vacant (bareland) parcel. The NE corner of the yard title is angled to account for the irrigation pivot system on the adjacent agricultural land. This existing 2.99-acre title is not farmed as part of the larger agricultural land; however, there has been no development on the acreage title over the last eight year period. The applicants state the reason for the enlargement request is due to the recent LNID pipeline installation along the west perimeter of the ¼-section.

There was an LNID irrigation canal (caveated on title from 1972) that ran along the west perimeter of the ¼-section. The former canal has been replaced with pipe and is situated to the west of the yard title's boundary and is not part of the land area of the acreage (a 30.48 metre wide strip of land is part of the parent ¼-section title (SE 4-10-22-W4M)). The LNID indicates it is supportive of the enlargement as the current subdivisions' west boundary is directly beside two large LNID pipelines which they suggest requires disturbance offset for any permanent structures. It is noted that Lethbridge County has no stipulated disturbance offset (setback) in its LUB from an irrigation pipeline or right-of-way, as the right-of-way itself is considered the area encumbrance on title to deal with disturbances and is restricted for development. The bylaw allows that improvements can be setback up to a distance of 20-feet from the property line. The pipeline area is not part of the original 2.99-acre title or the area being subdivided as it is located on the west side. The additional 4.01-acres proposed to be added to the yard title will remove agricultural land that has and can fall under the irrigation pivot system, to be removed from agricultural production.

Overall, the proposal does not comply to the LUB No. 24-007 subdivision policies as a vacant (bareland) parcel is not to exceed 3.0-acres in size. The additional lands are not needed to accommodate existing improvements, or to rectify encroachment or access issues as the land is still vacant. The application was circulated to required external agencies and no easements requested (at time of agenda report). LNID commented as referenced.

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

The Subdivision Authority could decide to approve the enlarged subdivision as requested.

Pros:

- there are none direct to the County, but it would support the applicant's desired enlarged subdivision and enable more room from the LNID's pipeline.

Cons:

- additional agricultural land is being removed from the ¼-section and there is nothing that would regulate or prohibit the applicant from development up to 20-feet away from the west property line once they obtained their subdivision.

#### **FINANCIAL IMPACT:**

None.

#### **LEVEL OF PUBLIC PARTICIPATION:**

**Inform**

**Consult**

**Involve**

**Collaborate**

**Empower**

**ATTACHMENTS:**

[5A 2025-0-184 Lethbridge County Refusal](#)  
[Sub Diagrams 2025-0-184](#)

## RESOLUTION

2025-0-184

**Lethbridge County:** **Country Residential** subdivision of Lot 1, Block 1, Plan 1811654 within SE1/4 4-10-22-W4M

THAT the Country Residential subdivision of Lot 1, Block 1, Plan 1811654 within SE1/4 4-10-22-W4M (Certificate of Title No. 181 189 473, 181 189 473 +1), subdivide 4.01-acres (1.62 ha) and consolidate it to a vacant 2.99-acre (1.21 ha) parcel to enlarge it to 7.00-acres (2.83 ha) in size, for country residential use; BE REFUSED for the following reasons:

### REASONS:

1. The enlargement proposal does not comply with Land Use Bylaw No. 24-007 subdivision criteria and the maximum vacant (bareland) parcel size of 3.0-acres. The Subdivision Authority does not see the justification for a waiver of the County's Land Use Bylaw maximum vacant parcel size as the LNID pipeline is not located on the subdivided title so there is no easement and no development restriction present on the current 2.99-acre parcel.
2. A former irrigation canal west of the current 2.99-acre title boundary has been replaced with pipe and is not part of the land area of the acreage parcel (as a 30.48 metre wide strip of land will remain to the west side of the acreage yard that encompasses the irrigation pipe area). The application indicates that due to the LNID pipelines they require a disturbance offset for any permanent structures. It is noted that Lethbridge County has no stipulated disturbance offset (setback) within Land Use Bylaw No. 24-007 from an irrigation pipeline or right-of-way as the area or right-of-way itself is considered the area encumbrance on title and restricted for development. The pipeline area is not part of the original 2.99-acre title or the area being subdivided as it is located on the west side of the acreage parcel title boundary. There are no development restrictions on the current 2.99-acre title beyond the standard land use bylaw road and property line setbacks.
3. An approval was granted in 2017 to subdivide a 2.0-acre title for the dryland area in the very southwest corner for the acreage, and in 2018 a new application was submitted to increase the size to the existing 2.99-acres which was approved as it aligned with the subdivision criteria maximum 3.0-acre lot size for a vacant (bareland) parcel. There has been no development or improvements constructed on the acreage title over the last eight year period. The Subdivision Authority has determined the applicants have sufficient area on the vacant parcel, with no obstructions in place, to properly design and locate improvements on the existing acreage yard title and it will not impact the LNID pipeline.

### INFORMATIVE:

(a) Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

(b) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

"Thank you for the opportunity to comment on File No. 2025-0-184. Alberta Health Services - Environmental Public Health (AHS-EPH) reviews and provides comment on land use applications from a public health perspective.

It is understood that the purpose of this application is a reconfiguration to subdivide and consolidate with a vacant lot to create a larger lot for country residential list. The proposed water services are the rural water co-op and/ or cistern, and proposed sewer services are an on-site private septic field.

AHS-EPH has reviewed the application, and has the following comments:

- Each parcel of residential land should have access to a legal source of potable drinking water as designated by the appropriate regulatory authority. AHS-EPH recommends connection to an approved municipal or regional drinking water system where feasible. AHS-EPH recommends that private drinking water systems (e.g.: cisterns, wells, dugouts) be completely contained on the property being served to avoid future conflicts or access concerns.
- Where water services are provided, sewer services approved by the appropriate agency must also be provided. AHS-EPH recommends connection to an approved municipal wastewater system where feasible. AHS-EPH recommends that private sewage disposal systems be completely contained on the property being served to avoid future conflicts or access concerns.

AHS-EPH has no concerns with the application provided that the applicant complies with all pertinent regulations, by-laws, and standards.

Please feel free to contact me with any questions or concerns."

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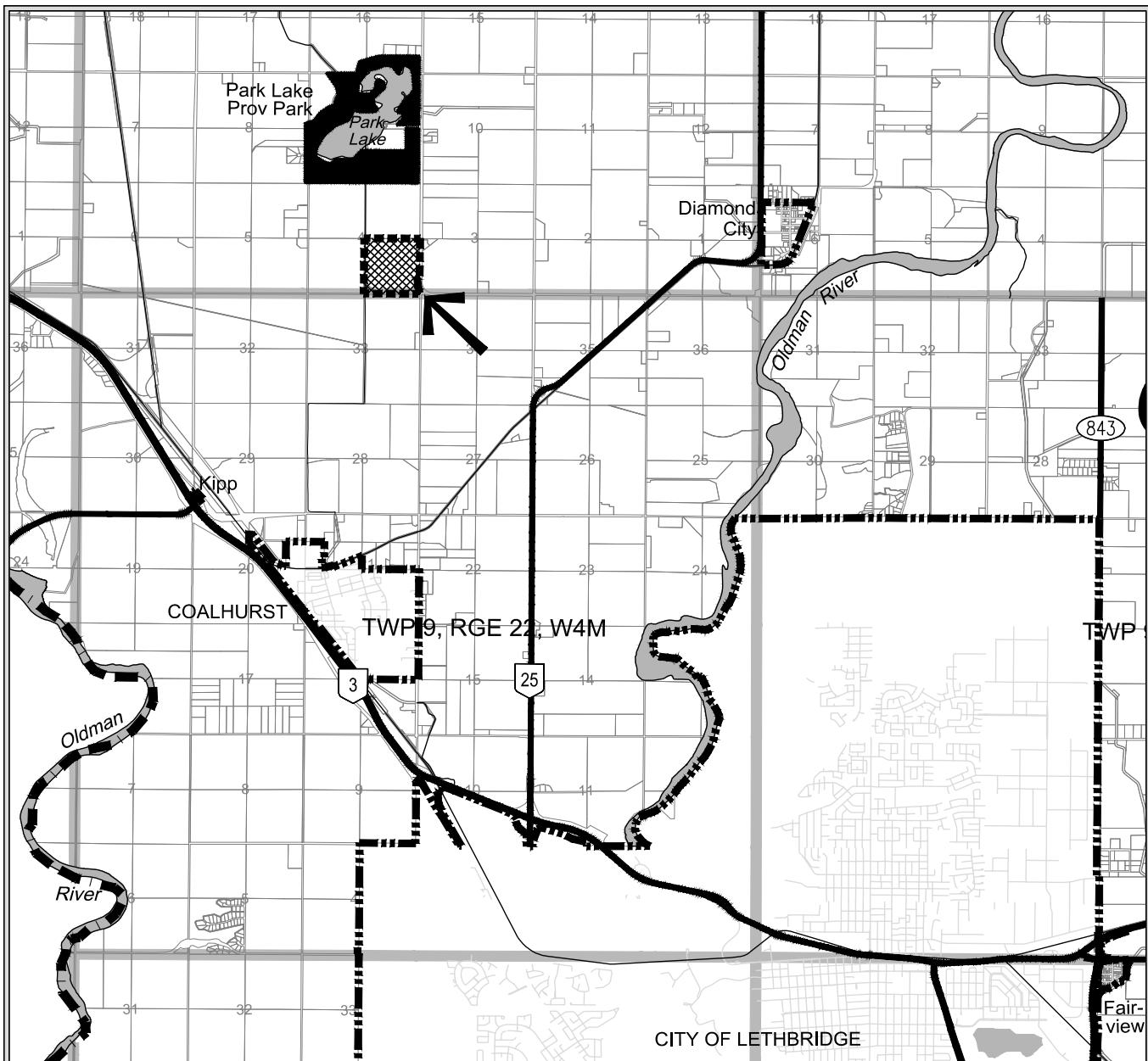
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REEVE

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DATE



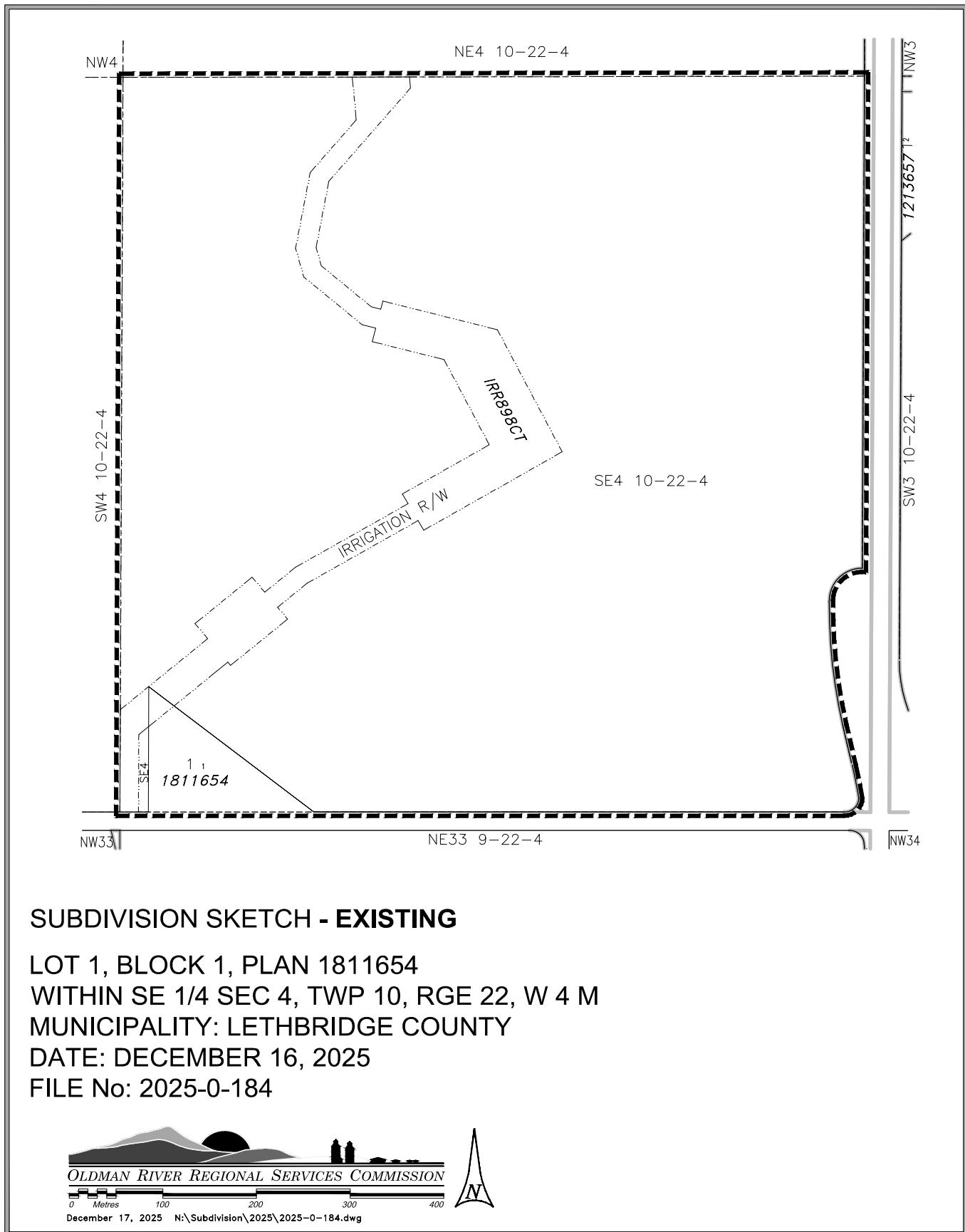
## SUBDIVISION LOCATION SKETCH

**LOT 1, BLOCK 1, PLAN 1811654**  
**WITHIN SE 1/4 SEC 4, TWP 10, RGE 22, W 4 M**  
**MUNICIPALITY: LETHBRIDGE COUNTY**  
**DATE: DECEMBER 16, 2025**  
**FILE No: 2025-0-184**

MAP PREPARED BY  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3105 18th AVENUE NORTH, LETHBRIDGE, AB T1N 5E9  
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

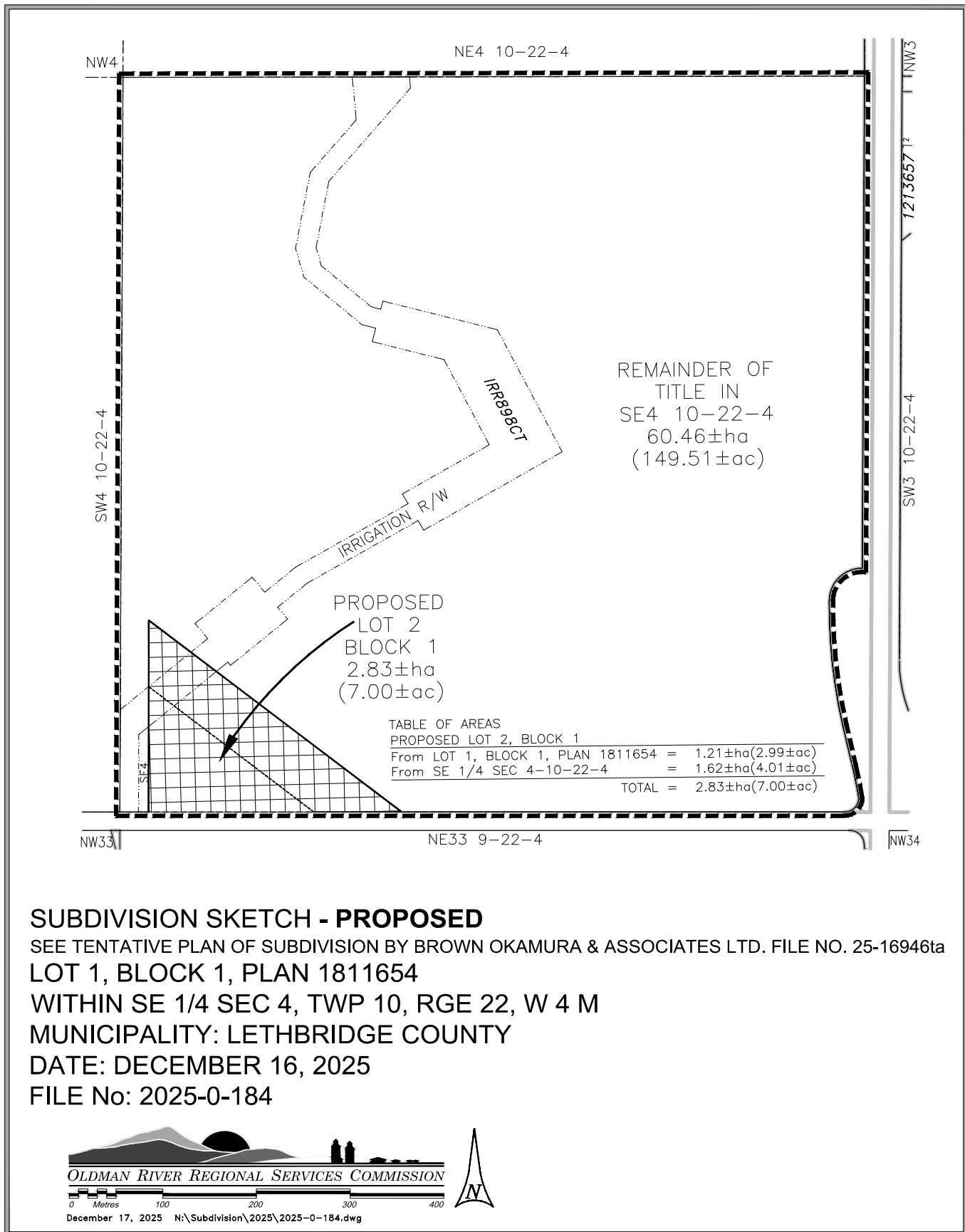
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 December 17, 2025 N:\Subdivision\2025\2025-0-184.dwg

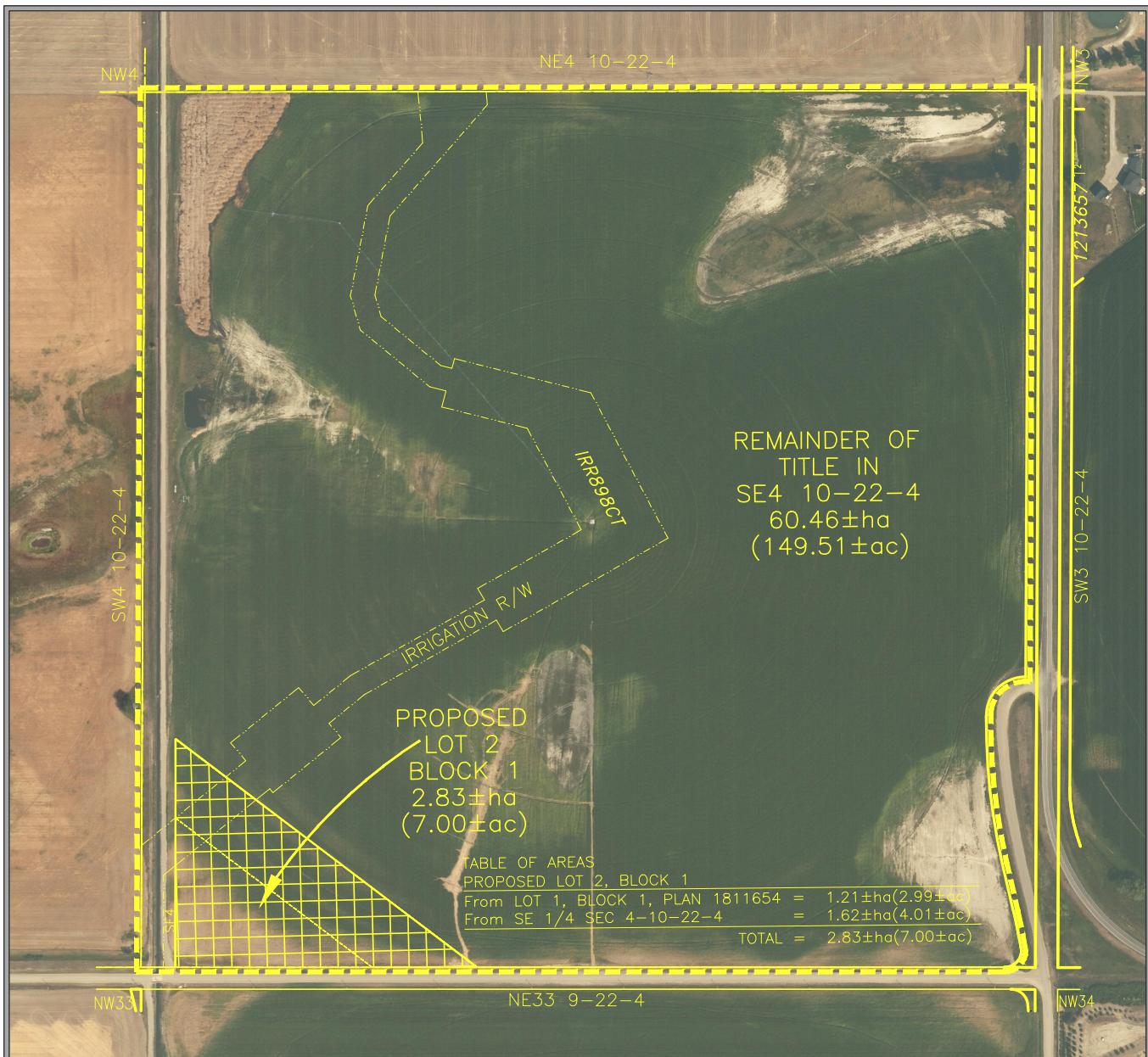




## SUBDIVISION SKETCH - EXISTING

LOT 1, BLOCK 1, PLAN 1811654  
 WITHIN SE 1/4 SEC 4, TWP 10, RGE 22, W 4 M  
 MUNICIPALITY: LETHBRIDGE COUNTY  
 DATE: DECEMBER 16, 2025  
 FILE No: 2025-0-184





## SUBDIVISION SKETCH - PROPOSED

SEE TENTATIVE PLAN OF SUBDIVISION BY BROWN OKAMURA & ASSOCIATES LTD. FILE NO. 25-16946ta

LOT 1, BLOCK 1, PLAN 1811654

WITHIN SE 1/4 SEC 4, TWP 10, RGE 22, W 4 M

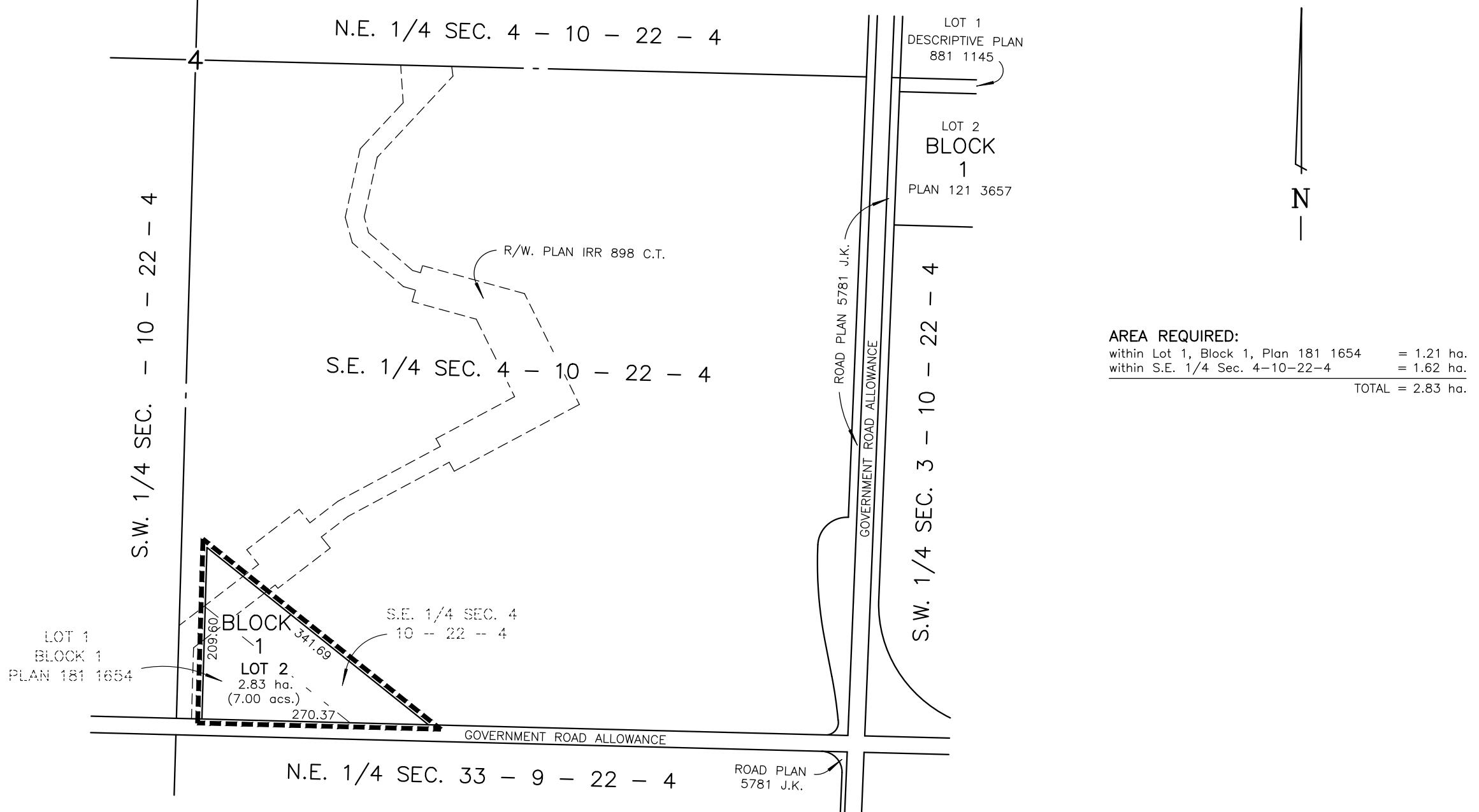
MUNICIPALITY: LETHBRIDGE COUNTY

DATE: DECEMBER 16, 2025

FILE No: 2025-0-184



AERIAL PHOTO DATE: 2018



NO.	REVISION	DATE	BY
NOTE : Portion to be approved is outlined thus - - - - - and contains approximately 2.83 ha. Distances are in metres and decimal parts thereof. Distances and areas are approximate and are subject to change upon final survey.			

### SCHWARTZKOPF FARMS LTD.

TENTATIVE PLAN SHOWING SUBDIVISION  
of all of  
LOT 1, BLOCK 1, PLAN 181 1654  
and part of  
S.E. 1/4 SEC. 4  
all within  
TWP.10; RGE.22; W.4 M.  
LETHBRIDGE COUNTY



brown okamura & associates ltd.  
Professional Surveyors  
2830 - 12th Avenue North, Lethbridge, Alberta

APPROVED	DRAWN jn	DATE NOV. 17 '25
	CHECKED ZJP	JOB 25-16946
SCALE	DRAWING	25-16946ta

Z.J. Prosper, A.L.S.  
1:5000

# AGENDA ITEM REPORT



**Title:** Bylaw 25-029 - Amendment to the Land Use Bylaw to amend Part 1 Administrative, relating to Development Permit Procedures - Public Hearing

**Meeting:** Council Meeting - 05 Feb 2026

**Department:** Development & Infrastructure

**Report Author:** Kaylyn Franklin

## APPROVAL(S):

Kaylyn Franklin, Manager, Planning and Development  
Devon Thiele, Director, Development & Infrastructure  
Cole Beck, Chief Administrative Officer

Approved - 26 Jan 2026  
Approved - 26 Jan 2026  
Approved - 26 Jan 2026

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The proposed amendments to the Part 1 Administrative of Lethbridge County's Land Use Bylaw 24-007 (LUB 24-007) are intended to modernize the notification process for development permit decisions. Under the current bylaw, decisions are tied to newspaper publication timelines, resulting in delays and administrative inefficiencies. The proposed changes would enable development permit decisions to be issued on a daily basis, rather than being limited to Tuesdays to meet newspaper issuance. This update will streamline internal processes, reduce turnaround times for applicants, and enhance service delivery—aligning with the County's ongoing commitment to customer service and continuous improvement.

## RECOMMENDATION:

That Bylaw 25-029, be read a second time.

That Bylaw 25-029, be read a third time.

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

The proposed amendments streamline the development permit notification process by enabling real-time posting of decisions on the County website. This shift reduces administrative delays, enhances efficiency, and improves service to applicants and stakeholders.

## PREVIOUS COUNCIL DIRECTION / POLICY:

- Land Use Bylaw (LUB) Bylaw 24-007 was adopted in 2024, which included Part 1 that applies to the procedure to reviewing and issuing development permit decisions.

## BACKGROUND INFORMATION:

Lethbridge County's Land Use Bylaw (LUB) outlines the procedures for issuing development permits, including how decisions are communicated to the public. Currently, development permit decisions are considered issued based on the date they are published in the newspaper, which the County uses as its formal notice of decision.

While this method ensures compliance with notification requirements, it results in operational delays. Development permits must be finalized and submitted by the Tuesday prior to newspaper publication to meet printing deadlines. This creates unnecessary administrative tracking and delays permit issuance by several days—impacting both applicants and internal workflow.

To enhance efficiency and improve customer service, Administration is proposing amendments to Part 1, Section 37 and related notification provisions within the LUB. The amendments will allow the County to post development permit decisions on its website as the primary method of notification. This change reflects a more modern and responsive approach to public notification and aligns with how residents increasingly access information.

Under the proposed amendments:

- Upon issuance of a development permit, the Development Authority will notify the applicant and post notice of decision on the County's website.
- For discretionary use permits or permits involving waivers, affected landowners will continue to receive notification via postal mail.
- In the event of a Canada Post service disruption, alternate notification methods—such as newspaper publication, posting on the property, or at the County office—may be used at the discretion of the Development Authority.

The County will continue to advertise Planning and Development decisions in the newspaper by providing a link to the County website.

This change will allow development permit decisions to be posted and made available to the public in real-time, improving transparency, reducing administrative burden, and supporting a more efficient permitting process. These changes align with the County's commitment to continuous improvement and people-centred service delivery.

#### ALTERNATIVES / PROS / CONS:

1. To refuse second reading of Bylaw 25-029.

Pros: None.

Cons: Development Permit processes remain status quo.

#### FINANCIAL IMPACT:

There are no direct financial implications. There will be a minor related opportunity cost in time gained for the Planning and Development team to focus on priority initiatives.

#### LEVEL OF PUBLIC PARTICIPATION:

**Inform**

**Consult**

**Involve**

**Collaborate**

**Empower**

#### ATTACHMENTS:

[Bylaw 25-029 Part 1 Administrative Dec 2025 \(RED TEXT\)](#)

[Bylaw 25-029 - Amendment to LUB Reading Page](#)

[Bylaw 25-029 Part 1 Administrative Dec 2025 Schedule A](#)



[Note: Proposed amendments/additions in red text or strikethrough for policies or criteria to be removed.]

# PART 1

## ADMINISTRATIVE

### Development Permit Applications – Rules and Procedures

#### 29. PROCESSING DISCRETIONARY USE APPLICATIONS

- (1) Upon receipt of a completed application for a Development Permit for a Discretionary Use, the Development Authority may issue a Development Permit with or without conditions.
- (2) Prior to making a decision on a Development Permit for a Discretionary Use, the Development Authority shall notify and consider the comments of an Adjacent municipality, if the proposed location is:
  - (c) within the boundary area of land subject to an intermunicipal Development plan adopted by the County and the affected Adjacent municipality, in which case, the relevant referral and comments policies stipulated in that plan must be followed.
- (3) Prior to making a decision on a Development Permit for a Discretionary Use, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33.
- (4) Upon the issuance of a Development Permit, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33. ~~immediately cause a notice to be published in a newspaper circulating in the area stating the location of the property for which the application has been made and the use approved.~~
- (5) The Development Authority may place any or all of the conditions outlined in Section 28(2) on a Development Permit for a Discretionary Use in any Land Use District to ensure that any concerns over the suitability of the Development are satisfied, in addition to any other reasonable planning conditions to ensure the quality of a Development and its compatibility with other existing and approved Uses in the area.

#### 30. APPLICATIONS REQUESTING WAIVERS OF BYLAW PROVISIONS

- (1) The Development Authority is authorized to decide upon an application for a Development Permit notwithstanding that the proposed Development does not comply with this bylaw if, in the opinion of the Development Authority:
  - (a) the proposed Development would not:
    - (i) unduly interfere with the amenities of the neighbourhood; or
    - (ii) materially interfere with or affect the use or enjoyment or value of neighbouring properties; and

- (b) the proposed Development conforms with the use prescribed for that land or Building in Part 2.
- (2) Upon receipt of a completed application for a Development that does not comply with this Bylaw, but in respect of which the Development Authority is requested by the applicant to exercise its discretion under Section 30(1), the Development Authority shall evaluate the application and may issue a Development Permit with or without conditions.
- (3) For any request for a Waiver of the bylaw provisions that exceed 10%, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 332.
- (4) For a Permitted use requesting a waiver or variance of bylaw standards the Development Authority may, in addition to imposing any of the conditions in Section 28(2), stipulate other conditions to ensure the compatibility of the Development and limit negative impacts to Adjacent land Uses as determined necessary by the Development Authority.
- (5) The Development Authority, or the Subdivision and Development Appeal Board on an appeal, do not have the authority to Waive or vary an applicable standard of the Bylaw, if a section or policy specifically states that the standard is not to be Waived or Varied.

### **31. SIMILAR USES**

- (1) Where an application is made for any proposed Use which is not specifically listed in any Land Use District but which may be similar in character and purpose to other uses listed in the Land Use District in which such use is proposed, the Development Authority shall, at the request of the applicant:
  - (a) notify or cause to notify the affected persons pursuant to Section 33.
  - (b) rule whether or not that the proposed use is similar to either a Permitted or Discretionary Use in the Land Use District in which it is proposed; and
  - (c) if the use is deemed similar to a Permitted or Discretionary Use listed in the Land Use District in which it is proposed, the application shall be reviewed as a Discretionary Use and a Development Permit may be issued with or without conditions after consideration of any responses to the notifications of persons likely to be affected by the Development.
- (2) If the use is not deemed similar to a Permitted or Discretionary Use listed in the Land Use District in which it is proposed, the Development Permit shall be refused.

### **32. CHANGE OF USE**

- (1) Where, in the opinion of the Development Authority, a proposed new land use is deemed to be a Change of Use from existing Development the applicant or developer shall be required to apply for a Development Permit for a Change of Use of the Buildings or land. In such situations, the following shall apply:
  - (a) A Change of Use is applicable where a developer is proposing to change a previously approved Development to a different Use that is materially different, is defined separately

in the Bylaw as a use, or cannot be deemed similar in nature to the existing Use or is likely to result in a change in the intensity of use of the land or Building.

- (b) The new Use being proposed for the Building or land must be a use that is listed as either Permitted or Discretionary in the applicable Land Use District.
- (c) The proposed Change of Use Development Permit must be processed in accordance with the processing and notification requirements of this bylaw and is subject to the Development standards applicable to the new proposed Use.

### **33. NOTIFICATION OF PERSONS LIKELY TO BE AFFECTED**

- (1) Where notification of persons likely to be affected is required under Sections 29, 30(3), 31, 32 and 35, the Development Authority shall, at least seven (7) days before making a decision on the application:
  - (a) mail written notice of the application to:
    - (i) the owners of land likely to be affected by the issuance of a Development Permit and
  - (b) ~~electronic means of notice to an Adjacent municipality, government department or referral agency that is deemed to be affected.~~
  - (c) ~~cause similar notice to be published in a newspaper circulating in the municipality where the application is located; or~~
  - (d) ~~cause a similar notice to be posted in a conspicuous place on the property; or~~
  - (e) ~~any combination of the above.~~
  - (c) During instances of regular mail delivery cessation, the copy of the written notice to be pursuant to Section 33(1)(a), must be given by such other alternative method as determined by the Development Authority, which may include publishing similar notice in the newspaper circulating in the municipality, the municipality website, or posted in a conspicuous place at the County office.
- (2) In all cases, notification shall:
  - (a) describe the nature and legal location description of the proposed Use;
  - (b) state the date when the Development Authority will consider the application; and
  - (c) state the process for receipt of written submission on the application.
- (3) For the purposes of applying Section 33(1), any landowner Adjacent to or within 60 meters of the parcel subject to the Development application shall be considered an affected person and shall be notified. A greater notification distance may be applied, if in opinion of the Development Authority, such notification is warranted or it is required for specific land Uses as required in the Land Use Districts, Standards of Development or Specific Use Provisions of the Bylaw.

### **34. PROHIBITED USES**

Where a use is not specifically listed in a Land Use District as either Discretionary or Permitted and is not deemed to be similar in nature in accordance with Section 31, then that Use is prohibited in that Land Use District and shall be refused.

## 35. TEMPORARY USES

- (1) Where, in the opinion of the Development Authority, a proposed Use is of a temporary nature:
  - (a) the Development Authority may issue a temporary Development Permit valid for a period not exceeding three years;
  - (b) it shall be a condition of every temporary Development Permit that the municipality shall not be liable for any costs involved in the cessation or removal of any Development at the expiration of the Permitted period;
  - (c) the Development Authority may require the developer(s) to post security guaranteeing the cessation or removal of work at the end of the period;
  - (d) the use must be a Permitted or Discretionary Use, or determined to be similar in nature to a Permitted or Discretionary Use in accordance with Section 31.
- (2) Notification of persons likely to be affected ~~, including government departments and referral agencies shall be~~ in accordance with Section 33.
- (3) Upon the expiration of the temporary permit an applicant may reapply for a temporary Development Permit, and at the discretion of the Development Authority, it may approve for a maximum of one additional time a temporary Development Permit for the same or similar Use for a period not exceeding three years.

## 36. DIRECT CONTROL DISTRICTS

- (1) Upon receipt of a completed application for a Development Permit in a Direct Control District, the Development Authority shall refer the application to Council for a decision, except where the decision-making authority has been delegated to the Development Authority.
- (2) In accordance with section 641(4)(a) of the *Municipal Government Act*, there is no appeal to the Subdivision and Development Appeal Board for a decision on an application for a Development Permit in a Direct Control District where Council was the decision-making authority.

## 37. DEVELOPMENT PERMIT NOTIFICATION

- (1) A decision of the Development Authority on an application for a Development Permit must be issued in writing in accordance with the following subsection (3)(a).
- (2) ~~Within 24 hours of the written approval and issuance of a development permit~~, the Development Authority shall notify or cause to be notified, any persons likely to be affected or who have the right to appeal the decision of the Development Authority. ~~in accordance with the procedure in Section 33~~ The following notification processes shall be used:

### PERMITTED USE PERMITS

- (3) Upon issuance or refusal of a Development Permit for a Permitted Use that complies with this Bylaw, the Development Authority shall:

- (a) send ~~to~~ the applicant a letter ~~by regular postal mail, or send~~ by electronic means, or by regular postal mail if requested by the applicant, ~~or both, or by any other method as may be agreed to between the applicant and Development Authority~~ a written notice of decision; and
- (b) notify persons likely to be affected by posting a notice of the decision on the County's website.
  - (i) ~~posting a copy of the decision in a prominent place in the Lethbridge County Administration Building for at least 21 days, or~~
  - (ii) ~~publishing a notice of the decision in a newspaper circulated within the municipality, or~~
  - (iii) ~~publishing a notice of the decision on the County's website, or~~
  - (iv) ~~any combination of the above.~~

#### **ALL OTHER PERMITS**

- (4) Upon issuance or refusal of a Development Permit for a Discretionary Use, similar Use, temporary Use, or an application involving a Waiver, the Development Authority shall:
  - (a) send ~~a~~ the applicant a letter by electronic means, or ~~by regular postal mail if requested by the applicant, or send by any other method as may be agreed to between the applicant and Development Authority~~ a written notice of decision to the applicant; and
  - (b) notify persons likely to be affected by:
    - (i) regular postal mail a copy of the decision to those persons, departments and agencies and
    - (ii) ~~posting notice of the decision on the County's website.~~
    - (iii) ~~publishing a notice of the decision in a newspaper circulated within the municipality, or~~
    - (iv) ~~publishing a notice of the decision on the County's website, or~~
    - (v) ~~post a notice of the application in a conspicuous place on the property, or~~
    - (vi) ~~any combination of the above.~~
  - (c) During instances of regular mail delivery cessation, the copy of the written notice to be pursuant to Section 33(1)(a), must be given by such other alternative method as determined by the Development Authority, which may include publishing similar notice in the newspaper circulating in the municipality, the municipality website, posting in a conspicuous place on the parcel, or posting in a conspicuous place at the County office.

#### **DECISION TIMEFRAMES**

- (5) Upon issuance of a decision, the Development Officer will give or send a copy of the written decision, which includes the date on which the decision was made, to the applicant on the same day the decision is made.

~~For the purposes of subsection (5), the “date on which the decision was made” means:~~

- ~~(a) the date the Development Authority signs the notice of decision or Development Permit, or~~
- ~~(b) the date the decision is posted in the newspaper, whichever occurs later.~~

**No amendments to Sections 38 to 53**

## Amendments

### 54. AMENDMENTS TO THE LAND USE BYLAW

- a. The Council may amend this Bylaw at any time in accordance with the procedures detailed in section 692 of the *Municipal Government Act*.
- b. The public may request amendments to this Bylaw and all applications shall be submitted using the applicable form ~~in Appendix B~~ and be accompanied by any additional information, as deemed necessary by the Development Authority to process the application.
- c. The Development Authority may refuse to accept an application if, in ~~their his/her~~ opinion, the information supplied is not sufficient to make a proper evaluation of the proposed amendment.
- d. The Development Authority may require public consultation during the circulation of an amendment application where, in the opinion of the Authority, the proposal is of significant interest to adjacent or surrounding landowners or may have a broader community impact. Methods of consultation may include mailed notices, signage, online postings, or other means as determined appropriate by the Development Authority.
- e. The Development Authority shall forward the application to Council for consideration if ~~their he/she is~~ satisfied sufficient information has been provided with the application.
- f. Public hearing and notification requirements shall be ~~advertised per the Advertising Bylaw, as amended. in accordance with section 692 of the MGA.~~

**No amendments to Sections 55 to 60**

LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA

BYLAW NO. 25-029

Bylaw 25-029 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 216.4, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 25-029 is to amend Part 1 Administrative, text related to development permit procedures.

AND WHEREAS the amendments are as described in the attached Schedule 'A'.

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

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

1. To amend the former Part 1 Administrative LUB No. 24-007 Sections 29 to 37 and 54 and replacing them in their entirety with the updated Part 1 Administrative amendments as per the attached Schedule 'A'.
2. With the adoption of Bylaw No. 25-029, Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.

GIVEN first reading this 18<sup>th</sup> day of December 2025.

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Reeve

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Chief Administrative Officer

GIVEN second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Reeve

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Chief Administrative Officer

GIVEN third reading this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Reeve

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Chief Administrative Officer

**Schedule 'A'**  
Bylaw No. 25-029  
Amendments to Land Use Bylaw No. 24-007

The described amendments are to replace sections of Part 1 Administrative of the municipal Land Use Bylaw No. 24-007 with the updated Part 1 Administrative Sections 29 to 37 and 54 amendments as per the attached:

## **PART 1**

### **ADMINISTRATIVE**

#### **Development Permit Applications – Rules and Procedures**

##### **29. PROCESSING DISCRETIONARY USE APPLICATIONS**

- (1) Upon receipt of a completed application for a Development Permit for a Discretionary Use, the Development Authority may issue a Development Permit with or without conditions.
- (2) Prior to making a decision on a Development Permit for a Discretionary Use, the Development Authority shall notify and consider the comments of an Adjacent municipality, if the proposed location is:
  - (c) within the boundary area of land subject to an intermunicipal Development plan adopted by the County and the affected Adjacent municipality, in which case, the relevant referral and comments policies stipulated in that plan must be followed.
- (3) Prior to making a decision on a Development Permit for a Discretionary Use, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33.
- (4) Upon the issuance of a Development Permit, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33.
- (5) The Development Authority may place any or all of the conditions outlined in Section 28(2) on a Development Permit for a Discretionary Use in any Land Use District to ensure that any concerns over the suitability of the Development are satisfied, in addition to any other reasonable planning conditions to ensure the quality of a Development and its compatibility with other existing and approved Uses in the area.

##### **30. APPLICATIONS REQUESTING WAIVERS OF BYLAW PROVISIONS**

- (1) The Development Authority is authorized to decide upon an application for a Development Permit notwithstanding that the proposed Development does not comply with this bylaw if, in the opinion of the Development Authority:
  - (a) the proposed Development would not:
    - (i) unduly interfere with the amenities of the neighbourhood; or
    - (ii) materially interfere with or affect the use or enjoyment or value of neighbouring properties; and

- (b) the proposed Development conforms with the use prescribed for that land or Building in Part 2.
- (2) Upon receipt of a completed application for a Development that does not comply with this Bylaw, but in respect of which the Development Authority is requested by the applicant to exercise its discretion under Section 30(1), the Development Authority shall evaluate the application and may issue a Development Permit with or without conditions.
- (3) For any request for a Waiver of the bylaw provisions that exceed 10%, the Development Authority shall notify or cause to be notified any persons likely to be affected in accordance with Section 33.
- (4) For a Permitted use requesting a waiver or variance of bylaw standards the Development Authority may, in addition to imposing any of the conditions in Section 28(2), stipulate other conditions to ensure the compatibility of the Development and limit negative impacts to Adjacent land Uses as determined necessary by the Development Authority.
- (5) The Development Authority, or the Subdivision and Development Appeal Board on an appeal, do not have the authority to Waive or vary an applicable standard of the Bylaw, if a section or policy specifically states that the standard is not to be Waived or Varied.

### **31. SIMILAR USES**

- (1) Where an application is made for any proposed Use which is not specifically listed in any Land Use District but which may be similar in character and purpose to other uses listed in the Land Use District in which such use is proposed, the Development Authority shall, at the request of the applicant:
  - (a) notify or cause to notify the affected persons pursuant to Section 33.
  - (b) rule whether or not that the proposed use is similar to either a Permitted or Discretionary Use in the Land Use District in which it is proposed; and
  - (c) if the use is deemed similar to a Permitted or Discretionary Use listed in the Land Use District in which it is proposed, the application shall be reviewed as a Discretionary Use and a Development Permit may be issued with or without conditions after consideration of any responses to the notifications of persons likely to be affected by the Development.
- (2) If the use is not deemed similar to a Permitted or Discretionary Use listed in the Land Use District in which it is proposed, the Development Permit shall be refused.

### **32. CHANGE OF USE**

- (1) Where, in the opinion of the Development Authority, a proposed new land use is deemed to be a Change of Use from existing Development the applicant or developer shall be required to apply for a Development Permit for a Change of Use of the Buildings or land. In such situations, the following shall apply:
  - (a) A Change of Use is applicable where a developer is proposing to change a previously approved Development to a different Use that is materially different, is defined separately

in the Bylaw as a use, or cannot be deemed similar in nature to the existing Use or is likely to result in a change in the intensity of use of the land or Building.

- (b) The new Use being proposed for the Building or land must be a use that is listed as either Permitted or Discretionary in the applicable Land Use District.
- (c) The proposed Change of Use Development Permit must be processed in accordance with the processing and notification requirements of this bylaw and is subject to the Development standards applicable to the new proposed Use.

### **33. NOTIFICATION OF PERSONS LIKELY TO BE AFFECTED**

- (1) Where notification of persons likely to be affected is required under Sections 29, 30(3), 31, 32 and 35, the Development Authority shall, at least seven (7) days before making a decision on the application:
  - (a) mail written notice of the application to:
    - (i) the owners of land likely to be affected by the issuance of a Development Permit.
  - (b) electronic means of notice to an Adjacent municipality, government department or referral agency that is deemed to be affected;
  - (c) During instances of regular mail delivery cessation, the copy of the written notice to be pursuant to Section 33(1)(a), must be given by such other alternative method as determined by the Development Authority, which may include publishing similar notice in the newspaper circulating in the municipality, the municipality website, or posted in a conspicuous place at the County office.
- (2) In all cases, notification shall:
  - (a) describe the nature and legal location description of the proposed Use;
  - (b) state the date when the Development Authority will consider the application; and
  - (c) state the process for receipt of written submission on the application.
- (3) For the purposes of applying Section 33(1), any landowner Adjacent to or within 60 meters of the parcel subject to the Development application shall be considered an affected person and shall be notified. A greater notification distance may be applied, if in opinion of the Development Authority, such notification is warranted or it is required for specific land Uses as required in the Land Use Districts, Standards of Development or Specific Use Provisions of the Bylaw.

### **34. PROHIBITED USES**

Where a use is not specifically listed in a Land Use District as either Discretionary or Permitted and is not deemed to be similar in nature in accordance with Section 31, then that Use is prohibited in that Land Use District and shall be refused.

### **35. TEMPORARY USES**

- (1) Where, in the opinion of the Development Authority, a proposed Use is of a temporary nature:
  - (a) the Development Authority may issue a temporary Development Permit valid for a period not exceeding three years;
  - (b) it shall be a condition of every temporary Development Permit that the municipality shall not be liable for any costs involved in the cessation or removal of any Development at the expiration of the Permitted period;
  - (c) the Development Authority may require the developer(s) to post security guaranteeing the cessation or removal of work at the end of the period;
  - (d) the use must be a Permitted or Discretionary Use, or determined to be similar in nature to a Permitted or Discretionary Use in accordance with Section 31.
- (2) Notification of persons likely to be affected, in accordance with Section 33.
- (3) Upon the expiration of the temporary permit an applicant may reapply for a temporary Development Permit, and at the discretion of the Development Authority, it may approve for a maximum of one additional time a temporary Development Permit for the same or similar Use for a period not exceeding three years.

### **36. DIRECT CONTROL DISTRICTS**

- (1) Upon receipt of a completed application for a Development Permit in a Direct Control District, the Development Authority shall refer the application to Council for a decision, except where the decision-making authority has been delegated to the Development Authority.
- (2) In accordance with section 641(4)(a) of the *Municipal Government Act*, there is no appeal to the Subdivision and Development Appeal Board for a decision on an application for a Development Permit in a Direct Control District where Council was the decision-making authority.

### **37. DEVELOPMENT PERMIT NOTIFICATION**

- (1) A decision of the Development Authority on an application for a Development Permit must be issued in writing in accordance with the following subsection (3)(a).
- (2) Within 24 hours of the written approval and issuance of a development permit, the Development Authority shall notify or cause to be notified, any persons likely to be affected or who have the right to appeal the decision of the Development Authority. The following notification processes shall be used:

#### **PERMITTED USE PERMITS**

- (3) Upon issuance or refusal of a Development Permit for a Permitted Use that complies with this Bylaw, the Development Authority shall:

- (a) send the applicant a letter by electronic means, or by regular postal mail if requested by the applicant, a written notice of decision; and
- (b) notify persons likely to be affected by posting a notice of the decision on the County's website.

#### **ALL OTHER PERMITS**

- (4) Upon issuance or refusal of a Development Permit for a Discretionary Use, similar Use, temporary Use, or an application involving a Waiver, the Development Authority shall:
  - (a) send the applicant a letter by electronic means, or by regular postal mail if requested by the applicant, a written notice of decision to the applicant; and
  - (b) notify persons likely to be affected by:
    - (i) regular postal mail a copy of the decision to those persons, departments and agencies and
    - (ii) posting notice of the decision on the County's website.
- (c) During instances of regular mail delivery cessation, the copy of the written notice to be pursuant to Section 33(1)(a), must be given by such other alternative method as determined by the Development Authority, which may include publishing similar notice in the newspaper circulating in the municipality, the municipality website, posting in a conspicuous place on the parcel, or posting in a conspicuous place at the County office.

## **Amendments**

### **54. AMENDMENTS TO THE LAND USE BYLAW**

- a. The Council may amend this Bylaw at any time in accordance with the procedures detailed in section 692 of the *Municipal Government Act*.
- b. The public may request amendments to this Bylaw and all applications shall be submitted using the applicable form and be accompanied by any additional information, as deemed necessary by the Development Authority to process the application.
- c. The Development Authority may refuse to accept an application if, in their opinion, the information supplied is not sufficient to make a proper evaluation of the proposed amendment.
- d. The Development Authority may require public consultation during the circulation of an amendment application where, in the opinion of the Authority, the proposal is of significant interest to adjacent or surrounding landowners or may have a broader community impact. Methods of consultation may include mailed notices, signage, online postings, or other means as determined appropriate by the Development Authority.

- e. The Development Authority shall forward the application to Council for consideration if their satisfied sufficient information has been provided with the application.
- f. Public hearing and notification requirements shall be advertised per the Advertising Bylaw, as amended.

# AGENDA ITEM REPORT



**Title:** Bylaw 26-002 - Municipal Assessor Bylaw  
**Meeting:** Council Meeting - 05 Feb 2026  
**Department:** Corporate Services  
**Report Author:** Hailey Pinksen

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 27 Jan 2026

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

Council is presented with Bylaw 26-002 – Municipal Assessor Bylaw for consideration. This bylaw establishes the position of Municipal Assessor for Lethbridge County and formally appoints a new Municipal Assessor. This action is required due to the upcoming retirement of the current assessor and ensures continued compliance with the Municipal Government Act (MGA), which mandates that each municipality appoint a qualified assessor. Adoption of the bylaw will provide continuity in assessment services and maintain the integrity of the County's property assessment process.

## RECOMMENDATION:

That Bylaw 26-002 - Municipal Assessor Bylaw be read a first time.

That Bylaw 26-002 - Municipal Assessor Bylaw be read a second time.

That Council consider third reading of Bylaw 26-002 - Municipal Assessor Bylaw.

That Bylaw 26-002 - Municipal Assessor Bylaw be read a third time.

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

Approval of Bylaw 26-002 is required to:

- Ensure Lethbridge County remains compliant with Sections 210, 284.2, and 289 of the Municipal Government Act, which require the appointment of a qualified municipal assessor.
- Provide a seamless transition in assessment services following the upcoming retirement of the current assessor.
- Formally appoint a new Municipal Assessor to carry out statutory duties related to property assessment on behalf of Lethbridge County

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council awarded the assessment contract to Benchmark Assessment Consultants Inc. on October 2, 2025.

#### **BACKGROUND INFORMATION:**

The Municipal Government Act requires municipalities to appoint a qualified assessor to prepare property assessments. Lethbridge County's current Municipal Assessor is planning to retire, creating the need to formally appoint a new assessor to ensure continuity of assessment services and ongoing legislative compliance. Bylaw 26-002 – Municipal Assessor Bylaw establishes the position of Municipal Assessor as a designated officer of the County and outlines the associated powers and duties in accordance with the Municipal Government Act. The bylaw appoints Lance Wehlage of Benchmark Assessment Consultants Inc. as the Municipal Assessor for Lethbridge County and, upon final reading, rescinds Bylaw 1439 to ensure the County's bylaws remain current and accurate.

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

Not provide all three readings and bring back to a future meeting.

#### **FINANCIAL IMPACT:**

Financial impacts are included in the contract with Benchmark Assessment Consultants Inc.

#### **LEVEL OF PUBLIC PARTICIPATION:**

**Inform**       **Consult**       **Involve**       **Collaborate**       **Empower**

#### **ATTACHMENTS:**

[Bylaw 26-002 - Municipal Assessor Bylaw](#)

LETHBRIDGE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW 26-002

BEING A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF MUNICIPAL ASSESSOR FOR LETHBRIDGE COUNTY.

WHEREAS Section 210(1) of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, provides that a council may by bylaw establish one or more positions to carry out the powers, duties, and functions of a designated officer under the Act or any other enactment;

AND WHEREAS Section 285 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes a council to delegate its powers, duties, and functions under the Act to a designated officer, subject to the limitations set out therein;

AND WHEREAS Section 289(1) of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, requires that assessments for all property in a municipality, other than designated industrial property, be prepared by an assessor appointed by the municipality;

AND WHEREAS Section 284.2(1) of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, provides that a council must appoint an assessor who meets the qualifications prescribed by regulation;

NOW THEREFORE the Council of Lethbridge County, in the Province of Alberta, duly assembled and under the powers conferred upon it by the authority of the *Municipal Government Act* RSA 2000, c. M-26 and amendments thereto enacts as follows:

1. Bylaw Title:

This Bylaw will be cited as the "Municipal Assessor Bylaw".

2. Designated Officer Title:

The title for the designated officer appointed by this bylaw shall be "Municipal Assessor"

3. Powers and Duties of the Municipal Assessor:

a. The Municipal Assessor or his/her designate shall carry out the terms of this Bylaw.

b. The powers and duties of a Municipal Assessor is to:

- i. Carry out all duties and obligations imposed upon a municipal assessor by the Municipal Government Act RSA 2000, c. M-26, and amendments thereto.
- ii. Carry out all duties and obligations imposed upon a municipal assessor by bylaw or resolution of council or by any other statute, regulation or order of the Province of Alberta either prior to or subsequent to the passing of this bylaw.

- iii. Delegate the performance of any duties, powers and obligations of the municipal assessor to such person as the municipal assessor finds appropriate.

4. Appointment:  
Under the authority of the *Municipal Government Act* RSA 2000, c.M-26 and amendments thereto, Council of Lethbridge County appoints Lance Wehlage, of Benchmark Assessment Consultants Inc. as the Municipal Assessor for Lethbridge County.

5. Severability:  
a. Each separate provision of this Bylaw shall be deemed independent of all other provisions, and,  
  
b. Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of this Bylaw shall remain valid and enforceable.

6. Amendments to Bylaw:  
Lethbridge County Council may by bylaw amend Bylaw 26-002 from time to time as required.

7. Effective Date and Repeal of Existing Bylaw:  
a. This Bylaw rescinds Bylaw 1439 upon final reading.  
b. This Bylaw shall come into effect upon third and final reading.

GIVEN first reading this 5<sup>th</sup> day of February, 2026.

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Reeve

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Chief Administrative Officer

GIVEN second reading this 5th day of February, 2026.

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Reeve

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Chief Administrative Officer

GIVEN third reading this 5th day of February, 2026.

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Reeve

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Chief Administrative Officer

# AGENDA ITEM REPORT



**Title:** Oldman Watershed Council Funding Request  
**Meeting:** Council Meeting - 05 Feb 2026  
**Department:** Corporate Services  
**Report Author:** Candice Robison

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 27 Jan 2026

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

The Oldman Watershed Council (OWC) has requested Lethbridge County's continued financial support for the 2025–2026 fiscal year (April 2025 to March 2026). The request is based on a per-capita contribution of \$0.49 per resident. While the request letter references a population of 10,784, the most recent federal census lists Lethbridge County's population as 10,120. Based on the census population, the total contribution would be \$4,959.

## RECOMMENDATION:

That County Council approve the funding request from the Oldman Watershed Council in the amount of \$4,959.00, calculated at a rate of \$0.49 per resident based on a population of 10,120 residents.

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

Lethbridge County has been making contributions to the Oldman Watershed Council for many years in support of their mission of safeguarding the health and sustainability of our watershed.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Council has contributed to the Oldman Watershed Council since 2004. Historically these funds have been paid through the Council's Operating budget - Donations/Grants to Individuals and Organizations. Last year Council provided a contribution in the amount of \$4,857.60.

## BACKGROUND INFORMATION:

The Oldman Watershed Council is a non-profit organization focused on improving the health and sustainability of the Oldman River watershed through collaborative, science-based initiatives.

In the past year, OWC activities included shoreline restoration, agricultural producer partnerships, biomonitoring programs, agricultural literacy initiatives, and community engagement events. The

organization reports significant regional economic impacts, environmental improvements, and increased public awareness related to watershed stewardship

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

Alternatives:

- Council could choose to no longer contribute to the Oldman Watershed Council.
- Council could choose to contribute a different amount determined by Council to the Oldman Watershed Council.

#### **FINANCIAL IMPACT:**

The requested contribution is calculated at \$0.49 per resident. Using the federal census population of 10,120, the total financial impact to Lethbridge County for the 2025–2026 fiscal year is \$4,959

#### **LEVEL OF PUBLIC PARTICIPATION:**

**Inform**       **Consult**       **Involve**       **Collaborate**       **Empower**

#### **ATTACHMENTS:**

[Oldman Watershed Council Funding Request](#)



Oldman Watershed Council  
PO Box 1892  
Lethbridge, Alberta T1J 4K5  
[info@oldmanwatershed.ca](mailto:info@oldmanwatershed.ca)  
(403) 330-1346

Reeve Tory Campbell  
Lethbridge County  
100, 905 - 4 Avenue South Lethbridge, AB T1J 4E4

Dear Reeve Campbell and Council,

January 12, 2026

Thank you for your continued support of the Oldman Watershed Council. Our mission of improving the health and sustainability of our watershed is possible thanks to your contributions, which directly fuel economic prosperity, environmental resilience, and water security in our region. Looking ahead, we are asking for your ongoing partnership in taking on critical challenges and seizing the opportunities before us.

With 3 dedicated municipal seats on our 19-member Board (Towns and Villages, Municipal Districts and Counties, and City of Lethbridge), your voice is an important part of the work we do. Together, we ensure all perspectives within the watershed are considered. Your municipality is critical to these efforts of fostering a collaborative approach to watershed management.

With your support, we have achieved significant milestones over the past year:

- **Restoration:** Over 4km of shoreline along 16 waterways was restored, with 5,000 willows and 21 erosion control structures in partnership with 10 agricultural producers, improving water storage and quality. In partnership with the Town of Claresholm we built 3 pollinator gardens. \$220,476 was invested in beneficial management practices with farmers and ranchers.
- **Agricultural literacy:** We hosted 5 agriculture industry consultation sessions with 60 producers and surveyed 650 urban consumers to inform the development of a 4-year, \$1 million agricultural literacy project to build trust between consumers and producers in Canada's Premier Food Corridor.
- **Monitoring:** An unprecedented 19 sites were sampled using a nationally recognized biomonitoring protocol, which expands our picture of stream health in our headwaters, the Eastern Slopes.
- **Economic Impact:** Our efforts from 2009 to 2022 contributed \$8.3 million to the region's GDP and created 167 job years of work.
- **Community Engagement:** We engaged 4,934 residents, including 1,376 youth, through 57 events and innovative programs such as virtual reality experiences. Over 90% reported that they gained knowledge.
- **Partnerships:** Our network grew to 217 partners across southern Alberta, who contributed \$503,000 in in-kind support, significantly amplifying our collective impact.

To continue this critical work, we are requesting your municipality's continued support for the fiscal year of April 2025 to March 2026. A contribution of 49¢ per resident—totaling \$5,284 for 10,784 residents—will directly support our ongoing efforts to improve water security, restore habitat, educate the next generation of watershed stewards, and strengthen our neutral and trusted voice in watershed management.

We invite you to review our 2024-25 annual report, which showcases the direct impact of your contributions through stories, images, and highlights, at [oldmanwatershed.ca/annualreports](http://oldmanwatershed.ca/annualreports). If you would like to arrange a presentation or discuss further collaboration opportunities, please reach out to our Executive Director, Shannon Frank, at [shannon@oldmanwatershed.ca](mailto:shannon@oldmanwatershed.ca) or 403-317-1328.

Your support truly makes a difference to our efforts. Together, we can continue to protect and enhance the Oldman watershed, working towards a thriving and sustainable future for all.

Warm regards,

Doug Kaupp, OWC Chair

# AGENDA ITEM REPORT



**Title:** Rescind Bylaw No. 965 - Firearm Control Bylaw  
**Meeting:** Council Meeting - 05 Feb 2026  
**Department:** Administration  
**Report Author:** Heath Wright

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 27 Jan 2026

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

Firearm Control Bylaw No. 965 was adopted in 1991 to prohibit the discharge of guns or other firearms within designated “Special Control Areas” of the Lethbridge County, including hamlets, parks, golf courses, and residential subdivisions.

Since its enactment, the legislative framework governing firearms has evolved significantly, with firearms regulation now clearly established as a federal and provincial responsibility. Recent amendments to Alberta’s Municipal Government Act restrict municipal authority to regulate firearms unless expressly authorized by the Province.

## RECOMMENDATION:

That Council rescind Bylaw No. 965 - Firearm Control Bylaw in its entirety.

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

The recommendation to rescind Bylaw No. 965 is based on the following:

- Firearms regulation is primarily governed by federal and provincial legislation, including the *Criminal Code* and the *Firearms Act (Canada)*.
- Amendments to the *Municipal Government Act* restrict municipal authority to pass or maintain firearms-related bylaws without provincial authorization.
- Bylaw No. 965 regulates the discharge of firearms within specified areas of the County, which may exceed current municipal authority.
- Rescinding the bylaw reduces legal risk and ensures County bylaws are consistent with senior government legislation.

## PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 965 was approved by Council on April 25, 1991.

**BACKGROUND INFORMATION:**

Since adoption, firearms regulation has become more comprehensively addressed through federal and provincial statutes. In addition, recent legislative changes in Alberta clarify that municipalities do not have general authority to regulate firearms unless expressly authorized by the Province.

Administration has reviewed the bylaw and determined that continued enforcement may result in regulatory overlap and potential jurisdictional conflict.

**ALTERNATIVES / PROS / CONS:**

Alternative: Maintain Bylaw 965 which would go against current legislation.

**FINANCIAL IMPACT:**

No financial impact

**LEVEL OF PUBLIC PARTICIPATION:**

**Inform**       **Consult**       **Involve**       **Collaborate**       **Empower**

**ATTACHMENTS:**

[Bylaw 965](#)

COUNTY OF LETHBRIDGE NO. 26  
IN THE PROVINCE OF ALBERTA  
BY-LAW NO. 965

A BY-LAW OF THE COUNTY OF LETHBRIDGE NO. 26 TO  
PROHIBIT THE DISCHARGE OF GUNS OR OTHER FIREARMS  
WITHIN SPECIFIED AREAS OF THE COUNTY OF  
LETHBRIDGE NO. 26.

WHEREAS, by virtue of the power conferred upon it by the  
Municipal Government Act (R.S.A. 1980, c. M-26 and amendments  
thereto), the Council of the County of Lethbridge No. 26, duly  
assembled, enacts as follows:

SECTION 1 - SHORT TITLE

1.1 This by-law shall be known and may be cited as the  
"Firearm Control By-Law" of the County of Lethbridge No. 26.

SECTION 2 - INTERPRETATION

2.1 In this by-law the following terms shall have the  
following meanings:

(a) "Crown Lands" shall mean those lands owned by the  
Crown in Right of Alberta.

(b) "Gun or Other Firearm" shall mean any weapon from  
which a missile may be propelled by an explosive.

(c) "Occupier" shall mean any person not the Owner of  
Private Lands who has the legal right to occupy that Private Lands.

(d) "Owner" shall mean any person who has a legal or  
equitable interest in Private Lands.

(e) "Private Lands" shall mean lands owned by any person  
not the Crown in Right of Alberta.

(f) "Shooting Range" shall mean any land or premises used  
primarily for the discharge of Guns or Other firearms, and which  
land or premises is created and operated in accordance with the  
provisions of the Land Use By-Law of the County of Lethbridge No.  
26, as amended from time to time, and all provincial and federal  
laws and regulations.

(g) "Special Control Area" shall mean that area located  
within the municipal boundaries of the County of Lethbridge No. 26  
described in Schedule "A", herein.

SECTION 3 - PROHIBITIONS

3.1 The discharge of a Gun or Other Firearm within the  
municipal boundaries of the County of Lethbridge No. 26 shall be  
carried out in accordance with the provisions of this By-law.

3.2 No person shall discharge a Gun or Other Firearm  
within a Special Control Area unless such discharge is made under  
the authority of a license issued for the hunting of problem  
wildlife by the Department of Forestry, Lands and Wildlife of the  
Province of Alberta.

3.3 No person shall discharge a Gun or other Firearm at  
any location within the municipal boundaries of the County of  
Lethbridge No. 26 that is not within a Special Control Area except:

(a) on Private Lands where the person is the Owner or  
Occupier of those lands or has obtained written permission from the  
Owner or Occupier to discharge a Gun or Other Firearm on their  
lands;

(b) on a Shooting Range.

SECTION 4 - PENALTY PROVISIONS

4.1 Any person who contravenes the provisions of this By-law shall be guilty of an offence and liable to a fine of not more than \$2,500.00 and not less than \$100.00.

SECTION 5 - REPEAL OF BY-LAW

5.1 County of Lethbridge No. 26 By-Law No. 624, and By-Law No. 866 is hereby repealed.

5.2 This By-Law shall come into force and effect on the date of the final reading thereof.

READ A FIRST TIME this 25th day of April 1991.

  
Reeve  
  
County Manager

READ A SECOND TIME this 25th day of April 1991.

  
Reeve  
  
County Manager

Pursuant to the provisions of the Municipal Government Act (R.S.A. 1980, c. M-26 and amendments thereto) passage of this By-law by the Council of the County of Lethbridge No. 26 is hereby consented to as follows:

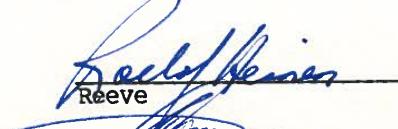
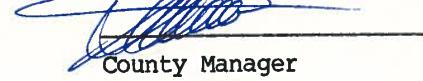
CONSENTED TO this 12th day of June 1991.

  
Raymond A. Speaker  
MINISTER OF MUNICIPAL AFFAIRS

CONSENTED TO this 12th day of June 1991.

  
Letha G. Gieseler  
MINISTER OF FORESTRY, LANDS AND  
WILDLIFE

READ FOR A THIRD TIME and passed this 22nd day of August 1991.

  
Reeve  
  
County Manager

SCHEDULE "A"

SPECIAL CONTROL AREAS

1. ALL HAMLETS
2. ALL PARKS
3. ALL GOLF COURSES
4. ALL PUBLIC PLAYGROUNDS
5. ALL LIGHT INDUSTRIAL SUBDIVISIONS
6. ALL COUNTRY RESIDENTIAL SUBDIVISIONS

# AGENDA ITEM REPORT



**Title:** Fire Services Invoice Waiver Request  
**Meeting:** Council Meeting - 05 Feb 2026  
**Department:** Administration  
**Report Author:** Heath Wright

## APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 27 Jan 2026

## STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

## EXECUTIVE SUMMARY:

Council has received a written request from Jackie and Ron Hofsink seeking reconsideration of an invoice issued for fire response services related to a grass fire that occurred on September 21, 2025.

## RECOMMENDATION:

That County Council decline to waive Fire Services Invoice No. 19444 in the amount of \$4,121.81, and direct Administration to work with Mr. and Mrs. Hofsink to establish a payment arrangement, if required.

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

The County cannot selectively waive or reassign costs associated with emergency response services without establishing a precedent for similar future requests.

## PREVIOUS COUNCIL DIRECTION / POLICY:

No previous direction provided by Council.

## BACKGROUND INFORMATION:

A grass fire occurred on September 21, 2025, originating within an Alberta Transportation right-of-way and subsequently spreading onto adjacent lands owned by Mr. and Mrs. Hofsink. Fire response services were provided by the County.

Alberta Transportation was invoiced for the fire response and has advised that it will assume responsibility for five percent (5%) of the total cost, in the amount of \$216.94. The remaining balance of the invoice was issued to the affected landowners in accordance with established cost recovery practices and the County Fire Bylaw.

Mr. and Mrs. Hofsink have requested that the remaining portion of the invoice be waived. In support of their request, they state that they did not start the fire, did not report the fire, and were not aware of the fire until the following morning. They further indicate that the fire resulted in limited impact, primarily affecting stubble ground cover, and believe the fire was likely caused by an unidentified individual travelling along Highway 845. The applicants also assert that, where the responsible party cannot be identified, the costs associated with emergency response services should be borne collectively by taxpayers.

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

Council could waive some or all of the invoice

PRO - Would satisfy the request being made.

CON - Loss of revenue meant to offset costs paid to the responding department and would set precedent.

Council could direct administration to renegotiate the payment agreement

PRO - Would partially satisfy the request, and required revenues to offset costs could still be collected over time.

CON - Delays receipt of payment further.

#### **FINANCIAL IMPACT:**

Could impact the amount and timeframe of the invoice collection.

#### **LEVEL OF PUBLIC PARTICIPATION:**

**Inform**

**Consult**

**Involve**

**Collaborate**

**Empower**

#### **ATTACHMENTS:**

[Hofsink Waiver Request](#)

January 6, 2026

Lethbridge County Council

We, Jackie and Ron Hofsink, request the opportunity to discuss an invoice sent to us by the County.

The invoice is regarding fire fighting service that occurred on September 21, 2025. We received this invoice early December. It is noted on the invoice that it was originally sent to AB Transportation.

Please consider the following:

We did not start this fire.

We did not call this fire in.

We were not aware this fire had occurred until the next morning.

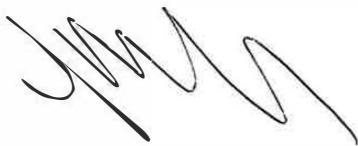
Aside from some stubble ground cover being burned, we were not at risk of any property loss as result of this fire.

This fire was likely started by an irresponsible person traveling on Hwy 845, and just because the culprit was not identified does not make us responsible for the result of their actions. Nor should we be held responsible for the invoice after another party refuses to pay it.

We pay taxes.

Our taxes are used to pay for recreation centers, pools, and various other services we never use. Lethbridge County has 7% of its budget allocated to Emergency Services. Surely between the county and the province there must be some reserve where tax payers collectively cover expenses occurred by delinquent unidentified persons.

Sincerely,



Jackie and Ron Hofsink

Please forward registrations & payment to:  
ALBERTA C.A.R.E.  
Linda McDonald, Executive Director  
5212-49 Street  
Leduc, AB T9E 7H5  
Cell: 780-668-6767  
Email: [executivedirector@alberta care.org](mailto:executivedirector@alberta care.org)  
Web: [www.albertacare.org](http://www.albertacare.org)

## Who Should Attend?

- Municipal Elected Officials
- Waste Commission Managers
- Landfill Operators
- Public Works Employees
- Eco Centre Employees
- Alberta Recycling Associations
- Alberta Landfill Engineers
- Waste Management Vendors
- Waste Disposal Companies
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction**  
Going once...  
Going twice...

Ends March 19/26  
at 8:00 p.m.

# 15th Annual Alberta CARE Spring Seminar March 18th - March 20th **2026**

## Accommodations

**Heritage Inn Hotel and  
Convention Centre  
1217 2nd Street West  
Brooks, Alberta**

### Group Reservation: Alberta CARE

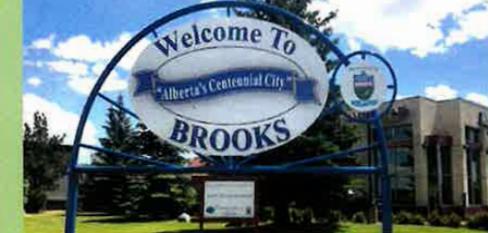


Downtown Brooks



# 15th Annual Alberta CARE Spring Seminar March 18th - March 20th **2026**

Heritage Inn Hotel and Convention Centre  
1217 2nd Street West  
Brooks, Alberta



Newell Lake



Dinosaur Provincial Park

**Wednesday  
March 18th**

9:00 a.m.- 5:00 p.m. Registration and Exhibit Set Up  
 11:00 a.m. - NOON Lunch and Refreshments  
 1:00 p.m. TOUR #1  
 • Newell Regional Waste Landfill and Pivot Spirits, Rolling Hills, AB  
 (Buses provided)  
 5:00 p.m. COCKTAILS (Cash Bar)  
 6:00 p.m. Welcoming Remarks from the Mayor of City of Brooks  
 Welcoming Remarks from the Reeve of County of Newell  
 6:30 p.m. BUFFET BANQUET



Newell Regional Solid Waste Authority



**Cancellation Deadline  
March 13th 2026**

**Thursday,  
March 19th**

7:00 a.m. Exhibit Viewing & Buffet Breakfast  
 8:15 a.m. Welcome – Rob Smith, Chairman of Alberta CARE  
 8:30 a.m. Newell Landfill Disaster  
 Kendra Johnston, Newell Regional Waste Authority  
 9:15 a.m. Waste to Energy Project  
 Joint Presentations –Shawn McKay, Newell Regional Waste Authority and John Swain, Global Green  
 10:00 a.m. Tire-Direvved Aggregate (TDA)  
 Pat Sliworsky, Alberta Recycling Management Authority  
 10:45 a.m. Beyond the Pile: Modern Composting Strategies to Overcome Contamination & Inefficiency in Rural Alberta  
 Roxanne Doerksen, Cyrus County  
 NOON BUFFET LUNCHEON  
 1:00 p.m. Alberta Recycling Management Authority Update  
 Ed Gugeniemi, CEO  
 1:45 p.m. Alberta CARE Delegates Round Table - Circular Materials  
 Chairman Rob Smith  
 3:00 p.m. Circular Materials Presentation  
 Blaire Gaalaas, Director of Circular Materials  
 5:00 p.m. Cocktails  
 6:30 p.m. BUFFET BANQUET  
 8:00 p.m. Silent Auction Ends

\$600.00 Registration Per Person  
 Register 3 or more Delegates  
 and receive a....  
**10% Discount!**

This Seminar is Alberta Environment approved  
 for 'Continuing Education Units'

7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast  
 8:30 a.m. Landfill Waste Wood Management  
 Jim Donaldson, Canadian Wood Waste Recycling  
 9:15 a.m. Small Drones for Landfill Ownership  
 Associated Engineers (Calgary)  
 10:00 a.m. RCMP Crime Prevention Liaison for Alberta K Division for Waste Management and Recycling Facilities  
 11:00 a.m. Closing Remarks - Tom Moore, Alberta Care Member  
 (Coffee Side Bar all Morning)



JBS City Centre



Brooks Aqueduct

ALBERTA Coordinated Action for  
 Recycling Enterprises (CARE)  
 1-780-980-8089 Phone



# Registration Form

## ALBERTA CARE Spring Seminar 2026

March 18th to 20th, 2026  
Heritage Inn Hotel and Convention Centre  
1217 2nd Street West, Brooks, AB  
Block of Room under Alberta CARE

Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **NO CHARGE FOR TOURS:**

Please indicate the number attending Wednesday Tour #1 \_\_\_\_\_

Sub Total      \$ \_\_\_\_\_

Seminar Fee: \$600.00 p.p.      \$ \_\_\_\_\_

LESS 10% (if 3 or more attend)      \$ \_\_\_\_\_

GST      \$ \_\_\_\_\_

### **Spouses or Guests attending meals:**

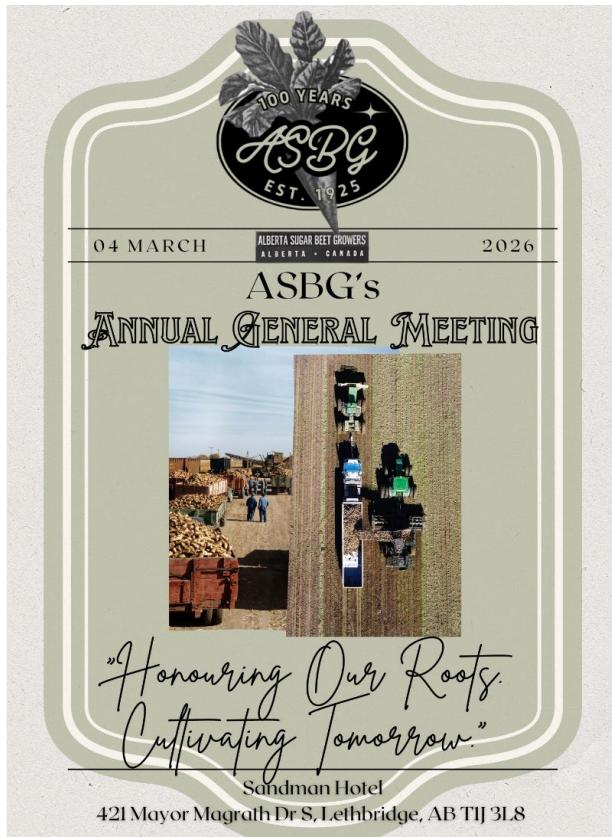
Breakfast Buffet	@ \$25.00	p.p.	\$ _____
Luncheon	@ 30.00	p.p.	\$ _____
Buffet	@ 60.00	p.p.	\$ _____

TOTAL      \$ \_\_\_\_\_

**MAIL PAYMENT OR EFT TO:** Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

**EMAIL:** [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org) or for information call Cell: 780-668-6767

Please indicate any food allergies: \_\_\_\_\_



Dear Industry Partners & Stake Holders,

We are pleased to invite you to ASBG's upcoming Annual General Meeting, bringing together members of the sugar beet industry for a full day of connection, learning, and collaboration.

Join us for an energizing day featuring informative speakers, engaging trade show booths, and valuable opportunities to connect with fellow growers, industry partners, and stakeholders. The AGM is a great chance to stay informed, share ideas, and be part of the conversations shaping our industry.

We encourage you to register early to secure your spot.

\*\*\*Registration closes on February 27, 2026.\*\*\*

We look forward to seeing you there and sharing a productive and engaging day.

# BOARD REPORT

Chinook Arch Library Board Meeting - December 4, 2025



CHINOOK  
ARCH REGIONAL  
LIBRARY SYSTEM

## Executive Elections

**The following trustees were elected to the Board's Executive Committee for 2025-2026:**

**Darryl Christensen** (Town of Magrath) - Chair

**Jim Monteith** (Town of Fort Macleod) - Treasurer

**Marie Logan** (Village of Lomond) - Vice Chair\*

\*The position of Vice Chair is up for election in 2026.

### Directors-At-Large:

**Mark Barber** (Town of Pincher Creek)

**Doreen Glavin** (Municipality of Crowsnest Pass)

**Melissa Jensen** (Town of Nobleford)

**Doug Logan** (Vulcan County)

**Maryanne Sandberg** (MD Willow Creek)

**Allan Quinton** (Lethbridge Public Library rep)

**Thank you to everyone who volunteers their time to sit on the Executive Committee!**

## Thank you to Outgoing Trustees

**The board and staff of Chinook Arch would like to thank the following outgoing trustees for their service and support.**

Terry Penney (Village of Champion)

Marsha Jensen (Town of Cardston)

Justin Davis (Village of Stirling)

Christopher Northcott (Village of Milo)

Tom Nish (Cardston County)

Merrill Harris (MD of Taber)

Monica McLean (Town of Taber)

Dave Cox (Pincher Creek MD)

Lesley Little (ID #4 Waterton)

Kelly Jensen (Town of Raymond)

Anne Michaelis (Town of Milk River)

Tory Campbell (Lethbridge County)

Lyndsay Montina (Town of Coalhurst)

Jenn Schmidt-Rempel (City of Lethbridge)

Ron Gorzitza (Village of Barons)

Linda Allred (Village of Glenwood)

Morgan Rockenbach (Warner County)



## Board Members Present

Corry Walk - Village of Arrowwood  
Belinda Rempel - Village of Barons  
Tim Court - Town of Cardston  
LeGrande Bevans - Cardston County  
Lori Harasem - Town of Coalhurst  
Stephen Pain - Village of Coutts  
Doreen Glavin - Municipality of Crowsnest Pass  
Jim Monteith - Town of Fort Macleod  
Suzanne French - Village of Hillspring  
Al Beeber - City of Lethbridge  
Kevin Slomp - Lethbridge County  
Marie Logan (Vice Chair) - Village of Lomond  
Darryl Christensen (Chair) - Town of Magrath  
Dorothy Fraser - Town of Milk River  
JoAnne LeBlanc - Village of Milo  
Crystal Neels - Town of Picture Butte  
Mark Barber - Town of Pincher Creek  
Chelsey Hurt - Town of Stavely  
Stacey Maynes - Village of Stirling  
Naomi Wiebe - Town of Taber  
Tamara Miyanaga - Taber MD  
Lorraine Kirk - Town of Vulcan  
Doug Logan - Vulcan County  
Derek Baron - Village of Warner  
David Nilsson - County of Warner  
Maryanne Sandberg - Willow Creek MD  
Allan Quinton - LPL Resource Centre

### Regrets

Blanche Anderson - Village of Carmangay  
Judy Perkin - Village of Champion  
Jordan Sailer - Town of Coaldale  
Amanda Bustard - Town of Nanton  
Melissa Jensen - Town of Nobleford  
Marilyn Forchuk - Town of Vauxhall

### Not Present

Jane Johnson - Village of Barnwell  
Brad Schlossberger - Town of Claresholm  
John Doney - Village of Glenwood  
Tony Bruder - Pincher Creek MD  
Kate Kindt - Town of Raymond



## 2026 Operating Budget Approved

The Board reviewed and approved its 2026 Operating Budget, with a forecast surplus of \$209.

## Policies Approved

The board reviewed and approved the following policies. All board policies are reviewed once every three years, or as necessary.

All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Gifts in Kind
- Records Retention
- Expenses
- Employee Benefits
- Hours of Work and Overtime
- Personnel Files

## Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



[facebook.com/chinookarch7](https://facebook.com/chinookarch7)



@chinooklibs



## INVITATION TO PARTICIPATE: WILLOW CREEK REGIONAL WASTE PROJECT

**To:** Regional Municipal Leadership, CAOs, and Public Works Directors

**From:** Willow Creek Regional Waste Management Services Commission (WCRWMSC), Municipal District of Willow Creek No 26 (MDWC) and Waste Gurus

**Date:** January 22, 2026

**Subject:** Collaborative Regional Pre-Feasibility Study & Technology Selection Catalyst

### 1. Project Vision: The Willow Creek Regional Waste-to-Energy (WtE) Project Pre-Feasibility

The WCRWMSC, in partnership with the MDWC, and Waste Gurus, is acting as the catalyst for an advanced WtE infrastructure project.

Our vision is to transition from traditional landfilling to a modern system that generates revenue through processing the waste in the region into energy. Recognizing that economies of scale are vital for WtE viability, we are inviting neighboring municipalities to join a **Regional Waste-to-Energy Collective**.

### 2. The Opportunity for Your Municipality

By joining this regional project at the pre-feasibility stage, your municipality can:

- **Access Specialized Expertise:** Leverage **Waste Gurus** as the technical lead for the **Pre-FEED** (Front-End Engineering Design) phase to ensure the type of technology looking to be selected is viable for the region's specific waste profile.
- **Cost Mitigation via Grants:** The catalyst partners will aggressively pursue **GMF (Green Municipal Fund)** grants and provincial funding. These grants can cover up to **50–80% of study costs**, significantly limiting the financial exposure for each participating municipality.
- **Data-Driven Decision Making:** Gain a precise understanding of your municipality's waste composition and how it contributes to a sustainable regional energy solution.

### 3. Pre-Feasibility Scope & Timeline

The primary objective of this initial phase is to determine the total regional "Feedstock Profile" (total tonnes per year of organic and combustible waste) and select the most compatible technology.

- **Invitation Closing Date: February 28, 2026.**
- **Regional Waste Audit & Pre-FEED Phase:** Will commence immediately following the closing of the invitation.

**NOTE:** If your municipality has had a recent waste audit conducted, please provide the report with your submission of interest.



- **Phase Duration and Cost:** The study will take approximately **6 to 12 months** to complete, and cost will depend on the number of municipalities and audit work needed for municipalities without one.
- **Technology Selection:** A "Shortlist of Technologies" will be determined based on the combined regional waste volume, ensuring the project is attractive for private investment or a public-private partnership (P3).

#### 4. Operational & Partnership Model

We are looking for partners who are interested in exploring various ownership models, including:

- **Commission-Owned / Third-Party Operated:** Lower risk for the region.
- **Build-Own-Operate-Transfer (BOOT):** Private sector funding with long-term regional asset transfer.
- **Joint Venture:** Shared risks and rewards between the Commission and technology partners.

#### 5. Next Steps

Municipalities interested in joining the **Willow Creek WtE Project** catalyst group are requested to provide a non-binding **Letter of Interest (LOI)** by the deadline. Please email your letter and waste audit report (if applicable), to [wcrlandfill@gmail.com](mailto:wcrlandfill@gmail.com).

**Technical and Grant Lead writing:** Waste Gurus and MDWC (Grant will need a municipality or Municipal owned corporation to submit the application)

**Administrative Lead:** WCRWMSC

If there are any questions about the process or concerns feel free to reach out to either of the contacts below;

Earl Hemmaway, Chairman  
WCRWMSC  
[earl.hemmaway@mdwillowcreek.com](mailto:earl.hemmaway@mdwillowcreek.com)  
403.625.6286

Cassie Bishop, Manager/CAO  
Willow Creek Regional Landfill  
[wcrlandfill@gmail.com](mailto:wcrlandfill@gmail.com)  
403.687.2603

Samir Hamid  
Waste Gurus  
[samir@wastegurus.ca](mailto:samir@wastegurus.ca)  
780.884.4994

Thank you for your consideration.

Respectfully,

  
Earl Hemmaway, Chairman  
WCRWMSC

**Subject:** Invitation to Southern Alberta Economic Summit

Dear SouthGrow and Friends,

You are formally invited to RSVP for this year's Southern Alberta Economic Summit, proudly hosted by SouthGrow and our partnering agencies as a collaborative effort.

Please support this initiative by:

1. Sharing this invitation with your council and administration and encouraging their participation
2. RSVP-ing yourself and attending to mingle, learn, and connect.
3. Pass this invitation along to community partners, non-profits, businesses, and interested parties.

RSVP and check out the lineup with this link here: <https://www.eventbrite.ca/e/southern-alberta-economic-tourism-summit-2026-tickets-1976482149314?aff=ebdsoporgprofile>

One final note: If anyone cannot attend due to financial pressures, or you know of someone who should attend but for whom cost is a barrier, please reach out and we will find a way to ensure they can be there.

Thank you!

Sincerely,



Peter Casurella

Executive Director

P: 403-394-0615

E: [peter.casurella@southgrow.com](mailto:peter.casurella@southgrow.com)

**Subscribe to Our Newsletter!**

