



AGENDA

Council Meeting

9:30 AM - Thursday, March 11, 2021
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

- 4 - 12 1. **County Council Meeting Minutes**
 [County Council Meeting Minutes - 11 Feb 2021](#)
- 13 - 14 2. **Joint Public Hearing Minutes**
 [Joint Public Hearing Minutes - Lethbridge County/Town of Coalhurst](#)
 [Amendment to IDP - 25 Feb 2021](#)

D. SUBDIVISION APPLICATIONS

- 15 - 21 1. **Subdivision Application #2021-0-013 – Lethbridge County**
 - Lot 11, Block 18, Plan 9611179 within SW1/4 7-10-23-W4M (Hamlet
 of Monarch)
 [Subdivision Application #2021-0-013 – Lethbridge County - Lot 11,](#)
 [Block 18, Plan 9611179 within SW1/4 7-10-23-W4M \(Hamlet of](#)
 [Monarch\)](#)
- 22 - 30 2. **Subdivision Application #2021-0-009 – Deboer**
 - Lot 1, Block 1, Plan 1710894 within NE1/4 12-10-24-W4M
 [Subdivision Application #2021-0-009 – Deboer - Lot 1, Block 1, Plan](#)
 [1710894 within NE1/4 12-10-24-W4M](#)
- 31 - 39 3. **Subdivision Application #2021-0-017 – Neher/Hohlebein**
 - Lots 6 & 7, Block 1, Plan 1712355, Lot 8, Block 1, Plan 1712357,
 Lot 1, Block 1, Plan 0812864 within the N1/2 5-10-21-W4M
 [Subdivision Application #2021-0-017 – Neher/Hohlebein - Lots 6 & 7,](#)
 [Block 1, Plan 1712355, Lot 8, Block 1, Plan 1712357, Lot 1, Block 1,](#)
 [Plan 0812864 within the N1/2 5-10-21-W4M](#)
- 40 - 46 4. **Subdivision Application #2021-0-014 – Postman**
 - NW1/4 25-10-24-W4M
 [Subdivision Application #2021-0-014 – Postman - NW1/4 25-10-24-](#)

E. PUBLIC HEARINGS

F. DELEGATIONS

47 - 66

9:45 a.m. - Ridge Utilities

[Ridge Utilities](#)

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

67 - 68

G.1.1. 2021 Capital Equipment - Pneumatic Tire Packer Budget Request

[2021 Capital Equipment - Pneumatic Tire Packer Budget Request](#)

G.2. COMMUNITY SERVICES

69 - 73

G.2.1. Bylaw 20-007 - Road Closure, Sale and Consolidation of a portion of Sidney Road within subdivision plan 4000AQ (Lucy-Howe Subdivision) - 2nd and 3rd Reading

[Bylaw 20-007 - Road Closure, Sale and Consolidation - 2nd and 3rd Reading](#)

74 - 90

G.2.2. Policy 217 - Community Peace Officer Policy: Communication System Policy

[Policy 217 - Peace Officer Policy: Communication System Policy](#)

91 - 98

G.2.3. Community Planning Association of Alberta (CPAA) - Annual Conference (Virtual) and Sponsorship

[Community Planning Association of Alberta \(CPAA\) - Annual Conference \(Virtual\) and Sponsorship](#)

99 - 100

G.2.4. Lethbridge County Economic Development Quarterly Report: December 2020 - March 2021

[Lethbridge County Economic Development Quarterly Report: December 2020 - March 2021](#)

101 - 122

G.2.5. Parking Bylaw Survey Results - Bylaw 20-017

[Parking Bylaw Survey Results](#)

G.3. CORPORATE SERVICES

123 - 124

G.3.1. Picture Butte Rural Crime Request

[Picture Butte Rural Crime Request](#)

125 - 131 G.3.2. **Municipal Operating Support Transfer (MOST) Program**
[Municipal Operating Support Transfer Program](#)

132 - 138 G.3.3. **2020 Year End Surplus Report**
[2020 Year End Surplus/Deficit Report](#)

G.4. ADMINISTRATION

139 - 144 G.4.1. **Policy 164 - Twinning Relationships**
[Policy 164 - Twinning Relationships](#)

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

145 - 148 1. **Lethbridge County Council Attendance Update - February 2021**
[Lethbridge County Council Attendance Update - February 2021](#)

J. CLOSED SESSION

1. **Hamlet of Turin - Lots for Sale (FOIP Section 25(1))**
2. **Offer to Purchase - Plan 104DS Block 3 Lots 3-5 (FOIP Section 25(1))**
3. **Request for Surface Lease - 17-10-24-W4 LSD 16 (Tamarack Valley Energy Ltd) (FOIP Section 16 & 25(1))**

K. ADJOURN



MINUTES

Council Meeting

9:30 AM - Thursday, February 11, 2021
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, February 11, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

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

A. CALL TO ORDER

Reeve Lorne Hickey called the meeting to order at 9:35 a.m.

B. ADOPTION OF AGENDA

412-2021 Councillor Benson MOVED that Lethbridge County Council approve the February 11, 2021 Council Meeting Agenda as presented.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

413-2021 Deputy Reeve S.Campbell MOVED that the January 13, 2021 Regular County Council Meeting Minutes be accepted as presented.

CARRIED

D. SUBDIVISION APPLICATIONS

D.1. Subdivision Application #2020-0-158 – De Kreek - NE¼ 20-10-22-W4M

414-2021 Deputy Reeve S.Campbell MOVED that the County Residential subdivision of NE1/4 20-10-22-W4 (Certificate of Title No. 091 079 986, 871 182 462), to subdivide out a 12.08-acre (4.89 ha) yard parcel from a 80-acre (48.08 ha) sized agricultural title for country residential use, and then consolidate the remnant 67.92-acres (27.49 ha) of agricultural land to the adjacent west 80-acre (32.40 ha) title, thereby creating an enlarged agricultural title of 147.92-acres (58.86 ha) in size; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.

2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final survey plan as prepared by an Alberta Land Surveyor illustrating the east-half agricultural land (the 67.92-acres or size as calculated on approved final survey plan) is consolidated to the adjacent west 80-acre title, so that the resulting title may not be further subdivided without Subdivision Authority approval.
4. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

**D.2. Subdivision Application #2021-0-005 – Royal Trailer Corp.
- Lot 5, Block 3, Plan 0814696 & Lot 11, Block 3, Plan 1312501**

415-2021 Councillor VanderVeen MOVED that the Industrial Subdivision of Lot 5, Block 3, Plan 0814696 & Lot 11, Block 3, Plan 1312501 within NE1/4 1-9-21-W4m (Certificate of Title No. 121 022 269 +4, 131 266 820), to reconfigure the property boundaries (property line adjustment) and size of two adjacent parcels, by subdividing 1.00 acres (0.405 ha) of land from a 4.03 acre (1.63 ha) industrial title and consolidate it to an adjacent west 1.00 acre (0.405 ha) title, thereby creating an enlarged industrial title 2.0 acres (0.81 ha) in size; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both shall enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and 1.00 acre portion of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two adjacent parcels (involving 1.00 acres to be subdivided from Lot 5, Block 3, Plan 0814696 and consolidated with Lot 11, Block 3, Plan 1312501 title), be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting title cannot be further subdivided without approval of the Subdivision Authority.
4. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

**D.3. Subdivision Approval #2016-0-122 Time Extension Request – Dar Ray Farms Ltd.
- S1/2 5-8-20-W4M (508 Agri-Business Park)**

416-2021 Councillor Benson MOVED that the subdivision finalization Time Extension for Application #2016-0-122 be granted as requested, for a period not to exceed May 7, 2021.

CARRIED

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

E.1. Bylaw 21-002 - Land Use Bylaw Amendment Hamlet Public/Institutional (HP/I) to Hamlet Residential (HR), Plan 9611179 Block 18 Lot 11 (Monarch Water Tower Site) - Public Hearing

Reeve Hickey called a recess to the Council Meeting, for the Public Hearing for Bylaw 21-002 at 10:00 am.

417-2021 Councillor VanderVeen MOVED that the Public Hearing for Bylaw 21-002 commence at 10:01 am.

CARRIED

Reeve Hickey asked three times if anyone from the public wished to speak in opposition of Bylaw 21-002.

No one came forward.

Reeve Hickey asked three times if anyone from the public wished to speak in favour of Bylaw 21-002.

No one came forward.

418-2021 Councillor Horvath MOVED that the Public Hearing for Bylaw 21-002 adjourn at 10:08 am.

CARRIED

Reeve Hickey reconvened the Council Meeting at 10:09 am.

419-2021 Councillor Zeinstra MOVED that Bylaw 21-002 - Land Use Bylaw Amendment Hamlet Public/Institutional to Hamlet Residential, Plan 9611179, Block 18, Lot 11 (Monarch Water Tower Site) be read a second time.

CARRIED

420-2021 Councillor VanderVeen MOVED that Bylaw 21-002 - Land Use Bylaw Amendment Hamlet Public/Institutional to Hamlet Residential, Plan 9611179, Block 18, Lot 11 (Monarch Water Tower Site) be read a third time.

CARRIED

F. DEPARTMENT REPORTS

F.1. Planning and Development Department 2020 Annual Report

421-2021 Councillor VanderVeen MOVED that the Planning and Development Department 2020 Annual Report be received for information.

CARRIED

Reeve Hickey recessed the meeting at 10:25 a.m.

The meeting reconvened at 10:30 a.m.

G. DELEGATIONS

10:30 a.m. - Lyle Adams - Picture Butte Rural Crime

Lyle Adams, President of the Picture Butte Rural Crime Association was present to request funding and media support from Lethbridge County. The funding request of \$1,000.00/year for five years will be brought to the March 11, 2021 Council Meeting.

G.1. MUNICIPAL SERVICES

G.1.1. Policy Revisions - Lethbridge County Vehicles and Equipment - Use, Inspection, Maintenance, and Personnel Policies

422-2021 Councillor VanderVeen MOVED that Policy 721 is adopted which amalgamates Policy 101 Use of Public/Private Vehicles by County Employees, 701 Fleet Definitions, 702 Vehicle Use: Traffic Laws & Operator Conduct, 703 Accident Reporting, Procedure, Liability, 704 Care of County Vehicle, 710 Defensive Drivers Training, 712 Distracted Driving, 713 Driver Training and Evaluation, 715 Daily Records, 716 Record Retention, 717 Safety Equipment, 718 Seat Belt Use which can be rescinded accordingly.

AND FURTHER that Policy 722 is adopted which amalgamates 704 Care of County Vehicle, Policy 713 Driver Training and Evaluation, 714 Maintenance and Inspection, 715 Daily Records, 716 Record Retention, 801 Maintenance of Equipment and Tools which can be rescinded accordingly.

AND FURTHER that Previous Policy 706 Alcohol and Drug Use is rescinded, currently represented by Policy 138.

AND FURTHER that Previous Policy 705 Mileage Reporting and Rental Rates is rescinded, currently represented by Policy 114 and 155.

CARRIED

G.2. COMMUNITY SERVICES

G.2.1. 11:00 a.m. – Bylaw 21-003 – Emergency Management Bylaw Update

Clayton Rutberg, Director of Emergency Management was in attendance to provide information with respect to the Emergency Management Bylaw Update.

423-2021 Councillor T.Campbell MOVED that Municipal Emergency Management Bylaw No. 21-003 be read a first time.

CARRIED

424-2021 Councillor Benson MOVED that Municipal Emergency Management Bylaw No. 21-003 be read a second time.

CARRIED

425-2021 Councillor Horvath MOVED that Council consider reading Municipal Emergency Management Bylaw No. 21-003 a third time.

CARRIED UNANIMOUSLY

426-2021 Deputy Reeve S.Campbell MOVED that Municipal Emergency Management Bylaw No. 21-003 be read a third time.

CARRIED

G.1.2 Policy Revisions – Recommendations for Policy 301, 304, 331, and 332

427-2021 Councillor Zeinstra MOVED that Policy 301 - Coverall Policy, Policy 304 - Road Authority Policy, Policy 331 - Gravel Sales Policy and Policy 332 - Tender Policy Pertaining to Gravel Crushing and Gravel Hauling are rescinded.

CARRIED

G.1.3 Notice of Motion Discussion

Councillor Zeinstra gave notice of motion that at the next regular Council Meeting he will make a motion recommending a speed reduction to allow heavy trucks on County gravel roads.

G.2.2. Parking Bylaw Survey Results

The Parking Bylaw Survey Results for Bylaw 20-017 Parking Bylaw was deferred to the March 11 Council Meeting.

G.2.3. Hamlet of Diamond City Growth Study

428-2021 Councillor Benson MOVED that County Council accept the Hamlet of Diamond City Growth Study as a guiding document for future growth and development within and adjacent to the Hamlet of Diamond City.

CARRIED

G.2.4. Hamlet of Shaughnessy Growth Study

429-2021 Councillor VanderVeen MOVED that County Council accept the Hamlet of Shaughnessy Growth Study as a guiding document for future growth and development within and adjacent to the Hamlet of Shaughnessy.

CARRIED

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

The meeting reconvened at 12:42 p.m. with all members of Council present as previously stated.

G.2.5. Development Permit Application 2021-008 - Landfill Gas Extraction Facility

430-2021 Councillor Horvath MOVED that County Council Approve Development Permit 2021-008 subject to the following conditions:

- The landfill gas waste facility and accessory building are to be located as per the submitted site plan.
- The applicant shall obtain all necessary approvals and authorizations required under the Environmental Protection and Enhancement Act (EPEA). Contact Alberta Environment and Parks - (403) 381-5332.
- Any further expansion of the facility would require additional approval.
- Approval of all Building Permits (includes Plumbing, Electrical, Gas permits, and Private Sewage Disposal Systems) must be obtained prior to commencement. Building Permits are obtained through Park Enterprises, #10, 491 W.T. Hill Blvd. South, Lethbridge. Phone - (403) 329-3747.
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the County Director of Public Operations (call 403-328-5525).

CARRIED

G.2.6. Development Permit Application 2021-014 - Litter Fence

- 431-2021 Councillor VanderVeen
- MOVED that County Council Approve Development Permit 2021-014 subject to the following conditions:
- The litter fencing is to be located as per the submitted site plan.
 - Any further expansion of the fencing would require additional approval.
 - Approval of all Building Permits (includes Plumbing, Electrical, Gas permits, and Private Sewage Disposal Systems) must be obtained prior to commencement. Building Permits are obtained through Park Enterprises, #10, 491 W.T. Hill Blvd. South, Lethbridge. Phone - (403) 329-3747.
 - Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the County Director of Public Operations (call 403-328-5525).

CARRIED

G.2.7. Development Permit Application 2021-013 - Hydrovac Waste Facility

- 432-2021 Councillor Benson
- That County Council Approve Development Permit 2021-013 subject to the following conditions:
- The hydrovac waste facility to be located as per the submitted site plan.
 - The applicant shall obtain all necessary approvals and authorizations required under the Environmental Protection and Enhancement Act (EPEA). Contact Alberta Environment and Parks - (403) 381-5332.
 - Any further expansion of the facility would require additional approval.
 - Approval of all Building Permits (includes Plumbing, Electrical, Gas permits, and Private Sewage Disposal Systems) must be obtained prior to commencement. Building Permits are obtained through Park Enterprises, #10, 491 W.T. Hill Blvd. South, Lethbridge. Phone - (403) 329-3747.
 - Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the County Director of Public Operations (call 403-328-5525).

CARRIED

G.3. CORPORATE SERVICES

G.3.1. Oldman Watershed Council Funding Request

- 433-2021 Councillor Zeinstra
- MOVED that County Council approve the funding request from the Oldman Watershed Council in the amount of \$4,866.00, based on a rate of \$0.47 cents per resident for 10,353 residents based on 2019 Municipal Affairs Population List, to be funded from the Council Operating Budget.

CARRIED

G.3.2. Financial Report - as of December 31, 2020

- 434-2021 Councillor VanderVeen
- MOVED that the Financial Report as of December 31, 2020 be received for information.

CARRIED

G.4. ADMINISTRATION

G.4.1. Picture Butte - Recreation Funding Agreement and ICF Agreement

- 435-2021 Councillor MOVED that the Council of Lethbridge County advise the Council of
Zeinstra the Town Picture Butte that the County will wait until the April 1st
deadline for ICF completion and let the Province of Alberta select an
arbitrator.
- CARRIED

G.4.2. Coal Policy

- 436-2021 Councillor MOVED that a letter be forwarded to Alberta Environment & Parks and
T.Campbell Alberta Energy regarding the Coal Policy.
- CARRIED

G.4.3. Town of Coalhurst Request

- 437-2021 Councillor MOVED that Lethbridge County supports the Town of Coalhurst's
VanderVeen (managing partner) submission of a 2020/2021 Alberta Community
Partnership - Intermunicipal Collaboration Grant application for a
Regional Stormwater Infrastructure Master Plan project, with no
matching contribution required.
- CARRIED

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

I.1. Lethbridge County Council Attendance Update - January 2021

- 438-2021 Councillor MOVED that Lethbridge County Council receive the report titled
Benson "Lethbridge County Council Attendance Update - January 2021",
identifying the activities and events attended by Lethbridge County
Council for the month of January 2021 as information.
- CARRIED

**Division 1
Reeve Lorne Hickey**

January 7	Meeting with CAO
January 8	Mayors and Reeves
January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 20	Alberta Cattle Feeders' Association Members Townhall
January 20	Meeting with CAO
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update

**Division 2
Councillor Tory Campbell**

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 18	Virtual Southern Regional Stormwater Drainage Committee Meeting

January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update

Division 3
Councillor Robert Horvath

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update

Division 4
Councillor Ken Benson

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update

Division 5
Councillor Steve Campbell

January 5	Exhibition Park Board Meeting
January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 20	Alberta Cattle Feeders' Association Members Townhall
January 20	Exhibition Park Committee Meeting
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update
January 26	Exhibition Park Special Board Meeting
January 28	Exhibition Park AGM

Division 6
Councillor Klaas VanderVeen

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 20	Economic Development Lethbridge
January 21	2021 Virtual Provincial ASB Conference
January 29	SAEWA Board Meeting

Division 7
Councillor Morris Zeinstra

January 13	Lethbridge County Council Meeting
January 15	Foothills Little Bow Municipal Association
January 21	2021 Virtual Provincial ASB Conference
January 26	Council Workshop Regarding MDP Review and Update
	Met with Ratepayers throughout the month

J. CLOSED SESSION

K. ADJOURN

439-2021	Councillor Zeinstra	MOVED that the Lethbridge County Council Meeting adjourn at 1:44 p.m.	CARRIED
----------	------------------------	--	---------

Reeve

CAO



MINUTES

Joint Public Hearing - Lethbridge County/Town of Coalhurst Amendment to IDP Meeting

9:00 AM - Thursday, February 25, 2021
Council Chambers

The Joint Public Hearing - Lethbridge County/Town of Coalhurst Amendment to IDP was called to order on Thursday, February 25, 2021, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Lorne Hickey
Councillor Morris Zeinstra
Councillor Tory Campbell
Councillor Robert Horvath
Councillor Steve Campbell
Councillor Klaas VanderVeen
Chief Administrative Officer, Ann Mitchell
Director of Community Services, Larry Randle
Director of Public Operations, Jeremy Wickson
Infrastructure Manager, Devon Thiele
Information Technology Manager, Doug Burke
Supervisor of Planning & Development, Hilary Janzen
Executive Assistant, Candice Robison

EXCUSED: Councillor Ken Benson

ALSO PRESENT VIA TEAMS: Town of Coalhurst Council
Town of Coalhurst CAO & Senior Staff
Diane Horvath, ORRSC Planner
Steve Harty, ORRSC Planner

A. CALL TO ORDER

Reeve Lorne Hickey called the Council Meeting to order at 9:04 a.m.

B. ADOPTION OF AGENDA

440-2021 Councillor Zeinstra MOVED that Lethbridge County Council approve the February 25, 2021 Joint Public Hearing - Lethbridge County/Town of Coalhurst Amendment to IDP Agenda as presented.

CARRIED

C. ELECTION OF CHAIR

441-2021 Town of Coalhurst Mayor Dennis Cassie MOVED that Ron Lagemaat be appointed as Chair of the Public Hearing.

CARRIED

D. **PUBLIC HEARING**

D.1. **Lethbridge County Bylaw 20-023 and Town of Coalhurst Bylaw 421-20-
Amendment to the Lethbridge County/Town of Coalhurst Intermunicipal
Development Plan (Bylaw 1434) - Joint Public Hearing**

Reeve Hickey called a recess to the Meeting, for the Public Hearing for Bylaw 20-023 at 9:06 a.m.

Chair Ron Lagemaat called the Public Hearing open at 9:07 a.m.

Supervisor of Planning & Development Hilary Janzen and ORRSC Planner, Diane Horvath, provided an overview of the amendments to the Lethbridge County/Town of Coalhurst Intermunicipal Development Plan.

Chair Ron Lagemaat asked if anyone from the public wished to speak in opposition of Bylaw 20-023.

No one came forward.

Chair Ron Lagemaat asked if anyone from the public wished to speak in favour of Bylaw 20-023.

No one came forward.

442-2021	Town of Coalhurst Councillor Elizabeth Christensen	MOVED that the Public Hearing for Bylaw 20-023 adjourn at 9:18 a.m. <div style="text-align: right;">CARRIED</div>
----------	--	--

Reeve Hickey reconvened the Council Meeting at 9:19 a.m.

443-2021	Councillor S.Campbell	MOVED that Bylaw 20-023 (Lethbridge County) - Amendment to the Lethbridge County/Town of Coalhurst Intermunicipal Development Plan (Bylaw 1434) be read a second time. <div style="text-align: right;">CARRIED</div>
----------	-----------------------	---

444-2021	Councillor Horvath	MOVED that Bylaw 20-023 (Lethbridge County) - Amendment to the Lethbridge County/Town of Coalhurst Intermunicipal Development Plan (Bylaw 1434) be read a third time. <div style="text-align: right;">CARRIED</div>
----------	--------------------	--

E. **ADJOURN**

445-2021	Councillor Zeinstra	MOVED that the Meeting adjourn at 9:23 a.m. <div style="text-align: right;">CARRIED</div>
----------	---------------------	--

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-013 – Lethbridge County
- Lot 11, Block 18, Plan 9611179 within SW1/4 7-10-23-W4M (Hamlet of Monarch)

Meeting: Council Meeting - 11 Mar 2021

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

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

Approved - 24 Feb 2021
Approved - 24 Feb 2021
Approved - 25 Feb 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The application is to subdivide an existing title 0.9-acres in size, and create 5 equal-lots, approximately 0.18 acres or 51 x 150 ft. each respectively in size, for hamlet residential use. The proposal meets the hamlet subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-013 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The title is owned by Lethbridge County and Council has authorized the former Hamlet of Monarch water tower site to be subdivided and sold for hamlet residential purposes.
- On February 11, 2021, Council redesignated the parcel from 'Hamlet Public/Institutional (HP/I)' to the appropriate 'Hamlet Residential (HR)' land use district (Bylaw 21-002) in order to accommodate the subdivision and residential land use.
- This subdivision is possible with the provision of municipal water and sewage in the hamlet.

BACKGROUND INFORMATION:

The present parcel title is owned by Lethbridge County and is the site of the former hamlet water tower. As the tower infrastructure is no longer needed, the County has decommissioned and removed the water tower structure from the land (part of 2020 budget) which now enables the residential lot subdivision.

As the subject parcel is 255 feet wide by 150 feet in depth, this will enable five good sized residential lots to be created that exceed the bylaw's required 50 x 100 ft. minimum lot size stipulations as each lot will be approximately 51 x 150 ft. each in size. The lots' rear yards will back onto the community park area to the east which contains the community hall and playground. All the lots will have direct legal and road access to Edward's Street to the west. The County will install municipal water and sewer stub-ins so the lots have access to the hamlet infrastructure system.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a hamlet residential subdivision and the Hamlet Residential - HR land use district standards. As the title is owned by Lethbridge County the subdivision may be approved with basic municipal conditions.

The application was circulated to the required external agencies with no concerns expressed regarding the application and no utility easements are requested.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve and the parcel would remain as is. This would negate the County's work, process and costs already experienced in facilitating the subdivision to move forward and enable Monarch to accommodate new residential growth opportunities.

FINANCIAL IMPACT:

The County is responsible for the costs of subdivision, surveying and providing service stub-ins to the lots (the cost to install services is approximately \$10,000 per lot) but will recoup costs with the sale of the individual land titles (estimated to be between \$50,000 and \$60,000 per lot). It is noted the future tax situation will change with an increase in additional residential taxes paid to the County.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations, the Hamlet Residential - HR land use district standards, and the municipal subdivision policies as stated in the Land Use Bylaw.

ATTACHMENTS:

[5A 2021-0-013 Lethbridge County APPROVAL](#)
[2021-0-013 Lethbridge County Diagrams](#)

RESOLUTION

2021-0-013

Lethbridge County

Residential subdivision of Lot 11, Block 18, Plan 9611179 within SW1/4 7-10-23-W4M (Hamlet of Monarch)

THAT the Residential subdivision of Lot 11, Block 18, Plan 9611179 within SW1/4 7-10-23-W4M (Certificate of Title No. 961 130 719), to subdivide an existing title 0.9-acres (0.36 ha) in size, and create 5 equal-lots, approximately 0.18 acres (0.07 ha) or 51 x 150 ft. each respectively in size, for hamlet residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That the applicant submits a subdivision Final Plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.
2. That any easement(s) as required by the municipality shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority has determined all the proposed lots meet and exceed the land use bylaw stipulated 50 x 100' minimum lot size requirements and conform to the Hamlet Residential (HR) land use district standards.
4. This subdivision is possible with the provision of municipal water and sewage infrastructure in the Hamlet of Monarch and each of the lots will be serviced by the County hamlet water and sewer services.

INFORMATIVE:

- (a) Municipal Reserve is not required since it complies with Section 663(c) of the MGA.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) TELUS Communications Inc. has no objections.
- (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 or by calling (403) 514-4783 for any questions.

- (f) ATCO Gas has no need for a Utility Right of Way on the subject property at this time, and therefore has no objection to the proposed subdivision.

2021-0-013
Page 1 of 2

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to hp.circulations@atco.com.
- (h) Alberta Health Services has no objection.
- (i) Lethbridge Northern Irrigation District has no concerns.
- (j) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“Reference your file to create five (5) parcels for residential use at the above noted location.

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

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

To that end, the parcels to be created will be well removed from Highway 3A with indirect access to the highway being gained solely by way of the local road system. As such, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the five (5) residential parcels as proposed would have any appreciable impact on the highway.

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

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

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the five (5) residential parcels could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

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

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

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

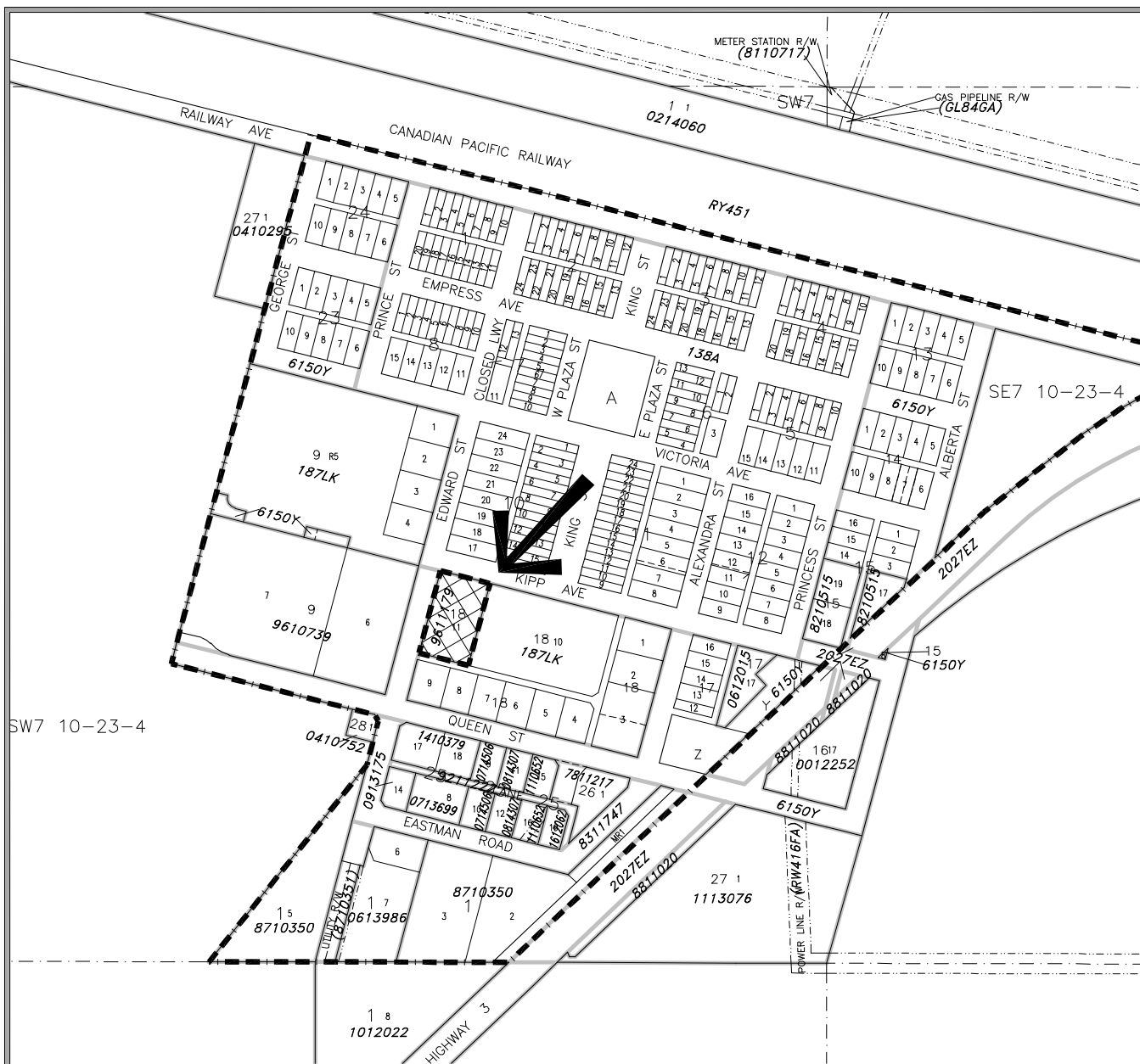
- (k) Canada Post has no comments.

MOVER

REEVE

DATE

2021-0-013
Page 2 of 2



SUBDIVISION LOCATION SKETCH

LOT 11, BLOCK 18, PLAN 9611179 WITHIN

SW 1/4 SEC 7, TWP 10, RGE 23, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

(HAMLET OF MONARCH)

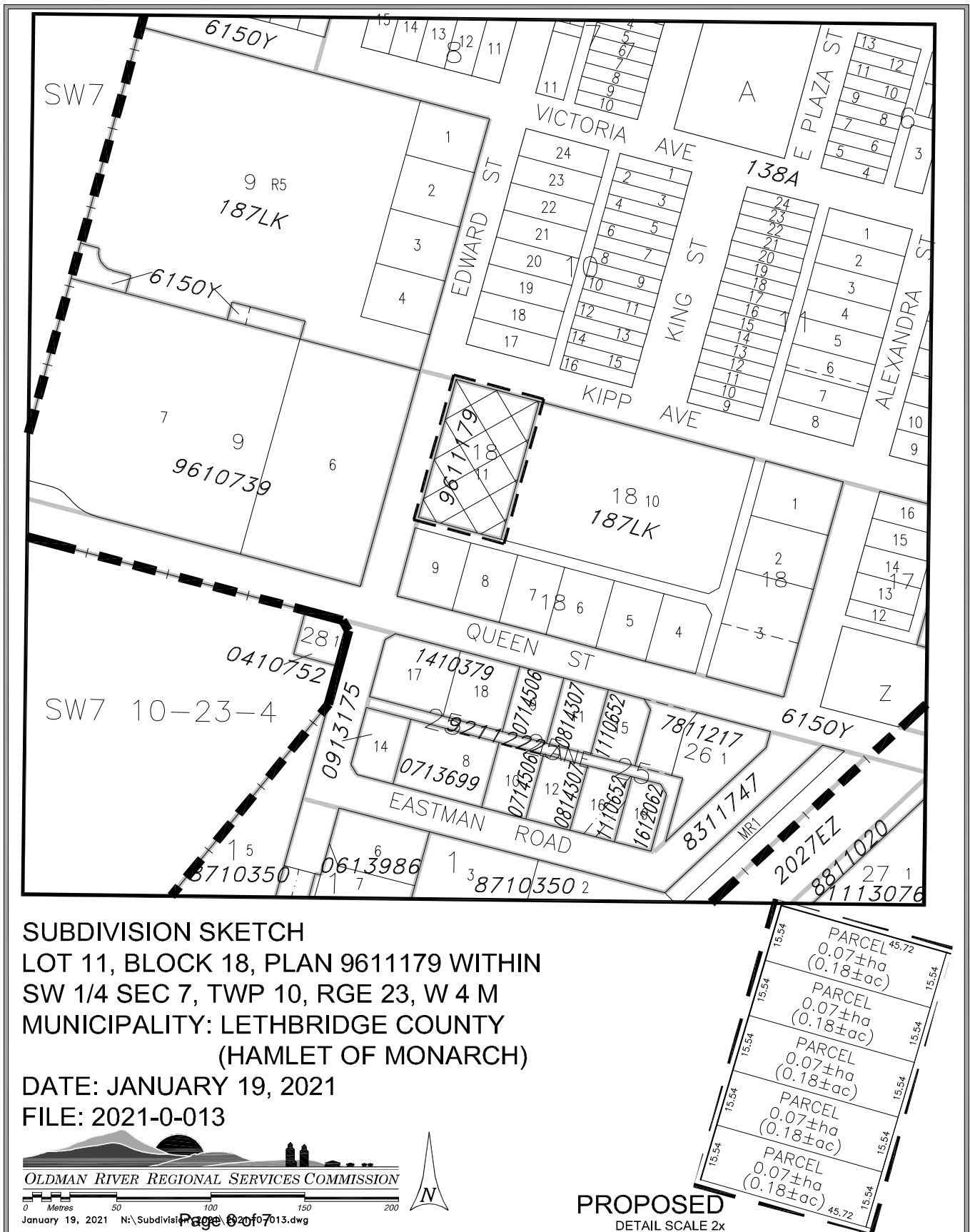
DATE: JANUARY 19, 2021

FILE: 2021-0-013

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, AB T1H 5E5
NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



January 19, 2021 N:\Support\2021\2021-0-013.dwg



SUBDIVISION SKETCH

LOT 11, BLOCK 18, PLAN 9611179 WITHIN

SW 1/4 SEC 7, TWP 10, RGE 23, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

(HAMLET OF MONARCH)

DATE: JANUARY 19, 2021

FILE: 2021-0-013



SUBDIVISION SKETCH

LOT 11, BLOCK 18, PLAN 9611179 WITHIN

SW 1/4 SEC 7, TWP 10, RGE 23, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY
(HAMLET OF MONARCH)

DATE: JANUARY 19, 2021

FILE: 2021-0-013



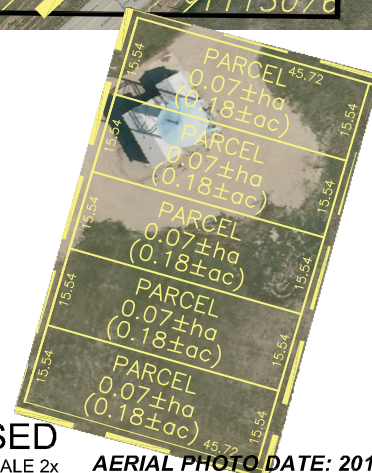
0 50 100 150 200
Metres
January 19, 2021 N:\Subdivision\2021\013.dwg



Page 7 of 7

PROPOSED

DETAIL SCALE 2x



AERIAL PHOTO DATE: 2018

AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-009 – Deboer
- Lot 1, Block 1, Plan 1710894 within NE1/4 12-10-24-W4M

Meeting: Council Meeting - 11 Mar 2021

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

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

Approved - 24 Feb 2021
Approved - 24 Feb 2021
Approved - 25 Feb 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The application is to resplit an 8.97 acre parcel into two titles, being 5.95 and 3.02 acres each respectively in size, for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-009 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposed subdivision is a resplit of a small title less than 20-acres in size and meets the subdivision criteria of the Land Use Bylaw No. 1404.
- The proposal complies with the subdivision standards and the proposed parcel sizes both conform to the bylaw's required minimum 2.0 acres.
- Site servicing is met: Water is provided to both residences by the LNID to a private dugout and self-treated. Sewage is treated by two individual on-site septic fields that will remain within the confines of its own property boundary once subdivided. Access is provided from the east municipal road allowance with individual approaches in place.
- There are no abandoned gas wells located in proximity of this proposal and it well exceeds any applicable MDS to any neighboring confined feeding operations (CFOs) in the area.

BACKGROUND INFORMATION:

Located approximately ¼-mile northwest of the Hamlet of Monarch, 1½-miles west of Highway 23. The proposal is to split a former farmyard with two family residences and create separate titles for each yard and family.

The proposed north yard lot (5.95 acres) contains a dwelling, garage, horse paddock and extensive landscaping, while the proposed south yard (3.02 acres) contains a second farm residence, Quonset, and tree shelter-belt. The property line separation is to occur approximately 7.7 m south of the garage which complies with the land use bylaw's stipulated 6.1 m minimum setback requirement. Both yards and dwellings have private utilities to their yards to provide gas and electrical power service.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for the subdivision of a resplit of an existing farm yard title less than 20-acres in size.

The application was circulated to the required external agencies with no concerns expressed regarding the application and no utility easements are requested.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied the subdivision criteria is met. Such a decision may be appealed by the applicants.

FINANCIAL IMPACT:

None, and the existing tax situation will remain the same.

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[5A 2021-0-009 Lethbridge County APPROVAL](#)
[2021-0-009 Lethbridge County Diagrams](#)

RESOLUTION

2021-0-009

Lethbridge County

Country Residential subdivision of Lot 1, Block 1, Plan 1710894 within NE1/4 12-10-24-W4M

THAT the Country Residential subdivision of Lot 1, Block 1, Plan 1710894 within NE1/4 12-10-24-W4M (Certificate of Title No. 171 080 043), to resplit an 8.97 acre (3.63 ha) parcel into two titles, being 5.95 and 3.02 acres (2.41 & 1.22 ha) each respectively in size, for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a subdivision Final Plan as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided as approved.

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 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority has determined that as the proposed subdivision is for a resplit of an existing farm yard title less than 20-acres in size, this proposal is eligible for subdivision consideration and meets the criteria of the County's Land Use Bylaw.
4. The proposal meets the minimum lot sizes required, conforms to the subdivision criteria, and no objections or concerns have been received in regards to the proposal.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) The proposal is eligible for subdivision consideration as the parent ¼-section title complies with section 1(1)(j) of the provincial MGA, Subdivision and Development Regulation, Alberta Regulation 43/2002 with amendments.
- (e) TELUS Communications Inc. has no objections.

2021-0-009
Page 1 of 3

- (f) 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 or by calling (403) 514-4783 for any questions.

- (g) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) # 811 17 533.

Therefore, ATCO Gas has no objection to the proposed subdivision.

- (h) ATCO Gas and Pipelines Ltd. – Maira Wright, Sr. Administrative Coordinator:

“The Engineering Department of ATCO Transmission, (a division of ATCO Gas and Pipelines Ltd.) has reviewed the above named plan and has no objections subject to the following conditions:

1. Any existing land rights shall be carried forward in kind and registered on any newly created lots, public utility lots, or other properties.
2. Ground disturbances and surface works within 30 meters require prior written approval from ATCO Transmission before commencing any work.
 - Municipal circulation file number must be referenced; proposed works must be compliant with ATCO Transmission requirements as set forth in the company's conditional approval letter.
 - Contact ATCO Transmission Land Department at 1-888-420-3464 or landadmin@atco.com for more information.
3. Parking and/or storage is not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
4. Encroachments are not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
5. Any changes to grading that alter drainage affecting ATCO Transmission right-of-way or facilities must be adequate to allow for ongoing access and maintenance activities.
 - If alterations are required, the cost will be borne by the developer/owner.
6. Any revisions or amendments to the proposed plans(s) must be re-circulated to ATCO Transmissions for further review.

If you have any questions or concerns, please contact the undersigned at Maira.Wright@atco.com.”

- (i) Lethbridge Northern Irrigation District – Alan Harrold, General Manager:

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

1. Since water is currently provided by the LNID to a private dugout and is self-treated for the two (2) residences within the existing 8.97 acre parcel, a water agreement suitable to meet the needs of the proposed new subdivision is required prior to the LNID's signing of the subdivision plan. As the delivery is on the Lateral B6 pipeline, a landowner construction contribution of \$3,150 including GST is required for this parcel
2. Easements for the subdivided parcels for access to water from the District's works must be in place for the supply of domestic water.
3. Any alteration to District works required as a result of this subdivision is subject to District approval and payment by the applicant of all applicable costs.

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

- (j) Alberta Health Services has no objections.

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

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

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

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

To that end, the parcel to be created and remnant land will be well removed from Highway 3A with indirect access to the highway being gained solely by way of the local road system. As such, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the country residential parcel as proposed would have any appreciable impact on the highway.

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

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

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

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

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

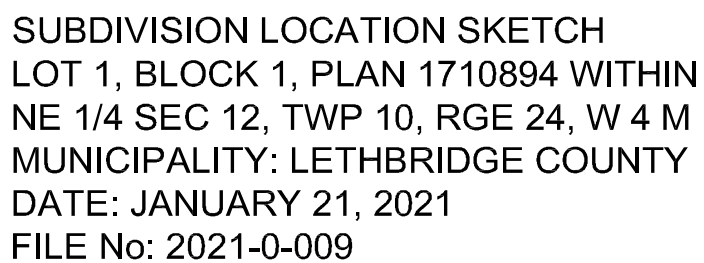
Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far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

- (l) Canada Post has no comments.

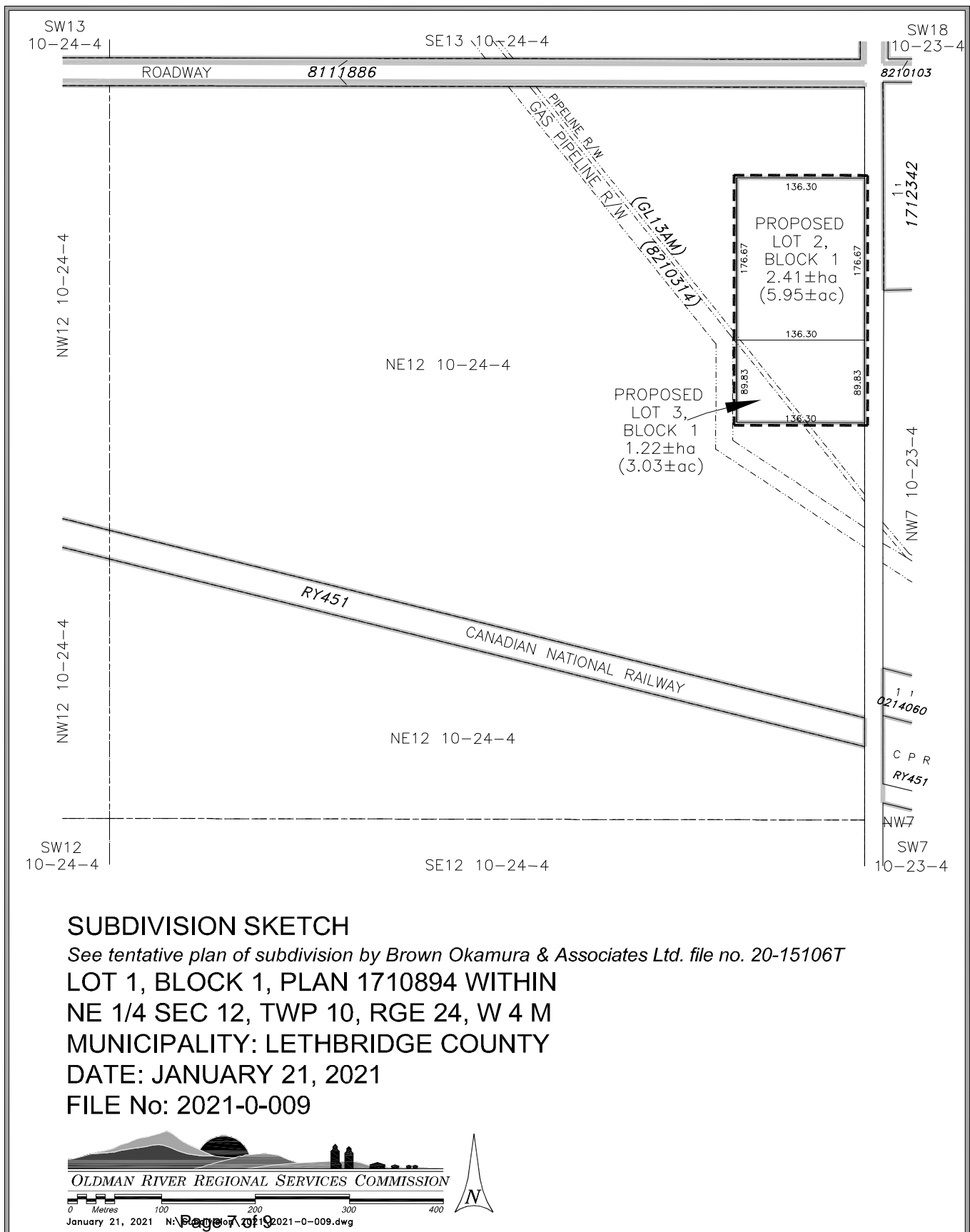
MOVER

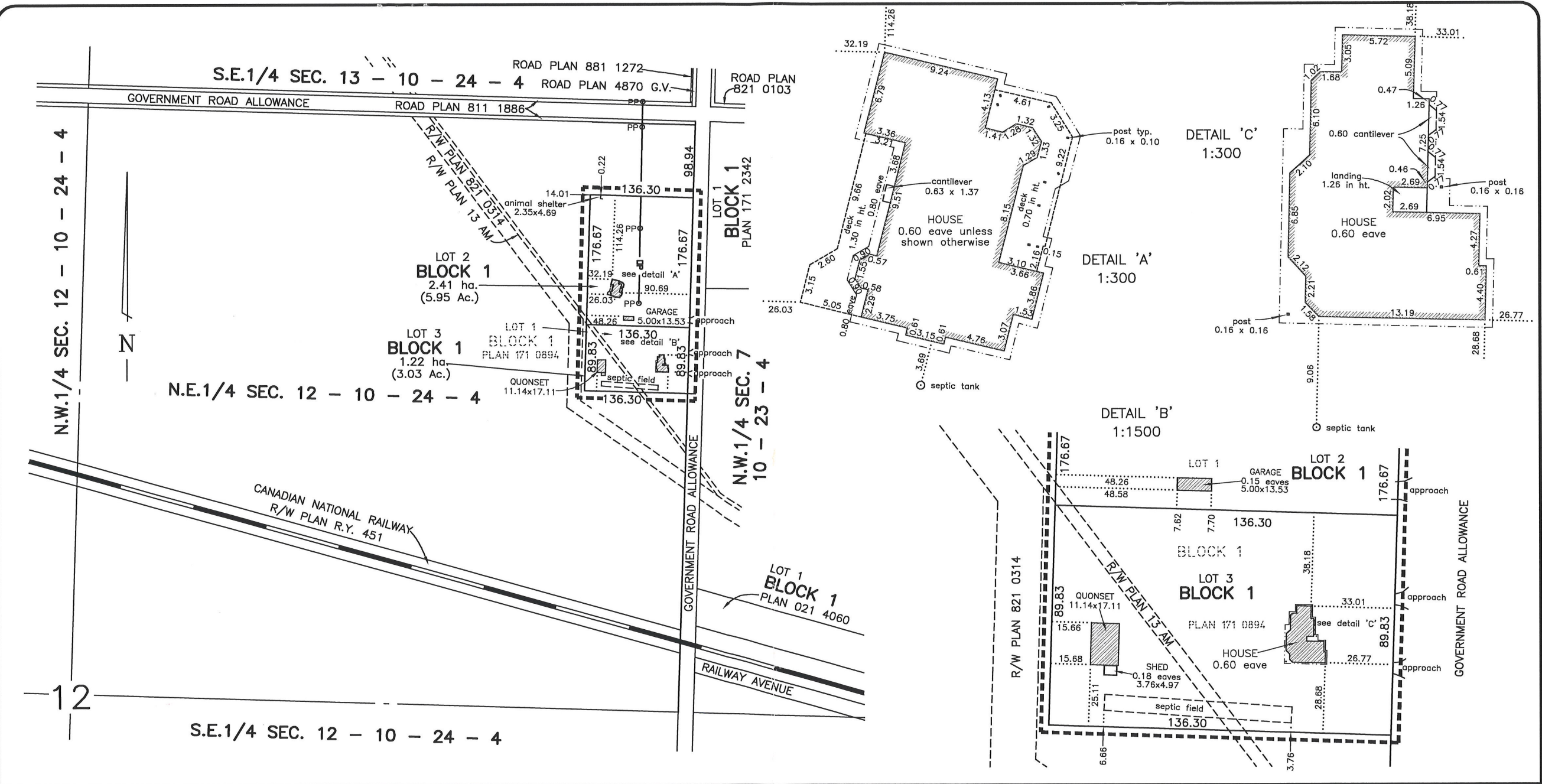
REEVE



DATE



January 21, 2021 N:\Supply\2021\2021-0-009.dwg





				J & B LAND & CATTLE		 brown okamura & associates ltd. Professional Surveyors 2830 - 12th Avenue North, Lethbridge, Alberta T1H 5J9			
NO.	REVISION		DATE	BY	TENTATIVE PLAN SHOWING SUBDIVISION of all of LOT 1; BLOCK 1; PLAN 171 0894 all within N.E.1/4 SEC. 12, TWP. 10, RGE. 24, W.4 M. Lethbridge County		APPROVED  D. J. Amantea, A.L.S.	DRAWN CJB CHECKED DJA SCALE 1:5000	DATE JAN. 12/21 JOB 20-15106 DRAWING 20-15106T
Improvements shown were surveyed on December 8th, 2020									
NOTE : Portion to be approved is outlined thus ----- and contains approximately 3.63 ha. Distances are in metres and decimal parts thereof.									
Distances and areas are approximate and are subject to change upon final survey.									

AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-017 – Neher/Hohlebein
- Lots 6 & 7, Block 1, Plan 1712355, Lot 8, Block 1, Plan 1712357, Lot 1, Block 1, Plan 0812864 within the N1/2 5-10-21-W4M

Meeting: Council Meeting - 11 Mar 2021

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

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

Approved - 24 Feb 2021
Approved - 24 Feb 2021
Approved - 25 Feb 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The application is to reconfigure the property boundaries and title acreage size amounts of four adjacent parcels through subdivision and consolidation, by adjusting titles 36.82, 8.95, 20.06 & 58.51 acres in size, and creating new titles 37.16, 12.60, 30.62 & 44.05 acres in size, for agricultural and county residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-017 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for subdivision consideration in accordance with the County's subdivision criteria as a reconfiguration of titles, with no additional titles being created above what presently exist. In this situation, separate standalone titles are not being created, but the land being subdivided and consolidated is between existing titles.
- The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the four adjacent parcels, are to 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.
- The property boundaries reconfiguration does not compromise any municipal standards and it will not significantly change the current parcel configuration. The proposal is a minor boundary adjustment to facilitate landowners' interests and has no impacts or cost to the municipality.

BACKGROUND INFORMATION:

Located immediately west of the Oldman River boundary, approximately 1-mile east of the Hamlet of Diamond City. The proposal is to accommodate a land swap and property line adjustment between adjacent titles.

The larger 58.51 acre west parcel is largely pasture coulee land and it contains the main portion of an existing private driveway/roadway that goes into the river bottom, and which also provides access to the adjacent neighboring titles. One of the main purposes of the application is that the three existing smaller parcels situated immediately west of the river will all have their west property lines adjusted to use the existing access road for their boundary. All the existing parcels take legal access from the private road which is provided through historical long-standing easement agreements. This will not change with the subdivision and consolidation process proposed.

The proposal is to also enable the larger west title (Lot 8, Block 1, Plan 1712357) and the southeast title yard (Lot 1, Block 1, Plan 0812864) to perform a land swap and adjustment in the west corner. Currently located in this area are some sheds, shrubs, fencing and small corrals and animal shelters that are split between the titles owned by the same landowner who would like them all located together on the east adjusted yard title. The existing dwellings are serviced by the Lethbridge North County Potable Water Co-op and have private septic tank systems and fields for sewage. This will not change with the subdivision/consolidation approval.

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

The land is identified as potentially containing Historical Resources of a category HRV 5a,P (archaeological & paleontological) and a smaller area of HRV 4a (archaeological) on the western portion coulee lands. As the subject lands partially overlap areas identified as having an HRV 4 in the Listing of Historic Resources, provincial Historical Resources Act approval is required. This is included as a condition on the tentative approval.

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None, and the existing tax situation will remain the same.

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[5A 2021-0-017 Lethbridge County APPROVAL](#)
[2021-0-017 Lethbridge County Diagrams](#)

RESOLUTION

2021-0-017

Lethbridge County

Agricultural and Country Residential subdivision of Lots 6 & 7, Block 1, Plan 1712355, Lot 8, Block 1, Plan 1712357, Lot 1, Block 1, Plan 0812864 within the N1/2 5-10-21-W4M.

THAT the Agricultural and Country Residential subdivision of Lots 6 & 7, Block 1, Plan 1712355, Lot 8, Block 1, Plan 1712357, Lot 1, Block 1, Plan 0812864 within the N1/2 5-10-21-W4M (Certificate of Title No. 171 271 526, 171 271 526 +1, 171 271 534, 101 023 818), to reconfigure the layout (property boundaries) and title acreage size amounts of four adjacent parcels through subdivision and consolidation, by adjusting titles 36.82, 8.95, 20.06 & 58.51 acres (14.9, 3.58, 8.12, & 23.68 ha) in size, and creating new titles 37.16, 12.60, 30.62 & 44.05 acres (15.04, 5.10, 12.39 & 17.83 ha) respectively in size, for agricultural and county residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a surveyed Final Plan as prepared by an Alberta Land Surveyor. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the four adjacent parcels, are to 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 existing access easements for all the property owners shall remain as registered on title(s) to enable land owners to continue to use the private road access.
5. That the applicant is responsible for submitting a Historic Resources (HR) Application to Alberta Culture and Tourism via the Online Permitting and Clearance (OPaC) system. The applicant must meet any requirements of the Director of Alberta Culture and Tourism for Historical Resources, and must provide to the Subdivision Authority a copy in writing of the Historical Resources Act clearance prior to final endorsement.
6. That any easement(s) as required by utility companies or the municipality shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed property boundary realignment subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Approval Authority of Lethbridge County has determined the proposed subdivision is a reconfiguration of titles and meets the subdivision criteria of the Land Use Bylaw, with no resulting increase in title density. In this situation, separate standalone titles are not being created, but the land being subdivided and consolidated is between adjacent existing titles.
4. No objection or concerns have been received regarding the proposal and the Subdivision Authority has determined the resulting configuration and parcel sizes are suitable for the intended purpose.

2021-0-017
Page 1 of 2

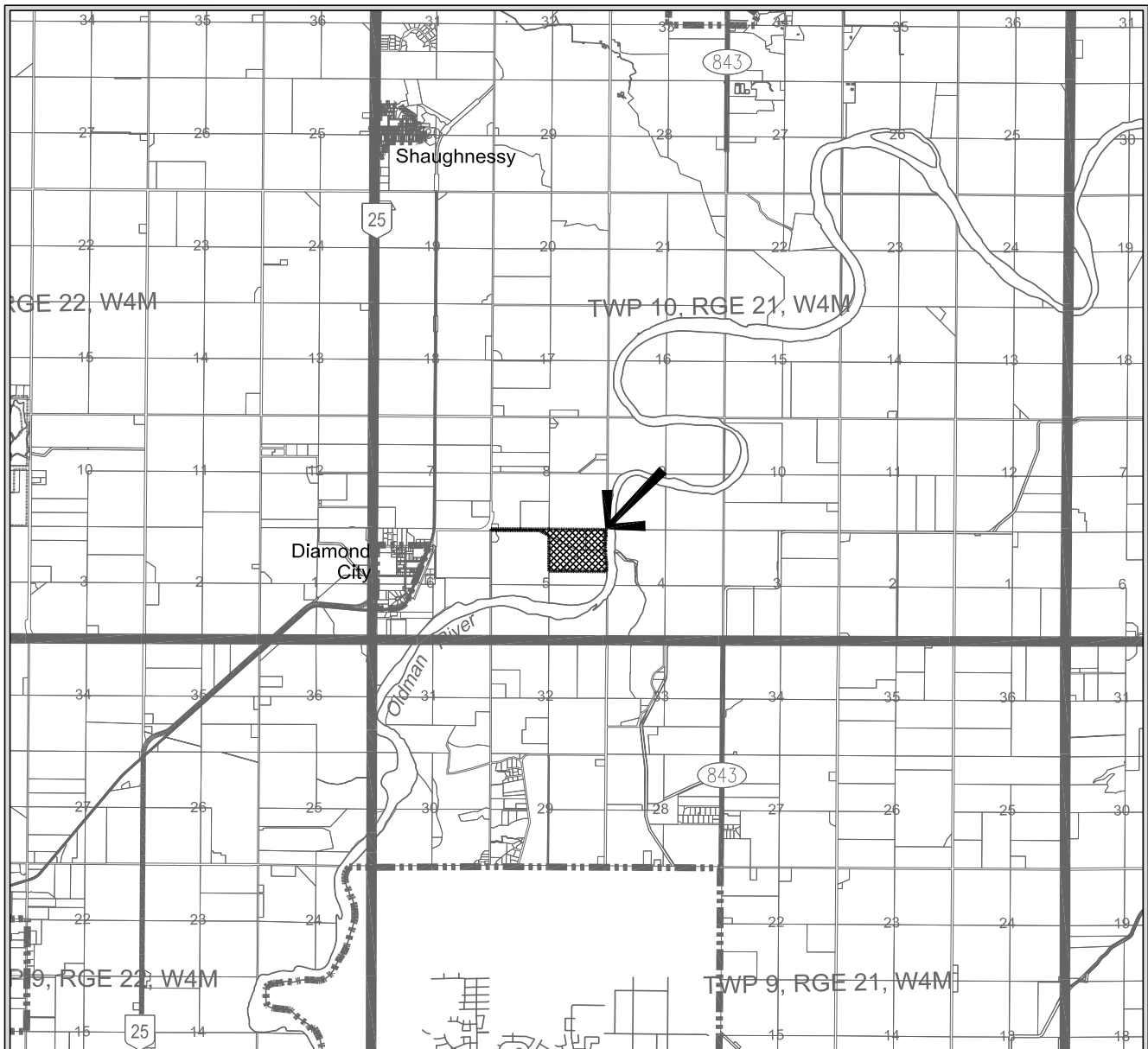
INFORMATIVE:

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

MOVER

REEVE

DATE



SUBDIVISION LOCATION SKETCH

LOT 1, BLOCK 1, PLAN 0812864 ; LOT 6 & 7, BLOCK 1, PLAN 1712355
& LOT 8, BLOCK 1, PLAN 1712357

ALL WITHIN N 1/2 SEC 5, TWP 10, RGE 21, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: FEBRUARY 8, 2021

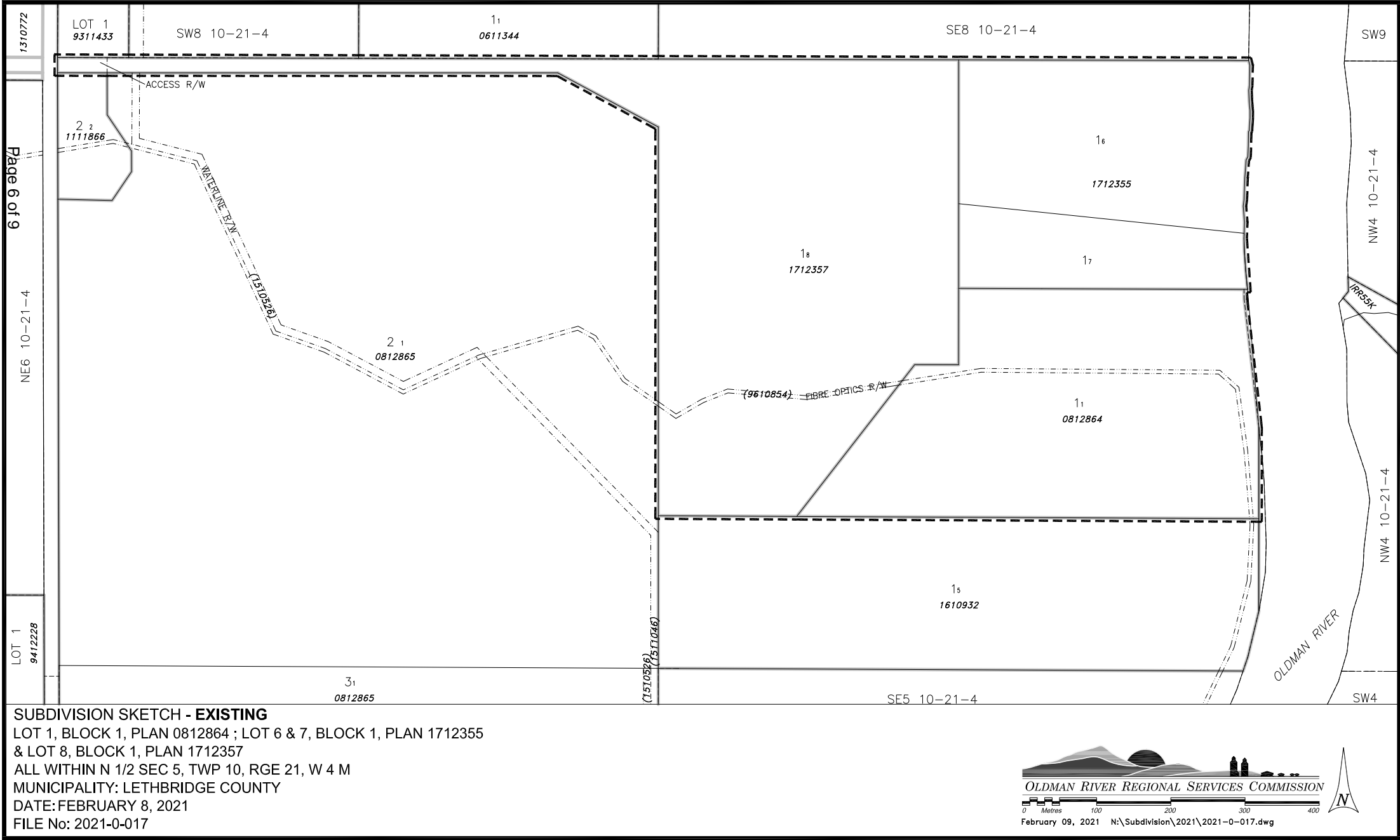
FILE No: 2021-0-017

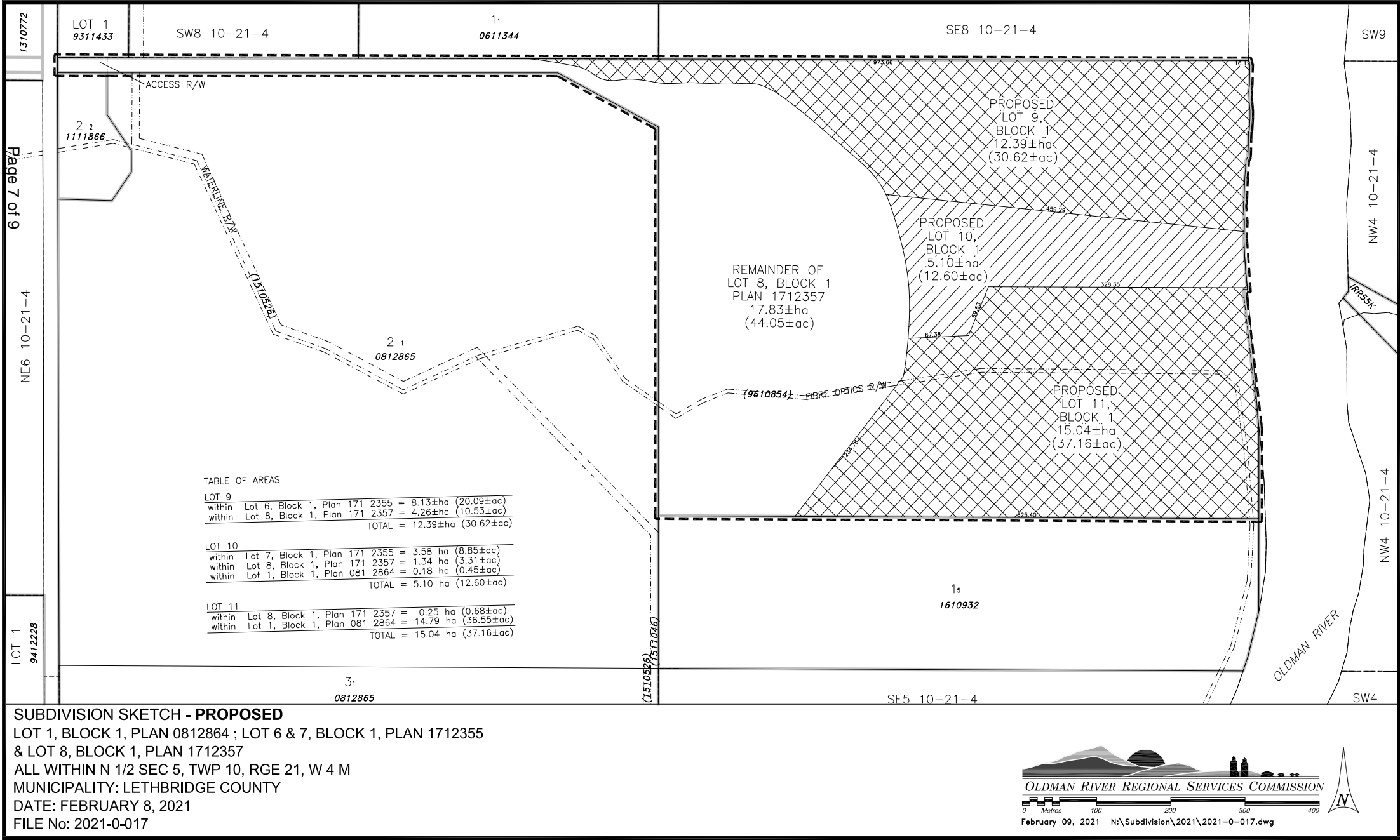
MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 18th AVENUE NORTH, LETHBRIDGE, AB T1V 2E5
NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



February 09, 2021 N:\Subdivision\2021\2021-0-017.dwg

Page 5 of 9







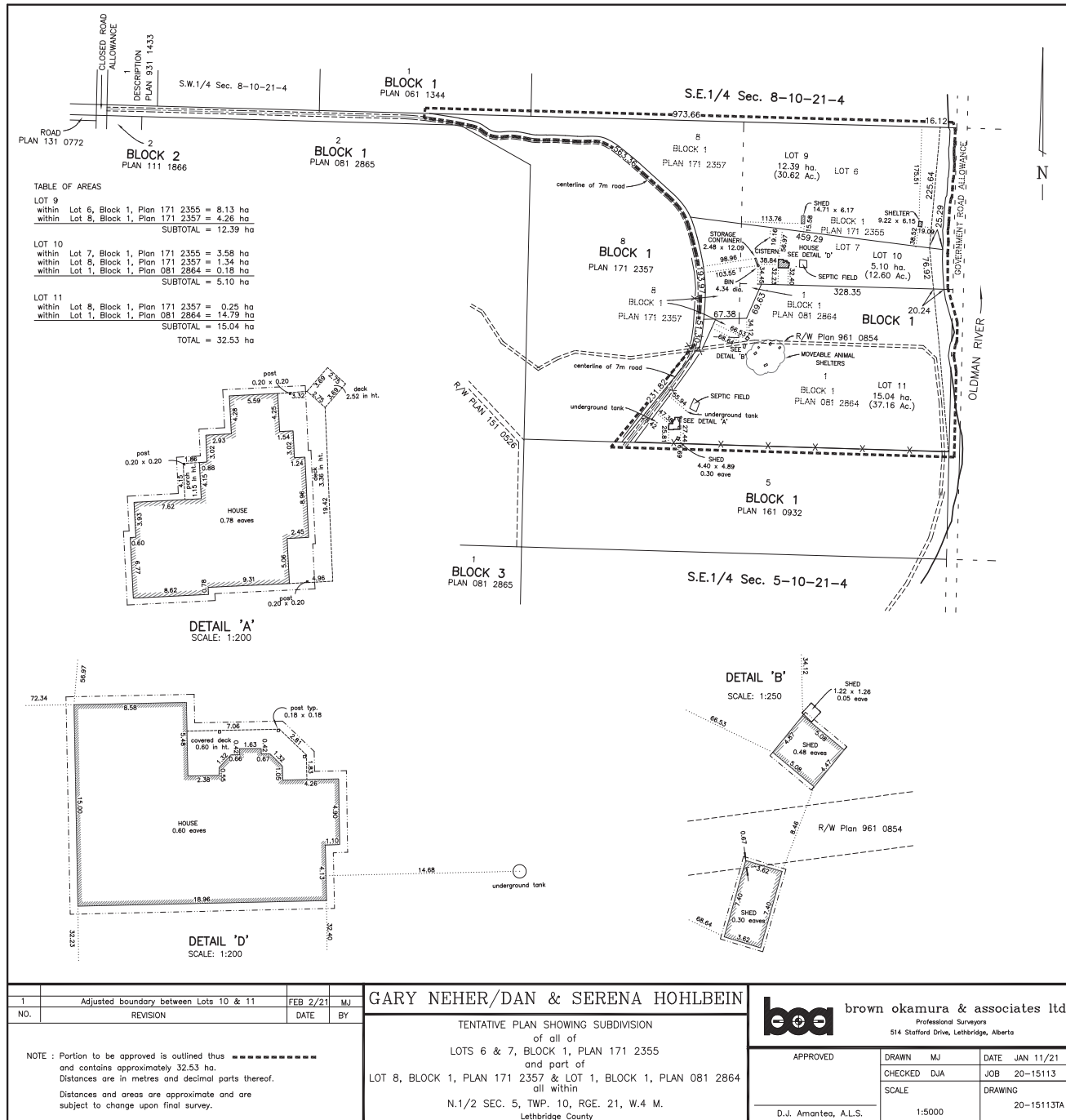
SUBDIVISION SKETCH - PROPOSED
LOT 1, BLOCK 1, PLAN 0812864 ; LOT 6 & 7, BLOCK 1, PLAN 1712355
& LOT 8, BLOCK 1, PLAN 1712357
ALL WITHIN N 1/2 SEC 5, TWP 10, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: FEBRUARY 8, 2021
FILE No: 2021-0-017

AERIAL PHOTO DATE: 2018

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 100 200 300 400 Metres

February 09, 2021 N:\Subdivision\2021\2021-0-017.dwg



AGENDA ITEM REPORT



Title: Subdivision Application #2021-0-014 – Postman
- NW1/4 25-10-24-W4M
Meeting: Council Meeting - 11 Mar 2021
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

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

Approved - 24 Feb 2021
Approved - 24 Feb 2021
Approved - 26 Feb 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The application is to subdivide a 3.00 acre bareland (vacant) first subdivision from a ¼-section comprised of 160.0 acres, for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2021-0-014 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for subdivision consideration as a first subdivision from the ¼-section as per the policies of Land Use Bylaw No. 1404.
- The proposal complies with the vacant parcel subdivision criteria of Land Use Bylaw No. 1404, and the proposed 3.0 acre parcel size conforms to the bylaw's minimum 2.0 acre to maximum 3.0 acre parcel size.
- There are no abandoned gas wells or confined feeding operations located in proximity to this proposal where the applicable MDS would be infringed upon. There are no identified environmental or historical features present that require consideration.
- Rural site servicing requirements can be met: Water is proposed by the Lethbridge North County Potable Water Co-op if possible, or alternately may be through a private hauled cistern system. Sewage is proposed to be treated by an individual on-site private septic system as to be determined most suitable by a soils analysis that will need to be provided. Access is available from the west municipal road allowance.

BACKGROUND INFORMATION:

Located approximately 2½-miles northwest of the Hamlet of Monarch, 2½-miles west of Highway 23 and 1-mile south of Highway 519. The proposal is to subdivide a vacant parcel as the first subdivision out of the parcel.

The application is to subdivide a corner of an agricultural parcel to establish a future yard area. The proposed subdivision is located in the very northwest corner of the NW¼-section and is vacant land with no improvements present. The ¼-section is relatively flat and the proposed site has not traditionally experienced any flooding. The proposed parcel configuration is triangular in shape to help accommodate a future irrigation pivot system if irrigation rights are obtained.

Overall, the proposal is the first subdivision from the ¼-section and meets the criteria of the County's Land Use Bylaw No. 1404 for a bareland (vacant) first parcel out subdivision.

The application was circulated to the required external agencies and no concerns or objections were expressed regarding the application. An easement by ATCO Gas was requested.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied with the servicing or configuration of the proposed parcel.

Pros:

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

Cons:

- a refusal would likely be appealed by the applicants as the County's subdivision criteria have been met

FINANCIAL IMPACT:

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

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations and the municipal bareland (vacant) parcel subdivision policies as stated in the Land Use Bylaw.

ATTACHMENTS:

[5A 2021-0-014 Lethbridge County APPROVAL](#)

[2021-0-014 - Lethbridge County Diagrams](#)

RESOLUTION

2021-0-014

Lethbridge County

Country Residential subdivision of NW1/4 25-10-24-W4M

THAT the Country Residential subdivision of NW1/4 25-10-24-W4M (Certificate of Title No. 201 039 589 +1), to subdivide a 3.00 acre (1.21 ha) bareland (vacant) first subdivision from a ¼-section title of 160 acres (64.75 ha) for country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into 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 applicant has a professional soils analysis completed for the new 3.00 acre parcel to demonstrate suitability of a private on-site septic treatment system on the land, with results to be as determined satisfactory to the Subdivision Authority.
4. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that corresponds to the approved parcel being subdivided.
5. That the easement(s) as required by ATCO shall be established prior to finalization of the application.
6. That any easement(s) as required by utility companies or the municipality shall be established.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed bareland subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposed 3.00 acre parcel size conforms to the land use bylaw's minimum 2.0-acre and maximum 3.0-acre parcel size.
4. The Subdivision Authority is satisfied that as the first subdivision from the ¼-section the application may be approved, as the subdivision conforms to the County's bareland (vacant) parcel subdivision criteria.

INFORMATIVE:

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

2021-0-014
Page 1 of 2

- (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 or by calling (403) 514-4783 for any questions.

- (f) ATCO Gas has no existing Utility Right of Way on the subject property, or the existing Utility Right of Way is not sufficient for subdivision servicing.

The landowner(s) is required to contact the ATCO Gas land agent listed below to execute a Utility Right of Way to the satisfaction of ATCO Gas.

Once the Utility Right of Way has been registered at the Alberta Land Titles Office we will notify the municipality of the same.

Land Agent: Ellen Struthers

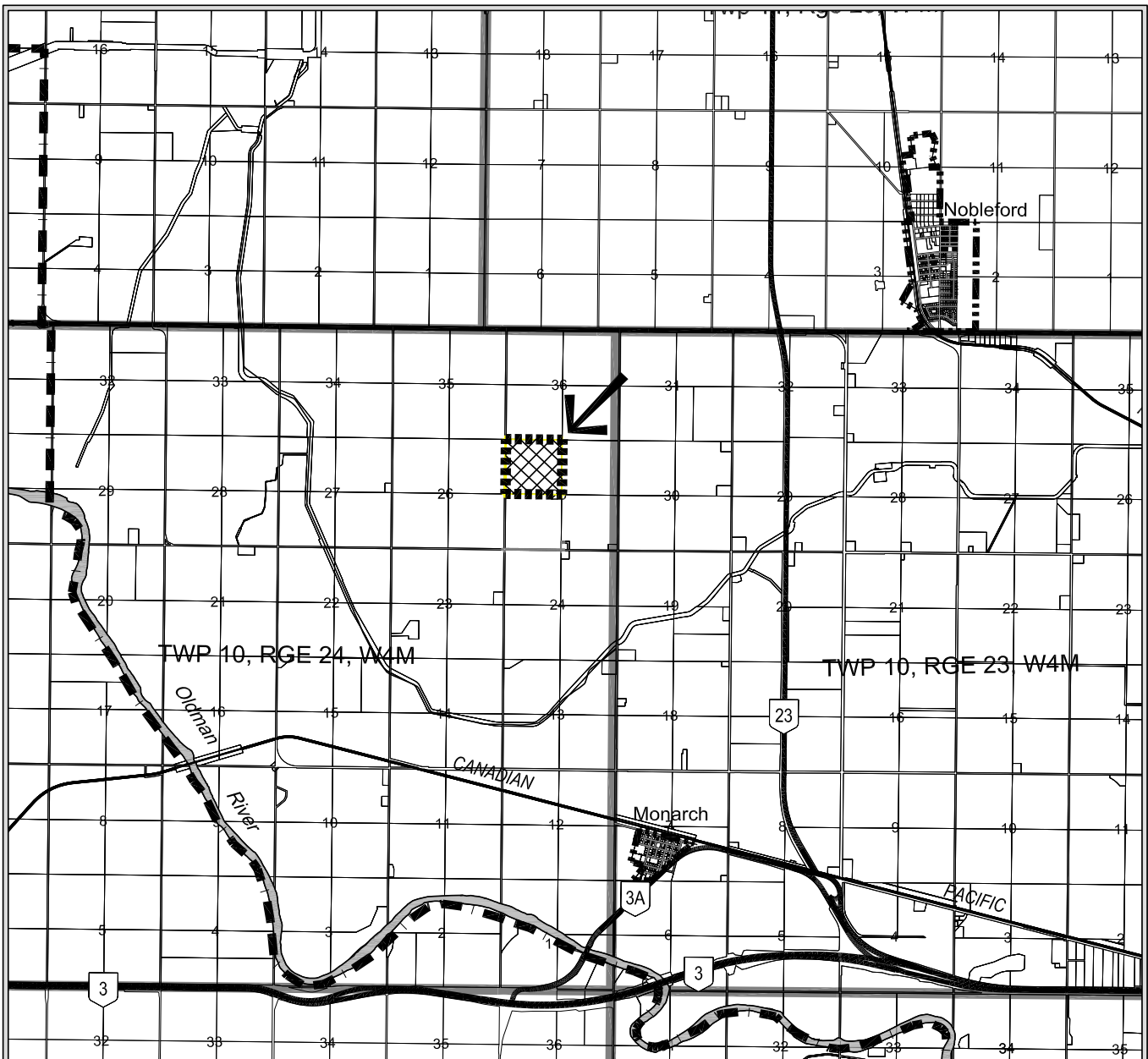
Phone No.: (587) 581-6567

- (g) Canada Post has no comments.

MOVER

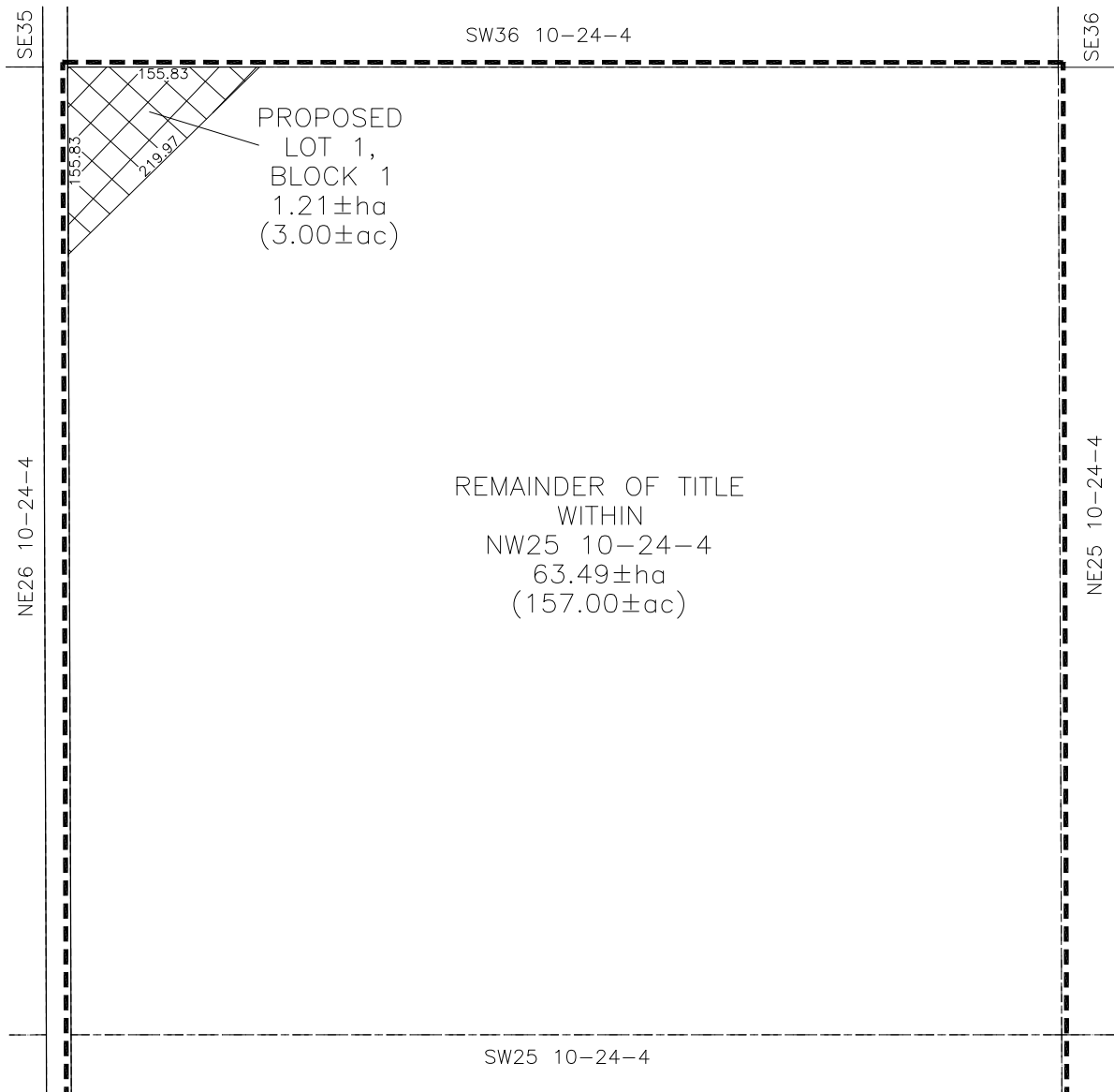
REEVE

DATE



SUBDIVISION LOCATION SKETCH
NW 1/4 SEC 25, TWP 10, RGE 24, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: FEBRUARY 24, 2021
FILE No: 2021-0-014





SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 20-15143T

NW 1/4 SEC 25, TWP 10, RGE 24, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: FEBRUARY 24, 2021

FILE No: 2021-0-014

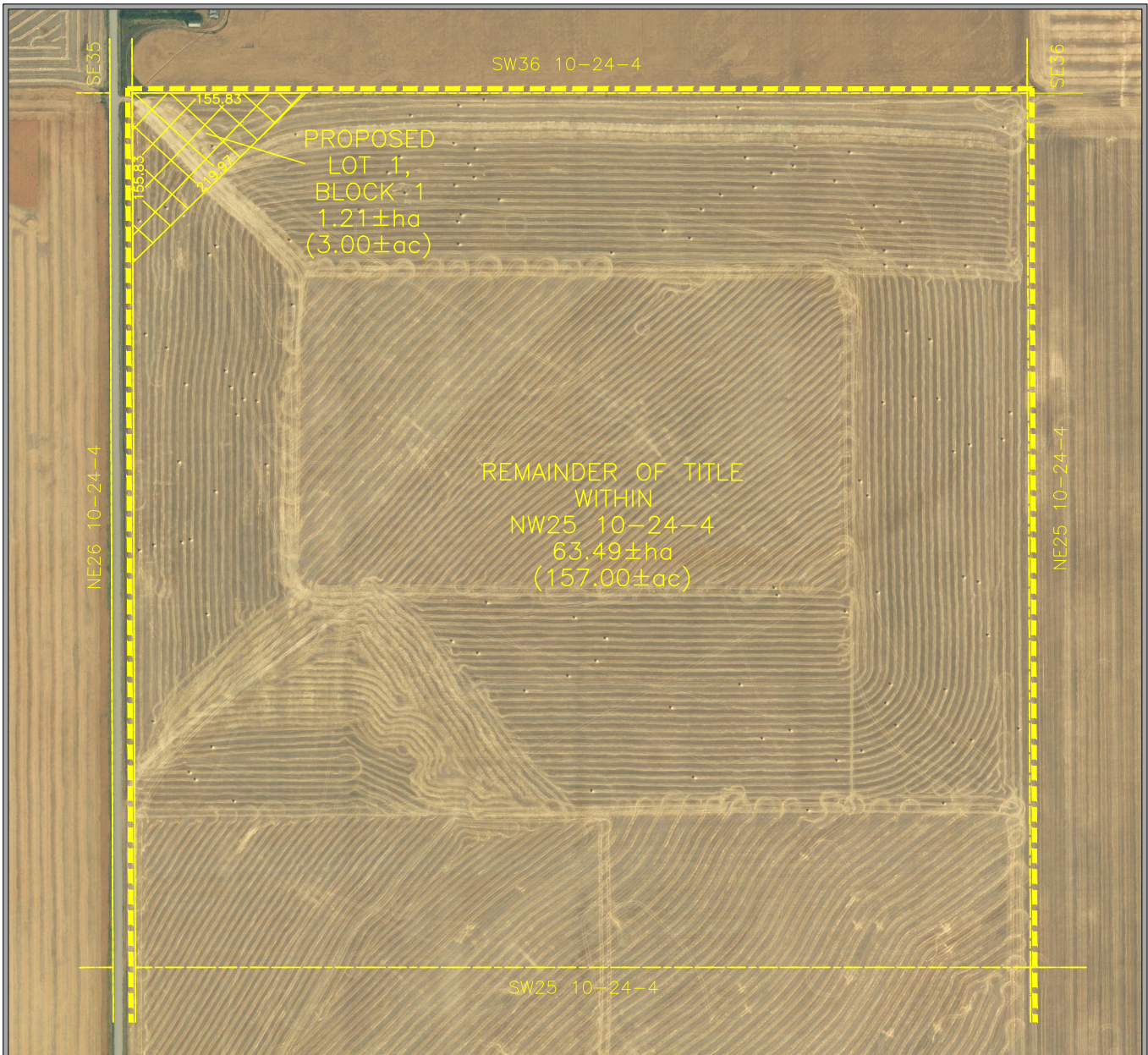


0 100 200 300 400 Metres



February 24, 2021 N:\Projects\2021-0-014.dwg

Page 6 of 7



SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 20-15143T

NW 1/4 SEC 25, TWP 10, RGE 24, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: FEBRUARY 24, 2021

FILE No: 2021-0-014



February 24, 2021 N:\Projects\2021-0-014.dwg



AERIAL PHOTO DATE: 2015



Ridge Utilities Ltd. – An Introduction



For:
Lethbridge County
March 11, 2021



Overview:

- Who we are
- What we do
- So what?
- Marketing Associate Program
- Greenbriar Capital Partnership

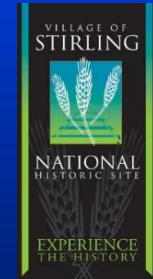


RIDGEUTILITIES



Who we are...

- Municipally controlled corporation
- Village of Stirling is the sole shareholder
- Council will serve as the initial Board of Directors for the first year
- Registered trade name of Utility Network & Partners (Utilitynet)
- Regulated by the Alberta Utilities Commission





What we do...

- Energy marketer
- Retail natural gas, electricity and internet services
- Residential, commercial and agricultural
- Unique programs like “Solar Club” and “Green Energy”
- Open to **any** Alberta community not served by rural electrification association (REA) or gas co-op

⚠ **Alert:** We are doing our part to stop the spread of COVID-19 and keep our staff safe. Note: there will be no interruptions to our operations. Our office hours of M-F from 9am-5pm will remain unchanged. [Read more](#)

WHAT WE OFFER



High Speed Internet Plans

Internet plans that give you freedom from high rates, hidden fees, and contracts.

[SEE PLANS](#)



Solar Club Loyalty Program

Join the Solar Club to earn a premium on your solar electricity.

[JOIN THE CLUB](#)



Electricity

Find the right rate for you! Choose from a variety of competitive electricity rates and start saving.

[LEARN MORE](#)



Natural Gas

Just add gas! Simplify your utilities by purchasing all of your energy from one provider.

[LEARN MORE](#)



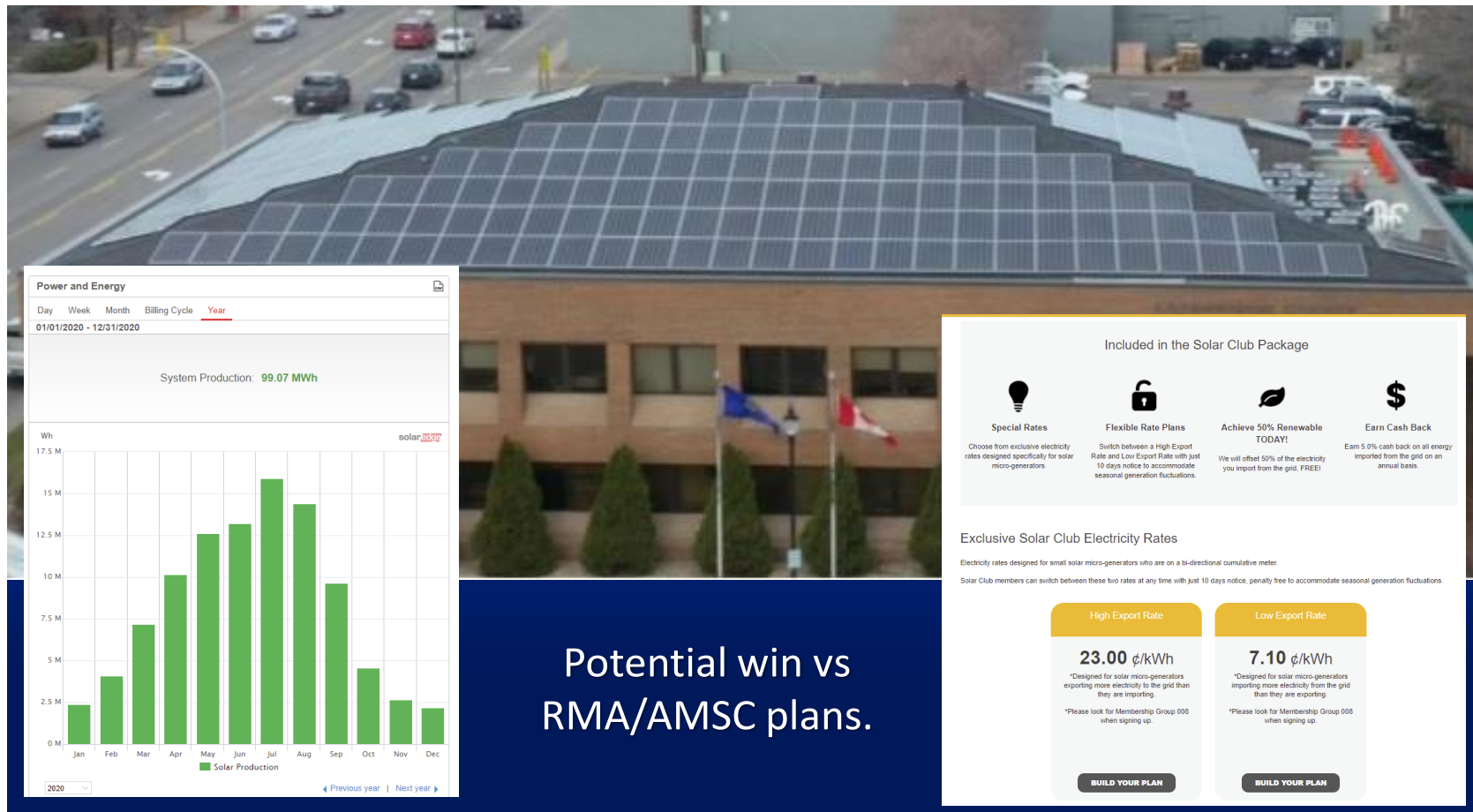
Green Energy

Simply green what you can afford, the percentage you choose is totally in your hands.

[LEARN MORE](#)



www.ridgeutilities.net





So what?

- Competitive rates, packages and lower administration fees (*residents win*)
- Community Investment Fund (*participating communities win*)
- Innovative revenue stream (*shareholders win*)
- Pilot for other MCC & collaboration opportunities (*ie: paving company*)



The Basic Ask...

- Add us to your business directory, utility information page, community newsletter or other relevant sections of your website *(as permitted by policy)*
- Ensure front line staff who answer resident questions know about the program & the benefits to the community
- Help spread the word! *(The Community Investment Fund will make investments based on customer density in communities where customers actually live.)*



RIDGEUTILITIES

Marketing Associate Program



A Marketing Associate...

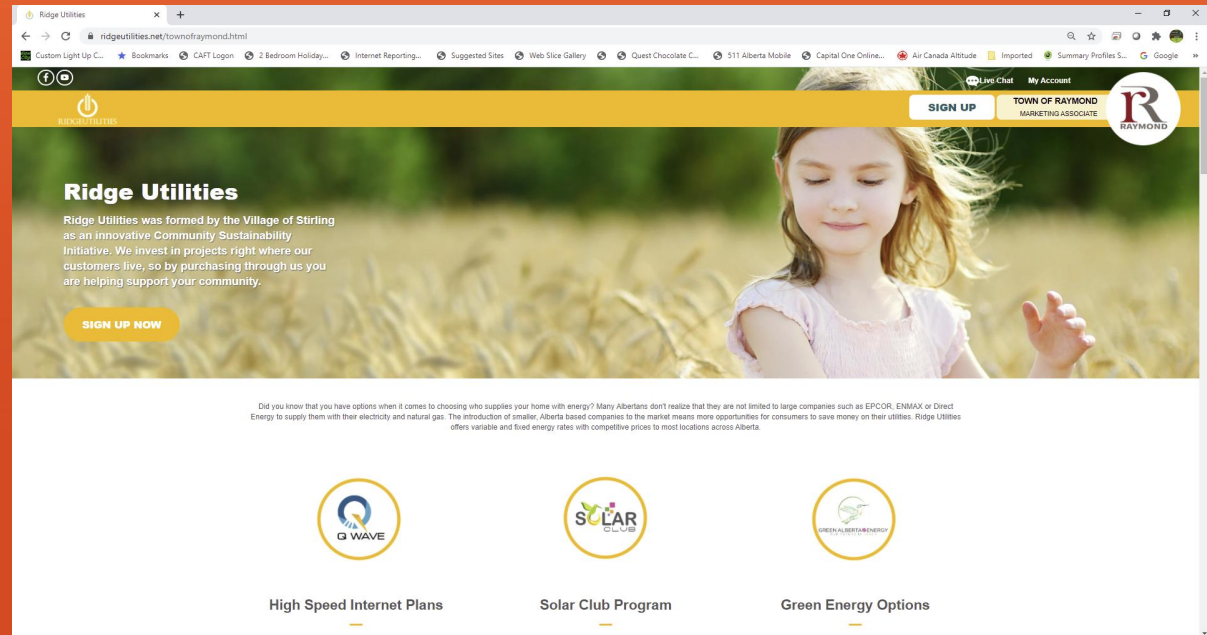
- Every successful business has a great sales team helping to grow the customer base – for Ridge Utilities that sales team is our regional Marketing Associates
- With no need to spend time creating your own sales and marketing material or worrying about customer care or back-end operations, you or your organization can instead focus primarily on gaining sign-ups and reaping the rewards
- Not limited to your community or any specific geographical territory



How we help...

- Customized website landing page for referrals
- Secure online sign up form that automatically tracks the customers you sign up
- Professionally crafted marketing material
- Training material
- Monthly revenue reporting

Raymond launched February 3rd.
Magrath launched 1st week of March.



The screenshot shows the Ridge Utilities website. The header includes the Ridge Utilities logo, a 'SIGN UP' button, and a 'TOWN OF RAYMOND MARKETING ASSOCIATE' link. The main content area features the heading 'Ridge Utilities' and a paragraph: 'Ridge Utilities was formed by the Village of Stirling as an innovative Community Sustainability Initiative. We invest in projects right where our customers live, so by purchasing through us you are helping support your community.' Below this is a 'SIGN UP NOW' button. A small text block states: 'Did you know that you have options when it comes to choosing who supplies your home with energy? Many Albertans don't realize that they are not limited to large companies such as EPCOR, ENMAX or Direct Energy to supply them with their electricity and natural gas. The introduction of smaller, Alberta based companies to the market means more opportunities for consumers to save money on their utilities. Ridge Utilities offers variable and fixed energy rates with competitive prices to most locations across Alberta.' At the bottom, there are three circular logos: 'Q WAVE', 'SOLAR CLUB', and 'GREEN ALBERTA ENERGY'. Below each logo is a corresponding service: 'High Speed Internet Plans', 'Solar Club Program', and 'Green Energy Options'.

Ridge Utilities

Ridge Utilities

Ridge Utilities was formed by the Village of Stirling as an innovative Community Sustainability Initiative. We invest in projects right where our customers live, so by purchasing through us you are helping support your community.

SIGN UP NOW

Did you know that you have options when it comes to choosing who supplies your home with energy? Many Albertans don't realize that they are not limited to large companies such as EPCOR, ENMAX or Direct Energy to supply them with their electricity and natural gas. The introduction of smaller, Alberta based companies to the market means more opportunities for consumers to save money on their utilities. Ridge Utilities offers variable and fixed energy rates with competitive prices to most locations across Alberta.

Q WAVE

SOLAR CLUB

GREEN ALBERTA ENERGY

High Speed Internet Plans

Solar Club Program

Green Energy Options

Marketing Support...

**SIGN UP
FOR A NEW
ELECTRICITY**
SERVICE WITH RIDGE UTILITIES
BY DECEMBER 31, 2021

AND

**GET 25
AIR MILES®**
REWARD MILES **

PLUS

**YOU COULD WIN UP TO
100,000**
AIR MILES® Reward Miles
worth of Merchandise Rewards*

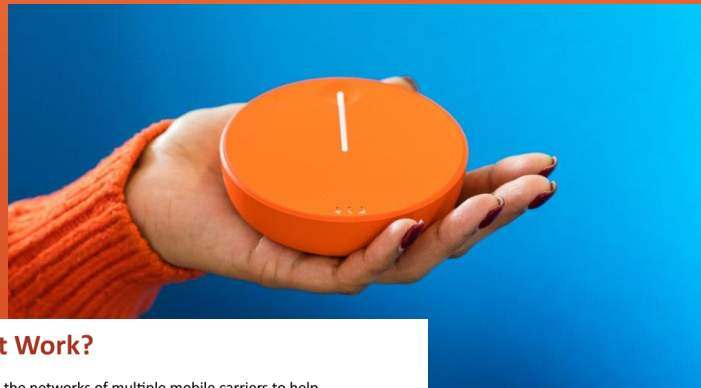
**AIR MILES®
MASSIVE
MERCHANDISE
GIVEAWAY**

January 14 to
February 3,
2021

* No purchase necessary. Contest Rules apply.
** Sign up offer valid until Nov 26, 2024. Terms and conditions apply see ridgeutilities.net for details.
*** Trademarks of AM Royalties Limited Partnership used under license by LoyaltyOne, Co. and Utility Network & Partners Inc.



Ongoing innovation...



How Does it Work?

Skyroam's patented virtual SIM technology combines the networks of multiple mobile carriers to help get Albertans connected to WiFi at home and on the go so they can stay connected to what matters.



Choose one of our unlimited data plans

Choose one of our plans ranging from 5GB up to 20 GB of global data. Each plan requires the purchase a Skyroam Solis Lite Hotspot.



We'll ship you your Skyroam Solis Hotspot

Our local Customer Care Team will contact you to confirm your shipping address and set an activation date for your device.



Connect up to 10 devices to your hotspot

On your specified activation date, simply power on your Hotspot and connect your devices to the WiFi network. Ensure your Hotspot is fully charged before use.



Enjoy your WiFi connection anywhere

Enjoy unlimited, fast, secure WiFi locally and globally in over 135 countries. Stay connected for work and fun!



How you win...

- Revenue sharing and residual income for as long as the customer stays with Ridge Utilities
 - 35% in Year 1
 - 25% in Year 2
 - 15% in Year 3 and every year thereafter



**Assumes residential only, ignores commercial and agricultural potential*



RIDGEUTILITIES

Greenbriar Capital Corp.



Greenbriar
CAPITAL CORP.



MEDIA RELEASE

For Immediate Release
January 25, 2021

Greenbriar Capital Corp (TSXV:GRB) partners with Ridge Utilities Ltd. to unlock the huge potential of micro-generation in southern Alberta

January 25, 2021 – **Stirling, Alberta** - Greenbriar Capital Corp. ("Greenbriar") is pleased to announce that it has entered into a unique industry leading marketing partnership with Ridge Utilities Ltd. ("Ridge"). The partnership will see Greenbriar support the development of micro-generation capacity for numerous commercial and agricultural sites across southern Alberta, while Ridge Utilities will provide retail customers with access to preferential energy pricing through its "Solar Club".

Greenbriar will design, finance, build, own and operate the multiple micro-generation facilities and maintain and manage the operation for at least 20 years. Greenbriar and its stakeholders will finance up to the first CDN \$120 Million of new solar facilities and is prepared to extend the commitment up to a further \$500 Million. Financing will be done at the project level and will be non-dilutive to Greenbriar Shareholders. The Greenbriar leadership team and its advisors have financed and built over 50,000MW of new solar projects in previous companies since 2003.



Financing and EPC for...

- Community generation like Stewart Siding
- Micro-generation for individual facilities





For Your Consideration...

- ☐ The Basic Ask – help create awareness – buy local
- ☐ Solar Club – administration building evaluation
- ☐ Ridge Utilities – evaluation as vendor for select County sites
- ☐ Marketing Associate Program (perpetual revenue opportunity)
- ☐ Explore development projects with Greenbriar Capital

Thank you!



Questions?



www.ridgeutilities.net

AGENDA ITEM REPORT



Title: 2021 Capital Equipment - Pneumatic Tire Packer Budget Request
Meeting: Council Meeting - 11 Mar 2021
Department: Municipal Services
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 01 Mar 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

In the 2021 Capital Equipment Budget, a used pneumatic tire packer was approved with a budget of \$75,000. After an extensive review of equipment available on the market and with private dealers the forecasted budget was not adequate for what is actually available for used equipment.

Packing equipment is vital to the base stabilization program and the need for this equipment to properly finish road surfaces in an efficient manner is high.

In consideration of the cost variables in place for purchase, funding reserve and sale the proposed budget amendment is a neutral budget move.

RECOMMENDATION:

That council approves a budget increase for the pneumatic tire packer, and it can be in place for the 2021 spring base stabilization program.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council had approved the 2021-25 Capital Equipment Budget in December 2020.

Amendments to the equipment purchasing are brought back to council when the forecasted budget change is significant.

BACKGROUND INFORMATION:

The market for used equipment in regards to pneumatic tire packers is limited within Canada. The range is typically new equipment at a high cost point, or high hour units that are well used. The median is a range of equipment values that is about 60-75% of new cost, in a range from \$110-170,000 with mid-range hours (typically 1-3,000 hours).

ALTERNATIVES / PROS / CONS:

Purchase a newer model:

PROS - Resets purchase and comes with new machine warranty

CONS - Purchase cost point is substantially higher at \$200,000 plus

Delay the packer purchase till 2022:

PROS - Continued equipment market evaluation for purchase and no changes to the capital equipment forecast.

CONS - Current equipment has had numerous downtime hours, rental would be required for packing base stabilized roads incurring more cost if this trend continues.

FINANCIAL IMPACT:

The initial purchase budget was \$75,000. The used Dynapac we have found with the best overall cost would be \$137,000 (with 800 hours), a difference of \$62,000 increase.

The sale of the existing Amman unit would be \$60-75,000 on the used market.

All equipment is funded through a reserve charged to the department using the equipment for full cost recovery for future purchasing. The Amman unit has built a reserve of \$96,000 in 4 years versus an original purchase price of \$163,000 (with 600 hours).

Other considerations:

2021 Capital Equipment budget has had overall good costing compared to budget forecast.

2- Graders Budget \$1,200,000 Purchase \$1,035,000 Difference \$165,000

Used Scraper Budget \$600,000 Purchase \$534,000 Difference \$66,000

REASON(S) FOR RECOMMENDATION(S):

Compaction is a key component of the base stabilization program and equipment reliability has been a concern from operations staff.

The base stabilization program requires 2 packers running constantly to seal surfaces. As the previous Amman packer has had "lemon" concerns and accessibility to parts has been difficult, the used Dynapac packer is sourced locally and the existing Dynapac unit the County currently owns has been reliable.

The funding recovery model for equipment is balanced into the annual operating budget. Cost recovery on equipment is via reserve funding.

AGENDA ITEM REPORT



Title: Bylaw 20-007 - Road Closure, Sale and Consolidation of a portion of Sidney Road within subdivision plan 4000AQ (Lucy-Howe Subdivision) - 2nd and 3rd Reading

Meeting: Council Meeting - 11 Mar 2021

Department: Community Services

Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 23 Feb 2021
Approved - 25 Feb 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

An application has been made to close a road in the Lucy-Howe Subdivision, being a portion of Sidney Road in subdivision plan 4000AQ.

RECOMMENDATION:

That Bylaw 20-007 be read a second time.
That Bylaw 20-007 be read a third time.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Policy 109A - Road Allowance Closure & Sale approved by County Council on March 6, 2014.
- Bylaw 20-007 was read a first time on August 6, 2020.
- Bylaw 20-007 - Public Hearing held on October 1, 2020 and sent to the Minister of Transportation for signing

BACKGROUND INFORMATION:

An application has been made to close a road in the Lucy-Howe Subdivision, being a portion of Sidney Road in subdivision plan 4000QA. The proposed road closure is 187.05m (614 feet) long x 10.06m (33 feet) wide (0.188 hectares / 0.46 acres).

The lands were taken as road right-of-way when the area was originally subdivided in 1913 and has never been developed for use as a road since its creation. The County has determined that this portion of road will not be required for future use and can be closed.

If approved, the applicant will be required to consolidate the road closure area into their adjacent parcel which is located north of the road proposed to be closed.

The Minister of Transportation has signed off on the Bylaw and the County can now proceed with 2nd and 3rd Reading of the Bylaw.

ALTERNATIVES / PROS / CONS:

County Council may decide to refuse 2nd reading of the Bylaw.

Pros:

- This would keep the portion of road allowance open.

Cons:

- They Council would forgo \$8694.00 sale revenue.
- The County would have to manage and maintain the road way.

FINANCIAL IMPACT:

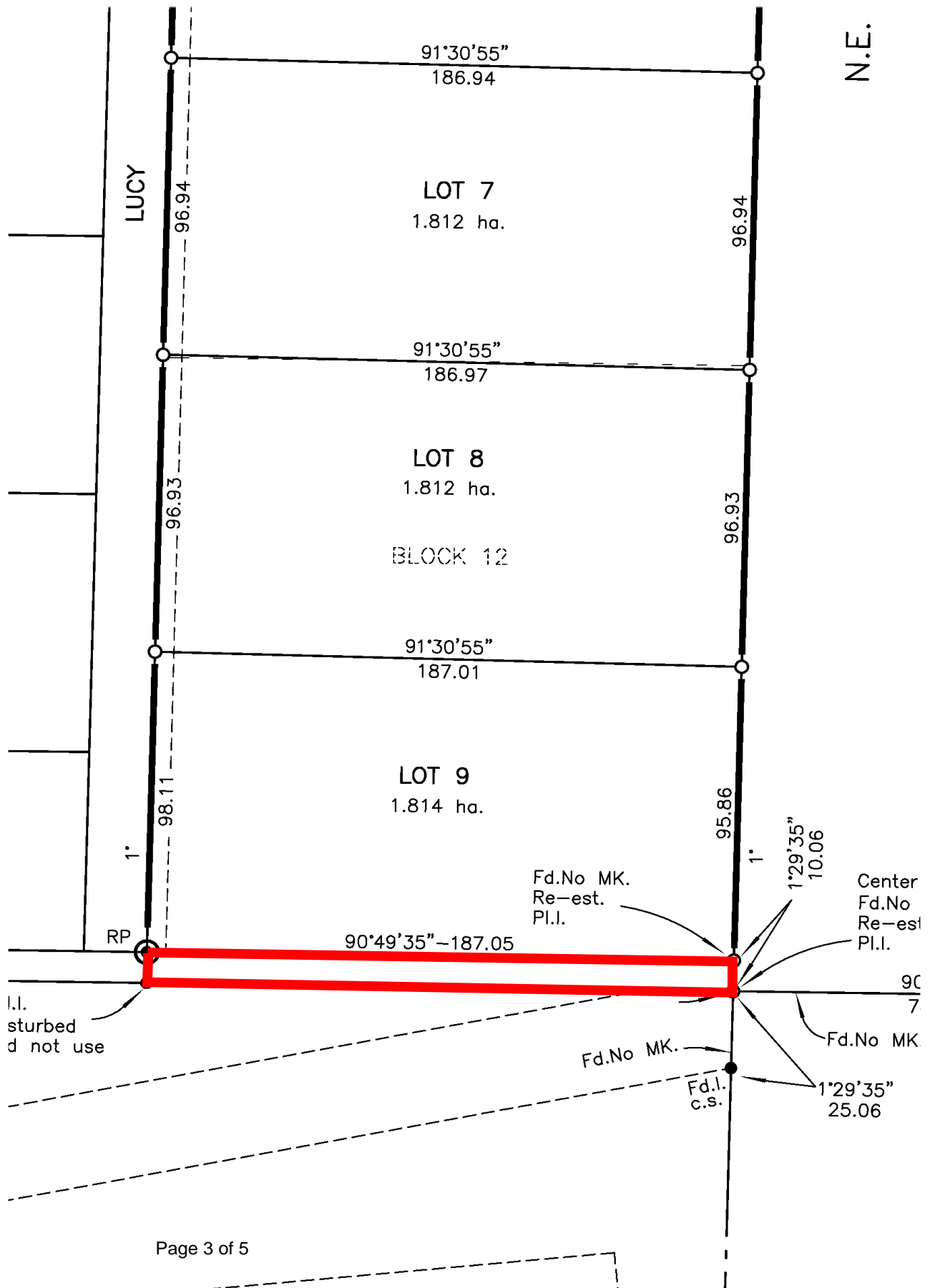
If the road closure is approved the proceeds of the sale will be \$8,694.00. The taxes will increase on the property the road is consolidated to by \$1.77.

REASON(S) FOR RECOMMENDATION(S):

Bylaw 20-007 has been approved by the Minister of Transportation and there were no concerns expressed with the closure of this portion of road.

ATTACHMENTS:

[Map of Road Closure Area](#)
[Bylaw 20-007 - Signed and Sealed by AT](#)



**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW 20-007

A BYLAW OF LETHBRIDGE COUNTY FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel;

WHEREAS, application has been made to Council to have the roadway closed, and;

WHEREAS, the Council of Lethbridge County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and;

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and;

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw;

NOW THEREFORE BE IT RESOLVED that the Council of Lethbridge County in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

ALL THAT PORTION OF SIDNEY ROAD SHOWN ON PLAN 4000 AQ FORMING PART OF LOT 10, BLOCK 17, PLAN _____ CONTAINING 0.188 HECTARES (0.46 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

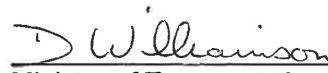
GIVEN first reading this 6 day of August, 2020.



Reeve


Chief Administrative Officer

Approved this 26th day of November, 2020.



Minister of Transportation

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

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

First Reading	August 6, 2020
Send to Minister of Transportation	
Public Hearing	October 1, 2020
Second Reading	
Third Reading	

AGENDA ITEM REPORT



Title: Community Peace Officer Policy: Communication System Policy
Meeting: Council Meeting - 11 Mar 2021
Department: Community Services
Report Author: David Entz

APPROVAL(S):

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

Approved - 25 Feb 2021
Approved - 25 Feb 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The CPO Communication System Policy #217 is being presented to Council with revisions. The revised Policy is a requirement of the Justice and Solicitor General and has been approved by that office.

RECOMMENDATION:

1. That revised Lethbridge County Peace Officer - Communication System Policy #217 be adopted as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

The current CPO Communication System Policy was passed by Council December 19, 2019. This policy was specific to the City of Lethbridge Public Safety Communication Centre (PSCC). Now that the County contracts CPO dispatch through the Taber Police, the policy has been revised to reflect this change.

BACKGROUND INFORMATION:

The Community Peace Officer (CPO) Program operates under the Peace Officer Act and falls under the authority of the Alberta Justice and Solicitor General. Under the program, the Director of Law Enforcement protects the public interest and ensures the Peace Officer role is exercised in accordance with legislative and policy frameworks.

In 2019, new policy requirements stipulated that each authorized employer must develop and adopt a communication system policy.

Up until December 31, 2020 the PSCC was contracted by the County to monitor CPO communication and provide welfare checks. The existing CPO Communication System Policy reflects the CPO responsibility and the PSCC responsibility.

In early winter of 2020 the Community Services Department found cost-saving measures by contracting Taber Police Dispatch for CPO monitoring services. As a result, the current Communication System Policy has to be updated to reflect that change.

ALTERNATIVES / PROS / CONS:

Option 1. Adopt revised Lethbridge County Peace Officer - Communication System Policy #217.

Pros: Brings Lethbridge County into compliance with direction from the Solicitor General's office.

Cons: The County would be in violation of the Solicitor General's CPO Program requirements.

Option 2. Amend Policy #217 in accordance with Council direction.

Pros: Would satisfy any Council concerns with the proposed policy revision.

Cons: The Solicitor General's office has already approved the revised policy as presented to Council.

FINANCIAL IMPACT:

There are no direct financial implications anticipated as a result of revising the current Communication System Policy and adopting the new updated Communication System Policy.

REASON(S) FOR RECOMMENDATION(S):

The Communication System Policy is a requirement of the Peace Officer Program. The purpose of the policy is to also ensure consistency, to ensure safety of the County's CPO and to instill public confidence in the program. Administration is of the opinion that rescinding the current Communication System Policy and adopting the newly drafted policy will ensure clear direction to the County's CPO Program.

ATTACHMENTS:

[Policy 217 CPO Communication System](#)

[Revised CPO Communication System Policy #217](#)



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 1 of 8

APPROVED BY: County Council **SUBJECT:** Community Peace
Officers Communication System

REVISED DATE:

Policy Statement

To establish a procedure for conducting welfare checks for Community Peace Officers (CPOs)

Policy Goals

The following policy will be implemented as per changes directed by the Solicitor General following a review of recommendations put forward as a result of the Lazenby Fatality Inquiry.

1.0 Responsibilities

Community Peace Officers and the Public Safety Communications Centre (PSCC) Operators will work in a team spirit, ensuring the needs of the community are met while recognizing that individual safety is a priority.

1.1 Community Peace Officers

- a) Community Peace Officers are required, as part of their daily duties, to provide information of their status, time, location and particulars to a PSCC(s) via radio or phone.
- b) Community Peace Officers will identify the Call Taking Unit via the radio as "Lethbridge Dispatch".
- c) Community Peace Officers will adhere to the Status Keeping Procedures at all times.

1.2 Public Safety Communication Centre Operators

- a) Operators are required, as part of their daily duties, to support all Lethbridge County Community Peace Officers.
- b) Operators will identify Community Peace officers via the radio by their Patrol Unit Call Signs.
- c) Operators will adhere to Status Keeping Procedures at all times.
- d) Operators will monitor the radio for all transmissions.
- e) Operators will ensure all information is provided which may be conceived to be a concern to officer safety.
- f) Operators will monitor and record all status checks/changes/updates.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 2 of 8

APPROVED BY: County Council **SUBJECT:** Community Peace
Officers Communication System

REVISED DATE:

- g) Operators will adhere to procedures in the event of an emergent situation.

2.0 Adverse Information

Adverse information includes any information which may pose a concern to officer safety.

Persons and Property

- a) Community Peace Officer(s) will be responsible for contributing and maintaining adverse information in Report Exec by flagging persons or properties which pose a concern to officer safety.
- b) Community Peace Officer(s) will be responsible for searching Report Exec for a flagged person or property before entering onto a property.
- c) Community Peace Officer will not attend any address or location with a significant officer safety threat alone.

CPIC

- a) Operator(s) will be responsible to relay any adverse information/cautions acquired through CPIC which may pose a concern or threat to officer safety.

3.0 On/Off Duty

3.1 On Duty

- a) At the commencement of each shift, the Community Peace Officer(s) will radio or call the PSCC Call Taking Unit to advise they are On Duty and provide the following shift information:
 - i. Vehicle
 - ii. Call sign
 - iii. Badge number
 - iv. Portable number
 - v. Shift end time
 - vi. Cell phone



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 3 of 8

APPROVED BY: County Council **SUBJECT:** Community Peace
Officers Communication System

REVISED DATE:

- b) The Operator(s) will add the Patrol unit and information in the Computer Aided Dispatch System (CAD) for status keeping purposes.

3.2 Off Duty

- a) At the end of each shift, the Community Peace Officer(s) will radio or call PSCC to advise they are Off Duty.
- b) The Operator(s) will update the Patrol Unit status to Off Duty and remove from CAD.

4.0 Status Checks

- a) Operator(s) will initiate contact with Community Peace Officer(s) every 60 minutes via the radio.
- b) If the Community Peace officer does not acknowledge the radio then the PSCC operator will attempt contact via cell phone.
 - i) Failure to make contact will initiate an immediate escalation of the Community Peace officer status by the Operator. Refer to RCMP Assistance.

4.1 Attending Complaints - Arriving on Scene

- a) Community Peace Officer(s) will advise the Operator when they are on scene.
- b) The Operator will update the Patrol Unit status on CAD.
- c) A CAD system generated timer of 5 minutes will be assigned.
- d) If there is a concern for safety the Community Peace Officer(s) will request a shorter timer.
- e) The Operator(s) will receive a High Priority Notification when the timer expires, perform status check and update the Patrol Unit.
- f) Community Peace Officer(s) may request an extended timer after initial timer has expired.
- g) If the status check is not acknowledged by the Community Peace Officer(s), the Operator will attempt contact via cell phone.
- h) Failure to make contact will initiate an immediate escalation of the Community Peace Officer(s) status by the Operator. Refer to RCMP Assistance.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 4 of 8

APPROVED BY: County Council **SUBJECT:** Community Peace
Officers Communication System

REVISED DATE: _____

Clear Scene

- a) Community Peace Officer(s) will advise when they are clear.
- b) Operator will update the Patrol Unit status in CAD.

4.2 Vehicle Checks

- a) Community Peace Officer(s) will advise the Operator when they are performing a Roadside Check.
- b) Community Peace Officer(s) will provide the location of the vehicle stop, licence plate number, basic description of the vehicle, number of occupants and any other particulars that may be of significance.
- c) Operator will update the Patrol Unit status and record the address/location/direction, plate number and other information in the Location Field on CAD.
- d) A CAD system generated timer of 5 minutes will be assigned.
 - i) The initial 5-minute timer may not be extended.
- e) The Operator will query the licence plate number and registered owner on CPIC Web.
- f) The Operator will relay vehicle, any officer safety/caution code information on the vehicle/registered owner and confirm that the plate matches the description provided.
- g) The Operator(s) will receive a High Priority Notification when the timer expires, perform status check and update Patrol Unit.
- h) Community Peace Officer(s) may request an extended timer after initial timer has expired.
- i) If the status check is not acknowledged by the Community Peace Officer(s), the Operator will attempt contact via cell phone.
- j) Failure to make contact will initiate an immediate escalation of the Community Peace Officer(s) status by the Operator. Refer to RCMP Assistance.
- k) Community Peace officer(s) will advise when they are clear of the traffic stop.
- l) Operator will update the Patrol Unit Status in CAD.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 5 of 8

APPROVED BY: County Council **SUBJECT:** Community Peace
Officers Communication System

REVISED DATE:

4.3 Municipal Enforcement Operations/Strategic Traffic Enforcement Program (S.T.E.P.- RCMP)

- a) Community Peace Officer(s) will take part in organized radar/laser, seatbelt and distracted driver et al, operations.
- b) Community Peace Officer(s) will advise the Operator(s) of all Municipal Enforcement and/or S.T.E.P. Operations provide the following:
 - i) Location of the operation
 - ii) Type of operation
 - iii) Number and call sign(s) of units involve
 - iv) If conducting the operation alone, a 30 min timer will be assigned.
 - v) If multiple units are involved, the duration of the operation will be provided and a timer set accordingly.
- c) Operator will update the Patrol Unit(s) status and record the address/location/direction and type of operation the Location Field on CAD.
- d) The Operator will assign a timer based on the number of Community Peace Officers involved or duration of a multiple unit operation.
- e) The Operator(s) will receive a High Priority Notification when the timer expires, perform status check and update Patrol Unit. Community Peace Officer(s) may request an extended timer after initial timer has expired.
- g) If the status check is not acknowledged by the Community Peace Officer(s), the Operator will attempt contact via cell phone.
- h) Failure to make contact will initiate an immediate escalation of the Community Peace Officer(s) status by the Operator. Refer to RCMP Assistance.
- i) When involved in a Municipal Enforcement Operation and/or S.T.E.P. Operation, Community Peace Officer(s) will utilize ROADS/MOVES for querying vehicle/person information.
- j) During the stop, if the Community Peace Officer(s) deems a specific traffic stop an unusual or possibility of high risk, they will contact the Operator(s) via phone/radio to perform the queries.
- k) Community Peace Officer(s) will advise when clear.
- l) Operator will update the Patrol Unit Status in CAD.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 6 of 8

APPROVED BY: County Council **SUBJECT:** Community Peace
Officers Communication System

REVISED DATE:

4.4 Out of Service

- a) Community Peace Officer(s) will advise the Operator(s) when they will be Out of Service, for Court, vehicle maintenance, etc.
- b) Operator will update the Patrol Unit(s) status and record the address/location/direction and reason in CAD.
- c) Duration must be provided and a corresponding timer entered.
- d) The Operator(s) will receive a High Priority Notification when the timer expires, perform status checks and update Patrol Unit.
- e) If the status check is not acknowledged by the Community Peace Officer(s), the Operator will attempt contact via cell phone.
- f) Failure to make contact will initiate an immediate escalation of the Community Peace Officer(s) status by the Operator. Refer to RCMP Assistance.
- g) Community Peace Officer(s) will advise when they are clear.
- h) Operator will update the Patrol Unit Status on CAD.

4.5 Passenger Transports

- a) Community Peace Officer(s) may be required to transport a "passenger" back to an RCMP detachment or provide assistance with transporting from a scene to a secondary location, i.e. private residence.
- b) Community Peace Officer(s) will advise the operator they are transporting a passenger and provide the following information
 - i) Starting Location
 - ii) End Location
 - iii) Number and sex of passenger(s)
 - iv) Mileage
- c) Operator will update the Patrol Unit status to (en-route) and record the start location, end location, number and sex of passengers and mileage.
- d) Operator will provide the Community Peace Officer(s) with the current time, utilizing the 24hr clock.
- e) The start time will be recorded by a time stamp in the CAD Patrol Unit Updates.
- f) Community Peace Officer(s) will provide the Operator with their end mileage immediately upon arriving at the destination.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 7 of 8

APPROVED BY: County Council **SUBJECT:** Community Peace
Officers Communication System

REVISED DATE:

- g) Operator will update the Patrol Unit status to On Scene or at Detachment and record the end location, number and sex of passengers and mileage.
- h) The end time will be recorded by a time stamp in the CAD Patrol Unit Updates.
- i) Community Peace Officer(s) will advise when clear.
- j) Operator will update the Patrol Unit Status on CAD.

5.0 RCMP Assistance

- a) Should an Operator(s) fail to make contact with a Community Peace Officer, RCMP will be contacted immediately for assistance.
- b) The Operator will provide RCMP all known information relating to the Community Peace Officer(s) location and details of their current status.
- c) The RCMP NCO will be contacted immediately and advised of the situation.
- d) While RCMP are en-route to the last known location, the Operator(s) will continue their attempts to make contact with the Community Peace Officer.
- e) If upon RCMP attendance it is deemed an emergent situation, the Operator(s) will contact the Supervisor of the Community Peace Officers and apprise him/her of the situation.
- f) The RCMP assume responsibility for any further escalation regarding search and rescue, etc.
- g) The Operator(s) will assist the RCMP and Community Peace Officers as required during any escalation of events.

6.0 Emergency Response (10-33)

- a) Community Peace Officer(s) will request police assistance via the radio by announcing (Help me Quick) and other critical information in plain language.
- b) The Operator will immediately relay all known information including Community Peace Officer(s) status, location and all other pertinent details.
- c) To RCMP via the radio.
- d) To the RCMP via phone or radio.
- e) Operators will commence monitoring the situation.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 8 of 8

APPROVED BY: County Council **SUBJECT:** Community Peace
Officers Communication System

REVISED DATE:

- f) Operator(s) will contact the PSCC Supervisor and advise of the situation.
- g) Operator(s) will contact the Supervisor of the Community Peace Officer and apprise him/her of the situation



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 1 of 7
APPROVED BY: County Council **SUBJECT:** Lethbridge County Peace Officer – Communication System Policy
REVISED DATE: March 11, 2021

- ☐ Hours of Work
- ☐ Vehicle Numbers & Officers
- ☐ Shift Sign-in/out
- ☐ Creating CAD OI Events
- ☐ Traffic Enforcement Vehicle Stops (10-11's)
- ☐ Emergency
- ☐ 10-70 Welfare Checks
- ☐ After Hour Call Outs
- ☐ Escalation Procedures

POLICY

The Community Peace Officer is able to communicate directly with Taber Dispatch via the AFFRCS radio.

AFFRCS radio is to be utilized for all events involving law enforcement duties, including; traffic stops, officer initiated events (OI) municipal investigations and any bylaw complaint. AFFRCS is monitored by Taber Police Dispatch. The officer will be mindful that interactions over the radio can be heard by dispatchers. The CPO channel is recorded.

Fire radio communications occur on the mobile radio system located in the CPO truck. The fire radio communication and can be heard by any member of the local fire departments. Officers are to only utilize the fire radio when responding to, or assisting the local fire stations.

HOURS OF WORK

The Peace Officer works a variety of different shifts depending on the needs of Lethbridge County.

The Officer may be called out by the Supervisor of the program, after hours, to assist in an emergency or urgent situation (fire, scene security, etc).



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 2 of 7
APPROVED BY: County Council **SUBJECT:** Lethbridge County Peace Officer – Operational Communication Policy
REVISED DATE: March 11, 2021

PATROL VEHICLE

The Peace Officer will be assigned to a marked CPO Patrol Vehicle.

SHIFT SIGN-IN/OUT

The Peace Officer will do the following before and after every work shift;

- 1) Radio Taber Police Dispatch as follows; “Central Dispatch this is Peace Officer XXX. Message over”
- 2) When acknowledged, the Peace Officer will advise the dispatcher that they are “10-36” and that iNet is operational. This will advise the on-duty dispatcher that Community Peace Officers are operational for the day.
- 3) If the Peace Officer attends a community event meeting or other “out of service” type, the Peace Officer will notify dispatch via iNet through the “OOS” module codes. Once back in service, they will update their status in the “OOS” module to “in service.”
- 4) At the end of the shift, the Peace Officer will indicate on iNet that they are “10-35” and will make verbal contact with dispatch clearing their vehicle from the dispatch monitors.

CREATING INET/CAD OI EVENTS

An OI event is defined as an event that is “officer initiated”. This includes events such as; attendance to a bylaw complaint, responding to an municipal or provincial call for service.

Peace Officers will;

- 1) Indicate on iNet via the OI button
- 2) Input the appropriate drop-down menu title showing the nature of the call
- 3) Place any important information relevant to the call into the system
- 4) Listen for Taber Central Dispatch for any information and welfare check
- 5) When the call is complete, the Peace Officer will clear the call on iNet and enter the call details into the RMS.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 3 of 7

APPROVED BY: County Council **SUBJECT:** Lethbridge County Peace Officer – Operational Communication Policy

REVISED DATE: March 11, 2021

TRAFFIC ENFORCEMENT VEHICLE STOPS (10-11's)

The Peace Officer will do the following;

- 1) Safely and with the primary importance of officer safety in mind, pull the vehicle over to the side of the roadway
- 2) Contact Taber Central Dispatch via AFFRCS and advise them of the 10-11 status. Include the location of the traffic stop, number of occupants and reason for stop (traffic violation).
- 3) Taber Central Dispatch will run the vehicle license plate on CPIC/ROADS
- 4) Listen for the Taber Central Dispatcher for any information
- 5) Set a timer of 5 minutes
- 6) Utilize the 10-11 button enter the plate and any other applicable information.
- 7) Deal professionally and appropriately with the violator
- 8) Hit the "stop" button on the Silent Witness audio/video recording system
- 9) Confirm with Taber Central Dispatch that the call is complete and clear
- 10) Clear the incident from iNet when finished the enforcement action with appropriate disposition
- 11) Add the enforcement action to the RMS
- 12) Make appropriate notes

Peace Officers are reminded of their authorities and limitations and are encouraged to de-escalate and disengage if a situation becomes too dangerous.

EMERGENCY

In an emergency, or in a situation that escalates and the Peace Officer feels police presence is required;

- 1) Immediately contact Taber Police Dispatch and advise them that RCMP are required
- 2) Follow the guidelines utilized in the "Escalation Section".



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 4 of 7

APPROVED BY: County Council **SUBJECT:** Lethbridge County Peace Officer – Operational Communication Policy

REVISED DATE: March 11, 2021

Report all instances involving Urgent and Emergency to a Supervisor as soon as practical.

Immediately report to a Supervisor any Emergency instances or any instances where the Peace Officer of Lethbridge County renders aid to another Peace Officer under the guidelines found in the Public Security Peace Officer Program.

In the event of a serious or sensitive situation the authorized employer must report to the Alberta Director of Law Enforcement as soon as the employer becomes aware of a violation as per Section 19 of the Act, and no later than 24 hours in other circumstances as required by Section 5 of the POR.

10-70 WELFARE CHECKS

Welfare Checks are a means for dispatch to track the Peace Officer throughout the day to ensure their continual safety. It is incumbent on the Peace Officer to listen for these radio checks and respond to them accordingly.

Welfare Checks time limits are as follows;

- 1) Regular Shift Checks: Every 90 minutes unless timer re-set due to operational communications
- 2) Officer Initiated Investigation: Every 5 minutes for the initial start time, then the time stated by the Peace Officer up to a maximum of 30 minute intervals.
- 3) Traffic Stops: 5 minutes for the initial start time, then the time stated by the Peace Officer up to a maximum of 30 minute intervals.

Missed Checks:

If a Peace Officer misses a 10-70 check then,

- 1) A phone call to their work cells shall occur.
- 2) If no response is received, then the RCMP shall be notified , and if applicable, another neighboring Peace Officer shall also be notified.
- 3) The supervisor of the Peace Officer shall also be notified of the missed 10-70 check and the location of the Peace Officer.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 5 of 7
APPROVED BY: County Council **SUBJECT:** Lethbridge County Peace Officer – Operational Communication Policy
REVISED DATE: March 11, 2021

- 4) Taber Police and the supervisor will continue to make contact with the Peace Officer while the RCMP or another Peace Officer are in route to provide a well fare check.

When a Peace Officer is made aware they have missed a 10-70 check, they will immediately and with haste, contact Taber Central Dispatch to advise of their status.

ESCALATION PROCEDURE

- Routine
- Non-Urgent
- Urgent
- Emergency

The Peace Officer, during the course of his duties, must request the assistance of the agency having jurisdiction to further investigate a matter deemed not under the authority of the Peace Officer.

ROUTINE

Routine requests for back-up may include matters that have overlapped the jurisdiction of the appointment of a peace officer. For example, if the Peace Officer was notified of a dog complaint and upon investigating located poached waterfowl, the officer would contact Fish & Wildlife.

The Peace Officer will do the following;

- 1) Upon realization that the matter is out of the scope of the Peace Officer, or their appointment, notify the law enforcement agency of jurisdiction.
- 2) The Peace Officer may utilize dispatch for this purpose, however, it is suggested that the Peace Officer contact the agency of jurisdiction by cellular phone since the matter is routine.
- 3) Document the same in field notebooks.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 6 of 7

APPROVED BY: County Council **SUBJECT:** Lethbridge County Peace Officer – Operational Communication Policy

REVISED DATE: March 11, 2021

NON-URGENT

Request for back-up in these situations occurs when the Peace Officer is in legal execution of their duties and, in the course of those duties, affect an arrest under S. 494 of the Criminal Code or come across a matter that potentially is criminal in nature. For example, the Peace Officer is conducting a routine traffic stop and encounters a driver that appears to be intoxicated by alcohol. The Peace Officer would contact the Royal Canadian Mounted Police and request the assistance of a police officer.

The Peace Officer will do the following;

- 1) Radio the Taber Police Dispatch and advise the dispatcher of the situation.
- 2) Request the appropriate agency to come and assist or request instruction from that agency.
- 3) Do these steps over the recorded radio, phone or CAD as they may become part of further disclosure.
- 4) Document the same in field notebooks.

URGENT

Urgent request for back-up occurs when the Peace Officer is in a situation where violence is occurring or is expected to occur. The Peace Officer must always remember that safety is paramount, but confrontation is not always avoidable. In such an instance, the Peace Officer will summon immediate police back-up. For example, a Peace Officer is on routine patrol within a Hamlet when notified of a domestic dispute happening on public property. The Peace Officer will call for help by radio, if possible, immediately and wait for further instruction if safe to do so.

The Peace Officer will do the following;

- 1) Ensure their safety and the immediate safety of others
- 2) Follow the guidelines listed in the *Public Security Peace Officer Program Policy and Procedure Manual* Section 24.2
- 3) Immediately contact the Royal Canadian Mounted Police through the Taber Police Dispatch.



Lethbridge County Policy Handbook

EFFECTIVE: December 19, 2019 **SECTION:** 200 NO. 217 Page 7 of 7
APPROVED BY: County Council **SUBJECT:** Lethbridge County Peace Officer – Operational Communication Policy
REVISED DATE: March 11, 2021

- 4) Advise them of the severity of the situation, number of persons involved and presence of any weapons.
- 5) Await further instruction from the Police Officer.
- 6) Document the same in field notebooks.

EMERGENCY

The ten code of 10-33 will be utilized by the Peace Officer to the Dispatcher. The Peace Officer is in a situation that has escalated quickly to violence and that Peace Officer is unable to safely remove themselves from the situation. For example, a Peace Officer on a traffic stop is jumped by an irate driver and is forced to utilize whatever means necessary to prevent death and grievous bodily harm.

The Peace Officer will do the following;

- 1) Immediately contact Taber Police Dispatch and call out a 10-33.

The Taber Police Dispatcher will do the following;

- 1) Contact the RCMP OCC Dispatch Centre in Red Deer, Alberta and have a priority response initiated.
- 2) Notify the neighboring Community Peace Officer.
- 3) Apprise the Peace Officer's Supervisor of the situation.

AGENDA ITEM REPORT



Title: Community Planning Association of Alberta (CPAA) - Annual Conference (Virtual) and Sponsorship
Meeting: Council Meeting - 11 Mar 2021
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 25 Feb 2021
Approved - 01 Mar 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Community Planning Association of Alberta annual conference will be held virtually this year May 3-5, 2021.

RECOMMENDATION:

- That any member of Council may attend the 2021 CPAA (Virtual) Annual Conference
- That County Council sponsors the 2020 Community Planning Association of Alberta Conference in Red Deer scheduled for May 3-5, 2021 at the \$1,000 Gold Sponsorship Level; funds to be utilized from Council's Discretionary Reserve

PREVIOUS COUNCIL DIRECTION / POLICY:

County Council has historically attended this conference and sponsored the conference at a Gold Level.

BACKGROUND INFORMATION:

Attached is registration and sponsorship information for the Community Planning Association of Alberta Conference to be held virtually from May 3-5, 2021. The theme for the conference is: Take the Initiative! Exploring Innovations & Resiliency in Community Planning. The Registration cost is \$200 per person (this includes the Education Session on the Monday). The attached information outlines the various sponsorship levels available and for the past few years the County has generously sponsored the event at a Gold Sponsor Level. The Gold Level Sponsor cost for 2021 is \$1,000.

Topics that are being planned for the 2021 Conference include:

- Identifying and marketing your community's strengths
- Recruitment and retention strategies
- Balancing regulations and economic development
- Supporting local through procurement and key community partners
- Adaptive planning processes through a global pandemic
- The energy picture – advancements in alternative energies
- Emerging technologies & construction practices
- Legal Updates
- Annexations in small Alberta communities
- Local innovations in storm water management
- Building thriving small towns and local schools through partnership
- Small town transit opportunities

ALTERNATIVES / PROS / CONS:

That Council not attend the 2021 Conference and not Sponsor the Conference

Pros:

- cost savings to the County for not attending the conference and not sponsoring the conference

Cons:

- missed opportunity to learn about upcoming and current issues within the realm of Planning and Development

FINANCIAL IMPACT:

- The registration fee per person is \$200 for CPAA members
- The Gold Level Sponsor ship is \$1,000 and includes one free Conference Registration

REASON(S) FOR RECOMMENDATION(S):

- Attending the conference would give Council members an opportunity to discuss similar issues with fellow Councillors and to learn about upcoming issues on the horizon
- Sponsorship of the Conference will highlight the County and support the Community Planning Association.

ATTACHMENTS:

[2021 CPAA Registration Online Form - Feb24 2021](#)
[2021CPAASponsorshipPackage](#)
[CPAA 2021 PRELIMINARY PROGRAM](#)

2021 ANNUAL PLANNING CONFERENCE & EDUCATION SESSION

REGISTRATION FORM

Delegate First Name:

Delegate Last Name:

Delegate Title / Position:

Delegate Email:

(Note: When registering more than one delegate, please provide complete list of all delegates including first name, last name, title / position when submitting registration form)

Organization:

Contact Name For Invoicing and Payment Matters:

Contact Individual Email:

Contact Individual Phone:

Address:

City:

Postal Code:

Conference registration fee includes: Half day Education Session, Regular Conference Sessions and, access to recorded Conference Sessions following the Conference. Access and login credentials to the Virtual Conference Website will be sent to each paid delegate via email information provided at least two weeks prior to the start of the conference.

CONFERENCE REGISTRATION

- ☐ Conference Registration Fee: \$200.00 for CPAA members
☐ Registration Fee: \$325.00 for non-members
☐ Registration Fee included with Sponsorship - If yes, please indicate sponsorship level
☐ Student Registration Fee: \$50.00 Students must be current members of CPAA.

Full-time students please indicate Institution:

Total Amount Owning:

☐ **Payment Enclosed** ☐ **Payment to Follow** ☐ **Invoice**

GST is not applicable. Credit card payment is not available. However, payment may be made by e-transfer, direct deposit or by cheque, made payable to Community Planning Associate of Alberta.

Cancellation Policy: There will be no refunds, but you may transfer the registration to another person, or conference and/or education session to another individual with the same organization.

Please complete the form and return with payment to:

CPAA Office

**205 - 10940, 166A Street NW,
Edmonton, AB
T5P 3V5**

**P | 780-432-6387
E | cpaa@cpaa.biz**

Privacy Statement: The CPAA collects personal and commercial information under the Personal Information Protection Act. The use of personal information provided to the CPAA is limited to the purposes of conference administration and to future CPAA outreach and communications to CPAA members, non-members and conference attendees.

SPONSOR FORM

Contact Name:

Organization:

Address: City:

Postal Code: Email: Phone:

TERMS AND CONDITIONS:

1. Sponsorship benefits will be allocated by the CPAA on a "first come, first served" basis.
2. A sponsorship is secured only upon receipt of sponsorship contribution.
3. CPAA reserves the right to amend the rules and regulations governing sponsorship at any time.
4. CPAA reserves the right to assign sponsorship based on sponsorship level and number of sponsors at each level.
5. Sponsorship refunds will not be issued by the CPAA.

SPONSORSHIP & PAYMENT DETAILS

- ☐ Sponsorship Amount \$
- ☐ Payment amount enclosed \$
- ☐ Payment to follow \$
- ☐ Please invoice sponsorship amount to above organization

GST not applicable. Credit card payment is not available. Payment by e transfer, direct deposit or by cheque, made payable to: Community Planning Association of Alberta.

I have read and agree to the terms of the sponsorship/partnership agreements contained herein:

Signature:

Date:

Please note the deadline for sponsorship is April 14, 2021

Please forward completed sponsorship form, sponsorship package and .jpg of company / municipal logo to:

CPAA Office
205 - 10940 166A Street NW
Edmonton AB
T5P 3V5

Questions and / or submissions regarding sponsorship should be directed to:

Vicki Hackl, CPAA Secretary
P | 780-432-6387
E | cpaa@cpaa.biz

2021 CPAA CONFERENCE SPONSOR PACKAGE

☐ **DIAMOND \$2,500**

There may only be one sponsor in this category. The diamond sponsor shall be recognized as a Principal Sponsor in all conference materials. A sponsor representative will be invited to speak as part of conference welcoming and closing remarks.

BENEFITS

- Three (3) free registrations for Conference (Value: \$600)*
- Primary sponsor in all conference materials and publications
- Primary recognition through prominent logo placement
- Promotional video opportunity (2 Minute clips to be shown throughout the conference)
- Links to sponsors webpage on conference landing page
- Recognition on CPAA website & Social Media

☐ **PLATINUM \$1,500**

Sole Sponsor for one activity. Please choose:

- ☐ Education Session
- ☐ Raffle
- ☐ Keynote Speaker
- ☐ Student Participation

BENEFITS

- Two (2) free registrations for Conference (Value: \$400)*
- Promotional video opportunity (1 Minute clips to be shown throughout the Conference)
- Logo placement and listing on conference landing page and CPAA website and social media
- Recognition during sponsored event

☐ **GOLD - \$1,000**

Sole Sponsor for one activity. Please choose:

- ☐ Two (2) Concurrent Sessions
- ☐ One (1) Plenary Session
- ☐ One(1) Student Scholarship

BENEFITS

- One (1) free registration for Conference (Value: \$200)*
- Logo placement and listing on conference landing page, CPAA website and social media
- Recognition during sponsored event
- Promotional video opportunity (30 Second clips to be shown throughout the Conference)

☐ **SILVER \$700**

Sole Sponsor for one activity. Please choose:

- ☐ One (1) Concurrent Session

BENEFITS

- One (1) free registration for Conference (Value: \$ 200)
- Logo placement and listing on conference landing page and CPAA website
- Recognition during sponsored event

☐ **BRONZE \$500**

Sole Sponsor for one activity. Please choose:

- ☐ Joint Sponsor of Concurrent Session
- ☐ Conference landing page Conference Management

BENEFITS

- Recognition on the conference landing page, CPAA Website and social media
- Recognition during sponsored event

☐ **Contributing Scholarship Sponsor (less than \$500)**

Includes financial contributions which supports annual CPAA conference. The CPAA sponsorship raises funds directly for student scholarships to pursue and advance education and a career in planning. Contributing sponsors supporting the student scholarships are listed in the conference program.

PRELIMINARY CONFERENCE PROGRAM

The upcoming conference is themed “**Take the Initiative! Exploring Innovations & Resiliency in Community Planning**”. This theme was chosen to explore and celebrate the innovations and new directions that are being advanced in community planning in Alberta and beyond. CPAA wishes to provide a collaborative space to allow planners, administrators, and elected officials to see what other groups are trying out and to learn from current innovations in planning. Join us!

Conference registration information can be found at <https://www.cpaabiz/content/2021-cpaabiz-virtual-conference>

May 3rd MONDAY

EDUCATION SESSION

Rural Destinations Do It Differently

10 Steps to Becoming a Place People Want to Visit

Chris Hughes

BC Hughes

A deep dive into why being different is your greatest asset. In a world of homogenization, box stores, retail strips, and fast food, the travel market is shifting and looking for more intimate and real experiences. Learn how to uncover your greatest strengths and mobilize them into possibly the next-big-thing.

Chris has a special gift. He sees opportunities to make people smile and is driven by the little things that make businesses and destinations fun and memorable. All of those things that surprise someone and make them want to capture the moment are paramount to his way of thinking.

An outside the box kind of guy, Chris has a ton of experience working with tourism regions and destinations, building visitor experiences, strategies and touring routes, as well as working with private and public attractions, destination marketing organizations, mom and pop resorts, campgrounds and motels.

MAIN CONFERENCE

KEYNOTE

Live-Work-Play'd Out

The New Era of Recruitment & Retention

Chris Hughes

BC Hughes

PLENARY

Intergovernmental Relationship Building

AUMA & RMA Updates

Barry Morishita, *AUMA President*

Paul McLauchlin, *RMA President*

CONFIRMED SESSIONS

Cochrane On-demand Local Transit (COLT)

A Demand Driven Approach to Transit

Devin LaFleche

Town of Cochrane

Drone Technologies

Village of Foremost & additional examples

Doug Hanna

Foremost UAS Test Range

Conference program subject to change pending final confirmations and additions

May 4th TUESDAY

CONFIRMED SESSIONS	Valleyview Passive House Town Hall Comfortable, Affordable and Sustainable	Ben Berlinguette, <i>Town of Valleyview</i> Oscar Flechas, <i>Architecture</i>
	Municipal Leadership in Stormwater Resilience	Marissa Koop, <i>B&A Planning Group</i> Jennifer Massig, <i>Magna Engineering</i>
	Social Procurement Innovative procurement ideas to help support local economies & provide positive impacts on the world	Tim Coldwell, <i>Chandos Construction</i> David LePage, <i>Buy Social Canada</i>
	LUNCH TIME CPAA AGM	
CONFIRMED SESSIONS	Innovations in Aquatics Wastewater Treatment Constructed Floating Wetland Pilot Project & Solar Aquatics Plant	<i>Brazeau County</i>
	Municipal Boundary Battles Annexations in Alberta	Sandeep Agrawal, <i>School of Urban and Regional Planning, University of Alberta</i>
	Uproot Food Collective Innovative food production program in Alberta	Allen Yee, <i>Uproot Food Collective</i>
	Adaptive Planning & Engagement Processes Planning and public engagement in a pandemic world – what works and what may continue into the future?	Bridget Honch & Tamille Beynon, <i>B & A Planning Group</i>
PLENARY	A Legal Update	Marny Paul & Lorne Randa, <i>Brownlee LLP</i>

Conference program subject to change pending final confirmations and additions

May 5th WEDNESDAY

CONFIRMED SESSION

Balancing Regulation and Economic Development
The Dreaded Land Use Bylaw

Nick Pryce
V3 Companies of Canada

PLENARY

Thriving, Not Surviving
Community Building Through School Revitalization

Kevin Van Lagen, M. ED.
Principal of Altario and Consort Schools

CLOSING

AGENDA ITEM REPORT



Title: Lethbridge County Economic Development Quarterly Report: December 2020 - March 2021
Meeting: Council Meeting - 11 Mar 2021
Department: Community Services
Report Author: Martin Ebel

APPROVAL(S):

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

Approved - 01 Mar 2021
Approved - 01 Mar 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Despite the COVID-19 pandemic, Lethbridge County's economic development officer has continued work on supporting and growing the municipality's economy. This has involved both internal County-focused work and collaboration with neighbouring municipalities and regional partners. Matching regional trends, Lethbridge County's economy has not been as severely affected by COVID-19 lockdowns and restrictions as some other municipalities in the province, which is fortunate and which sets the municipality (and region) up for a solid recovery once the pandemic ends.

RECOMMENDATION:

That the December, 2020 - March, 2021 Economic Development quarterly report be received for information.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County economic development work has been in compliance with all council and senior administration policies and directives since the beginning of the COVID-19 pandemic.

BACKGROUND INFORMATION:

As with virtually all Canadian municipalities, the COVID-19 pandemic has had serious direct and indirect impacts on the local economy. Economic development officers have been working within the limits and restrictions of lockdowns and public health guidelines to support local businesses to the greatest extent possible, and ensure that the long-term economic projects and goals of the municipalities continue to be advanced. For Lethbridge County over the past quarter, this work has included:

- Work with existing Lethbridge County businesses that are looking to expand their operations, including promotion of County products on a provincial level and economic development inquiries for County hamlets
- Work with two potential new businesses looking to establish operations within Lethbridge County
- Ongoing work with the private sector to identify broadband internet solutions for Lethbridge County businesses and citizens
- Work in developing and promoting Hwy 4 "Canada's Western Gateway" logistics and trade corridor; ongoing work promoting Hwy 3 "Canada's Premier Food Corridor"
- Working with communications coordinator to develop a new County online business directory to support Lethbridge County businesses and the concept of "buy local"
- Exploring and vetting potential new revenue opportunities and services for County citizens and businesses - e.g. Ridge Utilities
- Planning for post COVID-19 marketing of Lethbridge County and recovery for Lethbridge County businesses - what will be the greatest needs, and how can Lethbridge County provide non-intrusive support?

ALTERNATIVES / PROS / CONS:

N/A - this report is for information only

FINANCIAL IMPACT:

There are no immediate financial implications for this report. All activities are within the allocated 2021 budget for Lethbridge County economic development.

REASON(S) FOR RECOMMENDATION(S):

Despite the restrictions placed on traditional economic development work such as in-person business visitation, economic development work and support for Lethbridge County businesses remains an important function during COVID-19, and will have an important role to play in post-COVID-19 recovery. County Council's and Senior Administration's understanding and support of this work is appreciated.

AGENDA ITEM REPORT



Title: Parking Bylaw Survey results
Meeting: Council Meeting - 11 Mar 2021
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 16 Feb 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The County does not currently have a parking bylaw. A draft bylaw was given first reading by Council in September. The results of a citizen survey were inconclusive regarding the whether the adoption of a parking bylaw is desired. One unsolicited letter from a member of the public expressing concerns about parking was received.

RECOMMENDATION:

Option 1.

1. Move second reading of the bylaw but vote against it so that the bylaw dies.

PREVIOUS COUNCIL DIRECTION / POLICY:

The County currently has no bylaw in place that regulates parking. Draft Parking Bylaw No. 20-017 was presented and read a first time by Council at the September 17, 2020 Council meeting. In accordance with Council's direction, the County then conducted a citizen survey on the proposed bylaw and received 42 responses. A summary of the responses received is attached. A letter with some photos from a citizen expressing concern about RV parking is also attached.

BACKGROUND INFORMATION:

In 2020, several complaints of alleged improper vehicle and trailer parking in urban and industrial areas of the County were received. The complaints were generally in regards to large commercial vehicles parking in urban areas, RVs parking long-term on the street in urban areas, parking in alleys and heavy vehicles parking in urban and industrial areas so as to be a nuisance and potentially cause damage to the roads.

As a result, Administration prepared and presented Parking Bylaw No. 20-017 to Council in September. If adopted in its current form, the bylaw would regulate the parking issues identified

above and give the County's Community Peace Officer the ability to enforce the rules when violations occur. However, based on the comments received in the survey, there are definitely mixed perspectives whether there is a need to adopt a parking bylaw.

Administration is investigating the potential to establish commercial vehicle parking lots on County-owned land in or near hamlets and subdivisions, similar to the one in Shaughnessy. This was a suggestion that was mentioned in the survey several times and could help reduce commercial vehicle parking pressures in residential areas.

ALTERNATIVES / PROS / CONS:

1. Move second reading of the bylaw but vote against it so that the bylaw dies.

Pros: Avoids adding more regulatory burden on County citizens and business.

Cons: Leaves the CPO without much authority to enforce parking-related issues.

2. Take no further action at this time.

Pros: Leaving the bylaw sitting at first reading will allow Council to act at a later date on the bylaw, should it feel compelled to do so.

Cons: In accordance with the Municipal Government Act, if the bylaw does not receive third reading within two years after receiving first reading, it automatically dies.

3. Adopt the bylaw in its current form.

Pros: Gives the CPO greater ability to promptly address parking violations when complaints are received.

Cons: Will negatively impact the flexibility that RV owners and commercial vehicle operators enjoy when it comes to parking.

4. Give Administration specific direction to soften some of the terms and conditions included in the draft bylaw.

Pros: May strike a delicate balance between having no parking rules and having rules designed to prohibit the most severe parking violations.

Cons: May create more complications than it is worth if the bylaw does not go far enough.

FINANCIAL IMPACT:

If the Bylaw were to be adopted, some revenue from fines would likely be generated. There are no other direct, measurable financial implications.

REASON(S) FOR RECOMMENDATION(S):

During the pandemic when people are already facing unprecedented challenges, imposing parking regulations may not be in the community's collective best interests at this time.

ATTACHMENTS:

[Parking Bylaw Survey Results - Condensed](#)

[Citizen letter - parking concerns](#)

[2020 Final Bylaw 20-017 Parking Bylaw](#)



PROPOSED PARKING BYLAW Survey Results

November 2020

Page 3 of 22



Background:

Lethbridge County is considering the implementation of a parking bylaw due to complaints of commercial vehicles, trailers, RVs, and other improperly parked vehicles within the County's residential and industrial areas. As there is currently no parking bylaw in place, the County has limited ability to enforce parking restrictions in these areas.

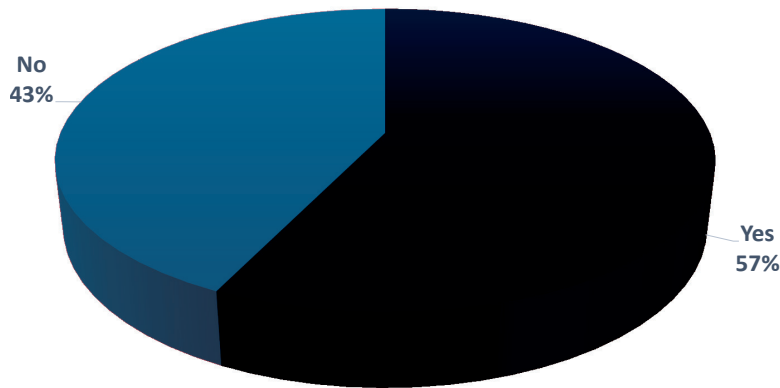
The proposed bylaw outlines several regulations for parking on County roads, specifically within hamlets and subdivisions. The key points include:

- Commercial vehicles and trailers (hitched or un-hitched) may not be parked on roads unless carrying out work or maintenance. These vehicles are permitted to be parked adjacent to the work site for a maximum of 10 hours between 7:00 a.m. and 7:00 p.m.
- No vehicle registered over 4500 kg or measuring over 6 metres in length may be parked on a road in residential or industrial areas, unless otherwise designated.
- Recreational vehicles (RVs) and trailers may only be parked on roads between May and September and must be adjacent to the owner's/renter's property. RVs and trailers shall not obstruct vehicle or pedestrian traffic.
- Vehicles may not park in an alley unless they are loading or unloading.

Prior to making a decision on the proposed bylaw, Lethbridge County Council wanted citizens to provide their feedback on the issue. A short survey was available from October 23 to November 22, 2020.



Q1. Do you agree that commercial vehicles and trailers (hitched or un-hitched) should not be parked on roads (unless carrying out work or maintenance)?



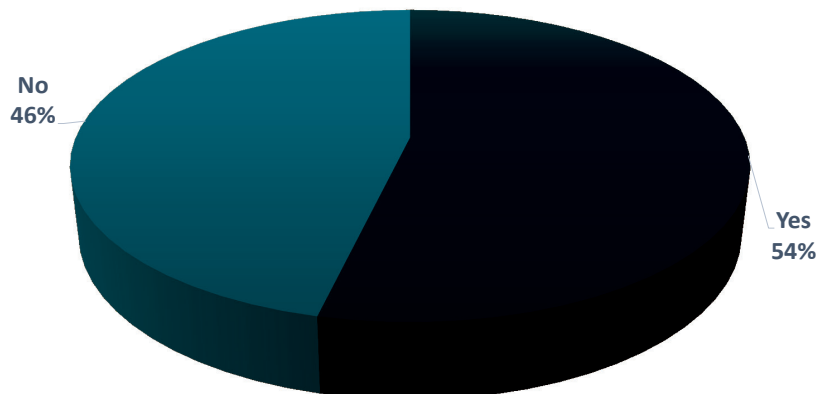
Comments:

- These vehicles do not belong in residential areas because they are unattractive and a hazard.
- Businesses should not be restricted to carry out their activities and limiting where commercial vehicles can park will limit these activities.
- These vehicles are how some people get to work and they do not have anywhere else to park them.
- More places for commercial vehicle parking should be available in the County.

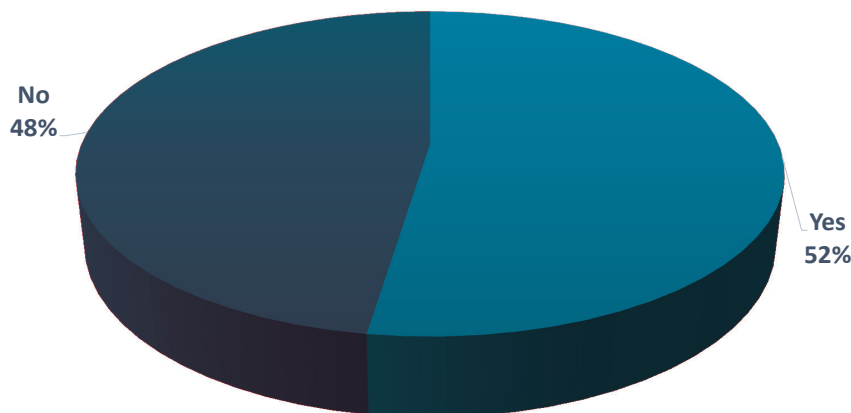
Q2. Do you agree that vehicles registered over 4500kg or measuring over 6 metres should not be parked within a residential or industrial area?

Comments:

- There should be more parking available in the County for these vehicles.
- Parking should be allowed as the County is a rural municipality and does not need the same bylaws as towns and cities.
- These vehicles should not be permitted to park in residential areas but it is acceptable in industrial areas.



Q3. Do you agree that recreational vehicles (RVs) and trailers should only be permitted to be parked on roads between May and September and must be adjacent to the owner's property?



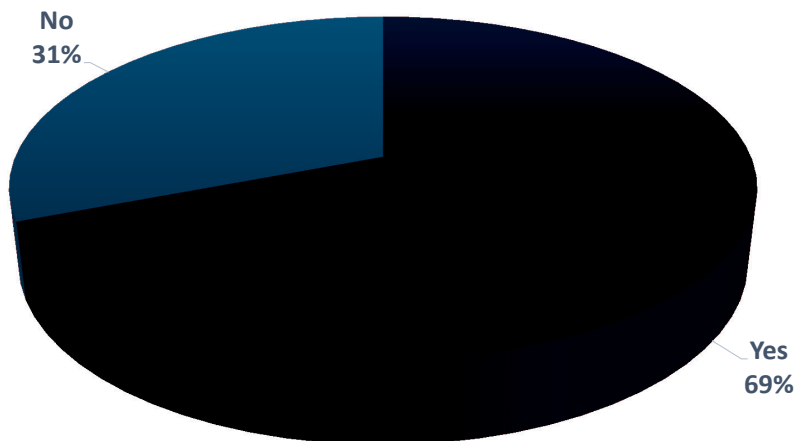
Comments:

- RV's and trailers parked in residential neighbourhoods are unsightly and should not be permitted for an extended period of time, at any time of year.
- These should be allowed as long as they are parked adjacent to the owner's property or in the yard or alley.
- The bylaw should not specify a time of year that is acceptable for these vehicles to park.

Q4. Do you agree that vehicles should not be parked in an alley unless loading or unloading?

Comments:

- If the vehicle does not interfere with access, it should be permitted to park in an alley.
- Vehicles parked in alleys restrict access and should not be permitted.



Q5. Please provide any additional comments you may have on the proposed parking bylaw:

Comments:

- A parking bylaw is not needed as this is not a significant issue in the County.
- This bylaw would not be an efficient use of taxpayer money (enforcement).
- Parking of RVs, trailers, and commercial vehicles is an issue in residential areas.
- This bylaw would interfere with workers bringing their work vehicles home at night as many do not have a shop or another location to park them except for at/near their residence.
- Commercial vehicles should be parked in the industrial areas, not residential areas.
- There is a lack of truck stops in the County that would allow large commercial vehicles to park while drivers rest overnight.



August 25 2020

Larry Randell, Reeve and Council
Lethbridge County
100, 905 4th Ave S.
Lethbridge AB
T1J 4E4

Dear Sirs.

I live in the hamlet of Shaughnessy and I have two complaints that I want to share with you.

1. The streets .. some streets are permanent parking for Recreational vehicles. These RV's have not turned a wheel in a year or more.. It is a safety concern especially on the corner of 2nd Street and Cadillac Street. I'm sure it poses a difficulty for winter maintenance as well as those turning the corner.
..... there should be parallel parking as well for regular vehicles instead of all the angles that people use..
I enclose some photos .
2. Unsightly premises..... some places need to be cleaned up ...a bit at least. I have spoken to David and he assures me he is working on it, but these photo's show it as it is today Aug 25th.

I believe that as you are doing work on infrastructure here in Shaughnessy , it would be a perfect time to bring great improvements to our community.
I would ask that you consider a special notice or a by law that would provide instructions for residents and support for your Peace Officer. as he says there are no parking policies or by laws dealing with parking.

Thank you for your attention.
Sincerely



Tom White





**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 20-017

**A BYLAW OF LETHBRIDGE COUNTY FOR THE
REGULATION AND CONTROL OF PARKING**

WHEREAS the *Traffic Safety Act*, Chapter T-6 of the Revised Statutes of Alberta, 2000 and amendments thereto, makes provision for passage of bylaws to the regulation and control of vehicles;

AND WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c M-26 Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and the enforcement of bylaws.

NOW THEREFORE, THE COUNCIL OF LETHBRIDGE COUNTY DULY ASSEMBLED HEREBY ENACTS THE FOLLOWING:

1. SHORT TITLE

1.1 This Bylaw may be cited as the "Highway Parking Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, words shall have the same meaning as in the *Traffic Safety Act* and the regulations under the *Traffic Safety Act* except as otherwise defined herein.

2.2 In this Bylaw:

- a) **"Alley"** means a narrow Highway intended mainly to give access to the rear of buildings and parcels of land.
- b) **"Bicycle"** means any cycle propelled by human power on which a person can ride, regardless of the number of wheels it may have.
- c) **"Boulevard"** means:
 - i. That part of a Highway that is not a Roadway; and
 - ii. That part of a Sidewalk that is not especially adapted to the use or ordinarily used by Pedestrians.
- d) **"CAO"** means the Chief Administrative Officer of Lethbridge County, or his or her delegate.
- e) **"Council"** means the municipal council of Lethbridge County.
- f) **"Court"** means a Court of competent jurisdiction in Alberta.
- g) **"Dangerous Goods"** has the same meaning as in the Dangerous Goods Transportation and Handling Act.
- h) **"Commercial Vehicle"** means a vehicle, or a vehicle with a trailer attached that has a Gross Weight or a Gross Registered vehicle Weight of 4500 kilograms or more, with or without a load, or exceeds 6 meters in overall length, excluding Recreational Vehicles.
- i) **"Highway"** means any thoroughfare, street, road, trail, avenue, parkway, alley, driveway, viaduct, lane, square, bridge, causeway, trestle-way or

- other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- i. a sidewalk, including a boulevard adjacent to the sidewalk,
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be but does not include a place declared by regulation not to be a highway,
 - iv. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be but does not include a place declared by regulation not to be a highway.
- j) **“Locality”** means an unincorporated community recognized by Lethbridge County as a locality, including but not limited to a hamlet located within Lethbridge County.
 - k) **“Violation Tag”** means a tag or similar document issued by Lethbridge County pursuant to the Municipal Government Act for the purpose of notifying a Person that an offence has been committed for which a prosecution may follow.
 - l) **“Owner”** means the person who owns a vehicle and includes any person renting a vehicle or having the exclusive use of a vehicle under a lease that has a term of more than 30 days or otherwise having the exclusive use of a vehicle for a period of more than 30 days.
 - m) **“Park”, “Parking”, or “Parked”** means to allow a vehicle, whether occupied or not, to remain stationary in one place, except;
 - i. when standing temporarily for the purpose of and while engaged in loading or unloading passengers, goods or within a designated loading zone, or
 - ii. when complying with a direction given by a Peace Officer or traffic control device.
 - n) **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Community Peace Officer whose appointment includes enforcement of Lethbridge County's Bylaws, or a Bylaw Enforcement Officer appointed by Lethbridge County.
 - o) **“Person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator, or other legal representative.
 - p) **“Recreational Vehicle”** means a vehicle designed to provide temporary living accommodation for travel, vacation, or recreational use, and to be driven, towed or transported, some examples of which include, without restricting the generality of the foregoing, a motor home, holiday trailer, camper, tent trailer and any bus or truck converted to provide temporary living accommodation.
 - q) **“Sidewalk”** means that part of a Highway especially adapted to the use of or ordinarily used by Pedestrians, and includes that part of a Highway between the Curb line (or the edge of the Roadway, where there is no Curb line) and the adjacent property line, whether or not paved or improved.
 - r) **“Traffic Control Device”** Device means any temporary or permanent sign, signal, marking, or device whether manually, electrically or

- mechanically operated placed, marked or erected under the authority of this Bylaw for the purposes of regulating, warning or guiding traffic.
- s) **“Trailer”** means a vehicle so designed that it:
 - i. may be attached to or drawn by a motor vehicle or tractor, and
 - ii. is intended to transport property or persons, and includes any vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways.
 - t) **"Undeveloped Road Allowance"** means any land dedicated as a road right of way that has not been developed, whether the right of way is shown on a road plan registered with the Land Titles Registry.
 - u) **"Violation Ticket"** means a ticket issued pursuant to either Part 2 or Part 3 of the *Provincial Offences Procedure Act*.

3. RULES OF INTERPRETATION

- 3.1 Nothing in this Bylaw relieves a Person from complying with any provision of any Provincial or Federal legislation or regulation, other bylaw or any requirement of any lawful permit, order, or licence.
- 3.2 Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
- 3.3 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.4 Any reference to the provisions of a statute of Alberta is a reference to that statute and any regulations thereunder, associated, as amended, or appealed and replaced over time.

4. APPLICATION

- 4.1 The provisions of this Bylaw do not apply to the following vehicles:
 - a) emergency vehicles
 - b) vehicles owned or within the lawful possession of Lethbridge County
 - c) vehicles engaged in maintenance or repair of a public utility, as defined in the Municipal Government Act
 - d) a vehicle operated by a federal, provincial, or municipal government, or with the approval of the federal, provincial, or municipal government, for the purpose of constructing or maintaining a highway
 - e) school buses, when authorized or buses for the handicapped, while transporting, loading, or unloading passengers during the ordinary course of business

5. TRAFFIC CONTROL DEVICES

- 5.1 The CAO or their designate are authorized to prescribe where traffic control devices are to be located, including traffic control devices restricting the parking of any class of vehicles:

- a) restricted to any class or classes of Vehicles
- b) prohibited parking at any time
- c) restricted to a specified amount of time via a traffic control device.

5.2 The CAO or their designate shall authorize the placement of traffic control devices at such locations and may from time to time alter the location for the following purposes:

- a) To prohibit, restrict or regulate the parking of Vehicles or any class of Vehicles on any Highway or other public place or any portion thereof during such hours as may be determined
- b) To designate and mark guidelines for angle or parallel parking on any Highway or other public place or any portion thereof.

5.3 Lethbridge County shall create a formal record to be kept of the location of all traffic control devices, which shall be open to public inspection during normal business hours.

5.4 Notwithstanding any provisions of this Bylaw, all traffic control devices placed, erected, or marked in Lethbridge County prior to the passing of this Bylaw shall be deemed to be duly authorized traffic control devices until altered pursuant to the provisions of this Bylaw.

6. SIGNAGE TAMPERING

6.1 No Person shall climb upon, interfere with, damage, deface, remove, alter, or destroy a traffic control device.

7. PARKING ON COUNTY PROPERTY

7.1 No person shall park any vehicle upon land owned by Lethbridge County except:

- a) on such thereof as may be designed by the CAO or their designate with a sign for vehicle parking.
- b) When actively engaged in Lethbridge County business.
- c) Where on street parking is permitted.

8. PARKING IN LANES

8.1 No driver of a vehicle shall park a vehicle or permit a vehicle to be parked in a lane unless a traffic control device otherwise permits such parking for the following purposes:

- a) the loading or unloading of small non bulk goods or passengers from a vehicle other than a commercial vehicle used for the purpose of the transportation of commercial goods/materials at its designated drop-off pick-up point.

8.2 Notwithstanding Section 8.1, no driver of a vehicle while loading or unloading passengers or goods shall park a vehicle or permit a vehicle to be

parked in such a manner as may obstruct the passage of other vehicles in the lane.

9. PARKING/STOPPING

9.1 No driver of a vehicle shall stop or park a vehicle contrary to a posted traffic control device.

9.2 No person shall park on a Highway for the purpose of a vehicle being displayed for sale.

9.3 No person shall park or stand any vehicle on any highway for a period of more than seventy-two (72) hours unless signage permits otherwise.

9.4 No Vehicle may be parked at an angle to the Curb in a cul-de-sac unless that Vehicle is parked in such a manner as not to interfere with the free flow of traffic in the cul-de-sac.

10. CONSTRUCTION AND MAINTENANCE

10.1 No person shall park a Commercial Vehicle or Trailer on a Highway unless the vehicle and/or trailer is being used for the purpose of the Highway being maintained, repaired or sanctioned work of any kind is being performed, including snow removal/winter maintenance when specified with posted notice.

10.2 Notwithstanding Section (10.1), trailers used for construction or maintenance purposes may be left on a roadway directly adjacent to a work site for a maximum 10-hour period between 7:00am and 7:00pm provided:

- a) Workers are actively engaged at that site
- b) The trailers are properly supported at their hitch points so as not to mar the surface of the road; wheels are properly chocked; and warning cones are set out on the roadway both in front and behind the corners of the trailers that are furthest from the curb or roadway edge
- c) It does not interfere with any laneway or driveway.

11. BUSES

11.1 No driver of a vehicle shall stop or park a vehicle in any bus stop properly marked by signage.

12. ALLEY/LANE ACCESS

12.1 No driver of a vehicle shall park a vehicle in an alley unless a person is actively engaged in the loading or unloading of passengers or goods from a vehicle, provided that the vehicle concerned is such loading or unloading of passengers or goods does not so obstruct the lane as to prevent other vehicles or persons from passing freely through the alley.

13. TRAILERS/HIGHWAYS

13.1 No person shall park any trailer (whether designed for occupancy by person or for the carrying of goods and equipment), upon any highway unless said trailer is attached to a motor vehicle by which it may be propelled or drawn and when so attached the trailer shall be deemed part of the vehicle and subject to the regulations pertaining to vehicles:

- a) Despite Section (10.1) if the trailer is being used on a Highway when such Highway or any portion thereof is being maintained, repaired or sanctioned work of any kind is being performed, including snow removal/winter maintenance, then it may be parked for the duration of the work provided it does not obstruct the lane or prevent other vehicles or persons from passing freely.

14. RECREATIONAL TRAILER/VEHICLES

14.1 Subject to Section 10.1, a person may park a recreational trailer or recreational vehicle upon a highway during the months of May through to September provided that in doing so no obstruction is caused to vehicular or pedestrian traffic and such vehicle shall only be parked adjacent to the registered owner's registered property and;

- a) Rented or leased property are deemed "registered" owners.

15. DIMENSIONAL/WEIGHT RESTRICTION

15.1 No person shall park any heavy vehicle or commercial vehicle, bus, truck tractor, tractor trailer or registered weight of over 4500kg or a length of more than Six (6) meters upon any highway:

- a) Not withstanding section (10) where applicable.

16. INTERSECTION PARKING

16.1 A person driving a vehicle shall not park any vehicle, unless

- a) required or permitted by this bylaw or by a traffic control device
- b) in compliance with a direction given by a peace officer, or
- c) to avoid conflict with other traffic, stop or park the vehicle at the following locations:
 - i. on a sidewalk or boulevard;
 - ii. on a crosswalk or on any part of a crosswalk;
 - iii. within an intersection other than immediately next to the curb in a "T" intersection;
 - iv. at an intersection nearer than 5 metres to the projection of the corner property line immediately ahead or immediately to the rear, except when the vehicle is parked in a space where a parking meter or other traffic control device indicates parking is permitted;
 - v. in the case of an approach to a stop sign or yield sign, within 5 metres from the stop sign or yield sign;

- vi. within 5 metres from any fire hydrant, or when the hydrant is not located at the curb, within 5 metres from the point on the curb nearest the hydrant;
- vii. within 1.5 metres from an access to a garage, private road or driveway or a vehicle crossway over a sidewalk;
- viii. within 5 metres from the near side of a marked crosswalk;
- ix. alongside or opposite any street excavation or obstruction when the stopping or parking would obstruct traffic;
- x. on any bridge or in any subway or on the approaches to either of them;
- xi. at any place where a traffic control device prohibits stopping or parking, during the times stopping or parking is so prohibited;
- xii. on the roadway side of a vehicle that is parked or stopped at the curb or edge of the roadway; or
- xiii. at or near the site of any fire, accident, or other emergency, if stopping or parking would obstruct traffic or hinder emergency vehicles or peace officers, firemen, ambulance drivers or assistants or rescue officers or volunteers.

17. PARALLEL PARKING

17.1 When parking a vehicle on a roadway, a person may only park a vehicle

a) with:

- i. the sides of the vehicle parallel to the curb or edge of the roadway; and
- ii. the right wheels of the vehicle not more than 500 millimetres from the right curb or edge of the roadway.

17.2 Notwithstanding subsection (1), a person may park a motorcycle:

a) at an angle, other than perpendicular, to the curb or edge of the roadway, and

b) with:

- i. a wheel of the motorcycle not more than 500 millimetres from the curb or edge of the roadway; and
- ii. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked.

17.3 Subsection (1) does not apply where angle parking is permitted or required.

18. ANGLE PARKING

18.1 When:

- a) a sign indicates that angle parking is permitted or required, and
- b) parking guide lines are visible on the roadway, a person may only park a vehicle with the vehicle's sides between and parallel to any 2 of the guide lines

- c) in the case of a vehicle other than a motor cycle, with:
 - i. wheel of the motor cycle not more than 500 millimetres from the curb or edge of the roadway; and
 - ii. the motor cycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motor cycle is parked.

18.2 When:

- a) a sign indicates that angle parking is permitted or required; and
- b) no parking guide lines are visible on the roadway, a person may only park a vehicle with the vehicle's sides at an angle of between 30 and 60 degrees to the curb or edge of the roadway; and
- c) in the case of a vehicle other than a motorcycle, with one front wheel not more than 500 millimetres from the curb or edge of the roadway, or
- d) in the case of a motorcycle; with
 - i. a wheel of the motorcycle not more than 500 millimetres from the curb or edge of the roadway; and
 - ii. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motor cycle is parked.

19. PARKING ON HILLS

19.1 A person shall not permit a vehicle to stand unattended on any grade or slope without:

- a) turning the front wheels of the vehicle towards the nearest curb or edge of the roadway in such a manner to impede any movement of the vehicle; and
- b) effectively setting the vehicle's parking brake or other mechanism with which the vehicle is equipped that is designed to hold the vehicle in a stationary position while the vehicle is unattended.

20. PERPENDICULAR PARKING

20.1 A person shall not park any vehicle or trailer perpendicular:

- a) to a sidewalk or;
- b) curb;
- c) Section (20.1) does not apply if signage permits perpendicular parking or there are marked lines for perpendicular parking.

21. VEHICLE ON JACK

21.1 A person shall not leave a vehicle unattended on a highway if:

- a) the vehicle is on a jack or a similar device; and
- b) one or more wheels have been removed from the vehicle or part of the vehicle is raised.

22. OWNER LIABLE

22.1 Owner Liable

- a) If a vehicle or trailer is involved in an offence referred to in this Bylaw, the owner of that vehicle or trailer is guilty of an offence,
- b) Subsection (22.1) does not apply if the owner of the vehicle or trailer satisfies the Court that the owner did not park the vehicle or trailer, and that the person who parked the vehicle or trailer did so without the owner's express or implied consent.

23. PENALTIES

23.1 Any Person who contravenes any provision of this Bylaw by:

- a) doing any act or thing which the Person is prohibited from doing; or
- b) failing to do any act or thing the Person is required to do;

is guilty of an offence.

23.2 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the specified penalty for the offence.

23.3 Where there is a minimum penalty listed for an offence in Schedule "A" to this Bylaw that amount is the minimum penalty for the offence.

23.4 Any Person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00.

23.5 Nothing in this Bylaw shall be construed as curtailing or bridging the right of Lethbridge County to obtain compensation or to maintain any action for loss of or damage to property from or against the person or persons responsible.

24. AUTHORITY OF PEACE OFFICER AND VIOLATION TAGS AND VIOLATION TICKETS

24.1 Where a Peace Officer believes that a vehicle or trailer is parked in contravention of this Bylaw, he may:

- a) place a violation tag on the vehicle or trailer; or
- b) send a violation tag to the registered owner of the vehicle or trailer by ordinary mail.

24.2 A violation tag shall be in a form approved by Lethbridge County and shall state:

- a) The registered owner of the vehicle
- b) the licence plate of the vehicle or trailer
- c) the offence
- d) the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw

- e) that the penalty shall be paid within twenty-two (22) days of issuance of the violation tag
- f) failing to pay will result in the issuance of a violation ticket

24.3 If a person who is responsible for a contravention of a provision of this Bylaw pays the specified penalty amount within the times and in the manner set out on the tag, such payment will be accepted in lieu of prosecution.

24.4 If payments referred to in subsection (24.3) are not made within the times and in the manner set out on the tag, a Violation Ticket may be issued to the registered owner of the vehicle or trailer in accordance with the Provincial Offences Procedures Act, R.S.A 2000, c. P-34.

24.5 Nothing in this Section shall:

- a) prevent any person from exercising his right to defend any charge of committing a breach of any Section of this Bylaw; or
- b) prevent any Peace Officer, in lieu of serving a tag, from issuing a Violation Ticket to a person or owner pursuant to the *Provincial Offences Procedures Act*, R.S.A 2000, c. P-34.
- c) from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, or from laying an information instead of issuing a violation ticket.

24.6 A person other than the owner or operator of a vehicle shall not remove any tag or notice placed on or affixed to a vehicle by a Peace Officer in the course of his duties.

24.7 No person other than a Peace Officer shall place a tag on any vehicle.

24.8 Where a contravention of this Bylaw is of a continuing nature, further violation tags may be issued by a Peace Officer provided that no more than one violation tag is issued for each day that the contravention continues.

24.9 In order to determine the time which a vehicle or trailer has been parked a Peace Officer may place a sticker or an erasable chalk mark on the tire of the parked or stopped vehicle or trailer without such Peace Officer or other person or Lethbridge County incurring any liability for so doing.

24.10 No person shall remove a sticker, or an erasable chalk mark placed under Subsection (24.9), while the vehicle or trailer remains parked in the location where it was marked.

25. SEVERABILITY

25.1 If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

26. EFFECTIVE DATE

26.1 This Bylaw shall come into effect upon third and final reading.

GIVEN first reading this 17th day of September, 2020.

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

GIVEN third and final reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

Schedule “A”
PENALTIES

Section 6	Signage Tampering	\$500.00
Section 7	Parking on County Property	\$81.00
Section 8	Parking in Lanes	\$81.00
Section 9	Parking/Stopping	\$81.00
Section 11	Bus Stops	\$81.00
Section 12	Alley/Lane Access	\$81.00
Section 13	Trailer Parking	\$81.00
Section 14	Recreational Trailers/Vehicles	\$155.00
Section 15	Dimensional/Weight Restriction	\$310.00
Section 16	Intersection Parking	\$81.00
Section 17	Parallel Parking	\$81.00
Section 18	Angle Parking	\$81.00
Section 19	Parking on Hills	\$81.00
Section 20	Perpendicular Parking	\$81.00
Section 21	Vehicle On Jack	\$81.00

AGENDA ITEM REPORT



Title: Picture Butte District Rural Crime Watch Request
Meeting: Council Meeting - 11 Mar 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

None

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

At the February 11, 2020 County Council Meeting, Lyle Adams made a presentation and provided an update on behalf of the Picture Butte District Rural Crime Watch Association and their activities to date.

As part of the presentation the Rural Crime group made a request to Council to utilize some of the County's media avenues in an effort to get information out to the public and also made a request for some financial support to assist with operational costs such as signage.

RECOMMENDATION:

County Council agrees to provide the Picture Butte District Rural Watch Association \$1,000 a year for a period of five years beginning in 2021, to be funded from the Council Donation Reserve.

PREVIOUS COUNCIL DIRECTION / POLICY:

County Council has a donation reserve they contribute \$5,175 to annually through the budget process and has donated to various groups and associations in the past. The current balance of the reserve is \$24,015.

BACKGROUND INFORMATION:

Mr. Adams provided an update of the activities and community involvement in relation to the Picture Butte Rural Crime watch group.

Mr. Adams further mentioned that there are some challenges with membership participation and engagement and limitations in gathering funds which are used to assist with operational expenses such as signage, advertising and messaging.

Mr. Adams requested and County Council agreed that it would be beneficial to have the Communications Department work with the Picture Butte Rural Crime group to ensure that information is shared on the County's website, newsletters and County Connection in an effort to assist with getting information out to County citizens. Additionally, Mr. Adams made a request for some financial support with a commitment from Council of \$1,000 per year for a period of 5 years.

Through Administrations research it was found that the Picture Butte District Crime Watch Association is the only rural crime association located within the County that is registered with the Alberta Provincial Crime Watch Association. This covers the whole south half of the County. The next two closest registered associations are the South Central Rural Crime Watch Association which operates out of Taber and the Fort Macleod Crime Prevention Advisory Committee out of Fort Macleod based on administrations findings.

ALTERNATIVES / PROS / CONS:

To provide only one year of funding to the Picture Butte District Rural Watch Association:

PRO - provides one year of financial support with little impact to County operations or reserves

CON - Only supports the group financially for one year versus five as requested

To not provide financial support to the Picture Butte District Rural Watch Association:

PRO - would have no financial impact to the budget or reserves

CON - Does not support a volunteer group who is support County citizens through awareness and prevention of local rural crime

FINANCIAL IMPACT:

County Council contributes to a donation reserve annually in the amount of \$5,175 from which the support could be funded from without any impact to the annual operating budget.

REASON(S) FOR RECOMMENDATION(S):

Supports a local community group that benefits County residents with minimal overall cost to the county.

AGENDA ITEM REPORT



Title: Municipal Operating Support Transfer (MOST) Program
Meeting: Council Meeting - 11 Mar 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 Feb 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

On February 12, 2021, Administration was contacted by Municipal Affairs regarding a new funding program called the Municipal Operating Support Transfer (MOST). The purpose of the program is to provide municipalities with one-time funding to assist with lost revenues or expenses incurred due to COVID-19. Municipal Affairs also contacted the County to notify that a Memorandum of Understanding Agreement was required to be signed in an effort to ensure the County would be eligible for the MOST funds. Lethbridge County is eligible for \$1,053,334 under this program.

RECOMMENDATION:

County Council supports the application for the Municipal Operating Support Transfer funding.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has encouraged administration to access and utilize grant funding whenever possible.

BACKGROUND INFORMATION:

The MOST program will support municipalities by funding incremental costs and reduced revenues associated with the pandemic and actions taken in response to it.

The funding availability has been identified as follows:

- \$436 million will be shared by all municipalities in Alberta based on their population, including \$10 million reserved for the tourism communities of Banff, Jasper and Canmore.
- \$140 million will be shared by municipalities with public transit systems based on annual ridership statistics.
- \$30 million was previously allocated to municipalities as part of the Municipal Sustainability Initiative (MSI) Operating program, with greatly expanded flexibility for the use of this year's program funds.

The MOST funds can be used in many different ways, including contributions to community groups or to offset reductions in revenue associated with COVID (such as unpaid taxes, facility closures or waived fines and penalties).

Other eligible costs as per the guidelines, include expenses incurred due to COVID-19 response and restart, operating losses or deficits incurred as a result of COVID19 impacts on revenues and operations. Incremental operating costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations. Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees.

ALTERNATIVES / PROS / CONS:

To not access the Municipal Operating Support Transfer

PRO - None

CON - The County could be faced with future tax revenue write off's and/or tax sales. 2020 penalty revenues were down due to deferred utility and tax penalties, as well costs for COVID related supplies has increased due to the pandemic and it would be beneficial to recoup or offset these expenses.

FINANCIAL IMPACT:

Receiving the MOST funds would assist the County in recovering lost revenues and additions expenses that have been incurred due to COVID.

REASON(S) FOR RECOMMENDATION(S):

A signed MOU has been sent to Municipal Affairs already so the County does not miss the deadline for the program. Any financial assistance that is received and can be put towards COVID-19 related costs is less tax support dollars that need to be utilized.

ATTACHMENTS:

[MOST program-guidelines-2020](#)

Municipal Operating Support Transfer (MOST)

Program Guidelines

Guidelines

These guidelines are intended to assist local governments participating in the Municipal Operating Support Transfer (MOST) in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

1. Program Objectives

Through the MOST, the Government of Alberta (GOA) and the Government of Canada are providing funding to support municipalities, which have experienced significant operating impacts due to the COVID-19 pandemic. Funding will be used for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations. This funding is provided through two separate allocations: general operating, and public transit support. Funding provided under both components will be administered together.

2. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Executed Memorandum of Agreement	Submit by October 30, 2020	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email MA.MunicipalStimulus@gov.ab.ca
Payment	Once memorandum of agreement has been signed	
Deadline to spend funds	March 31, 2021	
Statement of Funding and Expenditures (SFE)	Due July 2, 2021	

3. Memorandum of Agreement

The Memorandum of Agreement (MOA) will be e-mailed to municipalities, and will cover both the general operating and public transit allocations. The MOA must be signed by the Chief Elected Official and Chief Administrative Officer or duly authorized signing officer. Municipalities should

complete the MOA, including witnesses for each signatory, and scan and submit them via email to MA.MunicipalStimulus@gov.ab.ca.

A duly executed MOA is sufficient to trigger payment. There is no application form for MOST.

Questions related to the submission of the MOA or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or MA.MunicipalStimulus@gov.ab.ca.

4. Funding Formula and Allocations

Under the MOST funding formula, each municipality active as of May 1, 2020 will receive an allocation. MOST funding is allocated to municipalities in three funding envelopes, each with its own allocation formula. Allocations are available online at the [program website](#).

The Minister retains the authority to exclude Improvement Districts that do not have an advisory council from the funding allocation formula.

Funding Envelope	Amount	Allocation Approach
MOST Transit	\$140 million	<ul style="list-style-type: none">Available to municipalities with public transit systems, and is allocated based on ridership (2018 Canadian Urban Transit Association statistics).
MOST General Operating	\$436.488 million	<ul style="list-style-type: none">\$426.488 million is available to all municipalities, which receive \$5,000 in base funding with the remainder allocated according to population.\$10 million is available only to the towns of Jasper, Banff and Canmore, and is allocated based on estimated average daily visitors.
Municipal Sustainability Initiative (MSI) Operating*	\$30 million	<ul style="list-style-type: none">Previously allocated as part of Budget 2020.

*MSI Operating funding is considered part of the MOST only for the purpose of matching federal funds. MSI Operating funding continues to be governed by the [MSI Operating Program Guidelines](#).

5. Eligibility Requirements

5.1) Eligible Recipients

For program purposes, an eligible recipient is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis Settlement, and the Townsite of Redwood Meadows Administration Society.

For public transit funding, eligible recipients are those municipalities with public transit services that have ridership included in the 2018 Canadian Urban Transit Association statistics.

5.2) Eligible Expenses

Municipalities may use MOST funding for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations.

Incremental operating costs could include costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations.

Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees.

MOST funding may only be used for eligible operating expenses or operating losses or deficits incurred between April 1, 2020 and March 31, 2021. **Any funds not used for eligible expenses incurred before March 31, 2021, must be returned to the Government of Alberta.**

Municipalities that receive a MOST Transit allocation must use that portion of their allocation on eligible expenses associated with their public transit systems.

6. Payment Process

MOST payments are based on allocated funding amounts. There will be one MOST payment for each municipality, covering both the general operating and public transit portions, as applicable, conditional on the execution of the MOST Memorandum of Agreement and receipt of this agreement by Municipal Affairs.

7. Financial Reporting Requirements

7.1) Statement of Funding and Expenditures (SFEs)

Each municipality that received funds is required to submit an SFE by July 2, 2021 that reports on the use of MOST funds. The SFE form will be distributed at a later date, and will capture basic information including the category of expenditure to which the funding was applied. Expenditure categories will include:

- Personal Protective Equipment (General)
- Supplemental Cleaning (General)
- Supports for Vulnerable Populations (General)
- Replacement of reduced revenues (General)
- Personal Protective Equipment (Transit)
- Supplemental Cleaning (Transit)
- Replacement of reduced revenues (Transit)

Municipalities that receive funding under the MOST Transit envelope must report transit-related expenditures that are greater than or equal to the amount of funding received under the MOST Transit envelope.

7.2) Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the overall experience with the MOST program.

AGENDA ITEM REPORT



Title: 2020 Year End Surplus Report
Meeting: Council Meeting - 11 Mar 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 02 Mar 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Year End process in preparation of the upcoming annual Audit of the Financial Statements has resulted in an overall surplus in operations of \$125,707.

This surplus was determined after all of the transfers and funding entries had been completed as per the annual budget or by council resolution. A summary of the surpluses and deficits by department has been included.

RECOMMENDATION:

OPTION A:

Move that the reallocation of funds from Unrestricted Surplus to Restricted Surplus (Reserves) be transferred to or from as per the chart:

FUND DEPARTMENT DEFICITS	Amount
FROM Public Works Reserve	
<i>To fund Public Works Department Deficit</i>	\$168,527
FROM Tax Equalization Reserve	
<i>To fund AG Services Deficit</i>	\$72,572
FROM Tax Equalization Reserve	
<i>To fund Finance & Admin. Deficit</i>	\$19,053
TRANSFER TO FUND DEFICIT TOTAL	\$260,152

DEPARTMENT SURPLUS TRANSFERS TO RESERVES	Amount
Council Surplus	

FUND DEPARTMENT DEFICITS	Amount
TO Council Discretionary & Tax Equalization Reserve	\$101,970
CAO's Office Surplus	
TO Administration Reserve	\$27,680
Infrastructure Services Surplus	
TO Public Works Reserve	\$9,591
Assessment Surplus	
TO Administration Reserve	\$798
Community Services	
TO Administrative Reserve	\$28,051
Planning & Development	
TO Commercial & Land Development Reserve	\$106,684
Emergency Services Development	
TO Emergency Services Contingency Reserve	\$111,085
SURPLUS TRANSFER TOTAL	\$385,859
NET TRANSFERS TO & FROM RESERVES	\$0

OPTION B:

Move that the reallocation of funds from Unrestricted Surplus to Restricted Surplus (Reserves) be transferred to or from as per the chart:

SURPLUS TRANSFER TO RESERVE	Amount
Tax Support Surplus Transfer TO:	
Emergency Services Contingency Reserve	\$62,853
Administrative Reserve	\$62,854
SURPLUS TRANSFER TOTAL	\$125,707

PREVIOUS COUNCIL DIRECTION / POLICY:

Reserve Policy #169

BACKGROUND INFORMATION:

The budget is approved annually and is the guideline used for providing services, procurement of materials and supplies and issuance of taxation and invoices for revenue purposes. When the budget is prepared it contains estimates based on known revenues and expenses, as well as historical data. While these budgets are prepared with due diligence and much consideration and all departments take care in adhering to their budgets, there are often unforeseen circumstances that generate variances creating either a surplus or deficit within a department.

As in previous years, administration has provided a summary outlining the variances and transfer recommendations. The recommendations fit within the guidelines of Reserve Policy #169.

The Audited Financial Statements will be reviewed by the Audit Committee and presented to Council by KPMG, at the April 15, 2021 County Council meeting for approval.

ALTERNATIVES / PROS / CONS:

The reserve transfers can be reallocated to any reserve or in any amount as Council directs within the Reserve Policy #169 guidelines.

FINANCIAL IMPACT:

If the funds are not transferred to a restricted reserve they will become part of the unrestricted surplus and will be unavailable for future use.

REASON(S) FOR RECOMMENDATION(S):

Two options have been provided for Council's consideration based on direction from the 2019 year end surplus transfer recommendations made to council. Any transfers to or from the reserves will affect the reserve balances accordingly. The recommendations are based on the Reserve Policy #169 and where it is believed the funds are would be best suited based upon department typ.

ATTACHMENTS:

[2020 Year End Surplus-Deficit Report](#)

2020 YEAR END SURPLUS/DEFICIT REPORT

DEPARTMENT	TAX SUPPORT BUDGET	TAX SUPPORT ACTUAL	SURPLUS/DEFICIT
Council	649,525	547,555	101,970
CAO's Office	657,840	630,160	27,680
<u>PUBLIC OPERATIONS</u>			
AG Services	996,860	1,069,432	-72,572
Fleet Services	-		0
Public Works	8,049,710	8,218,237	-168,527
Utilites	327,925	327,925	0
INFRASTRUTURE SERVICES	681,435	671,844	9,591
<u>CORPORATE SERVICES</u>			
Assessment	185,355	184,557	798
Finance & Administration	1,001,870	1,020,923	-19,053
INFORMATION TECHNOLOGY	-	-	0
<u>COMMUNITY SERVICES</u>			
Community Administrative Svcs	834,705	806,654	28,051
Planning & Development	311,785	205,101	106,684
Emergency Services	1,761,345	1,650,260	111,085
TAX SUPPORT	15,458,355	15,332,648	125,707

COUNCIL – SURPLUS - \$101,970

This surplus is primary due to a reduction in salaries of 10% that Council took in 2020 due to the COVID-19 Pandemic, as well as reduced expenses of per diems, travel & subsistence costs, registration and membership fees.

C.A.O.'s Office – SURPLUS - \$27,680

The CAO's surplus is primarily due to some unutilized funds in the salaries and benefits budget due to the leaving and hiring of a Human Resource position.

PUBLIC OPERATIONS**Agricultural Services (ASB) – Deficit – (\$72,572)**

Although the departments expenses were slightly under budget by approximately \$42,000, the annual operating grant funding historically received in the amount of \$259,360 was reduced significantly in 2020. The actual grant funds received were \$123,907, which is more than 50% less than anticipated or received in the past, therefore contributing to the department's overall deficit.

Fleet - \$0

No surplus or deficit is reflected within the Fleet Department as it operates as a fully funded department as per the budget. However, some **surplus was realized in 2020 in the amount of \$243,128** which was transferred to the Fleet Equipment Capital Reserve. These additional funds are made up primarily from contract and general services and some savings within the fuel budget.

Public Works – Deficit (\$168,527)

When the last quarterly report presented had projected at small surplus of \$34,901 prior to the completion of the year end transfers, the Public Works is looking at a deficit. Once all of the budgeted and resolution related funding entries were completed, the department was in a deficit position, primarily due to road activities and maintenance. A portion of the deficit includes a balancing adjustment to the yearend gravel pit reclamation costs, which had an increase of \$110,372.

Utilities – \$0

No surplus or deficit is reflected within the Utility Department as it operates at an operational cost recovery, with the exception of \$327,925 that is collected through taxation to fund a debenture as indicated within the budget. The department did realize a **surplus in 2020 in the amount of \$333,909** mainly due to increased water sales, which was transferred to the Utility Capital Reserve.

INFRASTRUTURE SERVICES – Surplus \$9,591

The Infrastructure Services department has a small surplus mainly due to reduced costs in professional development and miscellaneous supplies and services.



CORPORATE SERVICES

Assessment & Taxation – Surplus \$798

The Assessment Department surplus is minor and is mainly due to budget rounding and some savings in supply costs which offset any increases there may have been in other areas.

Finance & Administration/ General Revenues – Deficit (\$19,053)

The Finance & Administration/General Revenues Department is reporting an overall deficit. In the last quarterly report a deficit of \$20,692 was projected due to additional costs related to the building and maintenance repairs.

As per the budget the investment interest earned in the amount of \$704,647 was transferred and distributed to the capital reserves as per the reserve policy.

Information Technology (IT) – \$0

No surplus or deficit is reflected in the IT Department as it operates as a fully funded department. However, the department did have an overall deficit of \$14,929 which was funded from the IT Operating Reserve. As stated in the quarterly report this deficit is related to increased costs for computer equipment, software and technical support due to COVID-19.

COMMUNITY SERVICES

Community Services Administration - Surplus \$28,051

The Community Services Department surplus is primary due to the limited training and related travel available throughout 2020 and reduced expenses in the area of promotional and economic development costs due to a slowdown of some economic activities during COVID.

Planning & Development – Surplus \$106,684

The Planning & Development Departments surplus is due primarily to additional revenues attained from Development and Building Permits and Planning fees and some cost savings within salaries and benefits due to having a contract position in place for most of the year.

Emergency Services – Surplus \$111,085

Fine revenues collected to the end of 2020 were \$66,642 of the \$140,000 budgeted revenue and the Emergency Call revenues received are \$415,930 of the \$275,000 budget for a net surplus in revenues of \$67,571. As in the past, the majority of these revenues are responses to Motor Vehicle Incidents although there have been a several fire related calls as well. The majority of the fine revenues are related to traffic violations.

The balance of the surplus is related to some cost savings that were realized throughout the year. During the 2020 budget process, it was anticipated that a seasonal bylaw officer would be hired to assist the CPO over the spring and summer months. This position was not filled, rather the CPO extended his hours during those busy times therefore there were some significant savings related to that position.

2020 SURPLUS RECOMMENDATION

The overall 2020 unrestricted surplus for the County is \$125,707.

The reallocations of funds from Unrestricted Surplus to Restricted Surplus (Reserves) is proposed in the following options for Council's consideration:

OPTION A:

FUND DEPARTMENT DEFICITS	Amount
FROM Public Works Reserve <i>To fund Public Works Department Deficit</i>	\$168,527
FROM Tax Equalization Reserve <i>To fund AG Services Deficit</i>	\$72,572
FROM Tax Equalization Reserve <i>To fund Finance & Admin. Deficit</i>	\$19,053
TRANSFER TO FUND DEFICIT TOTAL	\$260,152
DEPARTMENT SURPLUS TRANSFERS TO RESERVES	Amount
Council Surplus TO Council Discretionary & Tax Equalization Reserve	\$101,970
CAO's Office Surplus TO Administration Reserve	\$27,680
Infrastructure Services Surplus TO Public Works Reserve	\$9,591
Assessment Surplus TO Administration Reserve	\$798
Community Services TO Administrative Reserve	\$28,051
Planning & Development TO Commercial & Land Development Reserve	\$106,684
Emergency Services Development TO Emergency Services Contingency Reserve	\$111,085
SURPLUS TRANSFER TOTAL	\$385,859
NET TRANSFERS TO & FROM RESERVES	\$0

OPTION B:

SURPLUS TRANSFER TO RESERVE	Amount
Tax Support Surplus Transfer TO:	
Emergency Services Contingency Reserve	\$62,853
Administrative Reserve	\$62,854
SURPLUS TRANSFER TOTAL	\$125,707

AGENDA ITEM REPORT



Title: Policy 164 - Twinning Relationships
Meeting: Council Meeting - 11 Mar 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 01 Mar 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Lethbridge County has undertaken a review of County Policies including Policy 164 - Twinning Relationships to determine its relevance to current operations.

RECOMMENDATION:

That Policy 164 - Twinning Relationships remain as an active Lethbridge County Policy and that administration further investigate the possibility of twinning relationships in the future.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved Policy 164 on March 20, 2014. This Policy was intended to establish the process for creating and maintaining Twinning Relationships with other communities and jurisdictions.

BACKGROUND INFORMATION:

In September 2013, Council directed administration to begin investigating the possibility of twinning Lethbridge County with a well suited rural district or municipality in China.

On March 20, 2014, Council approved Policy 164 - Twinning Relationships that outlines the goals and process for establishing twinning relationships. Further to that, Council directed administration to begin work with the County of Anyang on a twinning proposal. The proposal was sent to Anyang on May 16, 2014.

On September 17, 2014 representatives from the County of Anyang responded and expressed their preference for mutual visits to kick off the relationship. In February 2017 representatives from Lethbridge County travelled to Anyang China then in July 2017 representatives from Anyang travelled to Lethbridge County.

No other twinning relationships have been established.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

In support of the recommendation:

Policy 164 is meant to foster goodwill, facilitate the exchange of ideas, promote trade and create awareness of Lethbridge County's assets.

To deny the recommendation:

Policy 164 could be rescinded. Due to the current global pandemic twinning relationships may not currently be of significance.

FINANCIAL IMPACT:

There are no current financial implications.

REASON(S) FOR RECOMMENDATION(S):

Policy 164 allows for the opportunity to exchange best practices in agricultural methods & value added agriculture, exploring potential trade opportunities, exchange plans and strategies for important municipal services with other municipalities or jurisdictions.

ATTACHMENTS:

[164 Twinning Relationships](#)



Lethbridge County Policy Handbook

EFFECTIVE: March 20, 2014

SECTION: 100 NO. 164 Page 1 of 4

APPROVED BY: County Council

SUBJECT: Twinning Relationships

REVISED DATE:

POLICY STATEMENT

The purpose of this policy is to establish the process for creating and maintaining Twinning Relationships with other communities and jurisdictions. Each relationship is recognized as being unique and will reflect the wishes and expectations of the participating organizations.

POLICY GOALS

Twining Relationships are meant to foster goodwill, facilitate the exchange of ideas, promote trade and create awareness of Lethbridge County's assets.

PROCESS FOR CONSIDERATION OF TWINNING REQUESTS

The following steps should be taken when considering the establishment of an official Twinning Relationship:

Step 1: A preliminary request outlining the rationale for the proposed relationship must be submitted to County Council by staff. The request should address the issues outlined in the Assessment Criteria of this policy.

Council must approve the request and pass a resolution if the County is to further pursue establishing an official Twinning Relationship.

Step 2: Once Council approves the idea of the proposed Twinning, Administration will work to prepare a proposal that will define and recommend the extent, framework, budget and limits of the proposed relationship.

During this step, Administration will specifically identify the expectations of the other community with respect to their goals of having a Twinning Relationship with the County. These goals will also need to be considered when drafting the proposed Twinning Relationship with the County.

The following outlines four primary components of a Twinning Relationship that the County may pursue:

Symbolic Relationship: Limited to activities such as an exchange of Christmas cards and periodic correspondence from the Reeve's office.



Lethbridge County Policy Handbook

EFFECTIVE: March 20, 2014

SECTION: 100 NO. 164 Page 2 of 4

APPROVED BY: County Council

SUBJECT: Twinning Relationships

REVISED DATE:

Information Exchange: Both parties identify areas they are interested in learning more about (infrastructure, industry, etc.) and exchange policies/bylaws, studies and reports.

Economic Development: Both parties work together to actively promote business development, trade, and other business practices between jurisdictions.

Delegation Tours: The sending of official delegations to Twin jurisdictions.

Any Twinning Relationship may include a single or any combination of the above components.

- Step 3: Once a proposal has been drafted, it must be approved by Council. The approved proposal will be provided to the prospective Twinning jurisdiction for agreement and approval. This would lead to the preparation of a formal agreement: A Twinning Agreement.
- Step 4: Council reviews, approves and signs the formal agreement which will be signed by officials of both jurisdictions.
- Step 5: Ongoing review: The Twinning Relationship should be reviewed every three years to reaffirm, conclude or change the nature of the established relationship.

ASSESSMENT CRITERIA

The following criteria have been established for the consideration and assessment of potential candidates for a Twinning Relationship with Lethbridge County. When first presenting a potential Twinning Relationship these criteria should be addressed.

General Criteria

1. Community similarity: the community should have some similarities to Lethbridge County (eg. population, geography, resources, industry, amenities).
2. Ensure there is a clear understanding of the purpose and objectives of the relationship (eg. which components should be included).



Lethbridge County Policy Handbook

EFFECTIVE: March 20, 2014

SECTION: 100 NO. 164 Page 3 of 4

APPROVED BY: County Council

SUBJECT: Twinning Relationships

REVISED DATE:

3. Be able to promote goodwill and provide potential opportunities for learning.
4. Ensure there is potential to facilitate the development of cultural, sport, civic, educational, technical, economic and business exchanges on a continuous basis.
5. Both jurisdictions must be able to effectively communicate with one another.
6. Both jurisdictions should have complementary economic development goals and visions.
7. The Twinning Relationship should have the potential of facilitating economic development activities such as trade promotion, investment opportunities, business alliances, business development and promotion.
8. May provide a range of potential opportunities for the development of inter-jurisdictional relationships with Lethbridge County businesses.

RESPONSIBILITIES

County Council shall make the decision on all proposed Twinning Relationships based on the steps outlined in this policy;

1. Consider initial request (presented according to criteria);
2. Consider Twinning Relationship proposal; and
3. Approval and Signing of Twinning Agreement.

Other Council responsibilities may include:

1. Initiate suggestions for establishment of new Twinning Relationships;
2. Determine if further consideration should be given to initial requests;
3. Pass a resolution for staff to draft a Twinning proposal;
4. Approve proposal, sign Twinning Agreement.

County Council reserves the right to withdraw from any and all Twinning Relationships at any time.

County Administration to:

1. Maintain documentation and records related to Twinning Relationships;



Lethbridge County Policy Handbook

EFFECTIVE: March 20, 2014

SECTION: 100 NO. 164 Page 4 of 4

APPROVED BY: County Council

SUBJECT: Twinning Relationships

REVISED DATE:

2. Work with potential Twinning Communities on proposal and Twinning Agreement for presentation to Council.

FUNDING

Funds needed for Twinning-related activities in excess of \$200 shall be brought forth to Council for approval. Official travel for the Reeve and Members of Council and Administration related to Twinning shall be at their own expense unless approved by County Council.

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - February 2021
Meeting: Council Meeting - 11 Mar 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 02 Mar 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

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

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

ATTACHMENTS:

[2021 February Lethbridge County Council Attendance](#)

**Lethbridge County Council Attendance
February 2021**

Division 1

Reeve Lorne Hickey

February 4	Telephone Town Hall with Premier Kenney, Minister Allard & Dr Hinshaw
February 5	Mayors and Reeves
February 11	Lethbridge County Council Meeting
February 11	Meeting with Lethbridge North County Potable Water Coop Board
February 12	Meeting with CAO
February 17	Meeting with CAO
February 17	RMA/AUMA President's Summit on the Establishment of a Provincial Police Service
February 24	Virtual Meeting with MLA Schow
February 25	Joint Public Hearing - County/Coalhurst Amendment to IDP
February 26	Meeting with CAO
February 26	Alberta Council Budget Information Session
February 26	Virtual Provincial Police Force Discussion with Minister Hunter & MLA Neudorf
February 26	Telephone Town Hall with Premier Jason Kenney & Minister Ric Mclver

Division 2

Councillor Tory Campbell

February 11	Lethbridge County Council Meeting
February 11	Meeting with Lethbridge North County Potable Water Coop Board
February 24	Virtual Meeting with MLA Schow
February 25	Joint Public Hearing - County/Coalhurst Amendment to IDP
February 26	Virtual Provincial Police Force Discussion with Minister Hunter & MLA Neudorf

Division 3

Councillor Robert Horvath

February 11	Lethbridge County Council Meeting
February 11	Meeting with Lethbridge North County Potable Water Coop Board
February 25	Joint Public Hearing - County/Coalhurst Amendment to IDP
February 25	Virtual SouthGrow Strategic Planning Session

Division 4

Councillor Ken Benson

February 11	Lethbridge County Council Meeting
February 11	Meeting with Lethbridge North County Potable Water Coop Board

Division 5**Councillor Steve Campbell**

February 10	Exhibition Park Board Meeting
February 11	Lethbridge County Council Meeting
February 11	Meeting with Lethbridge North County Potable Water Coop Board
February 23	Community Futures Board Meeting
February 25	Joint Public Hearing - County/Coalhurst Amendment to IDP

Division 6**Councillor Klaas VanderVeen**

February 11	Lethbridge County Council Meeting
February 11	Meeting with Lethbridge North County Potable Water Coop Board
February 17	Economic Development Lethbridge
February 25	Joint Public Hearing - County/Coalhurst Amendment to IDP
February 26	SAEWA Board Meeting

Division 7**Councillor Morris Zeinstra**

February 11	Lethbridge County Council Meeting
February 11	Meeting with Lethbridge North County Potable Water Coop Board
February 25	Joint Public Hearing - County/Coalhurst Amendment to IDP