



AGENDA

Council Meeting

10:00 AM - Thursday, October 28, 2021
Council Chambers

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H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

29 - 32

1. **Lethbridge County Council Attendance Update - September 2021**
[Lethbridge County Council Attendance Update - September 2021](#)

J. CLOSED SESSION

K. ADJOURN



MINUTES

Council Meeting

9:30 AM - Thursday, October 7, 2021
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, October 7, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Lorne Hickey
Deputy Reeve Morris Zeinstra
Councillor Tory T.Campbell
Councillor Klaas VanderVeen
Supervisor of Planning & Development Hilary Janzen
Senior Planner Steve Harty
Chief Administrative Officer, Ann Mitchell
Director of Community Services, Larry Randle
Director of Public Operations, Jeremy Wickson
Infrastructure Manager, Devon Thiele
Executive Assistant Candice Robison

A. CALL TO ORDER

Reeve Lorne Hickey called the meeting to order at 9:38 a.m.

B. ADOPTION OF AGENDA

299-2021 Councillor Benson MOVED that Lethbridge County Council approve the October 7, 2021 Council Meeting Agenda as presented. CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

300-2021 Councillor VanderVeen MOVED that the September 16, 2021 Regular County Council Meeting Minutes be accepted as presented. CARRIED

D. SUBDIVISION APPLICATIONS

D.1. Subdivision Application #2021-0-151 – Boychuk/Zmurchuk - within the E½ 11-09-22-W4M

301-2021 Councillor S.Campbell MOVED that the Agricultural subdivision of E1/2 11-9-22-W4M (Certificate of Title No. 211 011 889, 111 262 785 +1), to enable a property line adjustment by subdividing and consolidating 4.58 acres (1.85 ha) to an adjacent 117.91 acre (47.72 ha) agricultural parcel, thereby enlarging it to 122.49 acres (49.57 ha) in size to remedy and access situation; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.

3. That the titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property lines) of the adjacent parcels in creating the 122.49-acre (49.57 ha) enlarged agricultural title, be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.

4. That any requirements of the Water Boundaries division of the provincial government be adhered to in relation to the final reconfigured parcels and the boundary with the Oldman River.

CARRIED

**D.2. Subdivision Application #2021-0-159 – Chabay
- Lot 2, Block 1, Plan 1611624 within NW1/4 14-8-19-W4M**

302-2021 Councillor VanderVeen MOVED that the Country Residential subdivision of NW1/4 14-8-19-W4M (Certificate of Title No. 161 157 491), to resplit a 6.92-acre (2.8 ha) parcel into two titles, being 3.00 and 3.92 acres (1.21 & 1.59 ha) each respectively in size, for country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 6.92-acres at the market value of \$30,000 per acre with the actual acreage and amount (\$20,760) to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant provides at their expense a professional soils analysis and report by an accredited agency or engineer to ensure suitability for a private on-site septic treatment system for the north 3.0- acre lot.
4. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

**D.3. Subdivision Application #2021-0-161 – Optimum Feeds Ltd.
- Lot 1, Block 1, Plan 0411743, Lot 2, Block 1, Plan 1511150 and Lot 1, Block 3, Plan 2110043 within NE1/4 34-10-23-W4M**

303-2021 Councillor VanderVeen MOVED that the Rural Industrial & Country Residential subdivision of Lot 1, Block 1, Plan 0411743, Lot 2, Block 1, Plan 1511150 and Lot 1, Block 3, Plan 2110043 within NE1/4 34-10-23-W4M (Certificate of Title No. 211 066 813, 151 141 315, 211 005 979 +1), to create a 5.81-acre (2.35 ha) light industrial parcel from a previously subdivided 16.01-acre (16.81 ha) parcel and adjust the boundary lines for 3 adjacent parcels, resulting in titles 16.74, 27.15 & 16.88 acres (6.77, 10.99 & 6.83 ha) in size, for rural industrial & country residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 8.72-acre land area difference at the market value of \$12,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes. AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat (#211005980) on the adjacent west remainder title (Lot 1, Block 1), be adjusted accordingly on the remainder 16.88-acres, with the actual acreage

and amount to be determined at the final stage, upon receipt of the final subdivision plan.

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 a final plan of survey as prepared by an Alberta Land Surveyor be provided to correspond with the approval and include the 20m service road dedication.
4. The applicant must have a professional soils analysis done at their expense on the new 16.74-acre east lot by an accredited agency or engineer to ensure that the soil characteristics are capable of supporting a septic field. Analyses of the test must be performed and approved by an approved agency under Alberta Labour, with a copy of the report submitted and deemed acceptable to the Subdivision Authority.
5. That any conditions or requirements of Alberta Transportation shall be met including any service road dedication and construction.
6. That any easement(s) as required by utility companies, or the municipality shall be established.

CARRIED

**D.4. Subdivision Application #2021-0-160 – Hofer / Boulton
- Lots 3 & 4, Block 1, Plan 9211982 within SW1/4 26-8-21-W4M**

304-2021 Councillor VanderVeen MOVED that the Country Residential subdivision of Lots 3 & 4, Block 1, Plan 9211982 within SW1/4 26-8-21-W4M (Certificate of Title No. 121 010 904, 061 456 209), to reconfigure the layout (property boundary) and title acreage of two adjacent parcels through subdivision and consolidation, by adjusting titles 2.98 and 40.01 acres (1.17 & 16.19 ha) in size and creating adjusted titles 10.08 and 32.82 acres (4.08 & 13.28 ha) respectively, for county residential use; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 7.19-acres being subdivided and consolidated at the market value of \$18,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes. AND FURTHER that upon payment of the reserve, the existing deferred reserve caveat on the adjacent east title (Lot 4, Block 1, Plan 9211982 to become Lot 5), be adjusted accordingly less the difference in the amount of the 7.19-acres (approximately 32.82-acres), with the actual acreage and amount to be determined at the final stage, upon receipt of the final subdivision plan.

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. The titles and portions of land to be subdivided and consolidated to reconfigure the boundaries (property line) of the two (2) 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 any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

E. PUBLIC HEARINGS

F. DELEGATIONS

G. DEPARTMENT REPORTS

G.1. COMMUNITY SERVICES

G.1.1. Hamlet of Fairview Growth Study

305-2021 Councillor T.Campbell MOVED that County Council accept the Hamlet of Fairview Growth Study.

CARRIED

G.1.2. Lethbridge County Fire Services Bylaw No. 21-017

306-2021 Councillor VanderVeen MOVED that Fire Services Bylaw No. 21-017 be read a second time as amended.

CARRIED

307-2021 Councillor Benson MOVED that Fire Services Bylaw No. 21-017 be read a third time as amended.

CARRIED

Reeve Hickey recessed the meeting at 10:57 a.m.

The meeting reconvened at 11:16 a.m.

G.2. MUNICIPAL SERVICES

G.2.1. Fleet Policy - Capital Purchasing, Specifications, Disposal and Idling

308-2021 Councillor T.Campbell That Council rescind Policy 707 - Vehicle Replacement Program, 708 - Vehicle Specification, 709 - Disposition of Assets and 711 - Idling.

CARRIED

G.2.2. Policy 353 and Policy 321 Consolidation

309-2021 Councillor VanderVeen MOVED that County Council approve the consolidation of Policy 353 - Pipeline and Canal Crossings, and Policy 321 - Buried Electrical Line Installation and Rural Crossing Regulations, into revised Policy 353 - Pipeline, Canal, and Utility Crossings.

CARRIED

G.3. CORPORATE SERVICES

G.3.1. Tax Penalty Waiver Request

310-2021 Councillor T.Campbell MOVED that County Council not waive tax penalties in the amount of \$211.19 as requested for tax rolls 4900100.

CARRIED

G.4. ADMINISTRATION

H. CORRESPONDENCE

H.1. Bill C-21 - Changes to the Criminal Code and the Firearms Act

311-2021 Councillor S.Campbell MOVED to accept the correspondence regarding Bill C-21 - Changes to the Criminal Code and the Firearms Act for information.

CARRIED

I. **NEW BUSINESS**

I.1. **Councillor Service Recognition**

CAO Ann Mitchell presented Council their service recognition pins recognizing their years of service with Lethbridge County.

Reeve Lorne Hickey on behalf of Council and staff congratulated CAO Ann Mitchell on graduating with a Masters Degree in Leadership from Royal Roads University.

J. **COUNTY COUNCIL AND COMMITTEE UPDATES**

K. **CLOSED SESSION**

L. **ADJOURN**

312-2021 Councillor Benson MOVED that Lethbridge County Council Meeting adjourn at 11:43 p.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Division 5 By-election
Meeting: Council Meeting - 28 Oct 2021
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 21 Oct 2021

STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

EXECUTIVE SUMMARY:

Ministerial Order No. MSD: 100/21 issued to the County orders that Council must select a date for a by-election for Division 5 to be held no later than April 30, 2022.

RECOMMENDATION:

1. That Monday, December 13, 2021 be established as General Voting Day for a by-election for Division 5 in Lethbridge County and further, that Candice Robison be appointed as Returning Officer and Mattie Elliott be appointed as Substitute Returning Officer.

PREVIOUS COUNCIL DIRECTION / POLICY:

Administration has no knowledge of a by-election ever having been held in the County due to lack of candidates submitting nomination papers in a local election.

BACKGROUND INFORMATION:

We did not have a submission for County Council representing Division 5 for the October 18, 2021 local government election. The Minister of Municipal Affairs was notified and has since issued a Ministerial Order to the County ordering that Council select a date for a by-election for Division 5 to be held no later than April 30, 2022.

ALTERNATIVES / PROS / CONS:

1. Set the date for the by-election in Division 5 as Monday, December 13, 2021.

Pros: Will allow a new Councillor the opportunity to join Council very early in its four-year term.

Cons: Some electors may not be interested in voting due to the general local election having been held less than two months earlier and they may also be more focused on Christmas preparations at that time of the year.

FINANCIAL IMPACT:

If Council chooses to appoint a staff member as Returning Officer for the by-election, it is estimated that the cost of the by-election will be between \$3,000.00 and \$4,000.00. Additional costs would be incurred if the position were to be contracted out.

REASON(S) FOR RECOMMENDATION(S):

The sooner that a by-election can be held and a Council member is declared elected in Division 5, the sooner that individual can participate in Council activities and help shape the next four years for the County.

ATTACHMENTS:

[Lethbridge County MO](#)



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

AR106720

October 8, 2021

Reeve Lorne Hickey
Lethbridge County
904 - 4th Avenue South
Lethbridge AB T1J 4E4

Dear Reeve Hickey and Council:

Thank you for the email of September 27, 2021, from Larry Randle, Director of Community Services, notifying that insufficient nominations were received in accordance with Section 31(4) of the *Local Authorities Election Act*.

Attached is a copy of Ministerial Order No. MSD:100/21 directing the Returning Officer for Lethbridge County, to leave nominations for Ward 5 for the 2021 general election closed. Once the new council has been sworn in, they must set a date for a by-election to fill the Ward 5 vacancy before April 30, 2022.

I urge the municipality to communicate with the electors on the importance of establishing elected representation for the county.

Thank you again for writing.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:100/21



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:100/21

I, Ric McIver, Minister of Municipal Affairs, pursuant to Sections 6 and 31 of the *Local Authorities Election Act* and Sections 166 and 605 of the *Municipal Government Act*, make the following order:

1. That for the purpose of ensuring council representation for Lethbridge County, I direct the returning officer to leave nominations for Ward 5 for the 2021 general election closed at 12 noon on September 27, 2021.
2. That for the purpose of holding a by-election to fill the vacancy in Ward 5 for Lethbridge County, the date by which the by-election must be held is April 30, 2022.

Dated at Edmonton, Alberta, this 7 day of October, 2021.

Ric McIver
Minister of Municipal Affairs

AGENDA ITEM REPORT



Title: Municipal Internship Program Application
Meeting: Council Meeting - 28 Oct 2021
Department: Human Resources
Report Author: Dana Johnson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 21 Oct 2021

STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



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Strong Working Relationships

EXECUTIVE SUMMARY:

Lethbridge County is requesting Council support to host a Municipal Intern under the Finance stream of the Municipal Internship Program. This will be an opportunity to grow another financial professional in municipal government and provide an additional staff resource for the County. The Intern will build upon their university degree through on the job training and hands on productive experiences in local government here at Lethbridge County.

This program is made possible through grants from the Alberta Community Partnership Program (ACP).

RECOMMENDATION:

That Council supports Lethbridge County in its application to host a Municipal Intern beginning in 2022.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County participated in the Municipal Intern Program in 2013, we plan to build on that and make it a positive and productive experience for the County and selected Intern.

BACKGROUND INFORMATION:

The Municipal Internship Program is Canada's largest and longest running program of its kind. The program is a partnership between participating municipal organizations and the Ministry Municipal Affairs, and provides support to municipalities and planning service agencies to build capacity in the municipal sector by developing recent post-secondary graduates to become future leaders in municipal government.

Local government is not always at the top of recent graduates minds and this is an opportunity to bring a university graduate into local government which will be beneficial in growing the next round of future leaders in municipal government.

ALTERNATIVES / PROS / CONS:

Pros

Both the financial incentive and the concept of furthering young professionals in the municipal section is something that a progressive organization should embrace.

Cons

If the County chooses not participate in the Municipal Intern Program in 2022, this will remove the opportunity to grow future talent in local government and bring on an additional staff resource to work with the County over 18 months.

FINANCIAL IMPACT:

This is 18 month program involves a \$60,000 grant with the organization responsible for the additional costs for salary and intern expenses, including a required professional development opportunity. The County is budgeting \$30,000 to support the costs of hosting this intern. This will greatly assist the county in completing some long standing projects.

REASON(S) FOR RECOMMENDATION(S):

Interns bring knowledge, skills, and enthusiasm that helps to build capacity and rejuvenate the municipal government sector. Interns can bring numerous benefits to a municipality, including: new ideas and perspectives, new energy, eagerness, and initiative, willingness to learn and excel in the profession, creativity and enthusiasm, strong research skills, High computer literacy and knowledge of technology applications, ambassadors for working in municipal government in particular, Lethbridge County.

A municipal intern will be an additional staff resource to support the County with financial and special projects that are planned for 2022. Growing talent in the municipal sector will help to ensure the next wave of local graduates consider government as a career stream.

AGENDA ITEM REPORT



Title: Community Futures - Request for Letter of Support
Meeting: Council Meeting - 28 Oct 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 21 Oct 2021

STRATEGIC ALIGNMENT:



Outstanding Quality of Life



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EXECUTIVE SUMMARY:

Community Futures is seeking a letter of support for their application for the Digital Service Squad grant offered through the Business Link.

RECOMMENDATION:

That Lethbridge County provide a letter of support to Community Futures Lethbridge Region for their Digital Service Squad grant application through the Business Link.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County supports Community Futures Lethbridge Region. One Councillor is appointed to Community Futures at the Organizational meeting to represent Lethbridge County.

BACKGROUND INFORMATION:

The Digital Service Squad grant will be used to provide free support to eligible small business in the community to navigate new digital tools and optimize their reach to potential customers in existing and new markets. Trained specialists from Digital Squad will meet with small businesses, at no cost, help them complete an online assessment and introduce them to online training modules to build their digital knowledge and skills. The one-on-one assistance includes support for basic website set-up, Google My Business profiles, 360 degree photos, creation or enhancement of social media presence and much more. The program will run for 17 months.

ALTERNATIVES / PROS / CONS:

By itself, sending a general letter of support using the template provided poses little risk/exposure for Lethbridge County. Here is a summary of the potential pros and cons:

Pros:

It keeps Lethbridge County at the forefront of providing support to an organization it provides representation to.

Cons:

We are not being a supportive member/partner if we refuse letter of support.

FINANCIAL IMPACT:

There are no direct financial implications to sending a letter of support.

REASON(S) FOR RECOMMENDATION(S):

It is recommended that Lethbridge County provide a general letter of support for Community Future's grant application using the template provided, as it asserts member support.

ATTACHMENTS:

[Digital Squad Grant Letter of Support Template](#)

Date

Re: Letter of Support – Digital Service Squad Grant - Community Futures Lethbridge Region

Community Futures Lethbridge Region has a strong history of supporting business organizations over the years.

XXXX is pleased to support Community Futures Lethbridge Region in their application for the Digital Squad grant. Assisting eligible small businesses with increased adoption of technology will play a key role in our region's economic recovery, as well as better positioning local entrepreneurs to participate in an increasingly digitally powered economy.

We are acutely aware of the need for online Digital Training for businesses in every community. A strong online digital presence is a necessity in today's marketplace, especially during COVID. The Alberta Digital Squad Program will provide one on one assessment, resources, and training at no cost to businesses. We commit to supporting Community Futures promote this program.

We commit our support to Community Futures by offering the following non-monetary services:

- Inclusion of project details in our communications to members/residents/partners
- Inclusion specifically on social media channels (website, Facebook, events, etc.)

Yours truly,

NAME/TITLE

COMMUNITY INFO

AGENDA ITEM REPORT



Title: Town of Nobleford - ACP Application - Regional Infrastructure Master Plan Project
Meeting: Council Meeting - 28 Oct 2021
Department: Administration
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 25 Oct 2021

STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

EXECUTIVE SUMMARY:

The Town of Nobleford has requested that Lethbridge County partner with them on the Alberta Community Partnership Intermunicipal Collaboration Grant Application for the Regional Infrastructure Master Plan Project. The Town of Nobleford would be the managing partner, however the grant application requires a Council resolution from each of the participating municipalities supporting the program.

RECOMMENDATION:

MOVED that Lethbridge County supports the Town of Nobleford (managing partner) submission of a 2020/21 Alberta Community Partnership grant application in support of the Regional Infrastructure Master Plan project. There is no matching contribution required.

PREVIOUS COUNCIL DIRECTION / POLICY:

Historically Council has partnered with and supported various neighboring municipalities on projects and grant funding applications.

BACKGROUND INFORMATION:

The Town of Nobleford and Lethbridge County recognize the importance of well-maintained municipal infrastructure and want to ensure we are positioned to address future operational and infrastructure requirements through the development of a collaborative infrastructure master plan (IMP). The condition of municipal service delivery infrastructure is a key element of municipal sustainability and is a critical consideration for growth and attracting investment to the region.

The IMP grant project is focused on obtaining and analyzing data related to the condition of municipal infrastructure systems extending to the shared boundaries, identification of deficiencies and plans to

address those deficiencies, identification of upgrades to service potential development, and updating the 10-year capital plans. The primary focus of the IMP is an infrastructure condition assessment of the water system, wastewater collection and treatment system, stormwater management system, transportation system, municipal facilities and waste management. This information will guide informed decisions on required local and joint infrastructure improvements and upgrades.

A regional representation of current infrastructure condition assessment data will provide the partners a big picture approach for the planning and collaborative delivery of services like water, wastewater, stormwater, transportation, and public facility management. This aligns with and supports the intermunicipal collaboration framework objective that speaks to the importance of regional cooperation for the delivery of these vital core municipal services.

ALTERNATIVES / PROS / CONS:

Alternatives:

To not participate in the Regional Infrastructure Master Plan Project grant application with the Town of Nobleford.

Pros:

It maintains a strong working relationship with the Town of Nobleford and will provide pertinent information to Lethbridge County regarding infrastructure.

FINANCIAL IMPACT:

There are no financial implications to the County related to this application.

REASON(S) FOR RECOMMENDATION(S):

As per the Strategic Plan, one of the Strategic Pillars is "Strong Working Relationships" which states the following:

Lethbridge County is recognized as a trusted and effective partner across the region in the delivery of effective programs and services. The County has strong working relationships with the provincial and federal governments, neighbouring municipalities, First Nations, the irrigation districts, the water co-ops, regional service providers, and research and training institutions.


ATTACHMENTS:

[ACP Application - Regional Infrastructure Master Plan Project](#)
[Nobleford - Infrastructure Master Plan Fee Proposal](#)

2020/21 – Alberta Community Partnership
Intermunicipal Collaboration Grant Application

Managing Partner: Town of Nobleford
Participating Municipalities: Lethbridge County
Project Title: Regional Infrastructure Master Plan

1. This project produces (check all that apply):

-  A regional service agreement, plan, framework or model
- A study (e.g., shared service feasibility study, etc.)
- A new or amended Intermunicipal Development Plan or Intermunicipal Collaboration Framework
- Other (please specify)
(maximum 100 characters):

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Limit 4000 characters)

The Town of Nobleford and Lethbridge County recognize the importance of well-maintained municipal infrastructure and want to ensure we are positioned to address future operational and infrastructure requirements through the development of a collaborative infrastructure master plan (IMP). The condition of municipal service delivery infrastructure is a key element of municipal sustainability and is a critical consideration for growth and attracting investment to the region.

The IMP grant project is focused on obtaining and analyzing data related to the condition of municipal infrastructure systems extending to the shared boundaries, identification of deficiencies and plans to address those deficiencies, identification of upgrades to service potential development, and updating the 10-year capital plans. The primary focus of the IMP is an infrastructure condition assessment of the water system, wastewater collection and treatment system, stormwater management system, transportation system, municipal facilities and waste management. This information will guide informed decisions on required local and joint infrastructure improvements and upgrades.

A regional representation of current infrastructure condition assessment data will provide the partners a big picture approach for the planning and collaborative delivery of services like water, wastewater, stormwater, transportation, and public facility management. This aligns with and supports the intermunicipal collaboration framework objective that speaks to the importance of regional cooperation for the delivery of these vital core municipal services.

The partnership will undertake the following activities:

1. Data collection and review of all reports, data, plans, drawings, digital base maps, air photos.
2. Review of water distribution system facilities, pipe capacity, hydrants, historical flow data and fire flow capacity, and develop projected growth rate models.
3. Review of wastewater facilities and collection system, pipe capacity, and level of compliance with provincial standards and guidelines.
4. Review of stormwater management system, drainage basins and catchment areas, historical flooding, and identify capacity issues.
5. Complete a visual inspection and condition assessment of roads, sidewalks, curbs and gutter, and swales.
6. Review of municipally owned facilities, visual inspections, and develop maintenance and upgrade cost models.
7. Stakeholder engagement throughout the project.
8. Incorporate recommended upgrades into capital plans.

The expected project outputs are:

1. Water distribution system data collection and analysis summary report, WaterCAD and growth models, and recommended upgrades and improvements cost models.
2. Wastewater facilities and collection system data collection and analysis summary report, computer model, and recommended upgrades and improvements cost models.
3. Stormwater system data collection and analysis summary report, computer model, and recommended upgrades and improvements cost models.
4. Transportation system data collection and analysis summary report, rating system, and recommended upgrades and improvements cost models.
5. Municipally-owned facilities data collection and analysis summary report and recommended upgrades and improvements cost models.
6. Waste management data collection and analysis summary report and recommendations.
7. Updated 10-year capital plans.
8. Stakeholder consultation summary report.

3. Why are the project and grant needed?

- a) Does the project help to resolve an outstanding service gap or problem for the communities within the partnership? If so, please explain.

(Limit 3000 characters)

The primary reason for this project is to ensure the health and safety of the region's residents. Understanding the condition and identification of required improvements to the water system, sanitary sewer system, stormwater system infrastructure is critical to ensuring a sustainable and safe water supply. This is especially critical as it relates to ensuring safe drinking water, that there is an adequate supply for the municipal water demand, and for fire service responses. A reliable water supply and

transportation network is also a critical component for attracting investments and supporting economic growth.

The absence of comprehensive municipal infrastructure asset details was identified as a significant gap in the regional ICF planning process. An IMP and condition analysis of the municipal infrastructure will guide and inform conversations and planning for regional service delivery and other potential opportunities for sharing services. The condition of the assets required to deliver these services is a critical consideration in the regional land use and growth management planning process. The asset condition provides budgetary impact awareness, especially if municipal infrastructure enhancements are required in support of regional initiatives like shared land use development.

- b) What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

(Limit 3000 Characters)

Each municipality has committed to work with the consultant to provide direction and details on their infrastructure information.

Beyond this involvement, there are several factors affecting the partnerships ability to undertake this project that include:

- Requirement for specialized knowledge and expertise that is not available within the municipalities related to professional engineering analysis. The grant will be used to obtain technical experts capable of completing the required work.
- Use of municipal funding for this project would place additional financial strain on municipal resources that are struggling to balance lower revenues and delivery of vital municipal services.
- The municipal employees already have strained time commitments and high workload expectations with the ongoing delivery of day-to-day municipal operations and do not have the capacity to engage in the learning curve and time expectations this project requires.

- 4a. How will each participating member be involved in the project planning, administration, and decision making? Provide a brief description of the project roles and responsibilities for each partner. What arrangements and processes are in place to ensure that the interests of each member will be met in the final outcomes of the project?

(Max 2000 Characters)

The Town of Nobleford is the managing partner on this grant application for the sole purpose of grant submission and future grant administration and reporting if grant is approved.

The grant project itself will be a fully collaborative process as it relates to project planning, administration, and decision making. This grant project will be managed through a working committee

that has at least one or two representatives from each municipality. Both municipalities will be actively engaged in project progress and will have input and influence on project outcomes.

Mechanisms that will support an inclusive process for the development of comprehensive infrastructure condition inventory includes frequent discussions to ensure agreement on data collection methods, input from senior administration, and an agreed upon voting model.

4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?

Provide details of any dispute resolution mechanisms that may be in place between the partners.

(Max 2000 Characters)

The partnership will follow the resolution process that is part of the ICF structure.

It is imperative that the infrastructure condition inventory be usable for both municipalities so check points to confirm clarification of process will be imbedded in the project planning process.

In the event that conflict occurs all efforts will be made to resolve the issue administratively. If required, the issue will be elevated in the following sequence: senior managers, joint meetings of both councils, provincial mediation.

5a. Provide a concise overview of the project workplan, timeline, and project risk mitigation strategies that are in place.

(Limit 3800 characters)

The partnership is proposing the following project workplan:

1. Consultant conducts a preliminary assessment and data collection and analysis in conjunction with municipal partner's input.
2. Consultant conducts a technical water, wastewater, stormwater, transportation, and municipally owned facility infrastructure condition assessment review and analysis.
3. Consultant develops recommended water, wastewater, stormwater, transportation, and municipally owned facility upgrades and improvements cost models.
4. Consultant updates the 10-year capital plans.

Timelines:

1. Stakeholder engagement (ongoing)
2. Water, wastewater, stormwater, transportation, and municipally owned facility infrastructure condition assessment (April – October 2021)
3. Water, wastewater, stormwater, transportation, and municipally owned facility infrastructure data collection and analysis (November 2021 to December 2022)

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4. Water, wastewater, stormwater, transportation, and municipally owned facility infrastructure upgrades and improvements cost models and updates to 10-year capital plans (January – February 2023)

Risks associated with this project include:

1. Weather impact on timely collection of data – this will be mitigated through the inclusion of an ample amount of time in the project timeline.
2. Availability or completeness of municipal input and asset data – this will be mitigated through clear communications between the consultant and municipal representatives to ensure project data needs are managed effectively and solutions to address data gaps are addressed in a timely manner.
3. Asset condition may create an increased funding pressure for asset repair or maintenance – this will be mitigated through the detailed asset condition data that will provide councils critical information when deliberating over annual budgetary considerations.

5b. What are the expenditure estimates provided under the Project Budget section based on?

Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

(Limit 2800 characters)

The partnership has collaborated with MPE Engineering Ltd. to identify high level project requirements. MPE Engineering has the technical and local expertise and have provided a preliminary quote in support of this project. Cost are estimates based on similar regional projects.

6. Provide a comprehensive, **itemized breakdown** of all your estimated project costs and expenditures in the table below. Use the "*Insert budget Item*" button to add line items to specifically identify the types of consultant activities and vendor costs (advertising, printing, venue rental). Insufficient or incomplete project cost information will impact the evaluation of your grant application.

Only list the project cost information associated with the scope of work under this grant request.

Refer to the ACP program guidelines, Schedule 1A for full information on eligible and ineligible costs under the IC component.

Note: Capital expenditures are not eligible under the IC component.

| Item Description | Estimated Item Cost |
|--|---------------------|
| Water, Wastewater, Stormwater, Transportation, and municipally owned facility Infrastructure Condition Assessment | \$100,000.00 |
| Water, Wastewater, Stormwater, Transportation, and municipally owned facility Infrastructure Data Collection and Analysis | \$45,000.00 |
| Water, Wastewater, Stormwater, Transportation, and municipally owned facility Infrastructure upgrade and improvement cost models | \$40,000.00 |
| Updates to 10-year capital plans | \$15,000.00 |
| | |
| Total Project Costs | \$200,000.00 |

Town of Nobleford
P.O. Box 67
Nobleford, Alberta T0L 1S0

January 4, 2021
File: N: Proposal\1460\P09

Attention: Kirk Hofman
Chief Administrative Officer

Dear Kirk:

Re: Request for Engineering Services Fee Proposal
Town of Nobleford – Infrastructure Master Plan

In response to your request, we have prepared a proposal to provide engineering services to complete an Infrastructure Master Plan for the Town of Nobleford.

Project Understanding

We understand that the Town would like to complete an Infrastructure Master Plan to assess its infrastructure and develop a capital plan to move forward with required improvements and upgrades for the community. The proposed project includes a number of steps to be completed from project start-up and coordination, to data collection and assessment, through to final report submission which will help ensure a successful project for the Town. Each of the steps are discussed in further detail below including the scope of work and tasks to be performed at each step.

Scope of Work

MPE Engineering Ltd. proposes the following scope of work to complete the infrastructure master plan for the Town:

- Start-up meeting with Town staff to discuss overall project timelines and goals,
- Data collection:
 - Collection and review of all reports, data, plans, drawings, digital base maps, air photos, etc., available from the Town and others as appropriate.
 - General field inspection and discussion with Town staff to review all infrastructure and gather any anecdotal information that may assist the project.
 - Identify future growth areas and population growth expectations for the Town.
 - GPS survey of gaps in the available information relating to the various infrastructure systems (allowance for 5 days of survey).
 - Digital pickup of road infrastructure conditions.
 - Coordinate optional services including video inspection, and hydro-excavation.

- Potable Water Distribution System:
 - Review of existing potable water facilities and distribution system.
 - Review of water distribution system pipe capacity, repair and replacement history, and condition based on pipe material and installation history.
 - Review hydro-excavation information. (optional services)
 - Review available historical flow data to determine water rates for projected growth.
 - Create a WaterCAD model based on available data to assist assessment of distribution system capacity.
 - Review hydrant locations and utilize WaterCAD model to determine estimated fire flow capacities.
 - Provide recommendations for improvements or upgrades to meet Fire Underwriters Survey and Town's acceptable level of service standards.
 - Develop proposed upgrades and cost estimates for the water distribution system and facilities that do not meet the Town's minimum level of service standards.

- Wastewater Collection and Treatment System:
 - Review of wastewater facilities and collection system.
 - Review of wastewater collection system pipe capacity, repair and replacement history, and condition based on available inspection data.
 - Review video inspection information. (optional services)
 - Prepare a computer model of the wastewater collection system network to identify capacity and determine recommended upgrades/improvements.
 - Develop proposed upgrades/improvements and cost estimates for the wastewater collection system and facilities that do not meet Town's minimum level of service standards and the Alberta Environment & Parks, Standards and Guidelines.

- Stormwater Management System:
 - Review of existing drainage basins and catchment areas.
 - Review of existing stormwater management system including capacities and condition of all drainage infrastructure.
 - Review historical stormwater flooding and problem areas with Town staff.
 - Generate a computer model of the stormwater management system, identify capacity issues, and determine recommended upgrades/improvements.
 - Develop proposed upgrades/improvements and cost estimates for the stormwater management system for the existing and future conditions and growth areas.

- Transportation System:
 - Complete a visual inspection of the existing roads, sidewalks, curb and gutter, and swales.
 - Review existing transportation network hierarchy and recommend road classifications.
 - Assess the condition of all infrastructure (pavement, gravel roads, concrete work, etc.).
 - Establish a road condition rating system and rate the condition of each road.
 - Review any geometric issues with existing road infrastructure and provide recommendations for improvements.
 - Quantify required rehabilitation work and develop cost estimates for capital planning.

- Publicly Owned Facilities:
 - Complete a visual inspection of the two existing buildings (Town Office and Community Arena) including the building envelope, foundation, heating and ventilation systems, and overall interior for potential issues.
 - Conduct a high-level review of the electrical and plumbing systems to assess the overall condition of the building.
 - Determine recommended maintenance and upgrades to ensure long-term sustainability of the facilities.
 - Quantify required work and develop cost estimates for budgeting purposes of all recommended maintenance or upgrades.
- Incorporate recommended upgrades for all infrastructure into a capital plan. The plan will include an approximate schedule for projects that balances the condition assessment, project costs, regulatory requirements, growth pressures, funding and infrastructure budgets.
- Submittal of draft report for review by Town staff.
- Hold a meeting with Town staff to review the draft report and address any comments prior to finalization.
- Submit a final copy of the Infrastructure Master Plan to the Town.

MPE will also complete the following work for the Infrastructure Master Plan:

- Include a review of adjacent municipalities and the availability of the Town's infrastructure to service regional growth and other regionalization opportunities for the Town.
- Assist the Town with funding opportunities available for the report and critical infrastructure upgrades identified during the project.
- Submit AutoCAD files to the Oldman River Regional Services Commission for the purposes of generating/updating GIS files for the Town's infrastructure.

Project Fees

MPE is prepared to complete the scope of work described above to an upset fee of **\$100,000** (excluding GST).

The Town should also consider the following optional service costs associated with data collection for the project:

- \$80,000 for the completion of video inspections for gravity wastewater mains.
 - Based on an estimated \$12.00 per metre for 5,300 m of wastewater mains. Total length of mains in the Town are 10,400m so this will account for roughly half.
 - MPE will secure quotes to complete this work from a third party.

- \$20,000 for hydro-excavation of existing utilities to verify existing pipe materials and diameters throughout the Town.
 - Based on an estimated \$4,000 per day for 5 days..
 - MPE will secure quotes to complete this work from a third party.

The Town should strongly consider the completion of video inspections, and hydro-excavation services for the *Infrastructure Master Plan* as the data collected will provide significant value to the overall assessment of the Town's infrastructure. Being able to accurately identify existing pipe diameters, material, and condition ensures that the most economical recommendations are put forward in the report.

The total estimated cost of the *Infrastructure Master Plan*, including the optional services, is **\$200,000**.

MPE Engineering Ltd. would like to thank the Town of Nobleford for the opportunity and look forward to working with you to successfully complete this project. If you have any questions or require additional information regarding the above, please contact the undersigned at (403) 317-3603.

Yours truly,

MPE ENGINEERING LTD.



Eric Dyson, P.L.(Eng.)
Project Manager

:ed

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - September 2021
Meeting: Council Meeting - 28 Oct 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 21 Oct 2021

STRATEGIC ALIGNMENT:



Outstanding Quality of Life



Effective Governance and Service Delivery



Prosperous Agricultural Community



Vibrant and Growing Economy



Strong Working Relationships

EXECUTIVE SUMMARY:

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 - September 2021", identifying the activities and events attended by Lethbridge County Council for the month of September 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 September Lethbridge County Council Attendance](#)

**Lethbridge County Council Attendance
September 2021**

Division 1

Reeve Lorne Hickey

| | |
|--------------|--|
| September 2 | Lethbridge County Council Meeting |
| September 3 | Mayors and Reeves |
| September 8 | Meeting with CAO |
| September 9 | Agricultural Services Board Meeting |
| September 16 | Lethbridge County Council Meeting |
| September 20 | City of Lethbridge Reconciliation Week Flag Raising & Permanent Blackfoot Confederacy Flag Raising Ceremony |
| September 29 | Meeting with CAO |

Division 2

Councillor Tory Campbell

| | |
|--------------|------------------------------------|
| September 2 | Lethbridge County Council Meeting |
| September 9 | Agricultural Service Board Meeting |
| September 16 | Lethbridge County Council Meeting |

Division 3

Councillor Robert Horvath

Division 4

Councillor Ken Benson

| | |
|--------------|------------------------------------|
| September 2 | Lethbridge County Council Meeting |
| September 9 | Agricultural Service Board Meeting |
| September 16 | Lethbridge County Council Meeting |

Division 5
Councillor Steve Campbell

| | |
|--------------|------------------------------------|
| September 2 | Lethbridge County Council Meeting |
| September 9 | Agricultural Service Board Meeting |
| September 16 | Lethbridge County Council Meeting |
| September 28 | Community Futures Board Meeting |

Division 6
Councillor Klaas VanderVeen

| | |
|--------------|--|
| September 2 | Lethbridge County Council Meeting |
| September 9 | Agricultural Service Board Meeting |
| September 16 | Lethbridge County Council Meeting |
| September 24 | SAEWA Meeting |
| September 27 | Lethbridge Regional Waste Management Services Commission Meeting |

Division 7
Councillor Morris Zeinstra

| | |
|--------------|------------------------------------|
| September 2 | Lethbridge County Council Meeting |
| September 9 | Agricultural Service Board Meeting |
| September 16 | Lethbridge County Council Meeting |