



AGENDA Council Meeting

9:30 AM - Thursday, September 16, 2021
Council Chambers

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A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

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1. County Council Meeting Minutes
[Council Meeting - 02 Sep 2021 - Minutes](#)

D. SUBDIVISION APPLICATIONS

E. PUBLIC HEARINGS

F. DELEGATIONS

1. 9:30 a.m. - CIBC Wood Gundy - Economic Update and Update on the County's Investments
2. Introduction of Fire Services Coordinator - Byron Fraser

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

- | | |
|---------|--|
| 9 - 16 | G.1.1. <u>2022 Capital Equipment Purchasing</u>
2022 Capital Equipment Purchasing |
| 17 - 21 | G.1.2. <u>Agricultural Service Board Terms of Reference</u>
Agricultural Service Board Terms of Reference |
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Agricultural Service Board Level of Service |
| 46 - 47 | G.1.4. <u>South Region Agriculture Service Board Conference in Cardston County</u>
South Region Agriculture Service Board Conference in Cardston County |

G.2. COMMUNITY SERVICES

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[January- August 2021 Community Peace Officer Report](#)

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[Fire Services Bylaw No. 21-017](#)

G.3. CORPORATE SERVICES

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G.4. ADMINISTRATION

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69 - 71 G.4.2. **Town of Coalhurst - Committee Request**
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72 - 74 G.4.3. **Readymade Community Centre - Celebration of Indigenous Culture Postponed**
[Readymade Community Centre - Celebration of Indigenous Culture Postponed](#)

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

J. CLOSED SESSION

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

K. ADJOURN



MINUTES

Council Meeting

9:30 AM - Thursday, September 2, 2021
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, September 2, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Lorne Hickey
Deputy Reeve Morris Zeinstra
Councillor Tory Campbell
Councillor Ken Benson
Councillor Steve Campbell
Councillor Klaas VanderVeen
Director of Community Services, Larry Randle
Director of Public Operations, Jeremy Wickson
Infrastructure Manager, Devon Thiele
Manager of Finance & Administration Jennifer Place
Executive Assistant Candice Robison
Supervisor of Planning & Development, Hilary Janzen
Senior Planner, Steve Harty

A. CALL TO ORDER

Reeve Lorne Hickey called the meeting to order at 9:30 a.m.

B. ADOPTION OF AGENDA

257-2021 Councillor Benson MOVED that Lethbridge County Council approve the September 2, 2021 Council Meeting Agenda as presented.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

258-2021 Councillor T.Campbell MOVED that the August 5, 2021 Regular County Council Meeting Minutes be accepted as presented.

CARRIED

D. DELEGATIONS

D.1. 9:30 a.m. - Sugar Beet Growers - Melody Garner-Skiba

259-2021 Councillor T.Campbell MOVED that a letter of support be drafted for the Alberta Sugar Beet Growers Domestic Sugar Policy initiative.

CARRIED

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

E.1. Bylaw 21-015 - Re-designation of portions of Lot 1, Block 1, Plan 0411743 and Lot 2 Block 1 Plan 1511150 from Rural Agriculture to Business Light Industrial - Public Hearing

Reeve Hickey called a recess to the Council Meeting, for the Public Hearing for Bylaw 21-015 at 9:57 a.m.

John Dekok was in attendance for the Public Hearing for Bylaw 21-015.

260-2021 Deputy Reeve VanderVeen MOVED that the Public Hearing for Bylaw 21-015 commence at 9:58 a.m. CARRIED

Reeve Hickey asked three times if anyone from the public wished to speak in opposition of Bylaw 21-015.

No one came forward.

Reeve Hickey asked three times if anyone from the public wished to speak in favour of Bylaw 21-015.

No one came forward.

261-2021 Councillor T.Campbell MOVED that the Public Hearing for Bylaw 21-015 adjourn at 10:06 a.m. CARRIED

262-2021 Councillor VanderVeen MOVED that Bylaw 21-015 - Re-designation of portions of Lot 1, Block 1, Plan 0411743 and Lot 2, Block 1, Plan 1511150 from Rural Agriculture to Business Light Industrial be read a second time as amended. CARRIED

263-2021 Councillor Benson MOVED that Bylaw 21-015 - Re-designation of portions of Lot 1, Block 1, Plan 0411743 and Lot 2, Block 1, Plan 1511150 from Rural Agriculture to Business Light Industrial be read a third time. CARRIED

E.2. Bylaw 21-016 - Re-designate a parcel within the NW 1-9-21-W4 from Lethbridge Urban Fringe to Rural General Industrial - Public Hearing

Reeve Hickey called a recess to the Council Meeting, for the Public Hearing for Bylaw 21-016 at 10:07 a.m.

Heidi Veldman and Terry Walters were present for the Public Hearing for Bylaw 21-016.

264-2021 Councillor VanderVeen MOVED that the Public Hearing for Bylaw 21-016 commence at 10:08 a.m. CARRIED

Reeve Hickey asked three times if anyone from the public wished to speak in opposition of Bylaw 21-016.

No one came forward.

Reeve Hickey asked three times if anyone from the public wished to speak in favour of Bylaw 21-016.

No one came forward.

265-2021 Councillor VanderVeen MOVED that the Public Hearing for Bylaw 21-016 adjourn at 10:18 a.m. CARRIED

266-2021	Councillor VanderVeen	MOVED that Bylaw 21-016 - Re-designate a parcel within the NW 1-9-21-W4 from Lethbridge Urban Fringe to Rural General Industrial be read a second time.
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CARRIED

267-2021	Councillor Benson	MOVED that Bylaw 21-016 - Re-designate a parcel within the NW 1-9-21-W4 from Lethbridge Urban Fringe to Rural General Industrial be read a third time.
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CARRIED

F. SUBDIVISION APPLICATIONS

**F.1. Subdivision Application #2021-0-142 – Sawchuck
- within the SE¼ 22-9-21-W4M**

268-2021	Councillor VanderVeen	MOVED that the Agricultural & Country Residential subdivision of SE1/4 22-9-21-W4M (Certificate of Title No. 211 095 931, 091 037 568), to reconfigure and reduce in size a 39.49-acre (15.98 ha) country residential parcel to 10.0-acres (4.05 ha), by subdividing 29.49-acres (11.93 ha) of land and consolidating it to an adjacent 119.49-acre (48.36 ha) agricultural title, thereby creating an enlarged agricultural title 148.98-acres (60.29 ha) in size; BE APPROVED subject to the following:
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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 line) of the two adjacent parcels (involving 29.49-acres to be consolidated with the remnant SE 22-09-21-W4M agricultural 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 the applicant widens (to the required carriageway width) and relocates the access driveway so that it is situated entirely within the confines of the 10.00-acre title boundary and no longer encroaches over the north property line, which may involve a survey prepared by an ALS for confirmation, to the satisfaction of the municipality.
5. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

Reeve Hickey recessed the meeting at 10:38 a.m.

The meeting reconvened at 10:50 a.m.

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

G.1.1. Information Regarding Declaration of Agricultural Disaster

269-2021	Councillor T.Campbell	MOVED that Lethbridge County declare an Agricultural Disaster due to the ongoing drought conditions and extreme high temperatures and forward a letter to the Minister of Agriculture and Forestry indicating our concerns.
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CARRIED

G.2. CORPORATE SERVICES

G.2.1. Policy Review - Policy #150 Tangible Capital Assets

- 270-2021 Councillor Benson MOVED that Council approve the revisions to Policy #150 Tangible Capital Assets as presented.
- CARRIED

G.3. COMMUNITY SERVICES

G.3.1. Emergency Advisory Committee Review

- 271-2021 Councillor S.Campbell MOVED that Council accept the Emergency Advisory Committee Review for information.
- CARRIED

G.3.2. Helicopter Emergency Medical Services Review

- 272-2021 Councillor VanderVeen MOVED that Council accept the Helicopter Emergency Medical Services Review for information.
- CARRIED

Reeve Hickey recessed the meeting at 12:03 p.m.

The meeting reconvened at 12:51 p.m. with all members of Council present as previously stated except for Councillor Benson who left the meeting.

G.4. CORPORATE SERVICES

G.4.1. Quarterly Financial Report - May to July 2021

- 273-2021 Councillor VanderVeen MOVED that Council accepts the Financial Report for the period of May 1 to July 31, 2021 for information.
- CARRIED

G.5. ADMINISTRATION

G.5.1. Revisions to Policy 161 - Donations to Community Organizations, Programs, Events & Activities

- 274-2021 Councillor VanderVeen MOVED that the revised Policy 161 - Donations to Community Organizations, Programs, Events, & Activities be adopted as presented.
- CARRIED

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

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

- 275-2021 Deputy Reeve Zeinstra MOVED that Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - July 2021", identifying the activities and events attended by Lethbridge County Council for the month of July 2021 as information.
- CARRIED

**Division 1
Reeve Lorne Hickey**

July 2	Special Lethbridge County Council Meeting
July 2	Mayors and Reeves
July 7	Meeting with CAO
July 8	Lethbridge County Council Meeting
July 14	Meeting with CAO
July 16	CAO Evaluation Meeting
July 20	AUMA President 2021 Summer Tour

July 21	Meeting with CAO
July 21	Minister Madu Rural Crime Town Hall

Division 2
Councillor Tory Campbell

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting

Division 3
Councillor Robert Horvath

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting

Division 4
Councillor Ken Benson

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting
July 20	AUMA President 2021 Summer Tour

Division 5
Councillor Steve Campbell

July 2	Special Lethbridge County Council Meeting
July 7	Exhibition Park Board Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting

Division 6
Councillor Klaas VanderVeen

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting
July 30	SAEWA Virtual Meeting

Division 7
Councillor Morris Zeinstra

July 2	Special Lethbridge County Council Meeting
July 8	Lethbridge County Council Meeting
July 16	CAO Evaluation Meeting

J. CLOSED SESSION

J.1. Chinook Intermunicipal Subdivision and Development Appeal Board - Board Appointment (FOIP Section 19 - Confidential Evaluations)

276-2021	Councillor VanderVeen	MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the <i>Municipal Government Act</i> , the time being 1:19 p.m. for discussion on the following:
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J.1. Chinook Intermunicipal Subdivision and Development Appeal Board - Board Appointment (*Freedom of Information and Protection of Privacy Act, Section 19 - Confidential Evaluations*)

Present during the Closed Session:
Lethbridge County Council
Senior Management
Administration Staff
CARRIED

277-2021 Deputy Reeve Zeinstra MOVED that the Lethbridge County Council Meeting move out of the closed session at 1:26 p.m.
CARRIED

J.1. **Chinook Intermunicipal Subdivision and Development Appeal Board - Board Appointment (FOIP Section 19 - Confidential Evaluations)**
278-2021 Councillor T.Campbell MOVED that County Council reappoint Mr. Leroy Pavan for another 3 year term (September 2, 2021- September 2, 2024) on the Chinook Intermunicipal Subdivision and Development Appeal Board.
CARRIED

K. **ADJOURN**

279-2021 Deputy Reeve Zeinstra MOVED that the Lethbridge County Council Meeting adjourn at 1:27 p.m.
CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: 2022 Capital Equipment Purchasing
Meeting: Council Meeting - 16 Sep 2021
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 13 Sep 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Annually council approves 5 year capital plans as per the Municipal Government Act requirements to have an approved 5 year capital plan and 3 year operating budget.

All purchases for the replacement of existing equipment would be for the 2022 calendar year and therefore will fall under the 2022 capital equipment expenditures.

As delays in delivery of equipment have been a challenge in 2021, similar challenges exist in the timeline of delivery for 2022 due to ongoing pandemic and global supply chains. In ordering equipment earlier in 2021 for delivery in 2022 the intention is to have more equipment delivered for early spring work when levels of service are required.

RECOMMENDATION:

That Council approve the 2022 Capital Equipment list for purchasing requirements.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved the 5 year 2021-25 Capital Equipment list in the fall of 2020 during budget deliberations for 2021 .

BACKGROUND INFORMATION:

In 2021 the capital equipment that was purchased faced several lengthy delays in delivery due to limited supplies, factory shutdowns, staffing constraints, all with residual effects from the global pandemic.

The equipment purchased for operations is required in meeting ongoing levels of service requirements. The capital equipment proposed is for core services such as road maintenance, construction, weed spraying, and snow plowing.

Equipment life cycles are considered as part of equipment purchasing. Optimal purchasing has equipment landed in the spring for operations and disposals can be cycled to auction or sold accordingly when the demand is the highest.

From past typical purchasing years prior to the pandemic, the turnaround on equipment has been 3-6 months. In 2021 that timeline increase to 6-12 months and equipment manufacturers still have uncertainty around conditions for 2022.

ALTERNATIVES / PROS / CONS:

Equipment purchases are delayed for approval till later in the 2021 calendar year.

FINANCIAL IMPACT:

The machinery and equipment (M&E) planned for purchase as part of the 5 year plan presented and approved by council in fall 2020 budget deliberations has minimal changes.

Machinery and equipment are charged to each department on an annual basis to establish a M&E reserve that adequately funds future purchases.


REASON(S) FOR RECOMMENDATION(S):

The global pandemic has caused delays in the delivery and supply of equipment that is necessary for County operations and service level provision. Due to extensive delays in delivery of ordered machinery and equipment, if approved later in the calendar year there will be delays of equipment for spring 2022.


By starting the purchasing process and issuing RFP's and RFQ's equipment can be ordered by mid-October and delivered by April 2022.

ATTACHMENTS:


[2022 FLEET CAPITAL - Early Purchase Scenario](#)

		LETHBRIDGE COUNTY FLEET BUDGET 2022 CAPITAL EQUIPMENT PURCHASES		
			SOURCE	
ID #	Project Name	Budget Request	Fleet Equipment Replacement Reserve	Public Works Reserve
<u>SCHEDULED REPLACEMENTS</u>				
22-FLT-	Replacement Divisional Grader MG-036	625,000	505,000	-
22-FLT-	Replacement Divisional Grader MG-037	625,000	505,000	-
22-FLT-	Replacement of FT-149 Case 9350 Tractor	500,000	470,000	-
22-FLT-	Replacement of ASB Tractor 150HP	190,000	140,000	-
22-FLT-	Forklift - Picture Butte Yard	100,000	95,000	-
22-FLT-	Track Skid Steer - Construction	80,000	7,000	-
22-FLT-	Replacement of 3 X PW/ASB Trucks 3/4 & 1 Tons	180,000	150,000	-
22-FLT-	Replacement of ASB TA Spray Truck	230,000	220,000	-
22-FLT-	Replacement of Fuel Pumps - PB and Coaldale	40,000	40,000	-
<u>VEHICLE REPLACEMENT PROGRAM</u>				
22-FLT-	Enterprise Fleet Program - 11 X Crewcab 1/2 ton Truck	495,000	55,000	-
22-FLT-	Enterprise Fleet Program - 1 X Crewcab 1 Ton Truck	60,000	5,000	-
22-FLT-	Enterprise Fleet Program - 1 X SUV	55,000	5,000	-
22-FLT-	Replacement of Skid Steer (Trade in EVCON)	70,000	7,000	-
TOTAL CAPITAL EQUIPMENT REQUEST		\$ 3,250,000	\$ 2,204,000	\$ -

SOURCES OF FUNDING				
E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment		Total
-	-	120,000	\$	625,000
-	-	120,000	\$	625,000
-	-	30,000	\$	500,000
-	-	50,000	\$	190,000
-	-	5,000	\$	100,000
-	-	73,000	\$	80,000
-	-	30,000	\$	180,000
-	-	10,000	\$	230,000
-	-	-	\$	40,000
-	-	440,000	\$	495,000
-	-	55,000	\$	60,000
-	-	50,000	\$	55,000
-	-	63,000	\$	70,000
			\$	-
\$ -	\$ -	\$ 1,046,000	\$	3,250,000
			\$	3,250,000

		LETHBRIDGE COUNTY FLEET BUDGET 2022 CAPITAL EQUIPMENT PURC	
ID #	Project Name	Budget Request	Fleet Equipment Replacement Reserve
	<u>SCHEDULED REPLACEMENTS</u>		
22-FLT-	Replacement Divisional Grader MG-036	625,000	505,000
22-FLT-	Replacement Divisional Grader MG-037	625,000	505,000
22-FLT-	Replacement of TR-128 Gravel Truck	170,000	140,000
22-FLT-	Replacement of TR-138 Truck & Plow Equipment	300,000	270,000
22-FLT-	Replacement of TL-030A & TL-059A Tandem Cross Gate Belly Dumps	90,000	74,000
22-FLT-	Replacement of ASB Tractor 135HP	175,000	125,000
22-FLT-	Replacement of FT-149 Case 9350 Tractor	400,000	370,000
22-FLT-	Replacement of 2 X PW & ASB 1 Tons	120,000	100,000
	<u>VEHICLE REPLACEMENT PROGRAM</u>		
22-FLT-	Enterprise Fleet Program - 12 X Crewcab 1/2 ton Truck	540,000	60,000
22-FLT-	Enterprise Fleet Program - 1 X Crewcab 1 Ton Truck	60,000	5,000
22-FLT-	Replacement of Skid Steer (Trade in EVCON)	70,000	7,000
TOTAL CAPITAL EQUIPMENT REQUEST		\$ 3,175,000	\$ 2,161,000

PURCHASES				
SOURCES OF FUNDING				
Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment	Total
-	-	-	120,000	\$ 625,000
-	-	-	120,000	\$ 625,000
-	-	-	30,000	\$ 170,000
-	-	-	30,000	\$ 300,000
-	-	-	16,000	\$ 90,000
-	-	-	50,000	\$ 175,000
-	-	-	30,000	\$ 400,000
-	-	-	20,000	\$ 120,000
-	-	-	480,000	\$ 540,000
-	-	-	55,000	\$ 60,000
-	-	-	63,000	\$ 70,000
				\$ -
\$ -	\$ -	\$ -	\$ 1,014,000	\$ 3,175,000
				\$ 3,175,000

		LETHBRIDGE COUNTY FLEET BUDGET 2021 CAPITAL EQUIPMENT PURC	
ID #	Project Name	Budget Request	Fleet Equipment Replacement Reserve
	<u>SCHEDULED REPLACEMENTS</u>		
21-FLT-01	Replacement Divisional Grader MG-032	600,000	480,000
21-FLT-02	Replacement Divisional Grader MG-035	600,000	480,000
21-FLT-03	Replacement of TM-007 15' Schulte XH500 Mower	35,000	30,000
21-FLT-04	Replacement - Used Pneumatic Tire Roller	75,000	65,000
21-FLT-05	Replacement of 3/4 Ton Truck w/ 1 Ton Crew Cab Truck w/ Work Deck	90,000	80,000
21-FLT-06	Replacement of TR-128 Truck & Plow Equipment	300,000	270,000
	<u>FLEET ADDITIONS</u>		
21-FLT-07	Used Motor Scraper - CAT 627 Model	600,000	450,000
21-FLT-08	Utility Trailer for Projects Crew	35,000	34,000
21-FLT-09	Dump Trailer for PW & ASB	16,000	15,000
21-FLT-10	Survey Equipment	75,000	70,000
	<u>VEHICLE REPLACEMENT PROGRAM</u>		
21-FLT-11	Enterprise Fleet Program - 9 X Crewcab 1/2 ton Truck	405,000	405,000
21-FLT-12	Enterprise Fleet Program - 1 X Crewcab 1 Ton Truck	55,000	55,000
	<i>*Year 1 Vehicle Cycling Program, Year 2 will be partial cost recovery</i>		
TOTAL CAPITAL EQUIPMENT REQUEST		\$ 2,886,000	\$ 2,434,000

PURCHASES				
SOURCES OF FUNDING				
Public Works Reserve	E.S. Contingency Reserve	Debentures	Proceeds on Sale of Equipment	Total
-	-	-	120,000	\$ 600,000
-	-	-	120,000	\$ 600,000
-	-	-	5,000	\$ 35,000
-	-	-	10,000	\$ 75,000
-	-	-	10,000	\$ 90,000
-	-	-	30,000	\$ 900,000
-	-	-	150,000	\$ 600,000
-	-	-	1,000	\$ 35,000
-	-	-	1,000	\$ 16,000
-	-	-	5,000	\$ 75,000
-	-	-	-	\$ 405,000
-	-	-	-	\$ 55,000
\$ -	\$ -	\$ -	\$ 452,000	\$ 3,486,000
				\$ 3,486,000

AGENDA ITEM REPORT



Title: Agricultural Service Board Terms of Reference
Meeting: Council Meeting - 16 Sep 2021
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 13 Sep 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 Agricultural Service Board (ASB) has created a Terms of Reference for how the ASB Committee will be structured and function that was presented on September 9, 2021, at the bi-annual ASB Committee meeting. The Terms of Reference will replace two existing policies that are directly related and will clearly identify the ASB Committee's role and how it is to be structured.

The Terms of Reference have been forwarded to Council for approval.

Policy recommendations from internal committees, in this case the ASB, are forwarded to regular meetings of Council for approval.

RECOMMENDATION:

Moved to Council for approval of the Terms of Reference.

To rescind policy:

- ASB Policy #624 Function and Evaluation
- ASB Policy #625 Responsibilities

PREVIOUS COUNCIL DIRECTION / POLICY:

The ASB currently has two policies that relate to how the ASB Committee will operate and function.

ASB Policy #624 Function and Evaluation was last revised in 2016.

ASB Policy #625 Responsibilities was revised in 2017.

BACKGROUND INFORMATION:

Previously the ASB Committee was operating without a Terms of Reference. As part of internal policy review with administration, the need for a Terms of Reference for all council committees was evaluated, the ASB was identified as not having one in place.

The Agriculture Service Board committee currently has two policies that guide the Committee's responsibilities, function and evaluation in Policy #624 and 625. The Terms of Reference Document will combine these policies into a single document that will better describe the committee's roles, responsibilities and how it will be formed.

ALTERNATIVES / PROS / CONS:

Creating a more detailed Terms of Reference document for the ASB Committee will provide a clear understanding of the committee's role and how it will function.

FINANCIAL IMPACT:

There is no financial implication.

REASON(S) FOR RECOMMENDATION(S):

To provide Council with a template that clearly defines the structure and roles of the Agricultural Service Board.

ATTACHMENTS:

[Agricultural Service Board Terms of Reference](#)



Lethbridge County Agricultural Service Board Committee Terms of Reference

Purpose

The purpose of the Agricultural Service Board (hereinafter referred to as the ASB) Committee is to advise and assist County Council on matters that relate to agriculture related activities and regulatory service issues. The ASB was formed as a working group to facilitate decisions and policy making with respect to the administrative and governance opportunities and challenges of the Agriculture Services Department. The Committee will have the responsibility to provide Administration with direction on development of administrative directives, policies and bylaws.

The ASB administrative staff will review and provide recommendations to Council designed to support farming practices, improve the economic welfare and prosperity of local and regional farming activities, and to develop agricultural policies to meet the needs and level of service requirements of the municipality.

Scope

The Agricultural Service Board Act Section 2 provides the legislated authority and lays out the roles of ASB's in Alberta. The following duties and responsibilities described in the ASB Act will apply:

- To act as an advisory body, and to assist the council and the Minister of Agriculture and Forestry in matters of mutual concern.
- To advise on and to help organize and direct weed and pest control and soil and water conservation programs under Provincial legislation.
- To assist in the control of livestock disease under the Animal Health Act.
- To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
- To promote and develop agricultural policies to meet the needs of the municipality.

The following legislation enables ASB's to carry out the duties described in the ASB Act:

1. Alberta Weed Control Act;
2. Alberta Soil Conservations Act;
3. Alberta Agriculture Pest Act; and
4. Animal Health Act.



Official Formation & Participants

The Committee will be established as per the ASB Act Section 3 in conjunction with the Municipal Government Act stipulation in Section 146 Composition of council committees that a council committee may consist of the entirety of councillors or as determined.

The Committee is comprised of all members of Council to be appointed at the Annual Organizational Meeting. A Committee Chair and Co-Chair will be appointed by the Committee and will act as the provincial ASB representation for voting purposes, with a designated alternate.

The Committee will also include the Chief Administrative Officer (CAO), Director of Public Operations and the Supervisor of Agricultural Services (appointed as per Section 8 of the ASB Act), who will be responsible as the Committee's Administrators. The administrative positions are non-voting and will only provide the Committee with the administrative and technical support necessary to meet the Committee's needs.

The Supervisor of Agricultural Services in conjunction with the Executive Assistant to the CAO or delegate will be responsible for scheduling meetings, preparing agendas and keeping meeting notes or minutes.

Goals and Objectives

Evaluation of current levels of service levels and to recommend applicable service changes to be forwarded to County council. The objective is to address local and regional challenges, research new opportunities and make recommendations that support the County's Councils Strategic Plan.

The Agriculture Service Departments Mission Statement and Department Core Activities are in support of the goals and objectives to meet the needs of its residents and local stakeholders effectively and efficiently. The role of the ASB is to encourage safe farming practices while performing all of the duties and responsibilities of an accountable ASB.

Governance

Decisions will be reached by consensus of the Committee members. Voting will be recorded as "Moved" and "Carried" or "Defeated".

Meetings

The Committee is responsible to Council and will report its deliberations to Council through its minutes and the Committee Chair as needed. The Committee will review its terms of reference at its final meeting of each fiscal year and submit any recommendations for change to the Council.

Meetings will be held regularly as needed and a minimum of twice per year, additional meetings will be as required if determined by the Chair.



Agendas for the meetings will be emailed to each Committee member and Administration prior to the meeting date. On the day of meeting a hard copy will be required if requested by a Committee member in advance of meeting.

Authority and Responsibilities

The Committee is accountable to Council and shall not be entitled to sub-delegate all or any of the powers and authority delegated to it. The Committee may not implement or authorize any action that is the responsibility of Council.

Quorum

A quorum will require a minimum of four voting members of the Committee to attend the meeting in addition to the quorum requirements

Review

The ASB Terms of Reference will be reviewed every five (5) years, from date of approval.

AGENDA ITEM REPORT



Title: Agricultural Service Board Level of Service
Meeting: Council Meeting - 16 Sep 2021
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 13 Sep 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 Agricultural Service Board (ASB) has created a Level Of Service (LOS) document to formalize the activities performed by the department. The document mirrors our ASB Grant Agreement and sets a baseline for the LOS that is provided through operational activities in conjunction with legislated requirements under the numerous Acts. Each year as the budget is set the LOS document will be brought forward to council with revisions that will adjust the service levels to increase or decrease activities.

RECOMMENDATION:

Moved to Council for approval of Agriculture Service Board Level of Service document from ASB Committee recommendation.

To rescind policies:

- [Policy 601 - Weed Notices](#)
- [Policy 602 - Weed Extension & Inspections](#)
- [Policy 603 - ASB Rental Equipment](#)
- [Policy 605 - Leafy Spurge & Knapweed Vegetation Management](#)
- [Policy 606 - Prohibited Noxious Weed Control](#)
- [Policy 607 - Seed Cleaning Plants](#)
- [Policy 612 - Parks Vegetation Management Special Programs](#)
- [Policy 614 - Soil Conservation](#)
- [Policy 616 - Surveys](#)
- [Policy 617 - Norway Rat](#)
- [Policy 618 - Coyotes](#)
- [Policy 619 - Skunks](#)
- [Policy 620 - Live Traps](#)

- [Policy 621 - Training and Courses](#)
- [Policy 622 - Promotions, Tours & Conferences](#)
- [Policy 623 - Chemical Spills](#)
- [Policy 626 - Roadside Mowing](#)
- [Policy 627 - Grasshopper Spraying Program](#)
- [Policy 628 - Clubroot Inspection and Control](#)
- [Policy 629 - Integrated Weed Management](#)
- [Policy 630 - Playground and Trails Inspection](#)

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has previously approved numerous ASB department policies (20+) that have represented a guide for the levels of service.

The LOS document will amalgamate previous policy approved by council for ASB requirements, into one overarching document. This will allow a review of all ASB services on an annual basis for approval by council.

Previous policies included within the LOS are:

Weed Control Act and Vegetation Management Policies

- [Policy 601 - Weed Notices](#)
- [Policy 602 - Weed Extension & Inspections](#)
- [Policy 605 - Leafy Spurge & Knapweed Vegetation Management](#)
- [Policy 606 - Prohibited Noxious Weed Control](#)
- [Policy 607 - Seed Cleaning Plants](#)
- [Policy 623 - Chemical Spills](#)
- [Policy 626 - Roadside Mowing](#)
- [Policy 628 - Clubroot Inspection and Control](#)
- [Policy 629 - Integrated Weed Management](#)

Pest Act Policies

- [Policy 616 - Surveys](#)
- [Policy 617 - Norway Rat](#)
- [Policy 618 - Coyotes](#)
- [Policy 619 - Skunks](#)
- [Policy 620 - Live Traps](#)
- [Policy 627 - Grasshopper Spraying Program](#)

Soil Conservation Act Policies

- [Policy 614 - Soil Conservation](#)

Playground Policies

- [Policy 612 - Parks Vegetation Management Special Programs](#)
- [Policy 630 - Playground and Trails Inspection](#)

General ASB Policies

- [Policy 603 - ASB Rental Equipment](#)
- [Policy 621 - Training and Courses](#)
- [Policy 622 - Promotions, Tours & Conferences](#)
- [Policy 624 - Function and Evaluation](#)
- [Policy 625 - Responsibilities](#)

BACKGROUND INFORMATION:

An ASB Level of Service document will provide a clear and measurable target for ASB activities that will be set annually by Council. Modifications to the document must take into consideration our baseline obligations under the ASB Grant for legislated requirements. This document will be available to the public who will gain a better understanding of the service levels provided and through public engagement will be able to offer input on these levels.

ALTERNATIVES / PROS / CONS:

Council can direct change to the LOS to administration to be brought forward for council resolution at a future meeting. This could include increases or decreases to service levels which would be estimated by the administration for proposed budget changes.

FINANCIAL IMPACT:

Budget for 2021 and beyond are contained in the policy. As the LOS changes through council direction the document will be adapted prior to budget so and understanding of service costs can be considered prior to change.

REASON(S) FOR RECOMMENDATION(S):

To provide an accurate and measurable LOS that is formed on an approved budget. Administration will work within the budget to deliver the services based on Council priorities and field-level observation of maintenance needs. LOS documents will require flexibility as weather and conditions can be a factor in delivering Agriculture Services programs.

ATTACHMENTS:

[Agriculture Service Board Level of Service](#)
[Mowing LOS Doc 8x11](#)
[SprayArea LOS Doc 8x11](#)

Agricultural Service Board Level of Service



Created July 2021

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1. Purpose, Considerations, and Level of Service

Lethbridge County Agricultural Service Board (hereinafter referred to as ASB) was officially formed in 1958. Operating under the Agricultural Service Board Act, Lethbridge County has always been a strong proponent in administering Provincial Legislation including:

- Alberta Weed Control Act,
- Alberta Soil Conservation Act,
- Alberta Agricultural Pest Act and
- Animal Health Act.

The Agricultural Service Board (ASB) is committed to the promotion of the quality of life in a rural environment by providing services, information, and new technology in liaison with other governments, jurisdictions, agencies. This is achieved by establishing levels of service that ensures statutory requirements and the collective interests of clients are met.

The ASB receives a portion of its funding from the provincial government for carrying out these acts at the ground level. The ASB rents specific equipment to citizens and carries out mowing, spraying, and seeding programs for industry, landowners, other County departments and several parks and cemeteries in the County. The ASB partners with the province and provides Rural Extension programming to deliver Alberta environmentally sustainable agriculture initiatives. Vegetation management make up a large portion of the ASB duties. The ASB is responsible for both mowing and spraying activities on all County owned right of way. Other ASB Vegetation Management areas include Cemeteries, Hamlets, Sub-Divisions, and County owned Yards, Grader Camps and Water and Wastewater sites. The Parks departments is also an additional service of the ASB.

Lethbridge County is active with weed and pest control programs that support agriculture production. Programs are designed to assist producers in both identification and control measures for designated weeds and pests. Weed control efforts give special attention to areas of concern that includes, lands adjacent to bed and shore, haul routes to intensive livestock operations, Canadian Pacific Railway right of way and recent road construction. Roadside mowing efforts also contribute to the integrated program as ASB staff operate a fleet of mowers and are given the flexibility to control weeds that are outside the first pass.

Scope of Responsibility

Lethbridge County ASB is responsible for Vegetation Management on all County owned right of way and public areas. Herbicide applications are also performed for Alberta Transportation on all Provincial Highways that are within County Municipal Boundaries.

Level of Service (LOS)

It is the expectation of County rural citizens and agriculture community that the ASB maintain a Level of Service in programs that support agriculture production and rural living. The Level of Service is achieved by balancing legislated commitments with the needs of the rural citizens and having appropriate budget amounts available.



2. Delivery/Support of the Weed Control Act

2021 Budget Amount: \$273,000

Strategy

To control the spread and establishment of noxious and prohibited weeds in Lethbridge County on both private and public land with guidelines provided under the following guidelines and procedures included in Appendix A Weed Control and Vegetation Management:

- Weed Notices.
- Weed Extension and Inspections
- Leafy Spurge and Knapweed Vegetation Management
- Prohibited Noxious Weed Control
- Seed Cleaning Plants
- Integrated Weed Management

Level of Service Measures

- Two weed inspectors will be continuously appointed.
- 33% of municipal right of way will be sprayed to control regulated weeds. The 33% rotation is illustrated in the **Spraying_LOS map**.
- All newly seeded roads will be mowed on an as needed basis to control weeds until the grass can withstand a chemical application.
- Revisit the GPS (200+) marked weed sites and hand pull or apply herbicide where necessary.
- Enter into a yearly service agreement with Volker Stevin to provide weed control on Alberta Transportation highways in the County. The contract will provide chemical weed control with allocations used on previously identified weed infestation or hot spots. Funding amounts for this service will depend on the Provincial budget.

3. Delivery/Support of the Agricultural Pests Act

2021 Budget Amount: \$75,000

Strategy

To control the spread and establishment of declared pests and nuisances as outlined in the Pest and Nuisance Regulation with guidelines provided under the following guidelines and procedures included in Appendix B Pest Control and Management:

- Surveys
- Norway Rat
- Coyotes
- Skunks
- Live Traps
- Grasshopper Control



Level of Service Measures

- Two (2) pest inspectors are continuously appointed.
- Up to date pest information is available on County website. Newsletter to publish relevant articles at least once per year.

Annual Inspections or Trapping Requirements:

- In cooperation with Alberta Agriculture a total of ten (10) fields are inspected for Clubroot and Virulent Blackleg.
- Two (2) fields will be monitored for Bertha Army Worm.
- Bacterial Ring Rot inspections will take place on potato fields with locations supplied by the Alberta Potato Growers Association.
- Each township in the County will be surveyed for grasshoppers.
- A private trapper is hired for 10 days for rabies detection.
- Lethbridge County will have a supply of 20 traps for Magpie and Skunk Control.

4. Delivery/Support of the Soil Conservation Act

2021 Budget Amount: \$5,000

Strategy

To prevent or stop soil erosion from occurring as outlined in the Soil Conservation Act with guidelines provided under guidelines and procedures in Appendix C Soil Conservation Management.

Level of Service Measures

- Two (2) soil conservation officers will be appointed.
- All known instances of soil erosion will be inspected.
- Current information on how to control soil erosion will be posted on website and will be promoted through the County newsletter and social media.
- Lethbridge County will have available tractors, straw crimper, cultivator with lister shovels and heavy equipment to carry out control measures when necessary.

5. Support of the Animal Health Act

2021 Budget Amount: As required

Strategy

To support the Chief Provincial Veterinarian should a disease outbreak occur in Lethbridge County.



Level of Service Measures

Have staff trained on relevant diseases and how to support an animal disease outbreak situation should one occur. Training is provided during mandatory In-Service Training for Members of the Association of Agricultural Fieldmen or other seminars that may occur.

6. Resource Management/Rural Extension Program

2021 Budget Amount: \$165,000

Strategy

To provide a rural extension program that supports rural living and sustainable agricultural practices.

Level of Service Measures

- Collaboration of internal staff to provide services for Resource Management activity. External expertise will be used as an additional support for the program
- Deliver Environmental Farm Plan to County producers.
- Assist producers with Canadian Agricultural Partnership Programs.
- Work with commercial manure haulers to ensure they have the right information to apply manure as per Agricultural Operations Practices guidelines.
- Publish three times per year newsletter that supports Rural Living and Agricultural Services programs.
- Increase Riparian Health in the County by working with the four watershed groups and maintaining open communication with the Oldman Watershed Council and Cows and Fish.

7. Roadside Mowing

2021 Budget Amount: \$263,000

Strategy

To maintain a mowing program that is aesthetically pleasing while also providing: weed control, elimination of sightline issues and snow drift prevention with guidelines provided in Appendix D Roadside Mowing.

Level of Service Measures

- Paved roads will be mowed starting in the beginning of June. Mowing will then be treated on an as-needed basis during the growing season.
- All gravel roads will be mowed twice throughout the growing season commencing in mid-June. If re-growth is minimal a second cut may not be required. **Mowing LOS** map indicates the dryland areas of the County where a second cut is typically not required in dry years.

- A deeper cut into the ditch will be completed where there are heavy weed infestations or where there is a possibility of excess vegetation causing snow drift issues.

8. Rental Equipment

2021 Budget Amount: Schedule of Fees Bylaw for Rental Rates

Strategy

To provide a variety of agriculture related equipment to loan or rent to producers with guidelines provide in Appendix E ASB Rental Equipment.

Level of Service Measures

- The following pieces of equipment will be available: Brillion Drills, Plastic Mulcher, Tree Planter, and Chisel Plow with Lister shovels, Plastic Roller, Bale shredder and Straw crimper.
- Yearly rental rates will be set on an annual basis through the Lethbridge County **Schedule of Fees Bylaw #20-022.**

9. Parks, Cemetery, Hamlet and Subdivision Maintenance

2021 Budget Amount: \$145,000

Strategy

To maintain all public areas to a consistent and set standard that Lethbridge County stakeholders can rely on as described in the following Appendix F Parks, Cemetery, Hamlet and Subdivision Maintenance.

- Parks Vegetation Management
- Playgrounds and Trail Inspection

Level of Service Measures

Parks

- Parks will be maintained on an as needed basis from May until October. Cycle times for mowing will vary on moisture conditions, cycling from 10-14 days between maintenance.
- Playgrounds will be inspected a minimum every two months by an internal staff certified in playground inspection.
- Trail Systems will be inspected twice per year in the Spring and Fall for safety related issues.
- Enhance and renew playground equipment in cooperation with community groups.

Cemetery

- Cemeteries will be mowed twice per year unless drought conditions are prevalent and then one occurrence would be necessary.

Hamlets/Subdivisions

- Hamlets will be mowed twice per year unless moisture conditions warrant a third pass.
- Back-alley gravel levelling will be completed where needed in the Spring and Fall.

10. Brushing/Tree Removal/Pruning Program

2021 Budget Amount: \$65,000

Strategy

To maintain all Lethbridge County Roadways, Parks and Environmental Reserve land to address overgrowth and hazards created by trees, brush, and general vegetation.

Level of Service Measures

- Three (3) staff members will be available for brushing work during the months of November to March when weather conditions allow.
- Priority brushing will be completed where intersection obstruction is noted.
- Brushing will only take place from April to October for downed trees or brush caused by adverse weather conditions.
- Tree maintenance will also be performed in Parks and Environmental Reserves on an as needed basis.

11. Delay of Maintenance Operations

Vegetation Management on public spaces has many factors that can affect timelines and slow operations. Delay or disruption of services may occur due to the following:

- Weather that is not suitable for maintenance operations
- Equipment breakdowns
- Intense farm activity causing safety considerations.
- Manpower shortage due to illness or other absenteeism
- Municipal emergencies
- Pandemic

12. Conclusion

Lethbridge County ASB activities are a balance between legislated responsibility and levels of service defined by council as representatives of the public. The ASB Grant, which provides supplemental funding, was renewed for a five-year term in 2020 through to 2024, all legislated activity is also set out in this document. Each year reporting on activities is required by the province to ensure the stated commitments are met for both the Legislative and Resource Management Grant stream of funding.

Appendices

Guidelines and Procedures

- 1. Weed Control and Vegetation Management**
 - A. Integrated Weed Management
 - B. Weed Extension and Inspections
 - C. Weed Notices
 - D. Leafy Spurge and Knapweed Vegetation Management
 - E. Prohibited Noxious Weed Control
- 2. Agricultural Pest Act Polices**
 - A. Surveys
 - B. Live Traps
 - C. Norway Rat
 - D. Coyotes
 - E. Skunks
 - F. Grasshopper Control
- 3. Soil Conservation Act**
 - A. Soil Conservation Management
- 4. Roadside Mowing**
 - A. Roadside Mowing
- 5. Rental Equipment and ASB Schedule of Fees**
 - A. ASB Rental Equipment
 - B. Schedule of Fees/ASB Related Portion of Bylaw #20-022
- 6. Parks Polices**
 - A. Parks Vegetation Management
 - B. Playground and Trail Inspection
- 7. Maps**
 - A. Roadside Mowing
 - B. Roadside Spray Program

Appendix A – Weed Control and Vegetation Management

Guidelines and Procedures

A. Integrated Weed Management

- i. To control weeds in Lethbridge County on a timely basis; to ensure compliance with the Weed Control Act.
- ii. Paved and oiled roads will receive first priority.
- iii. Spraying will be carried out on a three-year rotation within the County. The areas are as follows:
 - Area 1 – All right-of-way west of RR-23-0 north of 519, west of 22-0 south of 519 and west of Highway 4 south of Lethbridge.
 - Area 2 – All right-of-way south and east of the Oldman River and east of Highway 4.
 - Area 3 – All right-of-way east of RR 23-0 north of 519 and south of 519 east of RR 22-0. The areas not scheduled for spraying will receive spot treatment.
- iv. Weeds that become too mature to be effectively controlled with chemicals or that are located too close to sensitive crops will be mowed to control the spread of seeds. It is recognized that inclement weather could prevent carrying out portions of the LOS.
- v. Only chemicals registered for right-of-way use will be utilized.
- vi. Spray truck operators will shut off past all farmsteads and where canals, drains, sloughs and ponds encroach on the road allowance. Booms will also be turned off 100 meters on either side of visible beehives.
- vii. Landowners that do not want their road allowances sprayed must visibly post DO NOT SPRAY signs far enough in advance to allow sufficient time for the operator to react. Signs will be made available at the Agricultural Office in Picture Butte. Landowners must sign a "No Spray Zone" Agreement with Lethbridge County.
- viii. The County's rights-of-way will not be considered as a "buffer zone" for organic farming purposes.
- ix. Operators will only spray when weather and wind conditions warrant and will keep a daily log of roads sprayed, weather conditions, wind direction and speed and the PCP number of the chemical being applied.
- x. Difficult to control noxious or prohibited noxious weeds located in rights-of-way in small, contained infestations will be mowed, pulled or hand-sprayed with a selective herbicide registered for control of the specific species involved.
- xi. The roadside spraying program will be advertised prior to commencement.
- xii. Roadside spraying will be coordinated to ensure the roadside mowers and spray trucks are not duplicating efforts.

B. Weed Inspections

- i. The Weed Inspector will enforce the Provincial Weed Control Act during the growing season from May to September.

- ii. The Inspector shall make personal contact with landowners or landholders to provide extension material on weed control where necessary.
- iii. The Inspector shall carry out his functions under the supervision of the Supervisor of Agriculture Services or his designate.
- iv. Good public relation skills will be always exercised with a firm but fair attitude.

C. Weed Notices

- i. Notices to remedy a weed problem will be issued at the discretion of the Supervisor of Agriculture Services or his designate.
- ii. Notices will be issued under the provisions outlined under the current Provincial Weed Control Act.
- iii. When a notice is issued and compliance is lacking, remedial work will be carried out either by the County or by contractor and the charges will be applied against the landowner.
- iv. Where payment is not received for remedial work, the amount owing shall be placed on the tax roll as an additional tax against the land concerned.
- v. Where a notice is issued and in the judgement of the Supervisor of Agriculture Services or his designate prosecution in a Court of Law appears to be the only alternative, the matter shall first be reviewed by the ASB Committee before legal action is initiated.

D. Leafy Spurge and Knapweed

- i. During the growing season, the ASB will send operators to systemically check, treat, and map Knapweed and Leafy Spurge along the bed and shore and vacant public lands of river systems. The costs associated with this program are covered through the ASB grant and a grant from Alberta's Environment Department.
- ii. Landowners adjacent to the bed and shore will be encouraged to treat these weeds on their land and, if necessary, information will be provided by the County's Weed Inspector on how they can achieve effective results.
- iii. If the landowner does not respond to treatment requests for these species, a weed notice will be issued.

E. Prohibited Noxious Weeds

- i. When a prohibited noxious weed infestation is discovered or reported, a thorough inspection will be conducted by the County to determine the area affected and the number of plants present.
- ii. A Weed Notice shall be issued to the landowner with a copy made available to the occupant, if applicable, and shall be served as outlined under the Weed Control Act.
- iii. When an infestation occurs in a row crop, the owner or occupant will have the option to hand rogue the field as many times as the Weed Inspector deems necessary in order to destroy all prohibited noxious plant material or spot spray the weeds and/or affected plants with a non-selective herbicide registered for control of the prohibited noxious weed present. All plant material will be subject to disposal as directed by the Weed Inspector.

- iv. The only other option available when a prohibited noxious weed occurs in a row crop where roguing or spot spraying is not feasible, or, in the opinion of the Weed Inspector, has not been carried out effectively, will be the total destruction of all vegetation in the prohibited noxious weed infested area:
- v. Firstly, through the application of a non-selective herbicide to the entire infested area and secondly, by plowing under the entire infested area.
- vi. Harvesting of a row crop that has been declared free of prohibited noxious weeds by a Weed Inspector will be carried out under the direct supervision of the Weed Inspector in order to reduce the chance of cross-contamination of soil and plant material with other producers.
- vii. In areas other than row crops where prohibited noxious weeds occur, the Weed Inspector shall determine which method will be initiated in order to destroy all plants and plant material present.
- viii. Persons failing to comply with this notification will be subject to the provisions as set out under the Weed Control Act.

F. Clubroot Inspection and Control

1. Field Surveys

- i. Yearly inspections for Clubroot in canola will be completed by Agricultural Services Staff.
- ii. Clubroot survey method, reporting form and calculation of disease incidence must follow standard protocols (sampling techniques) provided by the Alberta Clubroot Management Committee.
- iii. Positive identification of Clubroot of canola shall be confirmed by certified laboratory testing. Samples are to be submitted to two independent accredited laboratories and samples declared positive must be confirmed by both laboratories.

2. Disease Spread Reduction

- i. Where Clubroot is confirmed a "Notice to Control Pests" shall be issued pursuant to the Agricultural Pests Act, to any landowner found to own the land infested with clubroot.
- ii. The "Notice to Control Pests" may include any or all of the following conditions:
 - a) The growing of canola, mustard and brassica crops shall be prohibited for a period of 4 years.
 - b) After four years, the following canola crop must be a registered clubroot resistant variety of canola, and the landowner/tenant must notify the Supervisor of Agricultural Services, in writing of their intent to grow a Clubroot resistant canola variety.
 - c) The owner or occupants disturbing the soil will be required to follow the "Best Management Guidelines" set out by Alberta Agriculture in the Clubroot Management Plan to reduce the spread of the disease through movement of soil or equipment.
 - d) All other users of the said field(s) must adhere to the same best management practices for Clubroot sanitation.
- iii. Prohibited crops grown within a four-year period will be destroyed using any appropriate means.

- iv. Upon issuance of a “Notice to Control Pests”, all neighboring landowners, and all industries known to have a genuine commercial interest on that field will be notified by writing of the confirmed positive Clubroot location.
- v. Canola growers in high-risk situations should follow traditional Canola rotation recommendations (1 in 4) years. Although this will not prevent the introduction of Clubroot to clean fields, long rotations will keep introductions of Clubroot at low levels.
- vi. This guideline and procedure should be reviewed within one year of a positive Clubroot result in Lethbridge County.

G. Seed Cleaning Plants

- i. Seed cleaning plants in the County and City of Lethbridge, or Village or Town whose borders are surrounded by the County will be inspected as outlined in the Weed Control Act, Seed Cleaning Plant Regulations.
- ii. Seed plants will be inspected once a year by the Supervisor of Agriculture Services or his designate.
- iii. A minimum of 20 samples per plant will be collected randomly through the year and licenses will be based on this criteria in conjunction with the licensing form as provided under the Seed Cleaning Regulations of the Weed Control Act.

Appendix B – Pest Control and Management

Guidelines and Procedures

A. Surveys

- i. At the request of senior government, agricultural related surveys will be undertaken by the ASB, such as the Blackleg and Clubroot in Canola, Ring rot in Potatoes, Fusarium in cereals and the Grasshopper Forecast survey.
- ii. The Supervisor of Agriculture Services will insure that prior to any survey being undertaken, an agreement has been reached outlining how the survey is to be cost shared and how the survey will be conducted.
- iii. Surveys will be completed as close to the optimum time of the year as possible, with due consideration given to staffing requirements for other programs.

B. Live Traps

- i. Live traps will be made available to County residents to enable them to control Magpies, raccoons, or skunks on land they own or land that is under their control.
- ii. The landowner or lessee will be required to complete a Use Agreement which will include name, address, legal land description, telephone number and signature. This agreement will also stipulate that traps are to be loaned out for no longer than 30 days.

C. Norway Rat

- i. All reported sightings will be investigated immediately as they are received, if in the opinion of the Supervisor of Agriculture Services or his Assistant, they are valid.
- ii. Where a subsequent investigation reveals a positive sighting and the animal(s) cannot be readily detected or removed, the Provincial Rat Specialist will be contacted for assistance.
- iii. In both positive and negative sightings, the individual(s) who originally submitted the sighting will be personally contacted to reveal the outcome of the investigation.

D. Coyotes

- i. All complaints involving Coyote predation on domestic livestock will be investigated as soon as feasibly possible.
- ii. The investigating officer, as outlined under the Agricultural Pests Act will determine the best method for eliminating the predator responsible.
- iii. Where a producer is issued poison or snares, the appropriate forms will be filled out and signed prior to the release of these control devices.
- iv. In particularly difficult cases the Provincial Predator Control Specialist will be contacted to assist the producer.

E. Skunks

- i. All complaints involving skunks where the animal is acting abnormally will be dealt with immediately. Residents in rural areas will be encouraged to eliminate the skunk immediately without destroying the head or brain.

- ii. The investigating Officer will trap or eliminate any skunk acting abnormally, should the resident not have the means at his disposal to eliminate the animal.
- iii. The Provincial Wildlife Disease Specialist will be contacted to determine the process of having the animal tested at Animal Disease Research Institute (ADRI). Any results of this action will be shared with the resident.
- iv. If the results return positive, the Provincial Wildlife Disease Specialist will organize the necessary control measures in cooperation with the Supervisor of Agriculture Services and ADRI. The Canadian Food Inspection Agency will be notified and in-charge when a positive is found.
- v. Live traps will be made available to residents wishing to remove nuisance skunks from their property. Traps will be loaned out in accordance with Live Traps guideline and as per Schedule of Fees Bylaw.

F. Grasshopper Control

- i. Lethbridge County recognizes the need to provide guidelines for landowners who wish to control the severity of grasshopper infestations on County owned rights-of-way adjacent to their property.
- ii. The County will permit landholders (landowner or lessee) to perform grasshopper control on County owned right-of-way adjacent to their lands if approved by the Supervisor of Agriculture Services or his designate.
- iii. The Landholder wishing to control Grasshoppers on adjacent right-of-way must carry out control methods that minimizes risk to road traffic.
- iv. Any application for grasshopper control must include a signed waiver agreement prior to control measures taking place.
- v. For control measures to be approved grasshopper numbers must be above the economic threshold as per provincial guidelines.
- vi. Control work must include the use of an approved bran formulation registered for use on grasshoppers and be applied in accordance with label directions.

Appendix C - Soil Conservation Management

Guidelines and Procedures

A. Soil Conservation

- i. Lethbridge County's ASB recognize the protection of the soil quality and integrity is vital to agricultural and environmental sustainability and is mandated by the Soil Conservation Act to prevent loss or deterioration
- ii. Soil Conservation notices will be issued at the discretion of the Supervisor of Agriculture Services or his designate under the provisions as outlined under the current Soil Conservation Act and any amendments to the Act.
- iii. When a notice is issued and compliance is lacking, remedial work will be carried out either by the County or a Contractor designated by the County. Remedial work may include work done in the field to mitigate erosion or the cleaning of County owned roadways or drainage ditches where soil deposits have accumulated.
- iv. When cleaning of County owned roadways and drainage ditches are involved, landowner will be forwarded a notification of the impending work to be undertaken along with an estimate of the cost of the project. Costs for the work will be calculated at the Alberta Roadbuilders and Heavy Construction Association current rates as per the Schedule of Fees Bylaw.
- v. When the remedial work is complete the legal titled landowner responsible will be issued an invoice. If the invoice is left unpaid after the due date the amount will be subject to all penalties and interest charges. All outstanding invoices exceeding 120 days will be placed on the County tax roll and collected.
- vi. Where a notice is issued and in the judgement of the Supervisor of Agriculture Services prosecution in a Court of Law appears to be the only alternative, the matter shall first be reviewed by the ASB Committee before legal action is initiated.

Appendix D – Roadside Mowing

Guidelines and Procedures

A. Roadside Mowing

- i. This program will be developed, planned and implemented by the Agricultural Department, in conjunction with Public Works operations.
- ii. Paved or oiled roads will be mowed beginning in June on an as-needed basis during the growing season.
- iii. If necessary, all gravel roads will be mowed twice throughout the growing season commencing in mid-June. If re-growth is minimal, a second cut may not be required.
- iv. It is recognized that inclement weather, such as an early winter could prevent the completion of the program.
- v. All grader operations will be carried out in a manner that will not seriously affect the efficiency of the mowing operations.
- vi. Spraying of roads will be coordinated to complement the Roadside Mowing Program whenever possible.

Appendix E – ASB Rental Equipment

Guidelines and Procedures

A. Rental Equipment

- i. ASB rental equipment is to be used only on land located within Lethbridge County boundaries.
- ii. An up-to-date ASB equipment list and fees will be advertised annually.
- iii. A list of applicants will be kept in chronological order and distribution will be on a first-come, first-serve basis, as near as practical.
- iv. County personnel will arrange for movement between farms.
- v. The applicant is responsible for the service, cleaning and maintenance of the equipment before it is returned to the County and passed onto the next applicant.
- vi. The applicant will provide a suitable tractor and a competent operator where applicable.
- vii. Co-operators will be assessed a per acre user fee or a maximum per day charge as per the Schedule of Fees Bylaw.
- viii. The program will be evaluated each year and necessary LOS or guideline changes will be implemented at that time.

Appendix F – Parks, Cemetery, Hamlet and Subdivision Maintenance

Guidelines and Procedures

A. Parks

- i. The County Parks Department will be an extension of the Agricultural Department;
- ii. The Parks department consists of the following:
 - a. All municipal designated hamlet playgrounds and equipment.
 - b. Municipal designated green space and walking paths.
 - c. Inactive municipal school yards.
 - d. Maintenance at the following cemeteries: Elinor, Albion Ridge, White Lake and Barons.

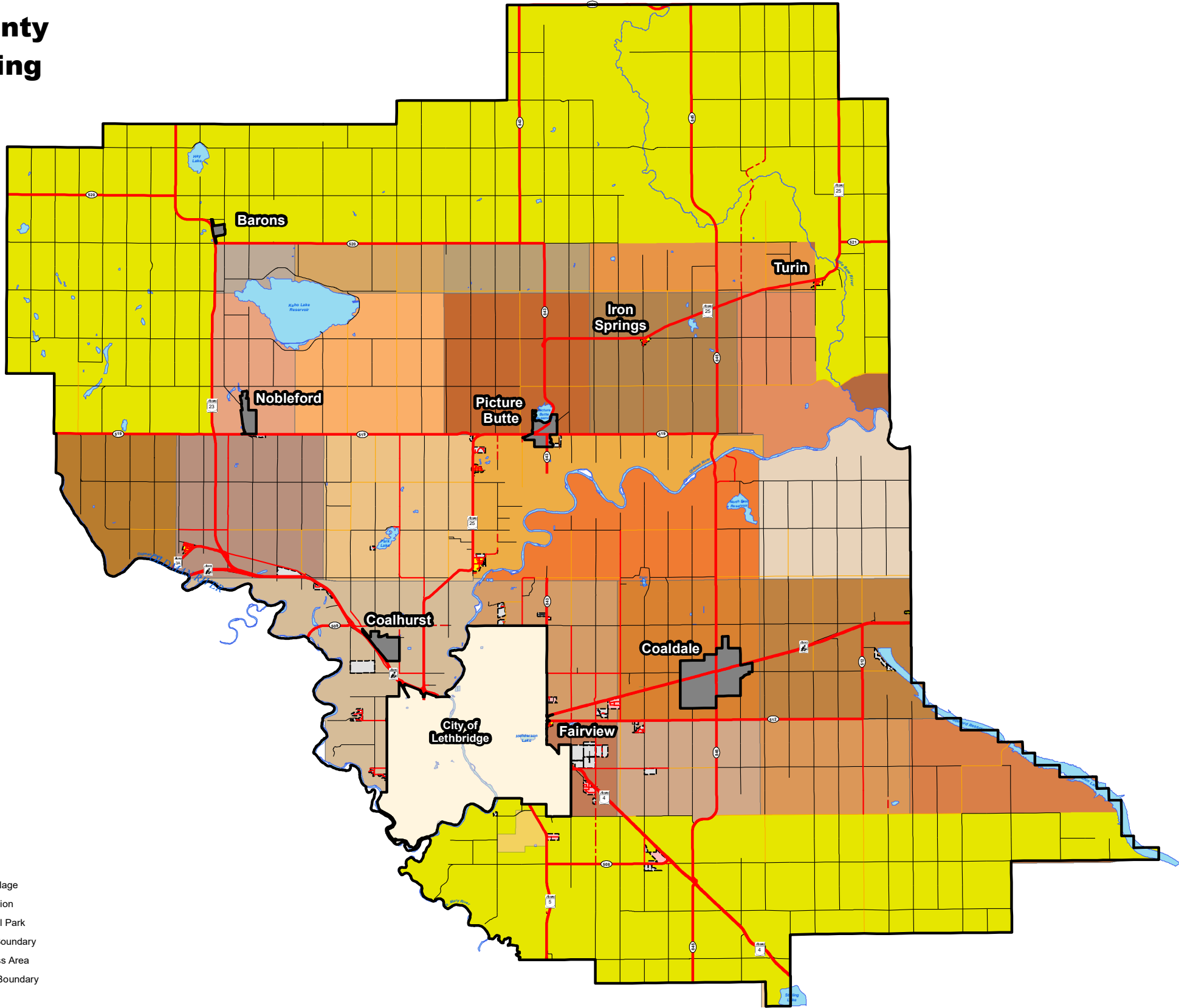
Guidelines and Procedures

B. Playground & Trail Inspection

- i. Trail systems in Lethbridge County will have a semi-annual inspection completed by a qualified designated staff member.
- ii. All inspections shall be recorded on the appropriate forms which include:
 - a. Any hazardous or potentially hazardous conditions.
 - b. Any corrective action taken to address conditions.
 - c. Date of inspection and signature of inspector.
 - d. All completed trail inspection forms shall be forwarded to the Supervisor of Agriculture Services for review.
- iii. Supplemental
 - a. Playground equipment and Trails will also be inspected when mowing crews visit each site for maintenance.
 - b. Mowing crews will conduct a visual inspection of the equipment or trail and note any deficiencies and corrective action taken.
 - c. This inspection will include the removal of any debris, broken glass, foreign objects, etc. from the immediate area.
 - d. If equipment or trail deficiencies cannot be corrected by the operator, caution tape shall be erected around the damaged area and notify the qualified designated staff who will schedule the necessary corrective action.

Lethbridge County Roadside Mowing

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Lethbridge County Roadside Spraying

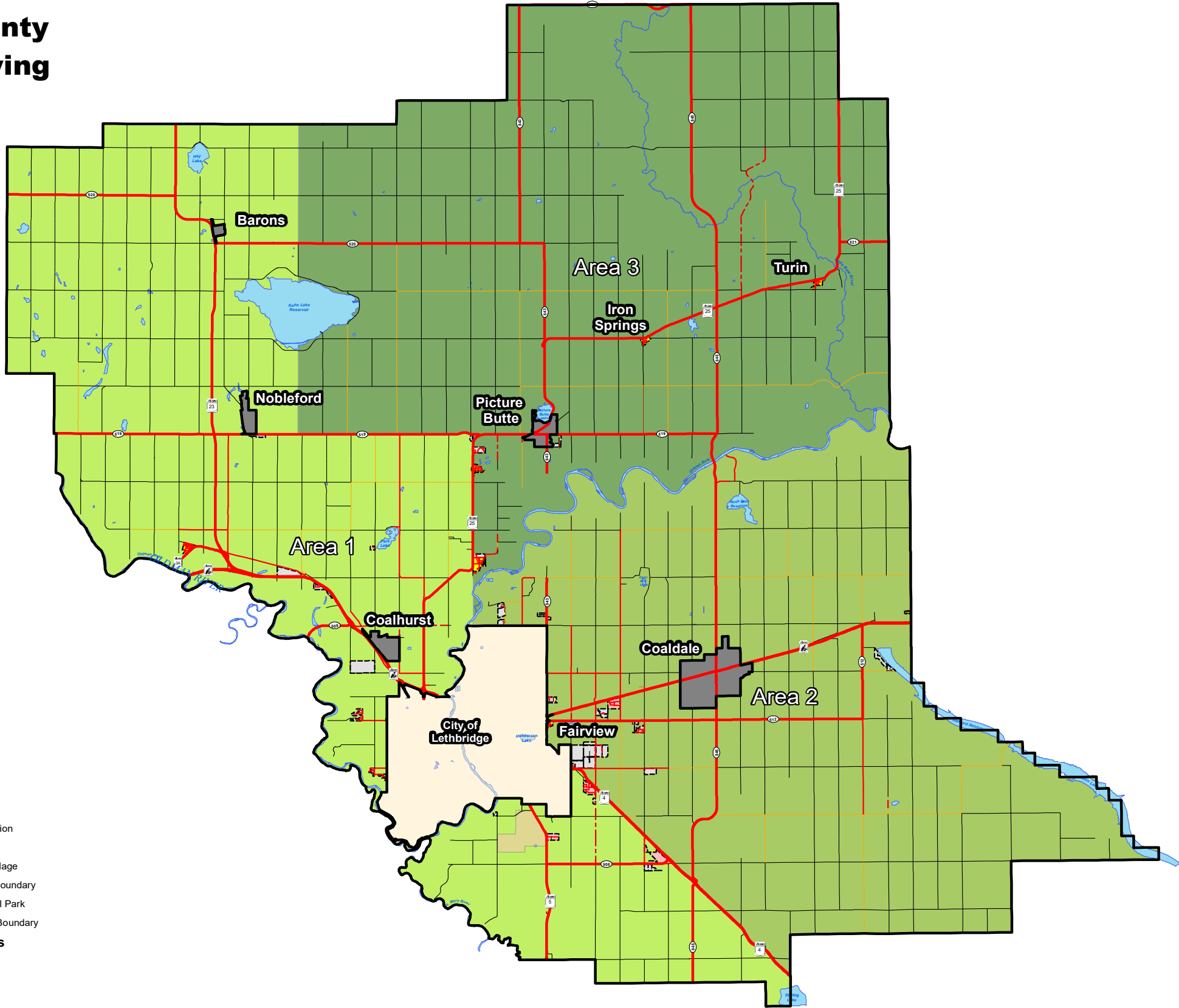
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Legend

County Roads

- Gravel
- Gravel (Base Stabilized)
- Paved (HMA)
- Paved (CMA)
- Concrete
- Cement Stabilized
- Provincial Highways

- Subdivision
- Hamlet
- Town/Village
- Airport Boundary
- Industrial Park
- County Boundary
- Spray Zones**
 - Area 1
 - Area 2
 - Area 3



AGENDA ITEM REPORT



Title: South Region Agriculture Service Board Conference in Cardston County
Meeting: Council Meeting - 16 Sep 2021
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 13 Sep 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

The South Region Agricultural Service Board (ASB) Conference will be hosted by Cardston County on October 6th, 2021. When more information becomes available it will be forwarded to Council, it is scheduled to be an in-person session but could be transitioned to an online event due to recent COVID concerns.

RECOMMENDATION:

That Council allows any interested members of the Agriculture Service Board to attend the South Region conference in Cardston County on October 6th, 2021.

PREVIOUS COUNCIL DIRECTION / POLICY:

In previous years the ASB has recommended to County Council that any member of the Agriculture Service Board wishing to attend the South Region conference be permitted to do so.

BACKGROUND INFORMATION:

The South Region ASB Conference rotates around the South Region each year. This year's Conference will be held in Cardston County.

ALTERNATIVES / PROS / CONS:

That County Council not attend this event.

FINANCIAL IMPACT:

The cost to attend the South Region Conference is usually under \$60 with lunch included for each member of Council or Staff to attend.

REASON(S) FOR RECOMMENDATION(S):

To be a participating member of the South Region Agricultural Service Boards and foster good working relationships in the agriculture community. To take part in the Regional Resolution Process to represent Lethbridge County's interests within the region.

AGENDA ITEM REPORT



Title: January - August 2021 Community Peace Officer Report
Meeting: Council Meeting - 16 Sep 2021
Department: Community Services
Report Author: David Entz

APPROVAL(S):

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

Approved - 01 Sep 2021
Approved - 05 Sep 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

This report provides an overall summary of the County's CPO Program focusing on the months of January through August, 2021.

RECOMMENDATION:

No resolution is required.

PREVIOUS COUNCIL DIRECTION / POLICY:

The CPO program has been in place since June 2013.

BACKGROUND INFORMATION:

Lethbridge County has one full-time Community Peace Officer (CPO) who provides education and enforcement on a variety of Lethbridge County Bylaws. The CPO is also authorized to enforce the Traffic Safety Act and the regulation under the Act. The CPO is part of the Community Services Department and reports to the Department Director, Larry Randle.

The CPO has various duties that he performs on a regular basis, some of which are highlighted below.

- Continuously monitors and weighs commercial vehicles.
- Works closely with the Planning and Development Department and Public Works.
- Continual education and enforcement on pivot end guns watering the road, burning prohibited debris, burning during a fire ban, dog control and unsightly premises cleanup.

There were a total of 111 Case Reports created during this period.

32 Highway Protection Bylaw Complaints (mostly pivot end guns)
15 Fire Permit Permit Bylaw
16 Dog Control Bylaw
10 Unsightly Premises
38 Other reports

Challenges

Pivot end guns and unsightly premises take up a majority of the CPO's time during the summer months. It is challenging to get full compliance from landowners to not water the road. Several violations for watering the road have been issued.

Unsightly premises are also a major theme during the summer months. Although the unsightly premises complaints are down from last year, there are still some that are in need of a major clean up. It is very challenging to motivate some property owners/renters to keep their properties in a reasonable state of cleanliness. In some cases, action has been taken to hire a contractor to perform the cleanup after all other avenues had been exhausted.

Violation Tickets

The CPO does receive complaints of speeding at various locations throughout the County. One notable location was on Township Road 9-2 by Stafford Lake Estates. The CPO issued a number of speeding violations in the 30 KPH zone. One violator was passing another vehicle in the 30 KPH at almost double the speed limit when he was seconds from the Stafford Lake Park. There was positive feedback received back from local residents as a result of the enforcement actions taken.

There were a total of 321 violation tickets issued and 186 written warnings. The violation tickets and warnings mostly fall into the category of speeding, stop sign violations and commercial vehicle violations

Joint Force Operations

MD of Taber Peace Officer
Alberta Sheriffs
Lethbridge Police

CVSA North American Standard Level 1 Inspections

8 inspections completed
6 failed the inspection
75 % failure rate

CVSA North American Standard Level 2 Inspections

10 inspection completed
0 passed
54 violation found

Notable Critical items found on inspections:

Under-inflated tires
Cracked cross members
Broken wheel stud
Emergency brakes on trailers not operative

RCMP Relationship

At times, the CPO requests the assistance of the RCMP. The RCMP have and continue to support the CPO when called upon.

ALTERNATIVES / PROS / CONS:

This report is for information purposes only.

FINANCIAL IMPACT:

Revenue received from fines issued help to offset the cost of the CPO program.

REASON(S) FOR RECOMMENDATION(S):

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

AGENDA ITEM REPORT



Title: Fire Services Bylaw No. 21-017
Meeting: Council Meeting - 16 Sep 2021
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 10 Sep 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Adopting a Fire Services Bylaw will formally create an entity known as Lethbridge County Fire Services (LCFS).

RECOMMENDATION:

1. That Fire Services Bylaw No. 21-017 be read a first time.
2. That Fire Services Bylaw No. 21-017 be read a second time.
3. That Council consider third reading of Fire Services Bylaw No. 21-017.
4. That Fire Services Bylaw No. 21-017 be read a third time.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County has not previously had a Fire Services Bylaw in place.

BACKGROUND INFORMATION:

Lethbridge County has an Emergency Management Bylaw that applies to larger scale emergency and disaster management and fulfills the requirements of the Emergency Management Act. The County does not have a bylaw that establishes a fire protection service in partnership with its neighbouring urban municipalities.

In order to ensure the County's Fire Services Coordinator has the appropriate authority to assist and work in conjunction with contracted urban fire departments, it is recommended that a Fire Services Bylaw be established to create the entity known as Lethbridge County Fire Services (LCFS). The purpose of LCFS is to help deliver fire protection services throughout the County. This type of bylaw is common practice in Alberta. Without the Bylaw in place, there may be some reluctance by the Fire Chiefs of contracted urban municipalities and other organizations to recognize and accept the authority of the County's Fire Services Coordinator.

ALTERNATIVES / PROS / CONS:**1. Adopt Fire Services Bylaw No. 21-017.****Pros:**

- Formally establishes Lethbridge County Fire Services.
- Will enhance the Fire Services Coordinator's ability to more effectively fulfill the duties of the position.

Cons:

- No specific disadvantages to establishing the bylaw have been identified.

2. Defeat the proposed adoption of Fire Services Bylaw No. 21-017.**Pros:**

- Administration is not aware of any advantages to defeating the bylaw.

Cons:

- Will hinder the ability of the Fire Services Coordinator to fulfill his assigned duties in the most effective and efficient manner possible.

FINANCIAL IMPACT:

There is no direct cost associated with adopting Fire Services Bylaw No. 21-017. The Fire Services Coordinator term position has been approved by Council until the end of 2021.

REASON(S) FOR RECOMMENDATION(S):

Adopting the bylaw is in line with other municipalities for fire service provision and will enhance the ability of the County's Fire Services Coordinator to better represent the County's interests in fire services matters.

ATTACHMENTS:

[Bylaw 21-017 - Lethbridge County Fire Services Bylaw](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 21-017**

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF THE ESTABLISHMENT AND OPERATION OF
EMERGENCY, RESCUE AND FIRE PROTECTION SERVICES.**

WHEREAS Lethbridge County wishes to establish and operate an emergency, rescue, and fire protection service, pursuant to the laws of the Province of Alberta;

AND WHEREAS Lethbridge County has entered into a Joint Emergency Fire Suppression and Rescue Services Agreement with the Towns of Coaldale, Coalhurst, Nobleford, Picture Butte, Village of Barons and the City of Lethbridge

AND WHEREAS Lethbridge County has partnered with the Towns of Coaldale, Coalhurst, Nobleford, Picture Butte, Village of Barons and the City of Lethbridge to create the Lethbridge County Fire Services (LCFS) for the purpose of delivering emergency and fire protection services;

THEREFORE, pursuant to Section 7(a) Part 2 of The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of Lethbridge County, in the Province of Alberta, duly assembled, enacts as follows:

1. **Short Title**

This bylaw may be cited as the "Lethbridge County Fire Services Bylaw".

2. **Definitions**

In this bylaw:

- a) **Apparatus** means any vehicle suitable for use on land, air, or water including machinery, devices, equipment or materials used in an emergency;

- b) **Business meeting** means a gathering of the Members of its partners, scheduled by the Fire Services Coordinator, at which no training takes place;
- c) **C.A.O.** means the Chief Administrative Officer of Lethbridge County
- d) **Council** means the Council of Lethbridge County
- e) **Deputy Fire Chief** means a Member of a fire department duly appointed to act on behalf of the Fire Chief who reports directly to the Fire Chief;
- f) **Emergency** means a sudden or unexpected occurrence, unforeseen situation, or a set of circumstances that requires immediate action including, but not limited to, a fire, flood, earthquake, blizzard, tornado, dangerous goods spill, accident, medical condition or any other event that may place persons and property in peril;
- g) **Equipment** means any tool, contrivance, device or material used by the Lethbridge County Fire Services to provide emergency services;
- h) **False Alarm** means a notification to a fire department respecting the existence of a condition, circumstance or event presenting an imminent danger to persons or property, that proves to be non-existent;
- i) **Fire** means the uncontrolled burning of any flammable or combustible material;
- j) **Fire Chief** means a Member of a fire department duly appointed by the urban municipality as the manager of the fire department;
- k) **Firefighter** means a Member of the fire department appointed by the Fire Chief, to provide emergency services;
- l) **Fire Hazard** means any condition, circumstance or event that may increase the possibility or probability of a fire occurrence;
- m) **Fire Protection** means fire prevention, fire suppression, firefighting, pre-fire planning, fire inspection, fire instruction, fire investigation, fire response, fire training, fire rescue and public education;
- n) **Emergency Fire Suppression and Rescue Services Agreements** means an agreement entered into by Lethbridge County with other municipalities for the purpose of providing Fire services;

- o) **Fire Protection Areas** are those established by the Fire Services Coordinator that are reviewed and amended from time to time, in accordance with standard operational guidelines, which establish the standard boundaries, where service is normally provided by each fire department;
- p) **Fire Stations** means fire halls, vehicles, equipment, apparatus, personal protective equipment, and supplies located in the Towns of Coaldale, Coalhurst, Nobleford, Picture Butte, Village of Barons, the City of Lethbridge and Lethbridge County.
- q) **Fire Services Coordinator** means the person employed by Lethbridge County, and trained as a Safety Codes Officer, who is authorized to carry out the provisions of this bylaw, policies, agreements and standard operational guidelines, holding the rank of Fire Chief;
- r) **Incident** means the same as an emergency;
- s) **Member** means any person who is appointed to a fire department as a firefighter, volunteer or as support staff;
- t) **Municipality** means Lethbridge County;
- u) **Officer** means a Member appointed as Fire Chief, Deputy Fire Chief, Captain, Lieutenant or an position of authority identified in the standard operational guidelines;
- v) **Practice** means a gathering of the Members scheduled by the Fire Chief or his/her designate, at which training in fire protection, emergency response, or rescue operations is conducted;
- w) **Property** means any real or personal property, including but not limited to land, livestock, equipment, buildings, vehicles, structures and products;
- x) **Fire Services** means firefighting, motor vehicle accident response, co-medical response, search and rescue, dangerous good spill containment, weather related emergency response, water rescue, confined space rescue, and any other incident deemed by the Fire Chief, or his/her designate, to be of an emergent nature or a threat to public safety;
- y) **LCFS** means Lethbridge County Fire Services, which includes Lethbridge County and fire departments located in the Towns of Coaldale, Coalhurst, Nobleford, Picture Butte, Village of Barons and the City of Lethbridge.

3. **Purpose of the Lethbridge County Fire Services**

LCFS shall provide the following services in accordance with the fire protection agreements and the standard operational guidelines;

- a) Rescue Services
- b) Prevention of emergencies through public education
- c) Prevention and control of emergencies
- d) Investigation of the cause and origin of incidents
- e) Preservation of persons and property from injury or loss
- f) Protection of persons and property from injury or loss
- g) Operation of emergency services apparatus and equipment
- h) Operation of fire stations
- i) Fire inspections as per Lethbridge County Fire Quality Management Plan
- j) Fire hazard identification
- k) Pre-emergency planning
- l) Provision of training to Members of LCFS
- m) Completion and retention of reports
- n) Provision of insurance information to the Municipality
- o) Reporting of incidents to the Fire Services Coordinator
- p) And any other service deemed to be an emergency or incident by the Fire Chief or his/her designate.

4. **Fire Services Coordinator**

The Fire Services Coordinator is responsible for the overall budgeting, protocols, and functions of the LCFS structure in accordance with the bylaws, policies, agreements and standard operational guidelines, established by Council, as amended from time to time.

The Fire Service Coordinator is responsible for the training programs, use, care and protection of fire department property, conduct of the Fire Chiefs and their designates and efficient operations of the fire departments and the medical co-response program.

The Fire Services Coordinator shall report to the C.A.O., on a regular basis, the status of the LCFS operations and

requirements, including, but not limited to, policy changes, budget matters, personnel requirements and insurance matters.

5. **Appointment of Fire Chiefs and Members**

The appointment of the Fire Chief and the Deputy Fire Chief of each fire department shall be provided to the Fire Services Coordinator.

The Fire Chief of each fire department will report all incidents, fire department injuries, operational and administrative matters, and budget matters, affecting their fire protection area, to the Fire Services Coordinator, in accordance with the bylaws, policies, agreements and standard operational guidelines, established by Council, as amended from time to time.

The Fire Chief, or his/her designate, shall be responsible for the operation of the fire department and fire station, subject to the bylaws, policies, agreements and standard operational guidelines, established by Council, as amended from time to time.

6. **Authority of Members**

The fire chief, their designate or the Fire Services Coordinator shall have the authority to:

- a) Compel any able bodied, adult persons who are not Members to assist in extinguishing fire and to assist in the prevention and spread thereof;
- b) Enter into a closed area without a permit or written permission for purposes of controlling or mitigating a Fire or Incident;
- c) Without a warrant, enter onto any land or premises, except a building used a dwelling, for the purpose of discharging duties under this Bylaw;
- d) Without a warrant, enter any private dwelling house which is on fire and proceed to extinguish the Fire or to prevent the spread thereof;
- e) Without a warrant, enter any private dwelling to rescue an individual whose life is in imminent danger;
- f) Direct the operations necessary to extinguish or control the Fire, or to preserve life and Property;

- g) Regulate the conduct of the public in an around the vicinity of any place where a Member is performing the activities necessary to extinguish or control the fire or to preserve life or Property;
- h) Order persons in a building to vacate the building and not re-enter the building unless authorized by the Fire Chief or the Member in Charge;
- i) Establish a perimeter around the site and prevent persons from entering the perimeter;
- j) Request enforcement officers assistance to prevent persons from entering building or establish a perimeter;
- k) Cause a building, structure or any other property to be pulled down, demolished or otherwise removed so as to prevent the spread of fire or hazard to other building, structures or property; and
- l) Cause any Member, fire apparatus, or equipment to enter on any Property, including adjacent Property to combat, control or deal with the Incident.

7. **Training of Members**

Training of all Members of LCFS, including but not limited to, the Fire Services Coordinator, Fire Chiefs, Deputy Fire Chiefs, Captains, Lieutenants and Members shall be in accordance with the standard operational guidelines.

8. **Capital Budget and Equipment Allocation**

The Fire Services Coordinator shall provide the C.A.O with a 5 year capital replacement budget, reviewed annually, on or before November 1 of each year.

All property, including but not limited to vehicles, apparatus, structures, buildings, personal protective equipment, supplies, and any other thing purchased by the Municipality for the provision of fire services shall;

- a) remain the property of the Municipality; or
- b) in the event of joint ownership, be addressed in a separate agreement specifying financial and ownership interests and responsibilities; and

- c) be used for purposes approved by the standard operational guidelines or with approval of the Fire Services Coordinator.

9. **Fees and Collection of fees for Fire Services**

The Municipality, upon providing fire protection, emergency services or mutual aid services within or outside the Municipality's boundaries, shall charge fees for the services to;

- a) The owner of the property where the service was provided; or
- b) The person receiving the service; or
- c) The person deemed to be responsible for causing the incident that required the service; or
- d) In the case of another Municipality, in accordance with the mutual aid agreement in place at the time the service has been provided, and in accordance with the agreed upon schedule of fees.

Fees for fire services shall be established by the Council through the adoption of a bylaw as amended from time to time.

Fees for fire services shall be paid within thirty (30) days of the issuing of an invoice to the person responsible for payment.

Collection of unpaid fees shall be undertaken as follows;

- a) In the case of a fire service, costs plus interest shall be added to the tax roll of a parcel of land, if located within the jurisdictional boundaries of the Municipality, in accordance with Section 553(1) (g) of The Municipal Government Act, if the invoice, or any portion thereof, is in arrears for at least 90 days; or
- b) In the case of fees for all fire services, through the use of a collection agency; or
- c) In the case of fees for all fire services, through a civil action in a court of competent jurisdiction.
- d) Every person who has been levied a fire service charge, may request, in writing, a review of the fire services charge, by the Council of the Municipality. Council shall, within 21 days, after receiving the notice, review the request and render a decision

that may uphold, rescind or amend the fire service charge and any terms that have been imposed.

10. **General Provisions**

Should any section or part of this Bylaw be found to be improperly enacted or outside the jurisdiction of the Municipality, that section or part shall be deemed to be severed and the remaining portion of this bylaw shall remain in effect and enforceable.

GIVEN first reading this 16th day of September 2021.

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of ___, 20____.

Reeve

Chief Administrative Officer

AGENDA ITEM REPORT



Title: 2022 Budget Presentation Schedule
Meeting: Council Meeting - 16 Sep 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 16 Aug 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Attached is the proposed 2022 Budget Presentation Schedule for Council of the 2022 - 2024 Operating and 2022 - 2026 Capital Budgets. The schedule presents a timeline for budget presentations from staff for Councils review and direction, culminating with final approval of the budget.

RECOMMENDATION:

That County Council approve the 2022 Budget Presentation Schedule as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

Municipal Government Act- Section **242(1)** - Each council must adopt an operating budget for each calendar year and,

Municipal Government Act - Section **245** - Each council must adopt a capital budget for each calendar year

BACKGROUND INFORMATION:

The budget schedule is developed to ensure Council has set dates, with ample opportunity for budget presentations from Administration for the purpose of deliberation, discussion, direction and final approval. The process for developing the Operating and Capital budgets with staff begins in early fall. This allows all departments the time for a comprehensive review of their department's budgetary needs and requirements.

Each department reviews their operations, service levels and strategic goals based upon Councils direction through the Strategic Plan and Policies. Draft budgets are developed and revised as required prior to the final draft that is presented to Council for deliberations.

ALTERNATIVES / PROS / CONS:

Council can propose different presentation dates or presentation process.

FINANCIAL IMPACT:

A budget must be reviewed, considered and passed by Council as per the Municipal Government Act and in order for municipal operation purposes.

REASON(S) FOR RECOMMENDATION(S):

As per the *Municipal Government Act*, Council must approve an operating and capital budget annually prior to any spending. Budgets are typically approved in December or early January to ensure seamless continuity of operations and planning for Capital Projects.

ATTACHMENTS:

[2022 Budget Schedule - Council](#)

2022 BUDGET PRESENTATION COUNCIL SCHEDULE

DRAFT BUDGET DISTRIBUTED TO COUNCIL ➤ FRIDAY, NOVEMBER 19		ALL DEPARTMENTS
OPERATING & CAPITAL BUDGET PRESENTED TO COUNCIL, Day 1 ➤ Tuesday, November 30 OPERATING & CAPITAL BUDGET PRESENTED TO COUNCIL, Day 2 ➤ Wednesday, December 1 BUDGET REVIEW WITH COUNCIL ➤ Tuesday, December 7 BUDGET REVIEW WITH COUNCIL – 2nd Review ➤ Tuesday, December 14 – <i>(tentative - if required)</i> COUNCIL APPROVAL – 2022 OPERATING & CAPITAL BUDGET <i>(or 2022 Interim Operating Budget)</i> ➤ Thursday, December 16 COUNCIL APPROVAL – 2022 OPERATING & CAPITAL BUDGET ➤ <i>First Regular January 2022 Council Meeting (tentative)</i>		BUDGET MEETING (SLT & Council)
		BUDGET MEETING (SLT & Council)
		BUDGET MEETING (SLT & Council)
		BUDGET MEETING (SLT & Council)
		COUNCIL MEETING
		COUNCIL MEETING

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - August 2021
Meeting: Council Meeting - 16 Sep 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 01 Sep 2021

STRATEGIC ALIGNMENT:



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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 - August 2021", identifying the activities and events attended by Lethbridge County Council for the month of August 2021 as information.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

ATTACHMENTS:

[Lethbridge County Council Attendance Update - August 2021](#)

**Lethbridge County Council Attendance
August 2021**

Division 1

Reeve Lorne Hickey

August 3	Meeting with Minister of Transportation
August 3	Intermunicipal Committee Meeting with Coalhurst
August 5	Lethbridge County Council Meeting
August 12	CGC Site Visit
August 18	Meeting with CAO
August 24	Municipal Development Plan Council Workshop
August 31	Meeting with CAO

Division 2

Councillor Tory Campbell

August 5	Lethbridge County Council Meeting
August 5	Virtual Chinook Arch Library Meeting
August 24	Municipal Development Plan Council Workshop

Division 3

Councillor Robert Horvath

Division 4

Councillor Ken Benson

August 3	Meeting with Minister of Transportation
August 3	Intermunicipal Committee Meeting with Coalhurst
August 5	Lethbridge County Council Meeting
August 24	Municipal Development Plan Council Workshop
August 28	Coalhurst Parade and Spray Park Grand Opening

Division 5**Councillor Steve Campbell**

August 3	Meeting with Minister of Transportation
August 3	Intermunicipal Committee Meeting with Coalhurst
August 4	Exhibition Park Board Meeting
August 5	Lethbridge County Council Meeting
August 24	Municipal Development Plan Council Workshop

Division 6**Councillor Klaas VanderVeen**

August 3	Meeting with Minister of Transportation
August 3	Intermunicipal Committee Meeting with Coalhurst
August 5	Lethbridge County Council Meeting
August 21	Picture Butte Jamboree Days
August 24	Municipal Development Plan Council Workshop

Division 7**Councillor Morris Zeinstra**

August 3	Meeting with Minister of Transportation
August 21	Picture Butte Jamboree Days
August 24	Municipal Development Plan Council Workshop

AGENDA ITEM REPORT



Title: Town of Coalhurst - Committee Request
Meeting: Council Meeting - 16 Sep 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 01 Sep 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 received a letter from the Town of Coalhurst seeking interest in forming a Committee and in working together to attempt to find the burial records information to form a permanent registry for the benefit of families of these loved ones now and in the future.

RECOMMENDATION:

That Council postpone considering forming a Committee as per the Town of Coalhurst's request until after the municipal election.

PREVIOUS COUNCIL DIRECTION / POLICY:

There have been no prior committees dealing with burial records information.

BACKGROUND INFORMATION:

The Town of Coalhurst is aware of a cemetery, located on private land east of Diamond City, with potential ties to the Coalhurst community. There are minimal to no records available as to the names of who may be buried there. In an effort to develop a more permanent record of burial information for this cemetery, in addition to some possible missing pieces of information from some other burial sites within Lethbridge County, Coalhurst is seeking interest from surrounding municipalities in terms of a collaborative project to access funding to further acquiring this missing archival information.

ALTERNATIVES / PROS / CONS:

Alternative - Not interested in forming a committee to attempt to find burial records and to accept the request for information purposes only.

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

If Council is considering forming a Committee it is more prudent to do so after the municipal election in October.

ATTACHMENTS:

[Town of Coalhurst - Committee Request](#)

Dear Mayor (Reeve) and Council:

The Council of the Town of Coalhurst are aware of a cemetery, located on private land east of Diamond City, with potential ties to our community. However, minimal to no records are available as to the names of who may be buried there.

In an effort to develop a more permanent record of burial information for this cemetery, in addition to some possible missing pieces of information from some other burial sites within Lethbridge County, Coalhurst is seeking interest from surrounding municipalities in terms of a collaborative project to access funding to further acquiring this missing archival information.

Please consider, at your upcoming meetings, whether you would be interested in forming a Committee and in working together to attempt to find the burial records information to form a permanent registry for the benefit of families of these loved ones now and in the future.

Thank you for your time.

Yours truly,

R.K. Hauta
Chief Administrative Officer

Lesley Leblanc
Executive Assistant to the CAO
Town of Coalhurst
Ph: 403-381-3033
Fax: 403-381-2924
main@coalhurst.ca



AGENDA ITEM REPORT



Title: Readymade Community Centre - Celebration of Indigenous Culture Postponed
Meeting: Council Meeting - 16 Sep 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 10 Sep 2021

STRATEGIC ALIGNMENT:



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of Life



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Strong Working
Relationships

EXECUTIVE SUMMARY:

The Readymade Community Centre's Celebration of Indigenous Culture event was to be held on Saturday, September 11, 2021. The event has been postponed due to the increase in Covid cases and concerns regarding safety of the guests, elders, performers and vendors. The event will be rescheduled at a time where everyone's safety can be ensured. The Community Centre is wondering what they should do with the donation received from the County.

RECOMMENDATION:

That Council authorize the Readymade Community Centre to retain the donation funds in the amount of \$1,050.00 until the Celebration of Indigenous Culture Event can take place.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council passed a motion at the August 5, 2021 Council meeting to provide a donation to the Celebration of Indigenous Culture event in the amount of \$1,050.00.

BACKGROUND INFORMATION:

A letter was previously sent to Council requesting a donation of \$1,050.00 to assist with the costs of hosting the event. The community centre had seen a decrease in revenues due to the COVID-19 pandemic, with almost no income for the 12 months prior to reopening on July 1.

ALTERNATIVES / PROS / CONS:

Council could choose to request that the donation amount of \$1,050.00 be returned to the County.

FINANCIAL IMPACT:

No further financial implication, the donation in the amount of \$1,050.00, with funds from Council Discretionary Reserve has already been given to the Readymade Community Centre.

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County's practice is to maintain our strong relationships with community groups throughout the region.

ATTACHMENTS:

[Readymade Community Centre - Celebration of Indigenous Culture Postponed](#)

From: Readymade Community <readymadecommunityassociation@gmail.com>

Date: September 7, 2021 at 4:29:23 PM MDT

To: Tory Campbell <tcampbell@lethcounty.ca>

Subject: A Readymade Celebration

Hi Tory,

The RCA has made the difficult decision to postpone our "A Readymade Celebration" event due to rising covid cases and concerns regarding the safety of our guests, elders, performers, and vendors. We plan to reschedule when we can be more sure of everyone's safety.

Please let me know what the county council would like us to do with the \$1050 sponsorship we were generously given.

Thank you so much for your support of our organization.

Lorraine Lavoie

Sent from my iPhone