Agenda

Council Meeting | Thursday, October 15, 2026 | 10:00 AM | Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

3 - 8 1. **County Council Meeting Minutes**
Council Meeting - 17 Sep 2026 - Minutes

D. PUBLIC HEARINGS - 10:00 A.M.

9 - 26 1. **Bylaw 26-021 – Amendment to the Land Use Bylaw to Redesignate a Portion of NW-35-9-22-W4M from Rural Agriculture (RA) to Rural General Industrial (RGI) – Public Hearing**
Bylaw 26-021 – Amendment to the Land Use Bylaw to Redesignate a Portion of NW-35-9-22-W4M from Rural Agriculture (RA) to Rural General Industrial (RGI) – Public Hearing

E. DEPARTMENT REPORTS

E.1. DEVELOPMENT & INFRASTRUCTURE

27 - 71 E.1.1. **Development Permit Application 26-D0146, 26-D0192, 26-D0193, 26-D0194 (Madacky)**
Development Permit Application 26-D0146, 26-D0192, 26-D0193, 26-D0194 (Madacky)

72 - 87 E.1.2. **Revised Asset Management Policy No. 354**
Revised Asset Management Policy No. 354

88 - 113 E.1.3. **Bylaw 26-023 – Amendment to the Land Use Bylaw text and to Redesignate Plan 2410456 Block 1 Lot 9 (4404 14 Avenue North) from Rural General Industrial (RGI) to Business Light Industrial (BLI) – First Reading**
Bylaw 26-023 – Amendment to the Land Use Bylaw text and to Redesignate Plan 2410456 Block 1 Lot 9 (4404 14 Avenue North) from Rural General Industrial (RGI) to Business Light Industrial (BLI) – First Reading

114 - 118 E.1.4. **Bylaw 26-024 – Amendment to the Land Use Bylaw to Redesignate the former Hamlet of Kipp from Hamlet Direct Control (HDC) to Rural Agricultural (RA) – First Reading**
Bylaw 26-024 – Amendment to the Land Use Bylaw to Redesignate the former Hamlet of Kipp from Hamlet Direct Control (HDC) to Rural Agricultural (RA) – First Reading

119 - 157 E.1.5. **Safety Codes - Joint Quality Management System**
Safety Codes - Joint Quality Management System

E.2. ADMINISTRATION

158 - 159 E.2.1. **Town of Nobleford ACP Grant Application Support**
Town of Nobleford ACP Grant Application Support

F. CORRESPONDENCE

160 - 165 1. **CPAA 2027 Conference Sponsorship Package**
CPAA 2027 Conference Sponsorship Package

166 2. **Minister of Municipal Affairs**
Letter from Minister Municipal Affairs

G. COUNTY COUNCIL AND COMMITTEE UPDATES

167 - 173 1. **Lethbridge County Council Attendance Update - August & September 2026**
Lethbridge County Council Attendance Update - August & September 2026

H. NEW BUSINESS

I. CLOSED SESSION

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

J. ADJOURN

Minutes
Council Meeting | Thursday, September 17, 2026 | 9:00 AM | Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, September 17, 2026, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Tory Campbell
Councillor Lorne Hickey
Councillor Mark Sayers
Councillor Kevin Slomp
Councillor Eric Van Essen
Councillor Tony Ankermann
Director, Development & Infrastructure Devon Thiele
Director, Corporate Services Patrick Lyster
Director, Operations Ryan Thomson
Director, Growth & Engagement Trevor Lewington
Manager, Planning and Development Kaylyn Franklin
County Solicitor, Charlene Scheffelmair
Coordinator, Payroll & HR Erin Lyster

A. CALL TO ORDER

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

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

B. ADOPTION OF AGENDA

243-2026 Councillor Van Essen MOVED that the September 17, 2026 Lethbridge County Council Meeting Agenda be adopted as amended.

CARRIED

C. ADOPTION OF MINUTES

C.1. *County Council Meeting Minutes*

244-2026 Councillor Slomp MOVED that the September 3, 2026 Lethbridge County Council Minutes be adopted as presented.

CARRIED

D. DEPARTMENT REPORTS

D.1. DEVELOPMENT & INFRASTRUCTURE

D.1.1. *Bylaw 26-021 – Amendment to the Land Use Bylaw to Redesignate a Portion of NW-35-9-22-W4M from Rural Agriculture (RA) to Rural General Industrial (RGI) – First Reading*

245-2026 Councillor Slomp MOVED that Bylaw 26-021, be read a first time.

CARRIED

D.1.2. *Capital Projects Update*

D.2. GROWTH & ENGAGEMENT

D.2.1. *Canada's Premier Food Corridor: 2023-2026 Outcomes*

246-2026 Councillor Sayers MOVED that Council receive the Canada's Premier Food Corridor 2023-2026 Investment Attraction Reporting Dashboard and Business Retention & Expansion Impact Dashboard as information.

CARRIED

D.2.2. *Intermunicipal Collaboration Framework - Agreement Not to Use Framework (Cardston County)*

247-2026 Councillor Sayers

MOVED that the recommendation be approved pursuant to Section 708.28(1.1) of the *Municipal Government Act*

WHEREAS Lethbridge County and Cardston County are municipal districts with common boundaries within the meaning of the *Municipal Government Act*, RSA 2000, Chapter M-26;

AND WHEREAS Section 708.28(1) of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework;

AND WHEREAS Section 708.28(1.1) provides that Section 708.28(1) does not apply to municipal districts with common boundaries if they determine and agree that they do not require a framework;

AND WHEREAS Section 708.28(1.3) requires the municipal districts to review all existing agreements between them before making that determination;

AND WHEREAS the Council of Lethbridge County has reviewed the existing agreements and arrangements between Lethbridge County and Cardston County identified in the completed Agreement Review Record in this report;

AND WHEREAS the Council of Lethbridge County is satisfied that intermunicipal services have been and will continue to be adequately provided by other means;

NOW THEREFORE BE IT RESOLVED that, subject to Cardston County adopting a substantially similar resolution and both municipalities repealing the bylaws or resolutions that adopted the existing Intermunicipal Collaboration Framework, the Council of Lethbridge County, pursuant to Sections 708.28(1.1) and 708.28(1.4) of the *Municipal Government Act*, hereby:

1. Determines and agrees, subject to a reciprocal determination and agreement by Cardston County, that an Intermunicipal Collaboration Framework between Lethbridge County and Cardston County is not required;

2. Declares that intermunicipal services between Lethbridge County and Cardston County have been and will continue to be adequately provided independently by each municipality, through third-party or regional service providers, and through the existing agreements and arrangements identified in the completed Agreement Review Record;

3. Directs the Chief Administrative Officer, once the reciprocal resolution and repealing instruments are in effect, to notify the Minister of Municipal Affairs by sending a copy of this resolution to the Minister in accordance with Section 708.28(1.4)(b) of the Municipal Government Act; and

4. Directs Administration, once the reciprocal resolution and repealing instruments are in effect, to publish the reasons for not having a framework on Lethbridge County's municipal website in accordance with Section 708.28(1.4)(c) of the Municipal Government Act.

CARRIED

D.2.3. ***Intermunicipal Collaboration Framework - Agreement Not to Use Framework (County of Warner)***

248-2026 Councillor Van Essen

MOVED that the recommendation be approved pursuant to Section 708.28(1.1) of the *Municipal Government Act*

WHEREAS Lethbridge County and County of Warner are municipal districts with common boundaries within the meaning of the *Municipal Government Act*, RSA 2000, Chapter M-26;

AND WHEREAS Section 708.28(1) of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework;

AND WHEREAS Section 708.28(1.1) provides that Section 708.28(1) does not apply to municipal districts with common boundaries if they determine and agree that they do not require a framework;

AND WHEREAS Section 708.28(1.3) requires the municipal districts to review all existing agreements between them before making that determination;

AND WHEREAS the Council of Lethbridge County has reviewed the existing agreements and arrangements between Lethbridge County and County of Warner identified in the completed Agreement Review Record in this report;

AND WHEREAS the Council of Lethbridge County is satisfied that intermunicipal services have been and will continue to be adequately provided by other means;

NOW THEREFORE BE IT RESOLVED that, subject to County of Warner adopting a substantially similar resolution and both municipalities repealing the bylaws or resolutions that adopted the existing Intermunicipal Collaboration Framework, the Council of Lethbridge County, pursuant to Sections 708.28(1.1) and 708.28(1.4) of the *Municipal Government Act*, hereby:

1. Determines and agrees, subject to a reciprocal determination and agreement by County of Warner, that an Intermunicipal Collaboration Framework between Lethbridge County and County of Warner is not required;

2. Declares that intermunicipal services between Lethbridge County and County of Warner have been and will continue to be adequately provided independently by each municipality, through third-party or regional service providers, and through the existing agreements and arrangements identified in the completed Agreement Review Record;

3. Directs the Chief Administrative Officer, once the reciprocal resolution and repealing instruments are in effect, to notify the Minister of Municipal Affairs by sending a copy of this resolution to the Minister in accordance with Section 708.28(1.4)(b) of the Municipal Government Act; and

4. Directs Administration, once the reciprocal resolution and repealing instruments are in effect, to publish the reasons for not having a framework on Lethbridge County's municipal website in accordance with Section 708.28(1.4)(c) of the Municipal Government Act.

CARRIED

D.2.4. ***Intermunicipal Collaboration Framework - Agreement Not to Use Framework (Municipal District of Willow Creek)***

249-2026 Councillor Ankermann

MOVED that the recommendation be approved pursuant to Section 708.28(1.1) of the *Municipal Government Act*

WHEREAS Lethbridge County and Municipal District of Willow Creek are municipal districts with common boundaries within the meaning of the *Municipal Government Act*, RSA 2000, Chapter M-26;

AND WHEREAS Section 708.28(1) of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework;

AND WHEREAS Section 708.28(1.1) provides that Section 708.28(1) does not apply to municipal districts with common boundaries if they determine and agree that they do not require a framework;

AND WHEREAS Section 708.28(1.3) requires the municipal districts to review all existing agreements between them before making that determination;

AND WHEREAS the Council of Lethbridge County has reviewed the existing agreements and arrangements between Lethbridge County and Municipal District of Willow Creek identified in the completed Agreement Review Record in this report;

AND WHEREAS the Council of Lethbridge County is satisfied that intermunicipal services have been and will continue to be adequately provided by other means;

NOW THEREFORE BE IT RESOLVED that, subject to Municipal District of Willow Creek adopting a substantially similar resolution and both municipalities repealing the bylaws or resolutions that adopted the existing Intermunicipal Collaboration Framework, the Council of Lethbridge County, pursuant to Sections 708.28(1.1) and 708.28(1.4) of the *Municipal Government Act*, hereby:

1. Determines and agrees, subject to a reciprocal determination and agreement by Municipal District of Willow Creek that an Intermunicipal Collaboration Framework between Lethbridge County and Municipal District of Willow Creek is not required;

2. Declares that intermunicipal services between Lethbridge County and Municipal District of Willow Creek have been and will continue to be adequately provided independently by each municipality, through third-party or regional service providers, and through the existing agreements and arrangements identified in the completed Agreement Review Record;

3. Directs the Chief Administrative Officer, once the reciprocal resolution and repealing instruments are in effect, to notify the Minister of Municipal Affairs by sending a copy of this resolution to the Minister in accordance with Section 708.28(1.4)(b) of the Municipal Government Act; and

4. Directs Administration, once the reciprocal resolution and repealing instruments are in effect, to publish the reasons for not having a framework on Lethbridge County's municipal website in accordance with Section 708.28(1.4)(c) of the Municipal Government Act.

CARRIED

D.2.5. ***Intermunicipal Collaboration Framework - Agreement Not to Use Framework (Municipal District of Taber)***

250-2026 Councillor Slomp

MOVED that the recommendation be approved pursuant to Section 708.28(1.1) of the *Municipal Government Act*

WHEREAS Lethbridge County and Municipal District of Taber are municipal districts with common boundaries within the meaning of the *Municipal Government Act*, RSA 2000, Chapter M-26;

AND WHEREAS Section 708.28(1) of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework;

AND WHEREAS Section 708.28(1.1) provides that Section 708.28(1) does not apply to municipal districts with common boundaries if they determine and agree that they do not require a framework;

AND WHEREAS Section 708.28(1.3) requires the municipal districts to review all existing agreements between them before making that determination;

AND WHEREAS the Council of Lethbridge County has reviewed the existing agreements and arrangements between Lethbridge County and Municipal District of Taber identified in the completed Agreement Review Record in this report;

AND WHEREAS the Council of Lethbridge County is satisfied that intermunicipal services have been and will continue to be adequately provided by other means;

NOW THEREFORE BE IT RESOLVED that, subject to Municipal District of Taber adopting a substantially similar resolution and both municipalities repealing the bylaws or resolutions that adopted the existing Intermunicipal Collaboration Framework, the Council of Lethbridge County, pursuant to Sections 708.28(1.1) and 708.28(1.4) of the *Municipal Government Act*, hereby:

1. Determines and agrees, subject to a reciprocal determination and agreement by Municipal District of Taber, that an Intermunicipal Collaboration Framework between Lethbridge County and Municipal District of Taber is not required;

2. Declares that intermunicipal services between Lethbridge County and Municipal District of Taber have been and will continue to be adequately provided independently by each municipality, through third-party or regional service providers, and through the existing agreements and arrangements identified in the completed Agreement Review Record;

3. Directs the Chief Administrative Officer, once the reciprocal resolution and repealing instruments are in effect, to notify the Minister of Municipal Affairs by sending a copy of this resolution to the Minister in accordance with Section 708.28(1.4)(b) of the Municipal Government Act; and

4. Directs Administration, once the reciprocal resolution and repealing instruments are in effect, to publish the reasons for not having a framework on Lethbridge County's municipal website in accordance with Section 708.28(1.4)(c) of the Municipal Government Act.

CARRIED

D.2.6. ***Intermunicipal Collaboration Framework - Agreement Not to Use Framework (Vulcan County)***

251-2026 Councillor Van Essen

MOVED that the recommendation be approved pursuant to Section 708.28(1.1) of the *Municipal Government Act*

WHEREAS Lethbridge County and Vulcan County are municipal districts with common boundaries within the meaning of the *Municipal Government Act*, RSA 2000, Chapter M-26;

AND WHEREAS Section 708.28(1) of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework;

AND WHEREAS Section 708.28(1.1) provides that Section 708.28(1) does not apply to municipal districts with common boundaries if they determine and agree that they do not require a framework;

AND WHEREAS Section 708.28(1.3) requires the municipal districts to review all existing agreements between them before making that determination;

AND WHEREAS the Council of Lethbridge County has reviewed the existing agreements and arrangements between Lethbridge County and Vulcan County identified in the completed Agreement Review Record in this report;

AND WHEREAS the Council of Lethbridge County is satisfied that intermunicipal services have been and will continue to be adequately provided by other means;

NOW THEREFORE BE IT RESOLVED that, subject to Vulcan County adopting a substantially similar resolution and both municipalities repealing the bylaws or resolutions that adopted the existing Intermunicipal Collaboration Framework, the Council of Lethbridge County, pursuant to Sections 708.28(1.1) and 708.28(1.4) of the *Municipal Government Act*, hereby:

1. Determines and agrees, subject to a reciprocal determination and agreement by Vulcan County, that an Intermunicipal Collaboration Framework between Lethbridge County and Vulcan County is not required;

2. Declares that intermunicipal services between Lethbridge County and Vulcan County have been and will continue to be adequately provided independently by each municipality, through third-party or regional service providers, and through the existing agreements and arrangements identified in the completed Agreement Review Record;

3. Directs the Chief Administrative Officer, once the reciprocal resolution and repealing instruments are in effect, to notify the Minister of Municipal Affairs

by sending a copy of this resolution to the Minister in accordance with Section 708.28(1.4)(b) of the Municipal Government Act; and

4. Directs Administration, once the reciprocal resolution and repealing instruments are in effect, to publish the reasons for not having a framework on Lethbridge County's municipal website in accordance with Section 708.28(1.4)(c) of the Municipal Government Act.

CARRIED

D.2.7. ***Intermunicipal Collaboration Framework Rescission Bylaw No. 26-024***

252-2026 Councillor Hickey MOVED that Council give first reading to Bylaw No. 26-024, Intermunicipal Collaboration Framework Rescission Bylaw; and further move that Administration return the bylaw for second and third readings only after confirming, for each affected municipality, that:

1. both councils have adopted substantially similar resolutions under Sections 708.28(1.1) and 708.28(1.4) of the Municipal Government Act;
2. all existing agreements have been reviewed as required by Section 708.28(1.3);
3. all notice, termination, wind-down and transition requirements in the existing ICF have been satisfied;
4. repeal or rescission of the other municipality's adopting bylaw or resolution has been coordinated; and
5. the bylaw has received final legal and clerical review.

CARRIED

D.3. ADMINISTRATION

D.3.1. ***Lethbridge County 2026 - 2031 Strategic Plan***

253-2026 Councillor Sayers MOVED that Council approve the Lethbridge County Strategic Plan 2026-2031 as presented; authorize Administration to make minor clerical, formatting and other non-substantive edits before final publication; and further direct Administration to finalize aligned departmental operational plans, functional execution strategies, budgets, performance measures and reporting mechanisms to support implementation.

CARRIED

254-2026 Councillor Sayers MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 26 and 28 of the Municipal Government Act, the time being 9:51 a.m

CARRIED

E. CLOSED SESSION

E.1. ***Update - ATIA Section 28 - Local public body confidences***

E.2. ***Intergovernmental Relations Matter - ATIA Section 26 - Harmful to intergovernmental relations***

255-2026 Councillor Hickey MOVED that the Lethbridge County Council Meeting move out of the closed session at 10:58 a.m.

CARRIED

256-2026 Councillor Slomp MOVED that Council authorize the Reeve to sign a letter of support for the City of Lethbridge to the Government of Alberta regarding water and wastewater capital funding contingent on the amendments related to governance and regional planning as discussed by Council.

CARRIED

F. ADJOURN

257-2026 Councillor Van Essen MOVED that the Lethbridge County Council Meeting adjourn at 10:59 a.m.

CARRIED

_____

Reeve

CAO

AGENDA ITEM REPORT

Title:	Bylaw 26-021 – Amendment to the Land Use Bylaw to Redesignate a Portion of NW-35-9-22-W4M from Rural Agriculture (RA) to Rural General Industrial (RGI) – Public Hearing
Meeting:	Council Meeting - 15 Oct 2026
Department:	Development & Infrastructure
Report Author:	Kaylyn Franklin

APPROVAL(S):

Cole Beck, Chief Administrative Officer — Approved - 08 Oct 2026

STRATEGIC ALIGNMENT:

Governance	Relationships	Region	Prosperity
☐	☒	☒	☒

EXECUTIVE SUMMARY:

An application has been received to redesignate approximately 17.3 acres of NW-35-9-22-W4M (221061 Township Road 10-0) from Rural Agriculture (RA) to Rural General Industrial (RGI). The redesignation area is intended to accommodate the future subdivision of the parcel into three titles – one approximately 9.3-acre lot and two approximately 4-acre lots – fronting onto Range Road 22-2 and Township Road 10-0. The remaining approximately 62 acres of the quarter section will remain designated Rural Agriculture.

The redesignation is intended to facilitate expansion of the applicants' existing Agricultural Services business (H-Bar Rock Co. Ltd.), on the proposed 9.3-acre lot. The two remaining 4-acre lots would be made available for similar businesses to co-locate.

RECOMMENDATION:

That Bylaw 26-021, be read a second time.
That Bylaw 26-021, be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The proposed redesignation aligns with the MDP policy direction to support industrial/commercial that are agriculturally related and support the agricultural community and supports an existing business with bringing their commercial use into compliance.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Municipal Development Plan (MDP) Policy 1.1 and 1.2 – conversion of agricultural land may be supported through strategic and sound planning to meet economic growth objectives, directing non-agricultural uses to the minimum area required.

- MDP Policy 10.15 – the creation of three adjacent parcels for industrial or commercial use requires redesignation to Rural General Industrial, supported by a Conceptual Design Scheme or Area Structure Plan.
- MDP Policy 14.8 – the Land Use Bylaw shall allow for a wide range of commercial and industrial uses and economic development opportunities.

BACKGROUND INFORMATION:

The property is currently designated Rural Agriculture (RA) and contains an existing residence and the yard and shop operations of H-Bar Rock Co. Ltd., an Agricultural Services business.
The redesignation application is intended to support the subdivision of three parcels – one approximately 9.3-acre lot to accommodate the business expansion, and two approximately 4-acre lots to be made available for similar businesses to co-locate.
The applicants submitted a Conceptual Design Scheme, addresses the following:

- Access – the parcel fronts Range Road 22-2 (paved) to the west and Township Road 10-0 (gravel) to the north, with existing approaches on each road.
- Servicing – potable water would be hauled to a cistern; the existing residence retains its water unit from the Lethbridge North County Potable Water Co-op. A private sewage mound system or holding tank is proposed.
- Stormwater – an engineered grading and storm water management plan is under review.
- Municipal Reserve – MR would be provided across the proposed 9.3-acre lot and two 4-acre lots at the time of subdivision.

Circulation
The application was circulated to internal and external agencies, no concerns were received. Alberta Transportation and Economic Corridors advised no objection to the proposed redesignation, subject to a Highways Development and Protection Act permit being obtained prior to development. The application was also circulated to nearby landowners and no comments or questions were received.

ALTERNATIVES / PROS / CONS:

1. To refuse second reading of Bylaw 26-021.
Pros: None.
Cons: Delays the applicant's ability to potential business expansion or other industrial development.

FINANCIAL IMPACT:

There are no immediate financial implications associated with the redesignation. If the parcels are subdivided and developed, the County will benefit from the increased non-residential assessment and associated tax revenue.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

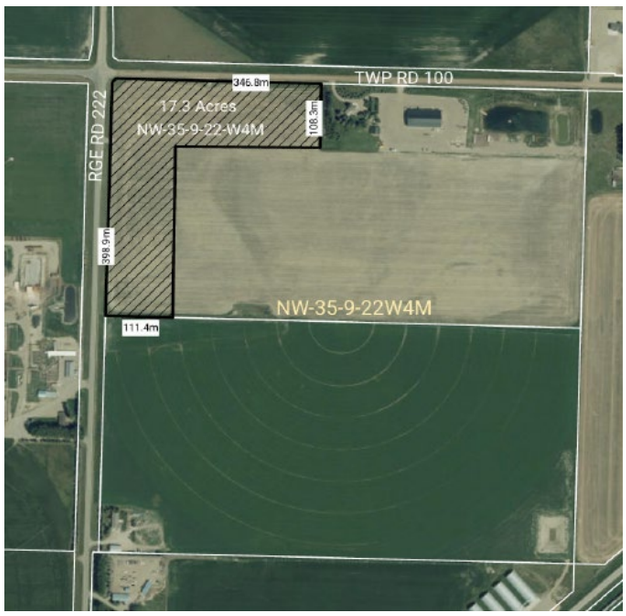
Bylaw 26-021 - Amendment to LUB Reading Page
Bylaw 26-021 LUB Amendment Map
Bylaw 26-021 Application_Redacted
Bylaw 26-021 Conceptual Design Scheme

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 26–021

Bylaw 26-021 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 26-021 is to redesignate a portion of a title legally described as NW-35-9-22-W4M containing approximately 7 hectares (17.3 acres) more or less, from Rural Agriculture (RA) to Rural General Industrial (RGI) as shown below;



AND WHEREAS the redesignation of the lands is for the purpose of development for land uses as prescribed in the Rural General Industrial (RGI) District;

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

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

1. To redesignate a portion of a title legally described as a portion of a title legally described as NW-35-9-22-W4M containing approximately 7 hectares (17.3 acres) more or less, from Rural Agriculture (RA) to Rural General Industrial (RGI) as shown on the map;

2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.

3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 17th day of September 2026.

_____
Reeve

_____
Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

_____
Reeve

_____
Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

_____
Reeve

_____
Chief Administrative Officer



0 65 130 260 Meters

Lethbridge County, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

LETHBRIDGE COUNTY

N

Bylaw 26-021: RA to RGI
Located in Lethbridge County
Approx. 17.3 acres of NW-35-9-22-W4M (221061 TWP Rd.100)

LETHBRIDGE COUNTY

Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: July 28, 2026	Assigned Bylaw	No. 26-021
Date Deemed Complete: July 29, 2026	Application & Processing Fee:	$ 1500.00
☑ Redesignation ☐ Text Amendment	Certificate of Title Submitted:	☑ Yes ☐ No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. [Refer to Part 1, Sections 54 to 56 of bylaw.]

IMPORTANT NOTE: Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: Con and Erwin Vanee

Mailing Address: [redacted]

Postal Code:

Phone: [redacted]

Phone (alternate):

Fax:

[redacted]

Is the applicant the owner of the property? ☑ Yes ☐ No

IF "NO" please complete box below

Name of Owner:

Mailing Address:

Postal Code:

Phone:

Applicant's interest in the property:
- ☐ Agent
- ☐ Contractor
- ☐ Tenant
- ☐ Other

PROPERTY INFORMATION

Municipal Address: 22106 Township Rd 100.

Legal Description: Lot(s) ____ Block ____ Plan ____

OR Quarter NW Section 35 Township 9 Range 22

LETHBRIDGE COUNTY

Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment? ☐ Text Amendment ☑ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning): Agricultural. RA

Proposed Land Use Designation (zoning) (if applicable): Commercial. RGI

SITE DESCRIPTION:

Describe the **lot/parcel dimensions** _____ and **lot area/parcel acreage** 80 acres.
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1"= 100'; 10 acres or more at 1"=200')

☑ **Site or Plot Plan Attached** ☑ **Conceptual Design Scheme or Area Structure Plan Attached**

OTHER INFORMATION:

Section 55 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please **attach a descriptive narrative** detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.

LETHBRIDGE COUNTY

Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
- soils analysis; and/or
- evaluation of surface drainage or a detailed storm water management plan;
- and any other information described in Part 1, section 55(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;

if deemed necessary.

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby* ***certify that the registered owner of the land is aware of, and in agreement with this application.***

[redacted]

APPLICANT

REGISTERED OWNER (if not the same as applicant)

July 28, 2026

DATE

IMPORTANT: The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email atippcoordinator@lethcounty.ca or call 403-328-5525.

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 24-007 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the Municipal Development Plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

Note: Information provided or generated in this application may be considered at a public meeting.


Township Rd 100
CP2
346.862m
9.3 acres
108.386m
H-BAR ROCK CO
4 acres
145.295m
111.485m
4 acres
All water to drain
into here
145.295m
111.492m

Conceptual Design Scheme

Legal Description of Lands Included:

NW 35-9-22-W4

Blue Sign 221061 Township Road 10-0

Lethbridge County

Registered Owner:

Erwin and Cori Vanee

Prepared By:

Charles de Kok

Introduction

The following concept plan and design scheme is to be used in support of an application to rezone a portion of the North 80 acres of NW 35-9-22-W4 or 221061 TWP RD 10-0 currently zoned Rural Agriculture to Rural General Industrial. The Intent is to subdivide +/-18 acres off of this parcel and split it into 3 separate parcels (1- Ten acre Lot and 2- Four Acre lots). This land is all currently owned by Erwin and Cori Vanee. They hope to move their current business (H-Bar Rock Co. Ltd) to the largest of the 3 proposed new lots. The remaining 2 smaller lots would remain farmland for the time being.

Development Concept

The current titled area is +/-80 acres. Existing Utilities Include 3 phase power, Gas and a unit of potable water from Lethbridge Potable Water Co-op. The proposed 3 new lots will be a total of +/- 18 acres. A tentative plan showing a conceptual design for the subdivision can be found attached. The parcel of land will front onto Range Road 22-2 approximately 1 mile North of Hwy 25.

The existing property has an easement with LNID for a pipeline along the east edge of the property running North South Direction. There are no easements or rights-of-way present in the proposed redesignation area.

The existing land use for the parcel is irrigated farmland with a Lateral Move Irrigation System that moves East/West across the South 2/3 of the 80 acre parcel. This irrigation system would still be able to operate without modifying it as the proposed 10 acre parcel would be in line with the existing yard site to the west.

The remnant proposed (+/-62 acres) parcel contains a yard and agricultural operation and will remain designated to its current zoning of Rural Agriculture.

Transportation and Access

Range Rd 22-2 and Twp 10-0 border the proposed parcel to the West and North with an existing approach on each of those roads. Range Road 22-2 is an asphalt road maintained by the county and Twp 10-0 is a gravel road maintained by the county.

Servicing Provisions

Potable Water - At time of development if water is required it would be hauled water into a cistern. The existing residence has a water unit from the Lethbridge North County Potable Water Co-op which would remain with that residence.

Stormwater – Currently the storm water drains into a ditch at the South end of the property and than into a holding pond (see attached illustration).

Sewer – the intent here would be to build a private sewage treatment mound system if possible or utilize a holding tank.

Utilities – A 3 phase powerline runs along the North side of the property as well as a gas line.

Fire Protection

Response to fire emergencies would be dispatched by the City of Lethbridge Emergency dispatch Centre through the 911 system. The site is located within the Coalhurst Rural emergencies service zone of the County and therefore the Coalhurst Fire Department will respond to emergency calls. The storm water holding pond could also be used with a fire hydrant system.

Municipal Reserve

The 10% Municipal Reserve (MR) will be provided on the proposed 10 acre +/- lot and 2 – 4 acre +/- lots at the time of subdivision.

Historical Resources

As per the Listing of historic resources page in the Government of Alberta Website, the land is deemed not likely to contain historic resources.

Abandoned Gas Wells

As per the AER Abandoned Gas Wells Map Viewer there are no provincially identified abandoned gas wells on or in proximity to the land that would affect the proposal.

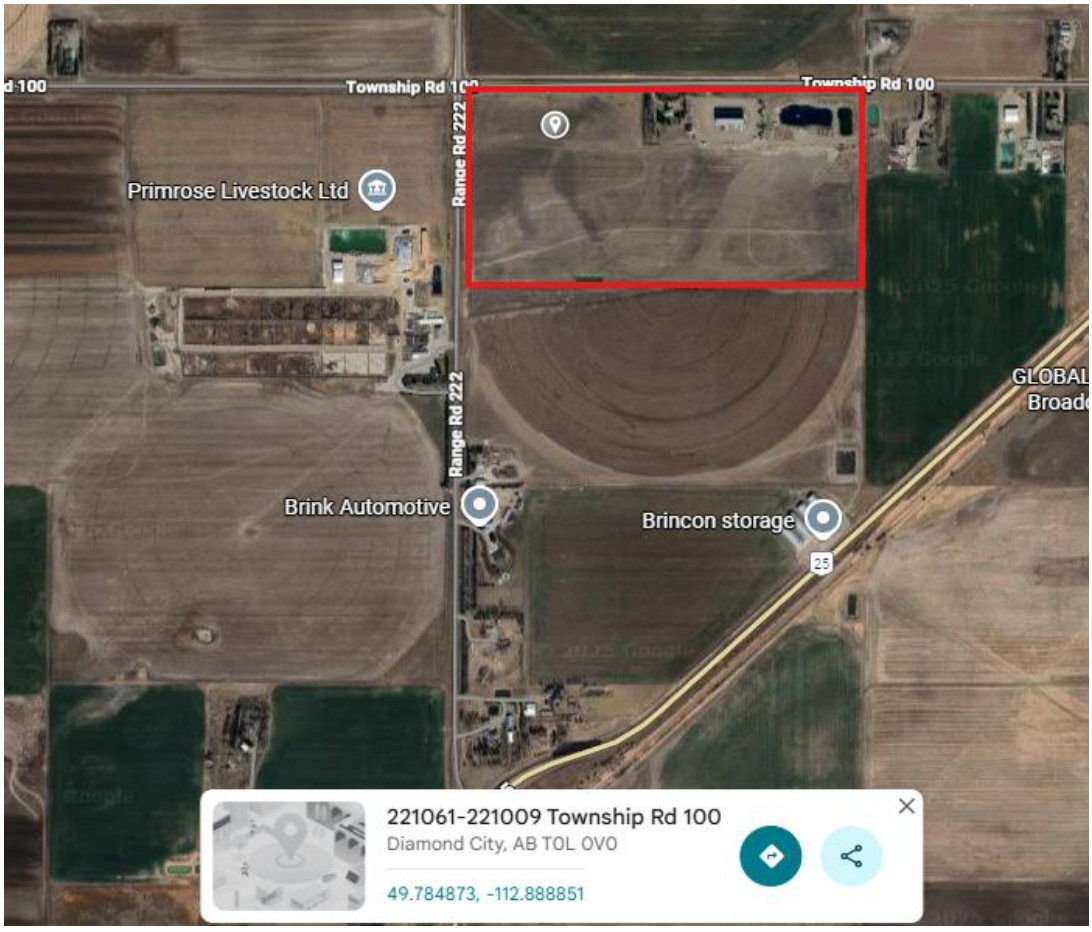
Summary

This proposal is comparable to a recent redesignation and subdivision approx. 1 mile directly south of this property. The proposed parcel subject of the redesignation application is suitable for the Rural General Industrial zoning and subsequent subdivision.

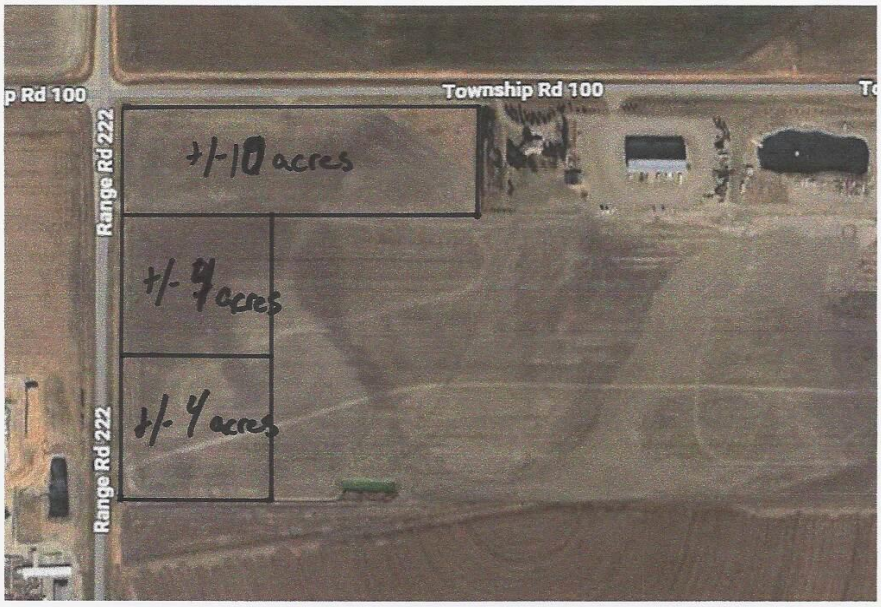
Location

NW 35-9-22-W4

Blue Sign – 221061 Twp Rd 10-0



Re-zoning and Subdivision Plan



LAND TITLE CERTIFICATE

S

LINC	SHORT LEGAL	TITLE NUMBER
0011 412 087	4;22;9;35;;13,14	201 051 380

LEGAL DESCRIPTION

LEGAL SUBDIVISIONS THIRTEEN (13) AND FOURTEEN (14)
IN THE NORTH WEST QUARTER OF SECTION THIRTY FIVE (35)
IN TOWNSHIP NINE (9)
RANGE TWENTY TWO (22)
WEST OF THE FOURTH MERIDIAN AS SHOWN ON THE TOWNSHIP PLAN
APPROVED AT OTTAWA 9 OCTOBER 1909, CONTAINING 32.2 HECTARES
(79.5 ACRES) MORE OR LESS
EXCEPTING THEREOUT

PLAN ... NO ...	HECTARES MORE OR LESS	ACRES
THE ROAD WIDENING(LSD 13) 5781JK	0.368	0.91

EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: LETHBRIDGE COUNTY

REFERENCE NUMBER: 121 302 910

REGISTERED OWNER(S)

REGISTRATION	DATE (D/M/Y)	DOCUMENT TYPE	VALUE	CONSIDERATION
201 051 380	12/03/2020	TRANSFER OF LAND	$1,600,000	$1,600,000

OWNERS

ERWIN VANEE

AND
CORI-ANN VANEE
BOTH OF:
BOX 399
PICTURE BUTTE
ALBERTA T0K 1V0
AS JOINT TENANTS

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
741 091 031	27/09/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
7888DP .	--	RESTRICTIVE COVENANT "SUBJECT TO THE RIGHTS AND RESERVATIONS CONTAINED IN TRANSFER"
1096EN .	13/06/1934	CAVEAT RE : EASEMENT CAVEATOR - THE BOARD OF TRUSTEES OF THE LETHBRIDGE NORTHERN IRRIGATION DISTRICT
901 072 258	19/03/1990	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED.
101 043 382	11/02/2010	UTILITY RIGHT OF WAY GRANTEE - LETHBRIDGE NORTH COUNTY POTABLE WATER CO-OP LTD.
101 357 543	09/12/2010	CAVEAT RE : UTILITY RIGHT OF WAY CAVEATOR - LETHBRIDGE NORTHERN IRRIGATION DISTRICT. 334-13 ST N LETHBRIDGE ALBERTA T1H 2R8 AGENT - ALAN HARROLD
201 051 381	12/03/2020	MORTGAGE MORTGAGEE - FARM CREDIT CANADA. 2ND FLOOR, 12040-149 STREET NW EDMONTON ALBERTA T5V 1P2 ORIGINAL PRINCIPAL AMOUNT: $1,500,000
201 180 486	07/10/2020	MORTGAGE MORTGAGEE - FARM CREDIT CANADA. 2ND FLOOR, 12040-149 STREET NW EDMONTON ALBERTA T5V 1P2 ORIGINAL PRINCIPAL AMOUNT: $155,000

TOTAL INSTRUMENTS: 008

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 28 DAY OF JULY, 2026 AT 11:00 A.M.

ORDER NUMBER: ARLO260728701179

CUSTOMER FILE NUMBER:

END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

AGENDA ITEM REPORT

Title:	Development Permit Application 26-D0146, 26-D0192, 26-D0193, 26-D0194 (Madacky)
Meeting:	Council Meeting - 15 Oct 2026
Department:	Development & Infrastructure
Report Author:	Jessica Potack

APPROVAL(S):

Cole Beck, Chief Administrative Officer — Approved - 08 Oct 2026

STRATEGIC ALIGNMENT:



Governance ☒ **Relationships** ☐ **Region** ☐ **Prosperity** ☐

EXECUTIVE SUMMARY:

Lethbridge County has received a Development Permit Application for lands located at 117 Kipp Avenue in Monarch. The property is located at the intersection of HWY 3A and Kipp Ave, across from the old Monarch Hotel. The application encompasses a number of existing and proposed developments and uses on the property, including automotive sales and service; machinery and equipment sales, rental and service; a fence requiring a height waiver; an existing covered patio; and a proposed detached garage.

Due to the number and differing nature of the uses and developments included within the original application, Administration has separated the proposal into four Development Permits to provide clarity with respect to the individual approvals and applicable conditions. The four applications have been reviewed together as components of one coordinated development of the property.

Council is being asked to consider Development Permit Nos. 26-D0146, 26-D0192, 26-D0193 and 26-D0194, including the requested variances and conditions associated with each permit.

RECOMMENDATION:

That Development Permit 26-D0146, 26-D0192, 26-D0193, and 26-D0194 be approved as drafted.

REASON(S) FOR RECOMMENDATION(S):

The proposed uses align with the intended purpose of Hamlet Direct Control District.

PREVIOUS COUNCIL DIRECTION / POLICY:

The subject parcel is designated Hamlet Direct Control under Land Use Bylaw No. 24-007. The parcel was rezoned from Hamlet Residential to Hamlet Direct Control in 2003 to accommodate the operation of a small convenience store in conjunction with the residential use of the property. The

convenience store subsequently ceased operation, while the residential use of the property continued.

In accordance with the Land Use Bylaw, the purpose of the Hamlet Direct Control District is to provide flexibility for the location of a variety of industrial and commercial uses within hamlets while protecting residential areas. Within the district, Commercial Uses, Industrial Uses, and Other Uses considered suitable by Council are identified as permitted uses. Within the Hamlet Direct Control District, Lethbridge County Council is the Development Authority and is responsible for considering and deciding Development Permit applications.

BACKGROUND INFORMATION:

The property is at 117 Kipp Avenue in the Hamlet of Monarch, across from the former Monarch Hotel. It sits on the corner of Kipp Avenue and Princess Street, right beside Highway 3A. In the past, a small convenience store operated there alongside the residential use.
The parcel is within the Hamlet Direct Control District. That district lets Council consider a range of commercial and industrial uses while weighing their impact on neighbouring homes.

Context

In July 2026, a Lethbridge County Peace Officer informed the Planning and Development Department that an unauthorized vehicle sales business was operating from the property. The owners, Pavel and Zdenka Madacky, then applied for a Development Permit to approve the existing business. They also included several other existing and proposed developments.

- **26-D0192:** automotive sales and service; machinery and equipment sales, rental and service
- **26-D0146:** detached garage (512 sq. ft.)
- **26-D0193:** fence with a height waiver
- **26-D0194:** existing covered patio (660 sq. ft.)

Access (Applies to all permits)

Access is the biggest issue on this site because the property is so close to Highway 3A and the Kipp Avenue/Princess Street intersection. County records show that the existing access to the parcel is on Kipp Avenue, only metres from the highway intersection.
Over roughly the past 25 years, parts of the County right-of-way and drainage ditch along Kipp Avenue have been filled in, and more access points have been added. Historical aerial imagery shows that most of this happened before the current owners bought the property in 2020. Some further changes have happened since then. The result is access along almost the entire Kipp Avenue frontage, plus another access near the Kipp Avenue/Princess Street intersection.
Alberta Transportation and Economic Corridors (ATEC) has said the Kipp Avenue approaches must be removed. ATEC has also said a Roadside Development Permit is required for the works under all four permits. The applicants are working with the County on an approved approach from Princess Street, which would serve as the commercial access to the property.
Administration also recommends restoring the affected County right-of-way. Draft permits 26-D0192 and 26-D0146 both require the applicants to sign a Development Agreement with the County within six months of the permit being issued. The agreement would cover removing the Kipp Avenue approaches and restoring the right-of-way. Both permits also require the parcel to be graded to the County's satisfaction within 24 months.

Development Permit 26-D0192: commercial uses

This permit for consideration is for the existing vehicle sales business and add machinery and equipment sales, rental and service.

Development Permit 26-D0146: detached garage and laneway access
The applicants plan to reach the new garage from the County laneway along the north side of the property. The garage is for personal use only, and the permit does not allow any commercial or industrial activity in it.

Administration looked at extending the developed part of the laneway. However, an accessory building on the neighbouring property sits partly in the undeveloped part of the laneway, and an encroachment agreement for it is registered on that property's title. Because of that, Administration does not think extending the laneway is feasible right now.

The applicants have been told they may want to apply to close the undeveloped part of the laneway. That would be a separate process from this permit and would need the neighbouring landowner's support. If a closure were approved, the land could be consolidated with one or both neighbouring parcels, depending on what the landowners agree to and on the County's approval. This option is included as an informative on the draft permit.

The garage does not depend on a road closure. If no closure happens, the garage may only be accessed from the existing developed part of the laneway. The draft permit requires a permanent approach from that developed section unless the County approves otherwise in writing.

Development Permit 26-D0193: fence with height waiver
The applicants want to put up a six-foot solid fence around the property. Because the property is on a corner, the fence would cross the corner site triangles at two intersections. In hamlets, the Land Use Bylaw limits fences in those triangles to three feet. Administration recommends:

- Highway 3A and Kipp Avenue: approve the waiver to six feet. The stop sign controlling traffic from Kipp Avenue onto the highway sits far enough in front of the fence that the fence should not block drivers' view as they enter the highway.
- Kipp Avenue and Princess Street: refuse the waiver. Drivers can turn right onto Princess Street here without stopping. A six-foot solid fence could block their view on Princess Street, so the fence at this corner must meet the Land Use Bylaw's corner site triangle requirements.

Development Permit 26-D0194: existing covered patio
The covered patio is already built. No Safety Codes Permits were obtained when it was constructed, so the draft permit requires the applicants to get all applicable Safety Codes Permits now.

Adjacent landowner comments
The landowner to the north responded to the circulation. This is the landowner whose accessory building sits in the undeveloped part of the laneway. They raised three concerns:

- More traffic in the laneway, which is the only access to their property and where their children often play
- The building encroachment, which limits any chance of widening or further developing the laneway
- Commercial uses operating next to their home

ALTERNATIVES / PROS / CONS:

- Council may approve one or more of the Development Permits with different or additional conditions.
- Council may refuse one or more of the Development Permit applications.

FINANCIAL IMPACT:

Any future development on this parcel is subject to the appropriate Residential and Commercial/Industrial tax rate.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

26-D0146, 26-D0192, 26-D0193, 26-D0194 DRAFT DPs for Council
26-D0146 ATEC Permit Required
26-D0146 DPA
26-D0146, 26-D0192, 26-D0193, 26-D0194 DRAFT Internal Site Plan
26-D0146 Site Visit Photographs (CPO David - Jul 4'26)
26-D0146 Site Visit Photos (Laneway) (Sep 25'26)
26-D0146 Submitted Plans V2

Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 26-D0146

Applicant: Pavel and Zdenka Madacky

In Works Respecting of: Accessory Building (Detached Garage - 512 sq. ft.)

On land located at: Q:SW S:7 T:10 R:23 M:W4 L:18 B:15 P:8210515 (117 Kipp Avenue-Monarch) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 26-D0146 and **is subject to the conditions contained herein:**

- The Accessory Building shall be located as per the approved site plan.
- This approval forms part of a coordinated development that includes Development Permit Nos. 26-D0146, 26-D0192, 26-D0193, and 26-D0194. The development shall be carried out in accordance with the conditions of all applicable Development Permits.
- Approval of all relevant Safety Code Permits (includes Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems) must be obtained prior to commencement. Safety Code Permits are obtained the through **The Inspections Group**, 2825 18 Ave N, Lethbridge. Phone - (587)-787-4143. Email - *south@inspectionsgroup.com*
- A permanent approach providing access to the subject parcel from the existing developed laneway shall be installed, unless otherwise approved in writing by Lethbridge County.
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).
- The Accessory Building shall be for personal use only. No commercial or industrial activities are authorized by this Development Permit.
- A Development Agreement pertaining to the removal of approaches along Kipp Ave and the restoration of the Right-Of-Way must be entered into with Lethbridge County prior to commencing construction and within six (6) months of the issuance of this permit.
- The parcel shall be graded to the satisfaction of Lethbridge County, within twenty-four (24) months of the issuance of this permit.

INFORMATIVE: Alberta Transportation and Economic Corridors has provided comment on this application, stating that a Roadside Development Permit is required for the works described in this permit. See attached correspondence for details.

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 Toll-free: 855.728.5602
E: development@lethcounty.ca

Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

INFORMATIVE: The applicant may pursue an application to close the undeveloped portion of the laneway adjacent to the subject parcel, subject to the written support of the adjacent landowner. If approved, the closed road allowance may be consolidated with one or both adjacent parcels, as agreed upon by the affected landowners and approved by Lethbridge County. Where necessary to accommodate an existing encroachment, registration of an appropriate agreement or caveat on title may be required. Any road closure is subject to a separate application and approval process and is not authorized by this Development Permit.

Date of Decision: Oct 15, 2026, as approved by County Council (Resolution X-2026)

Permit Expiration Date: Oct 15, 2028

The above-mentioned permit is not subject to an appeal period under section 685(4)(a) of the Municipal Government Act.

Signed _____

Lethbridge County PER Designated Officer

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 Toll-free: 855.728.5602
E: development@lethcounty.ca

Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

(a) No development authorized by the issuing of a permit shall commence until at least 21 days after the date of decision of the permit in accordance with section 686 of the Municipal Government Act, or if an appeal is made until the appeal is decided upon. Any development commencing prior to the appeal period expiration, or an appeal decision being made is entirely at the risk of the applicant, developer, or landowner.

(b) The approval of this Development Permit does not remove the need to obtain any Safety Code Permits (including Building, Plumbing, Gas, Electrical, and Private Sewage) or approval required by any federal, provincial, or municipal legislation, and/or regulations.

(c) This permit, issued in accordance with the Notice of Decision, is valid for a period of twenty-four (24) months from the date of issue. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.

(d) If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within twenty-four (24) months from the date of issue of this development permit unless otherwise authorized in the conditions of a development permit.

(e) The Development Officer may, in accordance with section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.

(f) Amendment of a development permit application or approval after a decision has been issued by the Development Authority is not permitted except for minor modifications at the discretion of the Development Authority. Any increase in footprint, use-intensity ,setback encroachments, etc. shall require a new development permit. Modification requests must be received within 30 days of the issuance of the development permit, otherwise, a new development permit application is required and will be processed anew. Additional information on Minor Modifications can be found in Part 1, Section 47 of the Land Use Bylaw No. 24-007.

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 Toll-free: 855.728.5602
E: development@lethcounty.ca

Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 26-D0192

Applicant: Pavel and Zdenka Madacky

In Works Respecting of: Change of Use (Additional Uses) - Automotive Sales and Service; Machinery and Equipment Sales, Rental, and Service

On land located at: Q:SW S:7 T:10 R:23 M:W4 L:18 B:15 P:8210515 (117 Kipp Avenue-Monarch) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 26-D0192 and **is subject to the conditions contained herein:**

- The Approved Works shall be located as per the approved site plan.
- This approval forms part of a coordinated development that includes Development Permit Nos. 26-D0146, 26-D0192, 26-D0193, and 26-D0194. The development shall be carried out in accordance with the conditions of all applicable Development Permits.
- Commercial/Industrial Access from the laneway is strictly prohibited. The Approved Works shall utilize the approved approach located on Princess Street.
- Any lighting associated with this development shall be shielded and downcast so as not to generate a nuisance.
- The parcel shall be graded to the satisfaction of Lethbridge County, within twenty-four (24) months of the issuance of this permit.
- The parcel shall be landscaped to the satisfaction of Lethbridge County, within twenty-four (24) months of the issuance of this permit.
- Any signage shall require a new Development Permit.
- A Development Agreement pertaining to the removal of approaches along Kipp Ave and the restoration of the Right-Of-Way must be entered into with Lethbridge County prior to commencing construction and within six (6) months of the issuance of this permit.
- The approved use must be in compliance with the Alberta Motor Vehicle Industry County (AMVIC) licensing requirements.
- For the purposes of AMVIC Licensing, Lethbridge County acknowledges that the applicant may operate the business under multiple names, including but not limited to Pavel Madacky and Ag-Tech Source Ltd.

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 Toll-free: 855.728.5602
E: development@lethcounty.ca

Lethbridge County Development Permit - ***DRAFT**

Pursuant to Land Use Bylaw No. 24-007

- The approved use must be in compliance with Alberta Environment and Parks regulations and guidelines for containing, storing, and disposing of automotive fluids.
- Any use other than that approved by this Development Permit shall require a new Development Permit.
- Approval of all relevant Safety Code Permits (includes Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems) must be obtained prior to commencement. Safety Code Permits are obtained through **The Inspections Group**, 2825 18 Ave N, Lethbridge. Phone - (587)-787-4143. Email - *south@inspectionsgroup.com*
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).

INFORMATIVE: Alberta Transportation and Economic Corridors has provided comment on this application, stating that a Roadside Development Permit is required for the works described in this permit. See attached correspondence for details.

Date of Decision: Oct 15, 2026, as approved by County Council (Resolution X-2026)

Permit Expiration Date: Oct 15, 2028

The above-mentioned permit is not subject to an appeal period under section 685(4)(a) of the Municipal Government Act.

Signed _____

Lethbridge County PER Designated Officer

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 Toll-free: 855.728.5602
E: development@lethcounty.ca

Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

(a) No development authorized by the issuing of a permit shall commence until at least 21 days after the date of decision of the permit in accordance with section 686 of the Municipal Government Act, or if an appeal is made until the appeal is decided upon. Any development commencing prior to the appeal period expiration, or an appeal decision being made is entirely at the risk of the applicant, developer, or landowner.

(b) The approval of this Development Permit does not remove the need to obtain any Safety Code Permits (including Building, Plumbing, Gas, Electrical, and Private Sewage) or approval required by any federal, provincial, or municipal legislation, and/or regulations.

(c) This permit, issued in accordance with the Notice of Decision, is valid for a period of twenty-four (24) months from the date of issue. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.

(d) If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within twenty-four (24) months from the date of issue of this development permit unless otherwise authorized in the conditions of a development permit.

(e) The Development Officer may, in accordance with section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.

(f) Amendment of a development permit application or approval after a decision has been issued by the Development Authority is not permitted except for minor modifications at the discretion of the Development Authority. Any increase in footprint, use-intensity ,setback encroachments, etc. shall require a new development permit. Modification requests must be received within 30 days of the issuance of the development permit, otherwise, a new development permit application is required and will be processed anew. Additional information on Minor Modifications can be found in Part 1, Section 47 of the Land Use Bylaw No. 24-007.

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 Toll-free: 855.728.5602
E: development@lethcounty.ca

Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 26-D0193

Applicant: Pavel and Zdenka Madacky

In Works Respecting of: Fence with Height Waiver

On land located at: Q:SW S:7 T:10 R:23 M:W4 L:18 B:15 P:8210515 (117 Kipp Avenue-Monarch) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 26-D0193 and **is subject to the conditions contained herein:**

- The Fence shall be located as per the submitted site plan.
    - At the intersection of HWY 3 and Kipp Ave, the 3 ft. maximum height of a fence within the corner site triangle setback area is waived to 6 ft.
    - At the intersection of Kipp Ave and Princess St, the application to waive the 3 ft. maximum height of a fence within the corner site triangle setback area to 6 ft. is **refused**. The Fence shall conform to the minimum setbacks described Part 4(11)(1)(a) of the Land Use Bylaw No. 24-007.
- This approval forms part of a coordinated development that includes Development Permit Nos. 26-D0146, 26-D0192, 26-D0193, and 26-D0194. The development shall be carried out in accordance with the conditions of all applicable Development Permits.
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).
- ***INFORMATIVE: Alberta Transportation and Economic Corridors has provided comment on this application, stating that a Roadside Development Permit is required for the works described in this permit. See attached correspondence for details.***

Date of Decision: Oct 15, 2026, as approved by County Council (Resolution X-2026)

Permit Expiration Date: Oct 15, 2028

The above-mentioned permit is not subject to an appeal period under section 685(4)(a) of the Municipal Government Act.

Signed _____

Lethbridge County PER Designated Officer

#100, 905 4 Avenue South
Lethbridge, Alberta T1J 4E4
P: 403.328.5525 Toll-free: 855.728.5602
E: development@lethcounty.ca

Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

(a) No development authorized by the issuing of a permit shall commence until at least 21 days after the date of decision of the permit in accordance with section 686 of the Municipal Government Act, or if an appeal is made until the appeal is decided upon. Any development commencing prior to the appeal period expiration, or an appeal decision being made is entirely at the risk of the applicant, developer, or landowner.

(b) The approval of this Development Permit does not remove the need to obtain any Safety Code Permits (including Building, Plumbing, Gas, Electrical, and Private Sewage) or approval required by any federal, provincial, or municipal legislation, and/or regulations.

(c) This permit, issued in accordance with the Notice of Decision, is valid for a period of twenty-four (24) months from the date of issue. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.

(d) If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within twenty-four (24) months from the date of issue of this development permit unless otherwise authorized in the conditions of a development permit.

(e) The Development Officer may, in accordance with section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.

(f) Amendment of a development permit application or approval after a decision has been issued by the Development Authority is not permitted except for minor modifications at the discretion of the Development Authority. Any increase in footprint, use-intensity ,setback encroachments, etc. shall require a new development permit. Modification requests must be received within 30 days of the issuance of the development permit, otherwise, a new development permit application is required and will be processed anew. Additional information on Minor Modifications can be found in Part 1, Section 47 of the Land Use Bylaw No. 24-007.

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Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Development Permit No: 26-D0194

Applicant: Pavel and Zdenka Madacky

In Works Respecting of: Residential Addition - Covered Patio (660 sq. ft.)

On land located at: Q:SW S:7 T:10 R:23 M:W4 L:18 B:15 P:8210515 (117 Kipp Avenue-Monarch) and as described on plans submitted by the applicant.

This permit refers only to works outlined in Development Application No. 26-D0194 and **is subject to the conditions contained herein:**

- The Covered Patio shall be located as per the approved site plan.
- This approval forms part of a coordinated development that includes Development Permit Nos. 26-D0146, 26-D0192, 26-D0193 and 26-D0194. The development shall be carried out in accordance with the conditions of all applicable Development Permits.
- Although the Covered Patio is pre-existing, as no Safety Code Permits were initially obtained at the time of construction, approval of all relevant Safety Code Permits (includes Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems) are still required. Safety Code Permits are obtained the through **The Inspections Group**, 2825 18 Ave N, Lethbridge. Phone - (587)-787-4143. Email - *south@inspectionsgroup.com*
- Any planned work in the County right-of-way (driveway, approaches, etc.) requires separate approval from the Lethbridge County Operations Department (call 403-328-5525).

INFORMATIVE: Alberta Transportation and Economic Corridors has provided comment on this application, stating that a Roadside Development Permit is required for the works described in this permit. See attached correspondence for details.

Date of Decision: Oct 15, 2026, as approved by County Council (Resolution X-2026)

Permit Expiration Date: Oct 15, 2028

The above-mentioned permit is not subject to an appeal period under section 685(4)(a) of the Municipal Government Act.

Signed _____

Lethbridge County PER Designated Officer

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Lethbridge, Alberta T1J 4E4
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E: development@lethcounty.ca

Lethbridge County Development Permit - ***DRAFT****

Pursuant to Land Use Bylaw No. 24-007

Important:

The development outlined above is subject to the following conditions:

(a) No development authorized by the issuing of a permit shall commence until at least 21 days after the date of decision of the permit in accordance with section 686 of the Municipal Government Act, or if an appeal is made until the appeal is decided upon. Any development commencing prior to the appeal period expiration, or an appeal decision being made is entirely at the risk of the applicant, developer, or landowner.

(b) The approval of this Development Permit does not remove the need to obtain any Safety Code Permits (including Building, Plumbing, Gas, Electrical, and Private Sewage) or approval required by any federal, provincial, or municipal legislation, and/or regulations.

(c) This permit, issued in accordance with the Notice of Decision, is valid for a period of twenty-four (24) months from the date of issue. If, at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.

(d) If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within twenty-four (24) months from the date of issue of this development permit unless otherwise authorized in the conditions of a development permit.

(e) The Development Officer may, in accordance with section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.

(f) Amendment of a development permit application or approval after a decision has been issued by the Development Authority is not permitted except for minor modifications at the discretion of the Development Authority. Any increase in footprint, use-intensity ,setback encroachments, etc. shall require a new development permit. Modification requests must be received within 30 days of the issuance of the development permit, otherwise, a new development permit application is required and will be processed anew. Additional information on Minor Modifications can be found in Part 1, Section 47 of the Land Use Bylaw No. 24-007.

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Transportation and Economic Corridors Notice of Referral Decision

Municipal Development in Proximity of a Provincial Highway

Municipality File Number:	26-D0146	**Highway(s):**	23, 3A
Legal Land Location:	QS-SW SEC-07 TWP-010 RGE-23 MER-4	**Municipality:**	Lethbridge County
Decision By:	Leah Olsen	**Issuing Office:**	Southern Region / Lethbridge
Issued Date:	August 7, 2026	**AT Reference #:**	RPATH0075127
Description of Development:	Retail, Convenience/Commercial Shop/Corner Store, Auto Sales, Detailing and Repair, Equipment Sales, and Accessory Building (Detached Garage - 512 sq. ft.) Land District: Hamlet Direct Control Use Type: Permitted Use Classification: Commercial/Industrial Variance Requested: No. Variance Details: N/A Additional Information: The proposed development is located on a corner lot in the Hamlet of Monarch, fronting Kipp Ave, Princess St. The property is also essentially immediately adjacent to HWY 3A, with its existing approach very close to the HWY intersection. The parcel was rezoned from Hamlet Residential to Hamlet Direct Control in 2003 to allow for the owner at that time to operate a small convenience store while living on the parcel. The convenience store closed many years ago and the building continued to be used as a residence. In July 2026, the County's Peace Officer advised the Planning and Development Department of an unauthorized business operating from the parcel, specifically vehicle sales. The applicant has since submitted a Development Permit application for a conglomeration of uses. The DPA has not yet been deemed complete due to the complexities of the file and awaiting further documentation, however, given the concerns regarding the on-site approaches, we felt it was necessary to obtain comments from ATEC in advance. The current owner of the parcel purchased the property in 2020. Per County records, the only approved approach to the parcel is located along Kipp Avenue, only meters from the Highway. Aerial imagery indicates that over the course of 20 years, the owners (past and present) have filled in the County ditch and established approaches without municipal approval. Aerial imagery and site visits have confirmed that an unauthorized approach has been installed along Princess St (near the northern property line), as well as in creating an almost full-frontage approach along Kipp Avenue, and an approach directly on the corner of the Kipp/Princess intersection. The County finds the current approach situation to be unacceptable and is unwilling to support any Development Permit application without first ensuring that safety and operational concerns pertaining to the approaches can be addressed. The County has considered that we may be able to allow for two approaches, one along Princess St to access a personal use detached garage, and the other on Kipp Ave. Additionally, any approvals would likely be subject to re-establishing the ditch that has been filled in. Before determining where along Kipp Ave an approach can be properly re-established, if anywhere, there are a few features to note. The existing building has an overhead door located on its SW side. The owner has enlarged this door and has identified it as a loading area. In an ideal world, any approach re-established along Kipp Ave would be able to access the overhead door without blocking traffic. However, we are currently awaiting a proposed traffic flow map of how vehicles will navigate on the property and we are not confident that this type of access is possible, seeing as the original intent was for residential use and likely cannot accommodate large commercial vehicles without overflowing into the road. Secondly, as can be seen in the street view of the property, there is a light post along Kipp Ave, approximately halfway across the property line. Finally, there is the concern of the proximity to the		

	highway. Lethbridge County is seeking comments from ATEC regarding which approaches, if any, they would consider acceptable. At this time, the owner is actively operating a small car sales business as well as automotive repairs and equipment/vehicle storage. He aspires to build the detached garage within the next two years, and hopes to also open a small convenience store in this timeframe as well, although he is not certain this will be able to be accomplished. With this in mind, we are hoping that comments can be provided based on both t



This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed development(s).

Transportation and Economic Corridors offers the following comments and observations with respect to the proposed development(s):

In reviewing the application, the proposed development falls within the permit area of a provincial highway as outlined in the Highways Development and Protection Act/Regulation, and will require a permit from Alberta Transportation.

The application can be submitted through the RPATH portal at RPATH Portal and may be subject to additional requirements.

A requirement from Transportation and Economic Corridors would be that the existing direct access from Kipp Avenue SW be removed entirely and all access to the proposed development be from Princess Street. At this time a Traffic Impact Assessment (TIA) will not be required.

- Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable

- Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information

Issued by **Leah Olsen, Development and Planning Technologist,** on **August 7, 2026** on behalf of the Minister of Transportation and Economic Corridors

LETHBRIDGE COUNTY

Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

Office Use		
Application No: 26-D0146	Roll No: 61700000	Use: ● Permitted ☐ Discretionary ☐ Similar ☐ Prohibited
Application Fee: $ 300.00	Date Paid: Jul 24/26	Land Use District: HDC
Application Received/Complete: Jul 24/26 // Sep 18/26		Associated Development Permit Applications:
Fire Department: Nobleford		Description of Work:
Additional Applications Required: ☐ Municipal Address ☐ Approach		

1. Applicant Information

Applicant/Business Name: AG-TECH ~~SOURCE~~ Ltd

Primary Contact Name (if applying on behalf of a Business): PAVEL MADACKY

Phone/Cell Phone: 403-315-1078 Email: pmadacky@gmail.com ~~pmada~~ cky@gmail.com

Mailing Address: 117 KIPP AVENUE MONARCH AB T0L-1M0

Providing an email indicates your consent to receive all application-related correspondence by email

Applicant's interest in the proposed development if not the registered owner:

☐ Agent ☐ Contractor ☐ Tenant ☐ Other: _____

Registered Owner's Name(s): PAVEL MADACKY

Phone/Cell Phone: 403-315-1078 Email: pmadacky@gmail.com

Mailing Address: 117 KIPP AVE. MONARCH T0L-1M0

Providing an email indicates your consent to receive all application-related correspondence by email

2. Land Information

Quarter: SW Section: 7 Township: 10 Range: 23 W4M

Lot(s) 18 Block: 15 Plan: 8210515

Municipal/Street address: 117 Kipp Ave

3. Existing Development

Please list ALL existing buildings, structures and use(s) on the land.

BUILDING, SHED.

LETHBRIDGE COUNTY

Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

4. Proposed Development

This application is for:	
Select One	☒ Home-Based Business ☒ Commercial ☐ Industrial Use ☐ Other: _____ *Do you reside on the property?* ☒ Yes ☐ No
Select One	☒ New Building ☐ Addition to Existing Building ☐ Change of Use Only (no construction) ☐ Original Use: _____ ☐ New Use: _____

Site Details

Storage and Materials

Are any outdoor storage or display areas proposed? ☐ No ☒ Yes – describe: RENTAL EQUIPMENT DISPLAY AT FRONT.

Will there be any flammable or hazardous material on the premises as a result of the business?

☒ No ☐ Yes – describe: _____

Parking & Loading Information (indicate on Site Plan)

Number of Existing Off-Street Parking Spaces: 6-8 Number of Proposed Off-Street Parking Spaces: 6-8

Size of Existing Off-Street Parking Spaces: N/A Size of Proposed Off-Street Parking Spaces: N/A

Existing Driveways/Approaches on Site: 1 Number of Proposed Driveways/Approaches on Site: 2

Home Occupations:

Number of business-related (non-customer) vehicles parked on-site and/or overnight daily: 1-2

Number of business-related trailers parked on-site and/or overnight daily: 1

Delivery Vehicles on-site *(frequency and type)*: 1, 2x/wk (future)

Loading Areas (indicate on Site Plan)

Is a designated loading space/area proposed?

☐ No

☒ Yes – describe: OF SITE OF THE BUILDING IN YARD

Drive-Through Uses (indicate on Site Plan)

For a commercial use, does the proposed development include a drive-through component which requires a dedicated vehicle stacking lane?

☒ No

☐ Yes – describe: _____

Signage

Please submit a separate application form for any proposed signage. future 3x8 fascia unsure of design but would like approval now

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LETHBRIDGE COUNTY

Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

Business Details

Hours of Operation:

Mon: _____

Tues: _____

Wed: _____

Thurs: _____

Fri: _____

Sat: _____

Sun: _____

Business/Trade Names - *To avoid potential issues with other licencing agencies (ie. AMVIC), please provide all associated business/trade names:*

Ag-Tech Source Ltd

Employees and Clients:

Home Occupations:

Total Non-Resident Employees: 1

Estimated Clients/Customers: 2-6 / Day / Week (circle)

Off-Site/Mobile Employees: 1

On-Site Employees: 1

Commercial/Industrial Operations:

Estimated Number of Employees: 1-3

Estimated Clients/Customers 2-6 / Day / Week (circle)

Business Model Outline:

Please describe the proposed business, including any goods and/or services provided, future expansion plans, etc:

*IMMEDIATE: SMALL REPAIRS, CLEANING AND DETAILING ON THE VEHICLE AND SMALL EQUIPMENT. EQUIPMENT RENTAL (MOSTLY DELIVERING DIRECTLY TO THE CUSTOMERS), vehicle sales (up to 20 per year)
↳ sales take place online. (not an auction)
↳ facebook, kijiji, etc. No website.

*FUTURE EXPENSION: AFTER FINAL RENOVATION ON LAST 1/4 OF THE BUILDING OPEN AND RUN CORNER STORE WITH SERVING FRESH FOOD AND BEVARAGES. OPERATION WILL BE SOMETHING SIMILAR AS IS ON MAIN STREET IN TURRIN BUT WITH INTERNATIONAL CUISINE.

Garage in rear is mostly unrelated to business uses, and mainly for personal use. May be used to store some items/vehicles related to the business.

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LETHBRIDGE COUNTY

Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

5. New Construction – Building Details

Size/ Dimensions

****For Structures larger than 500 ft² (47m²) and for additions to buildings that will as a result become larger than 500 ft² (47m²), please provide documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned wells*

Building or Addition Size:	Building Height (grade to peak):	Estimated Cost of Development:
☐ m² ☒ ft²	☐ m ☒ ft	
512	14,5	$30,000 - 40 000.00

Servicing Details

Installation of Subtrade Works (Check all that apply):	*Septic System:*
☒ Electrical ☒ Gas ☐ Plumbing ☐ N/A	☐ New Private Septic ☐ Municipal ☐ Existing Private Septic ☐ Communal ☒ N/A

Setback Details

Front	Rear	Side	Side	Nearest Adjacent Structure:
☐ m ☒ ft	☐ m ☒ ft	☐ m ☒ ft	☐ m ☒ ft	☐ m ☒ ft
10	10	5	5	6

Variance Details

Are you requesting to waive (vary) one or more standards of the Land Use Bylaw? ☒ No ☐ Yes 9

If yes, please provide details on and reasoning for the variance request (ie. Gas line, coulee setback, etc.):

6. Exterior Finish, Fencing, and Landscaping

☐ Describe generally the types, colors, and materials, as applicable, of:

Exterior finishes of the proposed building(s): METAL SIDING

Proposed fencing and height: YES 6,5" - chain link (front), metal siding (rear)

Proposed landscaping: YES DRIVEWAY AT STREETSITE & GARDEN ON SIDE

9. Declaration of Applicant

I/We have read and understand the terms noted below and hereby apply for a development permit to carry out the development described within this application including any attached supplementary forms, plans, and documents. **I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.**

Further I/We hereby give my/our consent to allow authorized persons the ***right to enter*** *upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.*

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Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

1. The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
2. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent and is without prejudice to the decision in connection with the formal application.
3. Any development started before the issuance of a development permit and expiration of the appeal period is at the applicant's own risk.
4. **If a decision is not made within 40 days** from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, **the applicant may deem the application to be refused** and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. A development permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken after approval of this development permit application may be regulated by the **Alberta Safety Codes.** The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.

The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email atippcoordinator@lethcounty.ca or call 403-328-5525.

Date: 23 June 2026 **Applicant's Signature:** _____

Registered Owner's Signature: _____
(Required, if different from applicant)

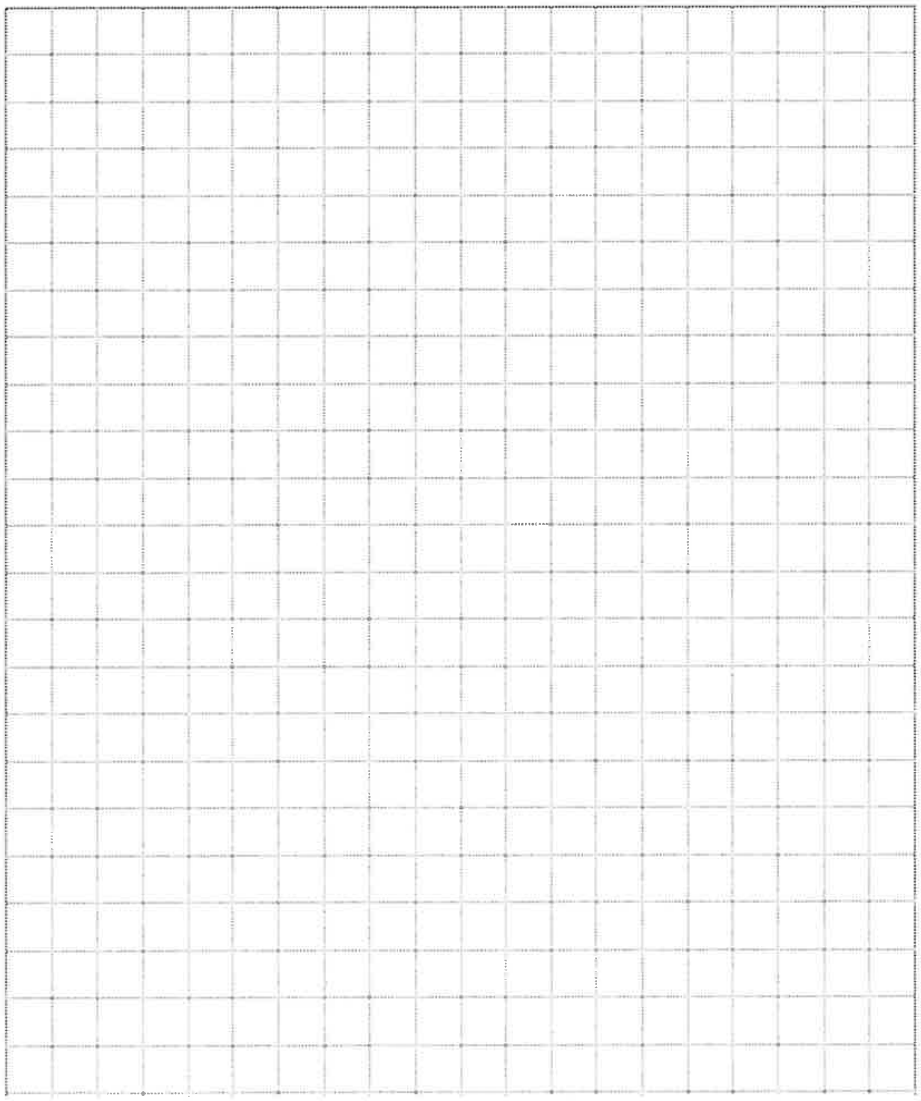
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Development Permit Application – Business Related

Pursuant to Land Use Bylaw No. 24-007

Site Plan

(or attach separate site plan)



(Please draw to scale and indicate north arrow)

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LETHBRIDGE COUNTY

Checklist: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Business Related (Commercial, Industrial, Home Occupation)

Required for ALL Applications

- ☐ Completed Development Permit Application Form – Business Related
- ☒ Affidavit Verifying Corporate Signing Authority (if applicable)
- ☐ Certificate of Title (obtained within the past 30 days) – *note that Lethbridge County may also request copies of registered documents listed on title*
- ☐ Site Plan Indicating:
  - Location of proposed development
  - Existing structures
  - Location of anticipated future development
  - Existing and Proposed Parking Areas
  - Septic System
  - Known utilities
  - Setback information to property lines and adjacent structures
  - Existing and Proposed Outdoor Storage
- ☐ Construction Details, including
  - Elevation Drawings
  - Floor Plans indicating rooms and dimensions
- ☐ Grading and Drainage Plan
- ☐ Landscaping Plan
  - Include labelling of trees, shrubs, ground cover, fencing, etc.
- ☐ Payment of Development Permit Application Fee – determined at time of application
- ☒ Submit Municipal Address Application – *For lots with no existing address, or new buildings to be regularly occupied*
- ☐ Submit Approach Application – *When a new approach is required*

Additional Site/Parcel Specific Requirements

For unserviced lots, parcels 2 acres or less in size, and where specified by the Development Authority

- ☒ Septic evaluation report

For developments in proximity to a coulee bank, break, or slope

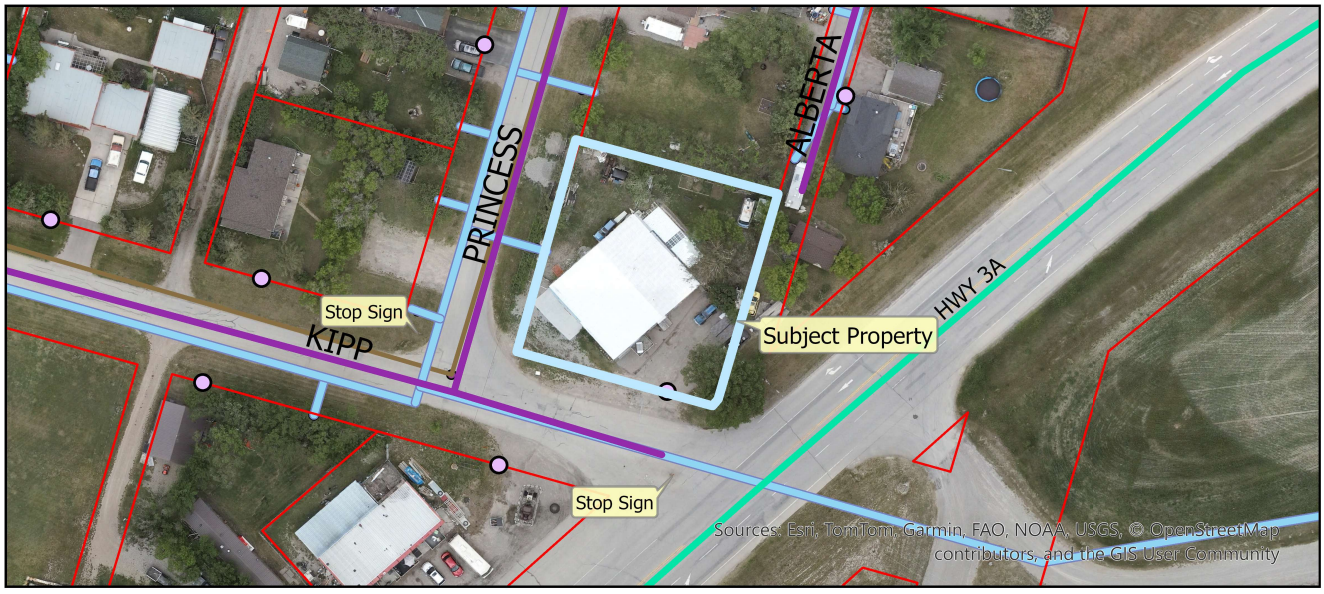
- ☒ Slope stability evaluation (geotechnical report)

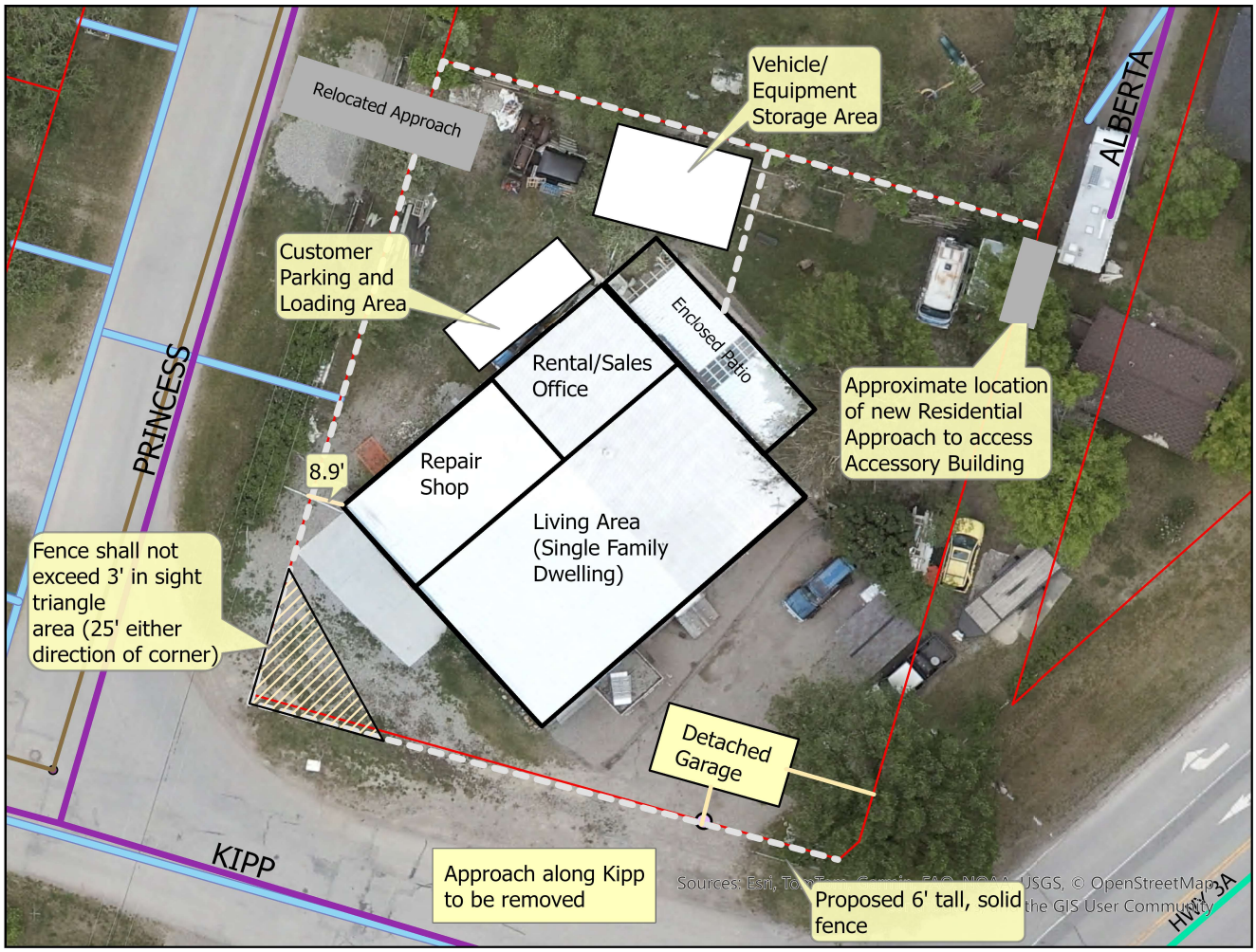
For developments in locations with an Area Structure Plan

- ☒ Architectural Controls sign-off (if applicable)

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E development@lethcounty.ca

26-D0146; 26-D0192; 26-D0193; 26-D0194















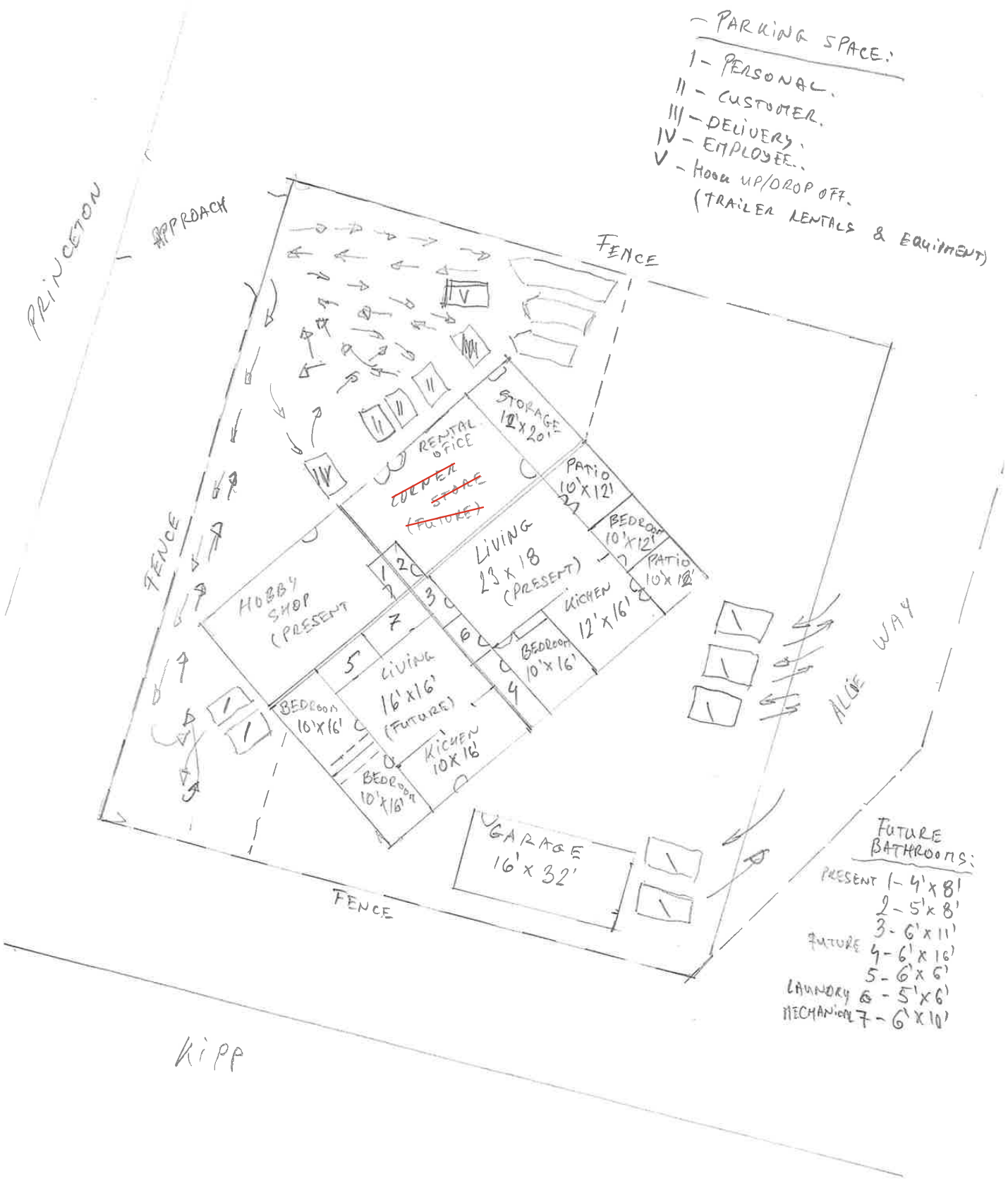


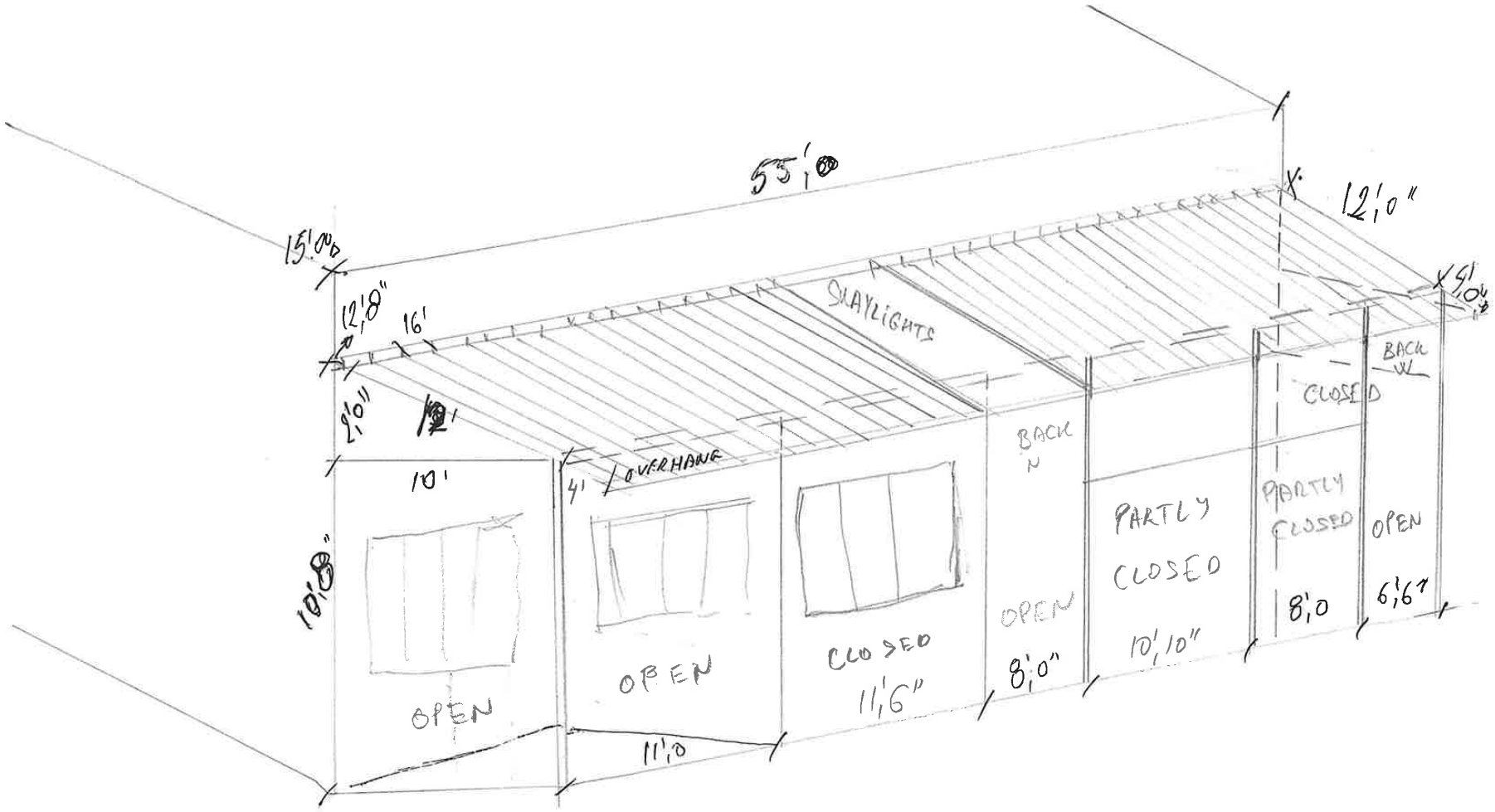








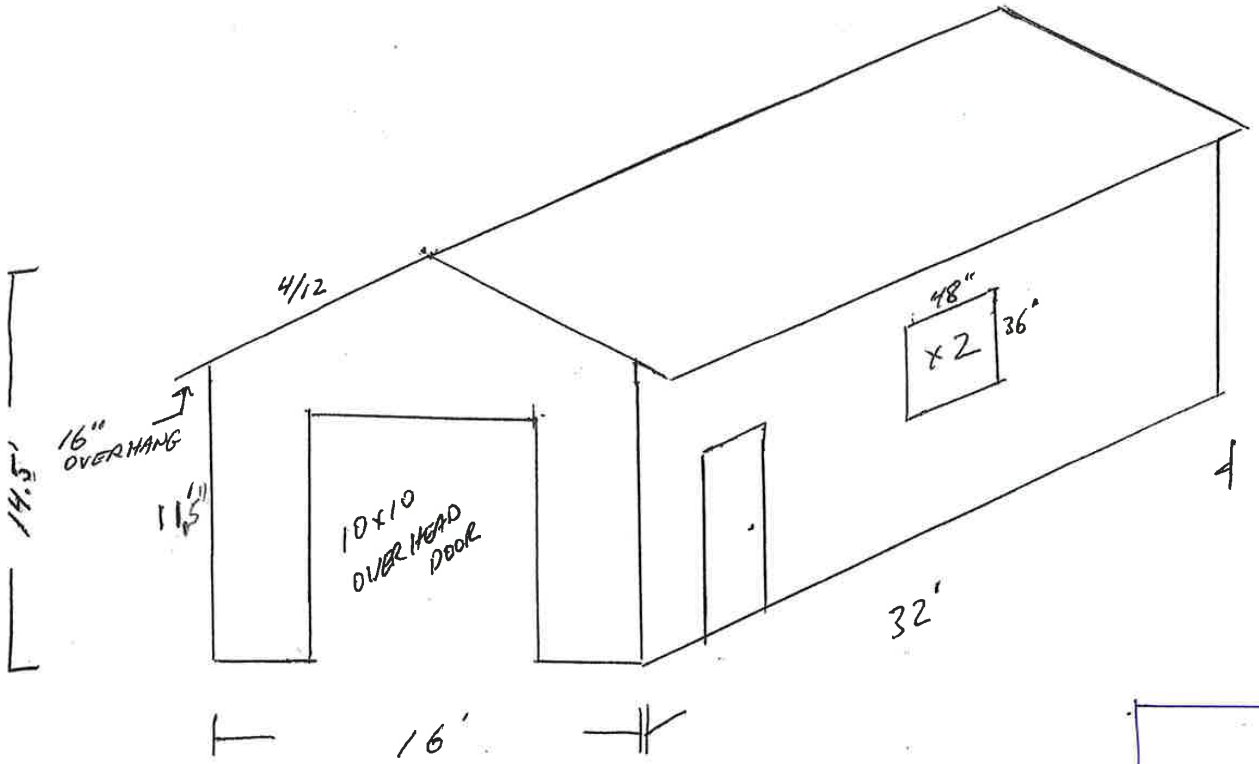

– PARKING SPACE:
I – PERSONAL.
II – CUSTOMER.
III – DELIVERY.
IV – EMPLOYEE.
V – HOOK UP/DROP OFF.
(TRAILER RENTALS & EQUIPMENT)
PRINCETON
APPROACH
FENCE
FENCE
FENCE
ALLEY WAY
KIPP
RENTAL OFFICE
CORNER STORE (FUTURE)
STORAGE 12'X20'
PATIO 10'X12'
BEDROOM 10'X12'
PATIO 10'X12'
LIVING 23'X18' (PRESENT)
KITCHEN 12'X16'
BEDROOM 10'X16'
HOBBY SHOP (PRESENT)
LIVING 16'X16' (FUTURE)
KITCHEN 10'X16'
BEDROOM 10'X16'
BEDROOM 10'X16'
GARAGE 16'X32'
FUTURE BATHROOMS:
PRESENT 1 – 4'X8'
2 – 5'X8'
3 – 6'X11'
FUTURE 4 – 6'X16'
5 – 6'X6'
LAUNDRY & 6 – 5'X6'
MECHANICAL 7 – 6'X10'

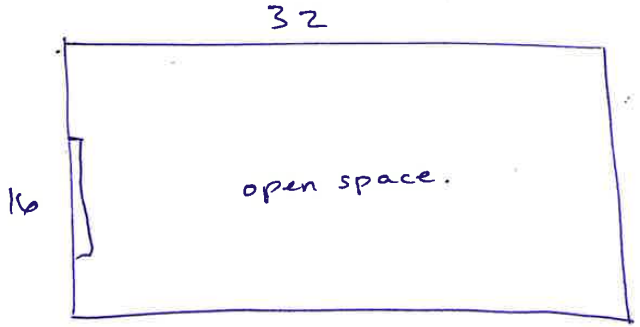


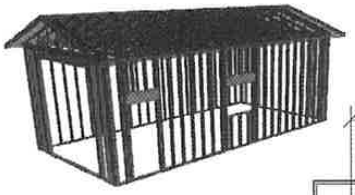
Enclosed Patio at Rear of House

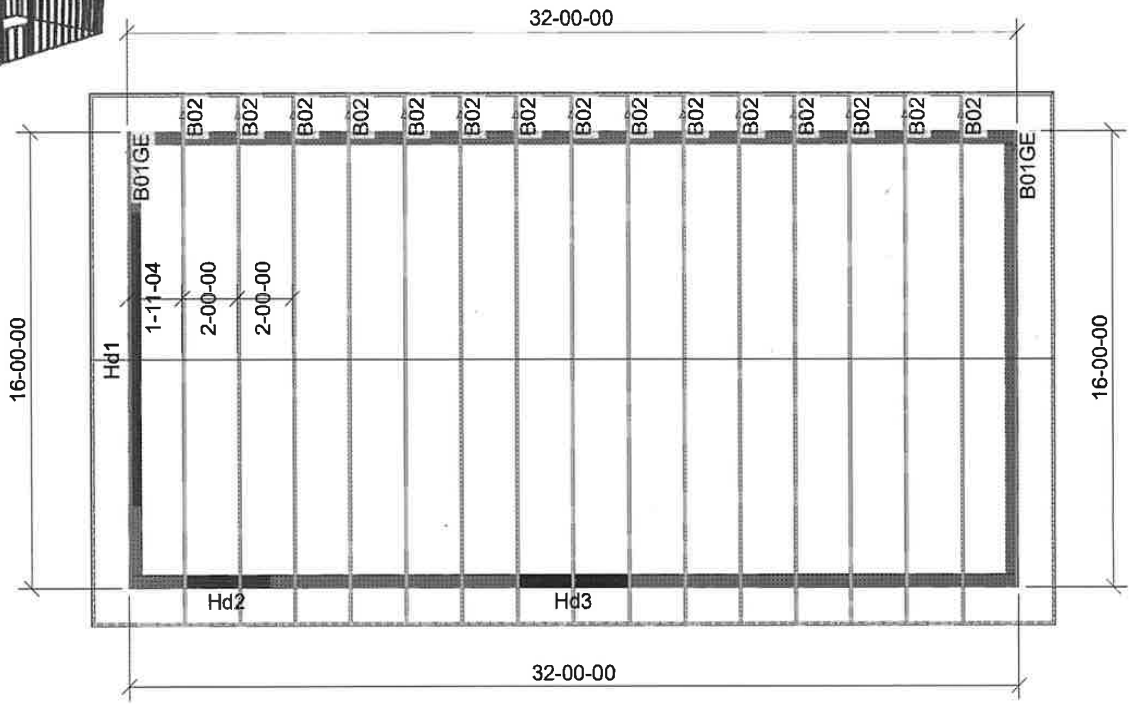
Garage at rear

- FC-36 METAL 29GA. WALLS & ROOF
- 1 OVERHEAD DOOR 10X10
- 1 MANDOOR
- 2 48x36 WINDOWS.
- NO SOFFIT REGULAR SOFFIT USED









Wall Framing				
PlotID	Length	Product	Plies	Net Qty
Hd1	12-00-00	2x10 SPF No.2	2	2
Hd3	5-00-00	2x10 SPF No.2	2	2
Hd2	4-00-00	2x10 SPF No.2	2	2

NOT FOR CONSTRUCTION LAYOUT FOR QUOTING AND BUILDING PERMIT USE ONLY

ROOF TRUSS LAYOUT

SCALE: NTS

STRUCTURAL TRUSS SYSTEMS

MiTek® West Fraser taiga PINKWOOD

Job Number:
B26-3047-A

Designed by:
Antonie vanRijswijk

Date:
2026-07-27

Client Name:
Home Hardware Coaldale

Dealer Name:
Home Hardware Coaldale

Site Name/Address:
Pavel Madacky

Monarch, AB

Loading: (NBCC 2020.)
Ground Snow Load:
TCDL:
BCLL:
BCDL:

This roof system has not been designed to meet TPIC solar loading requirements.

Roof Area (sqft):	682.12
Ridge Length (ft):	34.67
Eave Length (ft):	69.33

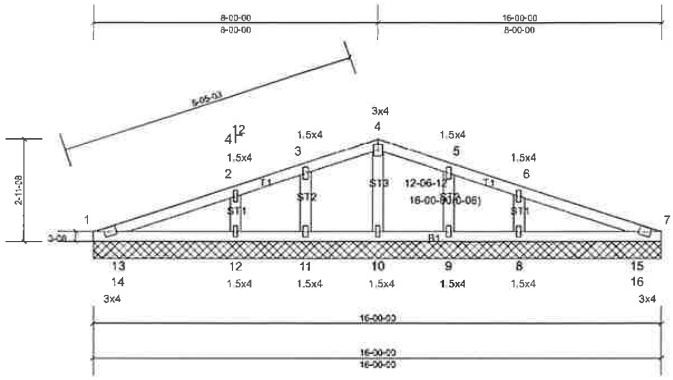
Structural Notes:

1. This is a placement diagram only. Contractor is responsible to verify all conditions.
2. Provide adequate bearing and columns under girder trusses
3. Install all lateral bracing as per shop drawings. Building designer is responible for specification of lateral anchoring
4. Laminate all multiple ply trusses as per detail. Use correct quantity, size and spacing of nails.
5. Fill all nail holes in hangers with the proper sized nails (hanger specification sheet).

Job Name:	Truss Name:	Qty	Ply	Job Desc: Home Hardware Coaldale	Drawing No.:
B26-3047-A	**B01GE**	**2**	**1**	Truss Desc:	

Structural Truss Systems, Fort Macleod, AB, Antonie van

Run: 26.10 S May 11 2026 Print: 26.1.0 S May 11 2026 MiTek Industries, Inc. Mon Jul 27 10:47:33 Page: 1 of 1
ID:73tcl7P XMK8SGtH5YAEJlvtlOV-svG45UoZ8u9BaOR88OCRorwl1D7rGO0946hdlbvttLQ



Scale = 1:43.3

Total Weight = 2 x 47 = 93 lb

SPECIFIED LOADS		CODES / STANDARDS	DESIGN INFORMATION	DEFLECTIONS	PLATE INFORMATION
	(psf)	Part 9 Div B NBCC 2020	**SPACING: 24.0 in cc**	Ceiling Type: Plaster / Gypsum	All plates are MT20 unless otherwise noted.
Top ch. Snow	20.90	Residential	KS = 1.00 (Dry Service)	DESIGN (in) LIMIT (in)	Placement Tolerance: 0.25 in
Top ch. Dead	5.20	Application: Roof	KH = 1.10 (Load Sharing Member)		Rotation Tolerance: 5 °
Bot ch. Live	0.00	This design complies with:	KD = 1.00 (Load Duration LC1)		JSI Grip (max): 0.18 @ Joint 2, Limit = 0.90
Bot ch. Dead	7.30	BCBC2024, NBC-2023AE,			JSI Metal (max): 0.10 @ Joint 6, Limit = 1.00
Total Load	33.40	MBC2024, OBC2024, TPIC2019, CSAO86-19	CSI Top 0.12/1.00 2-14 (1)		
			CSI Bot 0.09/1.00 1-13 (1)		Plate / Grip (psi) / Shear (plf) / Section (plf)
			CSI Web 0.03/1.00 2-12 (1)		MT20 / 650/371 / 1747/788 / 1987/1673
			SSI 0.11/1.00 2-14 (1)		

BEARINGS

THIS TRUSS IS DESIGNED FOR CONTINUOUS BEARING.
THIS TRUSS REQUIRES RIGID SHEATHING ON EXPOSED FACE.
BEARING MATERIAL TO BE SPF NO.2 OR BETTER AT JOINT(S).

Factored Vertical Load in LC1 (plf), Max Factored Member Forces (lb), Chk, Max Unbraced Length (MUL) — LoadCase: 2

	Member	Start	End	MaxC	MaxT	CSI (LC)	MUL (ft)	Member	Start	End	MaxC	MaxT	CSI (LC)	MUL (ft)
Top Ch.	1-14	-75.7	-75.7	15	0	0.04 (4)	8.25	2-14	-75.7	-75.7	0	3	0.12 (1)	10
	2-3	-75.7	-75.7	9	0	0.12 (1)	10	3-4	-75.7	-75.7	0	2	0.04 (1)	10
	4-5	-75.7	-75.7	0	2	0.04 (1)	10	5-6	-75.7	-75.7	9	0	0.12 (1)	10
	6-16	-75.7	-75.7	0	3	0.12 (1)	10	7-16	-75.7	-75.7	15	0	0.04 (4)	8.25
Bot Ch.	1-13	-18.3	-18.3	0	8	0.09 (1)	10	12-13	-18.3	-18.3	0	8	0.09 (1)	10
	11-12	-18.3	-18.3	1	0	0.07 (1)	10	10-11	-18.3	-18.3	4	0	0.02 (4)	10
	9-10	-18.3	-18.3	4	0	0.02 (4)	10	8-9	-18.3	-18.3	1	0	0.07 (1)	10
	8-15	-18.3	-18.3	0	8	0.09 (1)	10	7-15	-18.3	-18.3	0	8	0.09 (1)	10
Webs	4-10	–	–	140	0	0.02 (1)	–	3-11	–	–	127	0	0.01 (1)	–
	2-12	–	–	262	0	0.03 (1)	–	5-9	–	–	127	0	0.01 (1)	–
	6-8	–	–	262	0	0.03 (1)	–							

Bracing Requirements

Top Chord: Rigid sheathing directly applied or 6.25 ft oc lateral restraint required.
Bottom Chord: Rigid Ceiling directly applied or 10 ft oc lateral restraint required.
All pitch breaks and perimeter corner joints must be laterally restrained

Lumber Table

Lumber (NLGA Grading Rules)
Chords
2x4 SPF No.2 1-7, 10-4, 11-3, 12-2, 9-5, 8-6, 1-4, 4-7

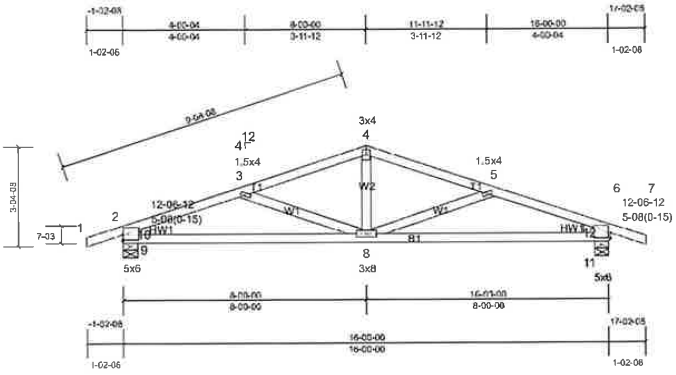
NOTES

1. Bearing size factor = 1.15 at joint(s) 1, 7, 10, 11, 12, 9, 8 (Based on the support depth = 1-08)
2. Specified Snow Load: S = Ss(Cb) + Sr = 25.06 (0.75) + 2.09 = 20.90 psf
3. Truss plate manufacturer is not responsible for quality control in the truss manufacturing plant. Dimensions, supports, and loadings specified by fabricator to be verified by building designer. All lumber is dry (moisture content is less than 19%) at time of fabrication, unless otherwise specified

Job Name:	Truss Name:	Qty	Ply	Job Desc: Home Hardware Coaldale	Drawing No.:
B26-3047-A	B02	15	1	Truss Desc:	

Structural Truss Systems, Fort Macleod, AB, Antonie van

Run: 26.10 S May 11 2026 Print: 26.1.0 S May 11 2026 MiTek Industries, Inc. Mon Jul 27 10:47:34
ID:3vxW1A1v3XlhcBQBDqck0YytlP?-GXyDiVqRQpXmRr9jpYm8QTYFLR5ESkhcm4vHvwvtLN



Scale = 1:50.6

Plate Offsets (Joint: x, y): (2: 0.00 ", 2.25 "), (6: 0.00 ", 2.25 ")

Total Weight = 15 x 55 = 830 lb [F]

SPECIFIED LOADS		CODES / STANDARDS	DESIGN INFORMATION	DEFLECTIONS	PLATE INFORMATION
	(psf)	Part 9 Div B NBCC 2020	**SPACING: 24.0 In cc**	Ceiling Type: Plaster / Gypsum	All plates are MT20 unless otherwise noted.
Top ch. Snow	20.90	Residential	KS = 1.00 (Dry Service)	DESIGN (In) LIMIT (In)	Placement Tolerance: 0.25 in
Top ch. Dead	5.20	Application: Roof	KH = 1.10 (Load Sharing Member)	Vert(LL) L/999 (0.05) L/360 (0.53)	Rotation Tolerance: 5 °
Bot ch. Live	0.00	This design complies with	KD = 1.00 (Load Duration LC1)	Vert(TL) L/999 (0.09) L/360 (0.53)	JSI Grip (max): 0.86 @ Joint 6. Limit = 0.90
Bot ch. Dead	7.30	BCBC2024, NBC-2023AE,		Vert(DL) L/999 (0.05) L/360 (0.53)	JSI Metal (max): 0.32 @ Joint 2. Limit = 1.00
Total Load	33.40	MBC2024, OBC2024, TPIC2019,	CSI Top 0.18/1.00 4-5 (1)	Horiz(TL) L/999 (0.03) L/192 (1.00)	Plate Grip (psi) Shear (plf) Section (plf)
		CSA086-19	CSI Bot 0.37/1.00 8-11 (1)		MT20 650/371 1747/768 1987/1873
			CSI Web 0.09/1.00 3-8 (1)		
			SSI 0.15/1.00 6-12 (1)		

Max. Factored Reactions (lb), Bearing Information, Unfactored Reactions (lb)

Support	Down (LC)	Uplift	Horiz	Input	Req'd	Brg. Material	Brg. Enhancer	Snow	Live	Dead	Wind
2	847 (1)	–	0	5-08	1-08	SPF No.2	none	387/0	–/–	213/0	–/–
6	847 (1)	–	0	5-08	1-08	SPF No.2	none	387/0	–/–	213/0	–/–

Factored Vertical Load in LC1 psf, Max Factored Member Forces (lb), CSI, Max Unbraced Length (MUL) — LoadCases: 4

	Member	Start	End	MaxC	MaxT	CSI (LC)	MUL (ft)	Member	Start	End	MaxC	MaxT	CSI (LC)	MUL (ft)
Top Ch.	1-2	-75.7	-75.7	0	4	0.08 (1)	10	2-10	-75.7	-75.7	1636	0	0.17 (1)	5.24
	3-10	-75.7	-75.7	1471	0	0.17 (1)	5.24	3-4	-75.7	-75.7	1088	0	0.18 (1)	5.85
	4-5	-75.7	-75.7	1088	0	0.18 (1)	5.86	5-12	-75.7	-75.7	1471	0	0.17 (1)	5.02
	6-12	-75.7	-75.7	1636	0	0.17 (1)	5.02	5-7	-75.7	-75.7	0	4	0.08 (1)	10
Bot Ch.	2-9	-18.3	-18.3	0	1387	0.37 (1)	10	8-9	-18.3	-18.3	0	1387	0.37 (1)	10
	9-11	-18.3	-18.3	0	1387	0.37 (1)	10	6-11	-18.3	-18.3	0	1387	0.37 (1)	10
Webs	4-9	–	–	0	407	0.07 (1)	–	3-8	–	–	387	0	0.09 (1)	–
	5-8	–	–	387	0	0.09 (1)	–							

Bracing Requirements

Top Chord: Rigid sheathing directly applied or 5.02 ft oc lateral restraint required.

Bottom Chord: Rigid Ceiling directly applied or 10 ft oc lateral restraint required.

All pitch breaks and perimeter corner joints must be laterally restrained

Lumber Table

Lumber (NLGA Grading Rules)

Chords

2x4 SPF No.2 2-6, 1-4, 4-7

Webs

2x4 SPF No.2 All Webs

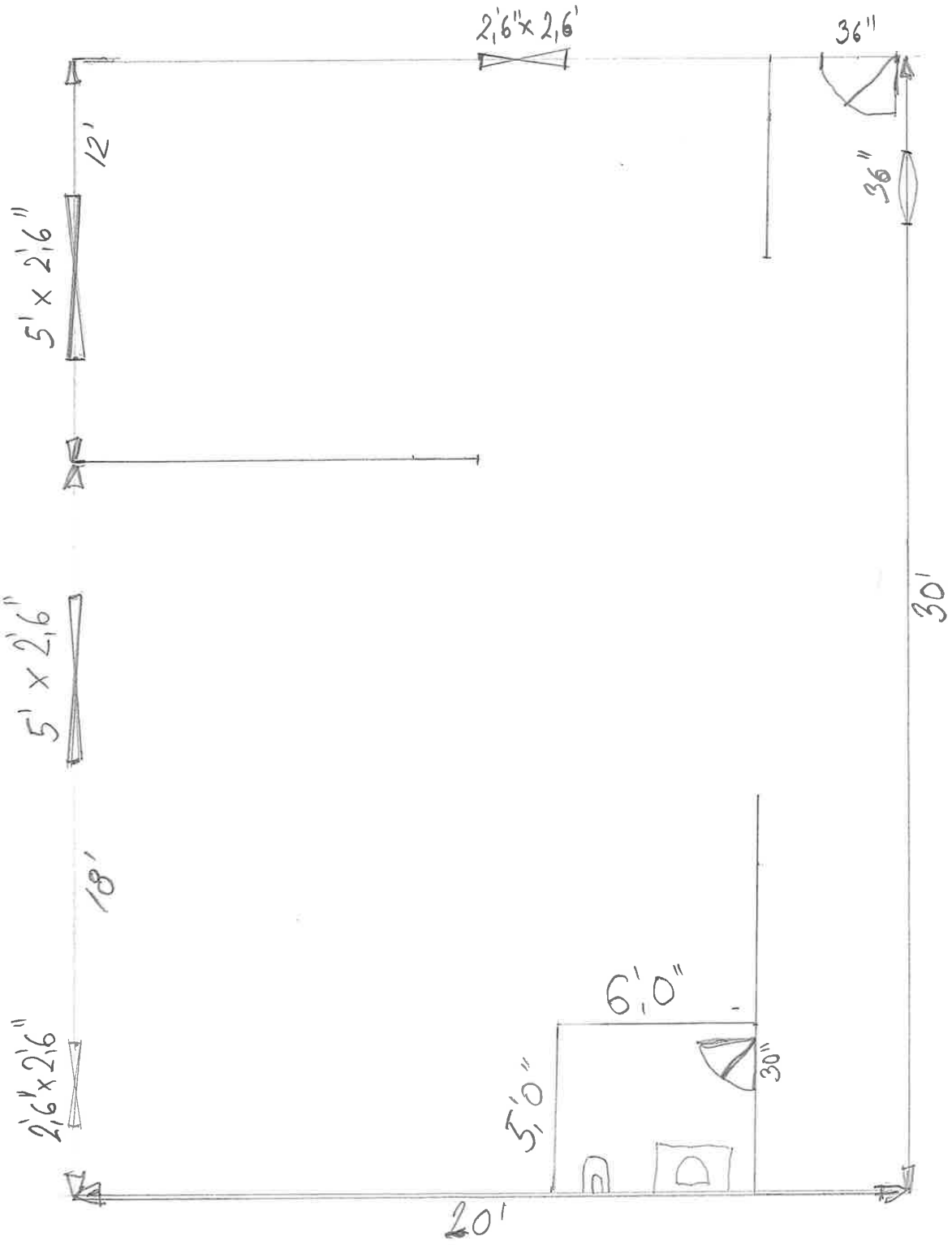
2x4 Left Wedge

2x4 Right Wedge

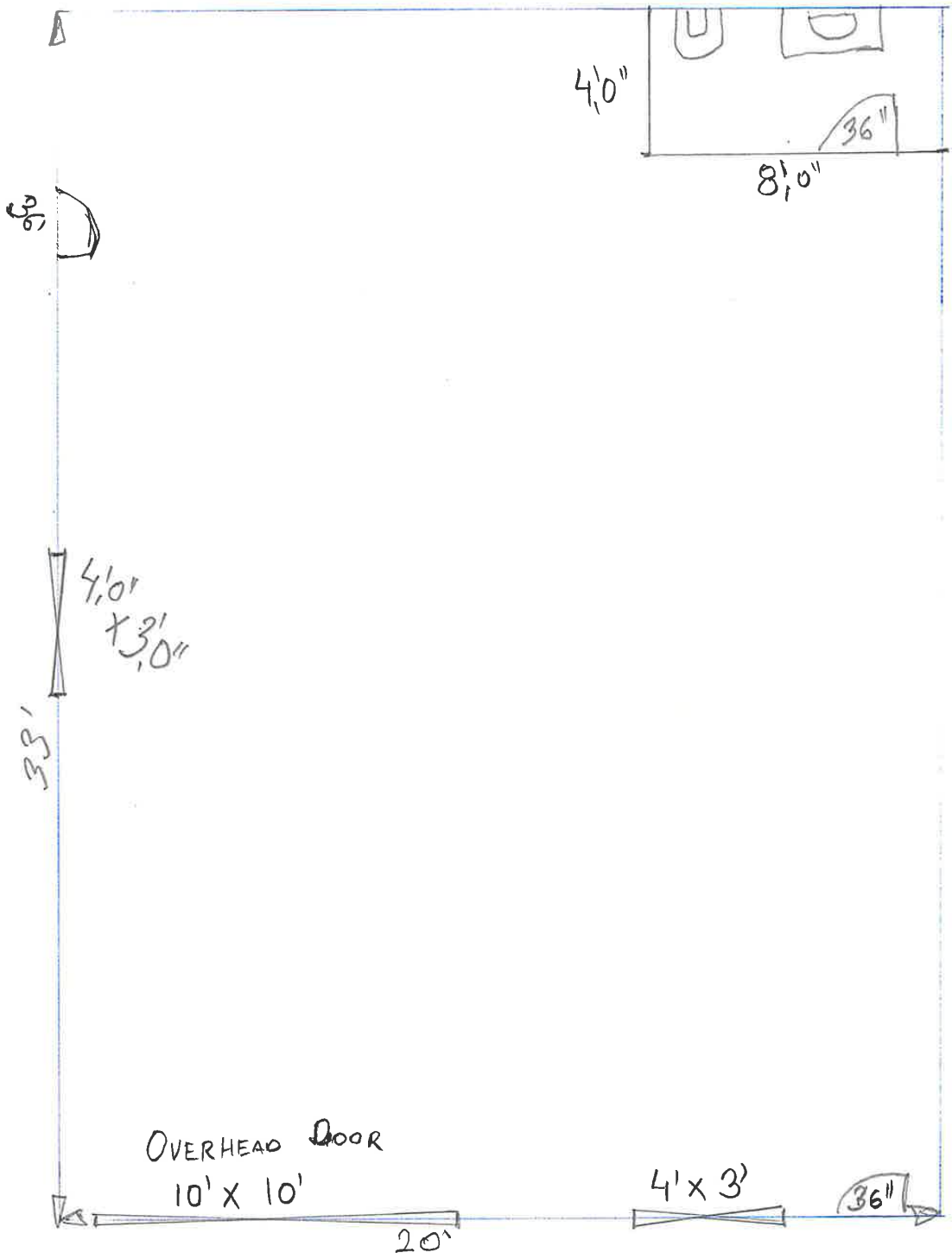
NOTES

1. Bearing size factor = 1.15 at joint(s) 2, 6 (Based on the support depth = 1-08)
2. Specified Snow Load: S = Ss(Cb) + Sr = 25.06 (0.75) + 2.09 = 20.90 psf
3. Truss plate manufacturer is not responsible for quality control in the truss manufacturing plant. Dimensions, supports, and loadings specified by fabricator to be verified by building designer. All lumber is dry (moisture content is less than 19%) at time of fabrication, unless otherwise specified

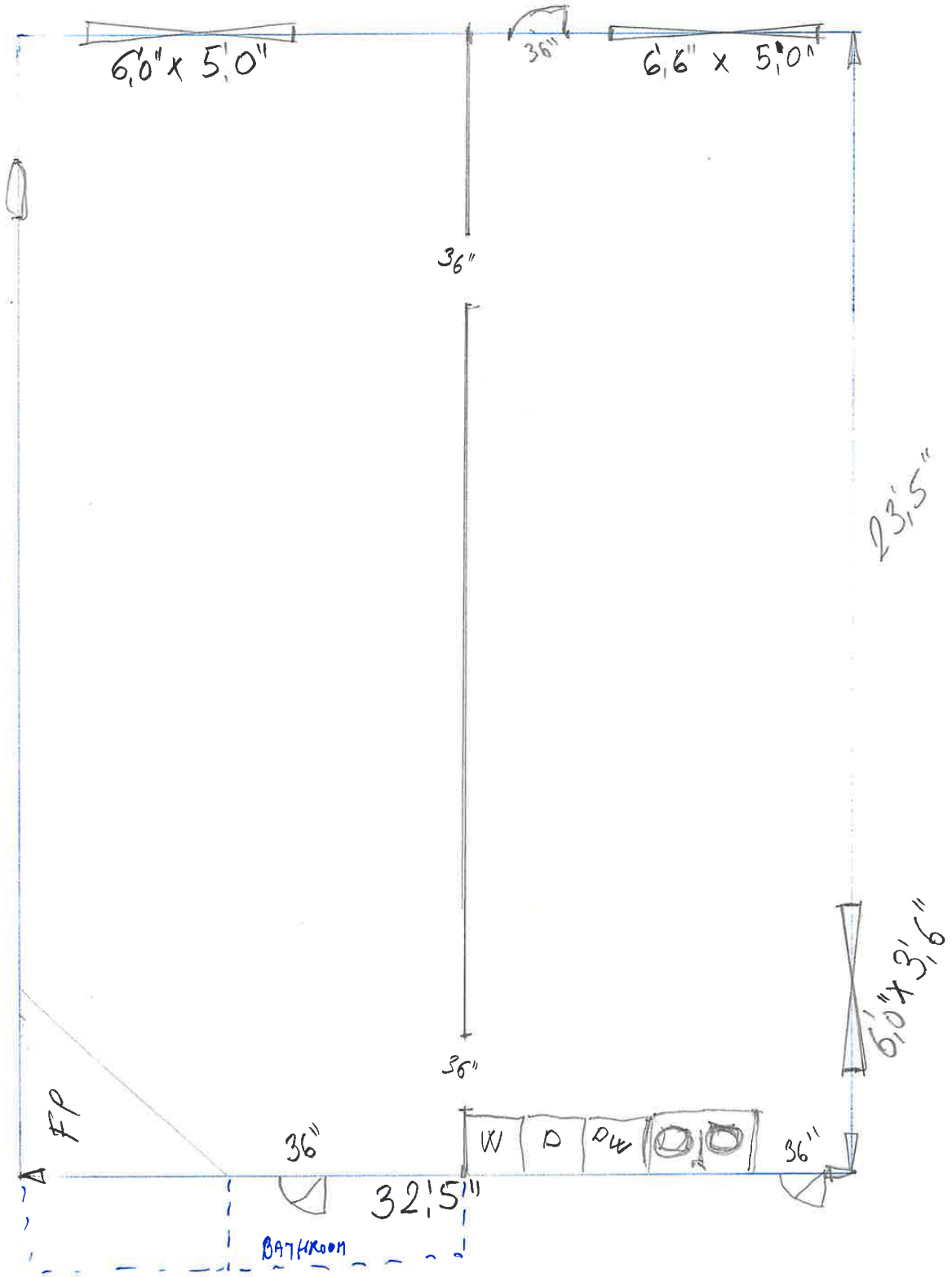
ACTUAL: 1 OF 4 RENTAL EQUIP OFFICE.



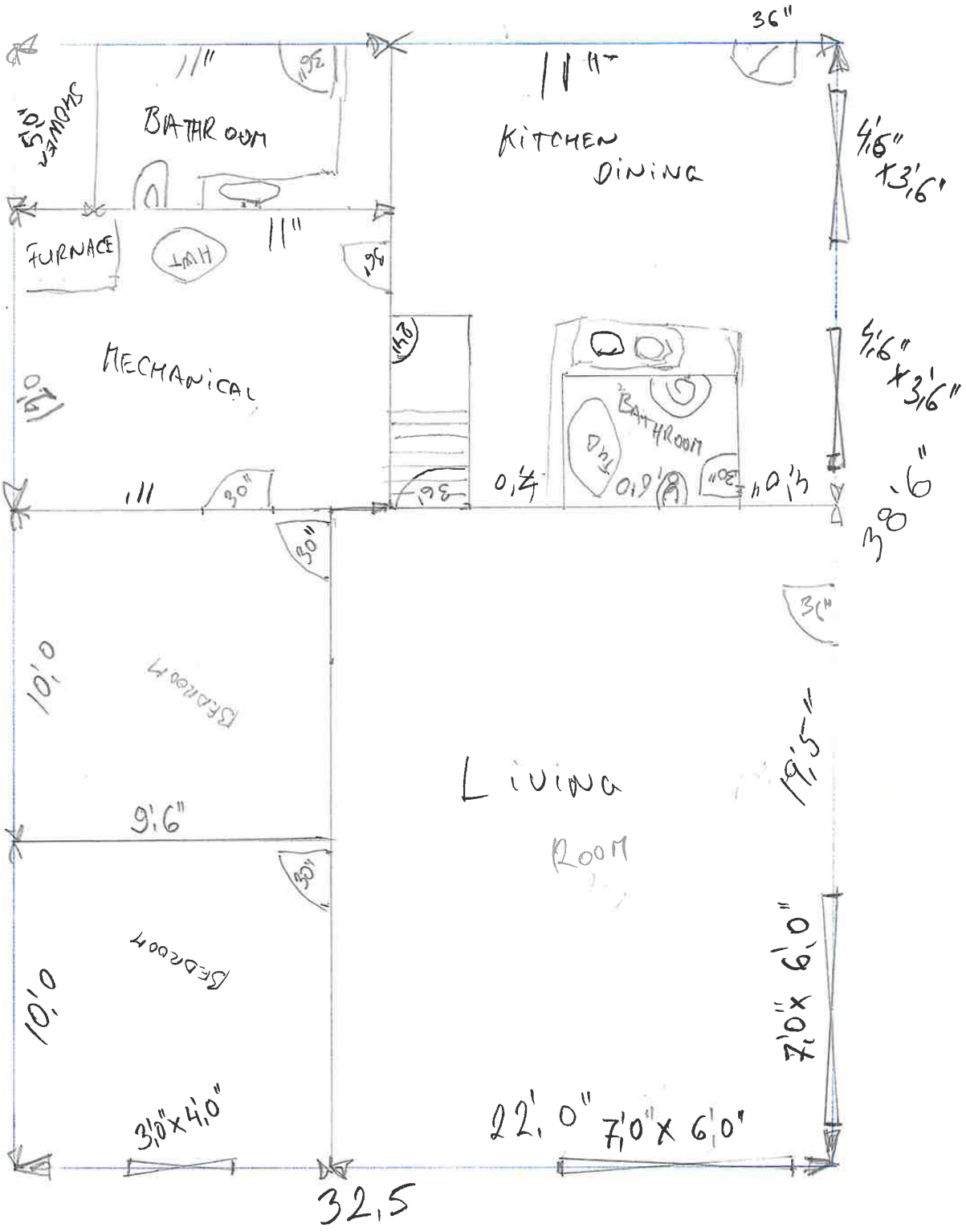
ACTUAL: 2 OF 4 HOBBY SHOP



ACTUAL: 3 OF 4 LIVING QUARTER I NE



ACTUAL: 4 OF 4 LIVING QUARTER II SE



AGENDA ITEM REPORT

Title:	Revised Asset Management Policy No. 354
Meeting:	Council Meeting - 15 Oct 2026
Department:	Technical Services
Report Author:	Graham White

APPROVAL(S):

Devon Thiele, Director, Development & Infrastructure	Approved - 02 Oct 2026
Cole Beck, Chief Administrative Officer	Approved - 05 Oct 2026

STRATEGIC ALIGNMENT:



Governance ☒ **Relationships** ☐ **Region** ☐ **Prosperity** ☐

EXECUTIVE SUMMARY:

Administration is bringing a revised Asset Management Policy to Council for approval. The revised policy updates the original policy Council adopted in 2017 and sets out the County's commitment to managing its infrastructure for long-term sustainability.

The revised policy aligns the County with the ISO 55000 series of asset management standards. It keeps the policy at the governance level and moves operational detail into Asset Management Directive INF-01. It also sets out when Administration must bring asset decisions to Council, and builds climate resilience and intergenerational equity into its guiding principles.

RECOMMENDATION:

That Council approve the revised Asset Management Policy No. 354 as presented.

REASON(S) FOR RECOMMENDATION(S):

This policy was adopted in 2017 and since then, the County's asset management program has grown and industry standards have changed. The policy has been updated to reflect these changes, as well as current standards and practices.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council adopted Policy No. 354, Asset Management, on Thursday, April 6, 2017.

BACKGROUND INFORMATION:

This Policy was developed in collaboration with National Asset Management Strategy (NAMS) Canada to ensure our framework aligns with global best practises while satisfying provincial and federal requirements.

Revisions to this policy include:

- Alignment with the ISO 55000:2024 and ISO 55001:2024 asset management standards and PSAB standards PS 3150 and PS 3280
- A defined scope covering all tangible capital assets the County owns, controls or operates
- Expanded definitions consistent with ISO 55000:2024
- Eight guiding principles, including risk-informed decisions, financial sustainability and climate resilience
- A five-level document hierarchy setting out what Council, the CAO and directors approve
- Policy commitments for strategic planning, asset condition and levels of service, lifecycle cost, risk, capital planning, data and continual improvement
- Clear rules for when Administration must report to Council
- Roles aligned with Asset Management Directive INF-01, with operational detail moved into the directive
- A review at least every five years

ALTERNATIVES / PROS / CONS:

Do not approve
Pros: No new commitments.
Cons: The County keeps a 2017 policy that does not reflect current industry practices and standards.

FINANCIAL IMPACT:

Approving the policy does not approve any spending. Capital projects and funding continue to be approved through the annual budget.

Some of the policy's commitments will shape future work plans, including condition assessment programs for all asset classes (Section 8.2) and an asset management plan for each major asset class (Section 8.1). Any costs from that work will come to Council through the budget process.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

Asset Management Policy No. 354
2017 Asset Management Policy No. 354

Asset Management Policy

Section 300 NO. 354 | Effective April 6, 2017 | Approved By County Council

Revised October 15, 2026

1. Policy Statement

Lethbridge County is committed to the strategic, sustainable, and transparent management of its infrastructure assets in alignment with the ISO 55000 suite of asset management standards. Effective asset management enables the County to deliver reliable services to residents and ratepayers, optimize the value of public investments, manage risk responsibly, and plan for current and long-term financial sustainability of its infrastructure.

Asset management decisions shall consider the full lifecycle of County assets – from acquisition through operation, maintenance, renewal, and retirement – balancing cost, risk, and performance to achieve service delivery outcomes that meet community needs both today and for future generations.

This policy establishes the governance framework within which the County's Asset Management System operates. It authorizes and is operationalized through the Asset Management Directive (INF-01) and the supporting planning documents described in Section 7 of this policy.

2. Purpose

The purpose of this policy is to:

- Establish Lethbridge County's organizational commitment to asset management as a core governance and service delivery function
- Provide a framework that aligns asset management practices with the County's strategic plan, financial strategy, and community service expectations
- Define the principles that guide asset-related decision-making across all departments
- Authorize and give effect to the Asset Management System (AMS), including the Directive and supporting planning documents
- Assign clear accountability for asset management at the Council, executive, and departmental levels
- Ensure compliance with applicable legislation, accounting standards, and recognized best practices

3. Scope

This policy applies to all tangible capital assets owned, controlled, or operated by Lethbridge County, including:

Asset Category	Examples
Transportation Infrastructure	Roads, bridges, culverts, traffic control devices, right-of-way improvements
Water, Stormwater & Wastewater Systems	Distribution and collection networks, pump stations, reservoirs
Buildings & Facilities	Administrative offices, recreational facilities, public operations yards, and other County-owned structures
Equipment & Fleet	Vehicles, machinery, tools, and mobile equipment used in service delivery
Land Holdings	Parks, reserves, undeveloped parcels, and other real property
Information Technology	IT infrastructure, systems, and other capitalized technology assets
Other Capitalized Assets	Furniture, fixtures, and other holdings meeting capitalization thresholds under the TCA Policy

This policy applies to all departments, branches, boards, and agencies within the County's reporting entity, and encompasses both existing assets and those to be acquired, constructed, or developed in the future.

Asset retirement obligations are governed concurrently by Policy No. 187 – Asset Retirement Obligation (ARO), which addresses the accounting treatment and financial reporting of legal obligations associated with asset retirement.

4. Authority & References

This policy is established under the authority of Lethbridge County Council pursuant to the Municipal Government Act (Alberta), RSA 2000, c M-26, which grants municipalities the power to manage and control municipal property and infrastructure.

Standards & Legislation

- ISO 55000:2024 – Asset Management: Vocabulary, overview and principles
- ISO 55001:2024 – Asset Management: Asset management system – Requirements
- ISO 55002:2018 – Asset Management: Guidelines for the application of ISO 55001

- Municipal Government Act (Alberta), RSA 2000, c M-26
- Public Sector Accounting Board (PSAB) Standards – PS 3150 (Tangible Capital Assets) and PS 3280 (Asset Retirement Obligations)

County Documents

- Capital Budget
- Lethbridge County Engineering Guidelines & Minimum Servicing Standards
- Lethbridge County Strategic Plan
- Policy No. 150 – Tangible Capital Assets
- Policy No. 169 – County Reserves
- Policy No. 187 – Asset Retirement Obligation (ARO)
- Policy No. 401 – Guiding Principles for Water & Waste Water Systems in Lethbridge County

5. Definitions

The following terms have the meanings set out below. All terms are consistent with ISO 55000:2024. Refer to Annex A of the Asset Management Directive INF-01 for the full organizational glossary.

Term	Definition
Asset	A physical or non-physical item, thing or entity that has potential or actual value to an organization.
Asset Management (AM)	Coordinated activities of the County to realize value from assets, balancing cost, risk, and performance over the asset lifecycle to achieve organizational objectives and deliver services sustainably.
Asset Management System (AMS)	The set of interrelated elements – including this Policy, the AM Directive, the SAMP, AMPs, and supporting processes – through which the County manages its asset portfolios to achieve AM objectives.
Asset Management Plan (AMP)	A documented plan for managing an asset class or portfolio, detailing current inventory, condition, service level targets, lifecycle strategies, financial forecasts, and risk measures. Detailed content requirements are specified in the AM Directive.
Strategic Asset Management Plan (SAMP)	The organization-wide plan that articulates the County's AM vision, objectives, and strategic priorities, guiding the development of asset-specific AMPs.

Level of Service (LOS)	The parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that an organization delivers.
Community Levels of Service (CLOS)	The qualitative statements of service outcomes set by Council – expressed in terms meaningful to residents, businesses, and other service users – that describe what the County provides with respect to the condition, function, capacity, safety, and reliability of its assets and services.
Technical Levels of Service (TLOS)	The measurable operational and technical parameters – including performance targets, design standards, response times, and lifecycle activity levels – that the County plans, delivers, and monitors in order to achieve its Community Levels of Service and meet applicable regulatory requirements.
Lifecycle Cost	The total cost of owning, operating, maintaining, renewing, and retiring an asset over its full-service life, including acquisition, energy, labour, materials, disposal, and financing costs.
Risk	The effect of uncertainty on the County's ability to achieve its service delivery and organizational objectives, commonly assessed in terms of likelihood and consequence.
Asset Criticality	The relative importance of an asset to service delivery, assessed by considering the consequence of its failure on public safety, service continuity, environmental impact, financial cost, and reputational risk.
Condition Rating	A standardized assessment of an asset's physical state, typically expressed on a defined scale, based on inspection or modelling, used to inform maintenance and renewal decisions.
Imminent Emergency / Public Safety Threat	A condition where a County asset's failure, or reasonably anticipated failure, would cause death, serious injury, or significant harm to the public, County personnel, property, or the environment.
Tangible Capital Asset (TCA)	A non-financial asset having physical substance, held for use in the supply of services or for administrative purposes, as defined by PSAB standards and the County's TCA Policy.
Estimated Useful Life (EUL)	The period over which an asset is capable of fulfilling a purpose to an entity.

6. Guiding Principles

Asset management decisions and practices across Lethbridge County shall be guided by the following principles:

Principle	Description
Lifecycle Management	Assets are managed across their complete lifecycle – from planning and acquisition through operation, maintenance, renewal, and disposal – optimizing value and minimizing total cost of ownership.
Service-Driven	Asset decisions are guided by defined levels of service that reflect community expectations, Council priorities, and regulatory requirements.
Risk-Informed	Investments and interventions are prioritized through a risk-based framework that balances the likelihood and consequence of asset failure, with public safety as the paramount consideration.
Financially Sustainable	Asset management planning considers lifecycle costs, long-term funding requirements, and intergenerational equity – ensuring the County does not defer costs onto future ratepayers unreasonably.
Environmentally Responsible	Asset planning, renewal, and operations consider environmental sustainability, climate resilience, and ecological stewardship, recognizing the increasing frequency and severity of climate events affecting infrastructure.
Data-Informed	Decisions are supported by accurate, current, and complete asset data. Information is treated as an organizational asset and maintained to standards that enable reliable planning and reporting.
Transparent & Accountable	The County reports openly to Council and the community on asset condition, performance, risk, and funding gaps, enabling informed decision-making at all levels.
Continual Improvement	The County regularly evaluates and improves its asset management practices, processes, and systems in response to performance data, industry best practices, and evolving community needs.

7. Asset Management Document Hierarchy

The County's Asset Management System is governed through a structured hierarchy of documents. Each level is consistent with and subordinate to the one above it:

Level	Document	Approved By	Purpose
1	Asset Management Policy No. 354	Council	Establishes governance framework, principles, scope, authority, and roles. The authoritative document of the AMS.
2	Strategic Asset Management Plan (SAMP)	Council	Converts organizational objectives into AM objectives. Establishes the long-term vision, strategic priorities, and approach for developing AMPs.
3	AM Directive INF-01	CAO	Operationalizes this Policy. Defines the AMS structure, lifecycle procedures, data standards, roles, audit requirements, and performance framework. Based on ISO 55001.
4	Asset Management Plans (AMPs)	Director	Asset-class-specific plans detailing condition, LOS targets, lifecycle strategies, financial forecasts, and risk mitigation. One per major asset category.
5	Financial Strategy & TCA Policy	Council / CAO	Financial planning, capitalization thresholds, depreciation, reserve funding, and asset retirement obligations.

8. Policy Commitments

Lethbridge County commits to the following through its Asset Management System:

8.1 Strategic Planning

The County shall maintain a Strategic Asset Management Plan (SAMP) that aligns the County's asset portfolio management with its strategic plan, financial strategy, and community service expectations. Departments responsible for major asset portfolios shall develop and maintain Asset Management Plans for each major asset class, reviewed at minimum every five (5) years. All capital project proposals shall demonstrate alignment with the SAMP, relevant AMPs, and this policy.

8.2 Asset Condition & Levels of Service

The County shall implement systematic condition assessment programs for all asset classes to maintain current, reliable information on asset state and performance. The County shall establish defined levels of service for each department responsible for major asset portfolios that reflect community expectations, Council priorities, and regulatory requirements, and shall monitor and report performance against those standards.

8.3 Lifecycle Cost Management

Asset investment decisions shall consider total lifecycle costs – including acquisition, operation, maintenance, renewal, and disposal – rather than initial capital costs alone. This approach ensures that long-term financial obligations are understood and planned for before commitments are made.

8.4 Risk Management

The County shall assess asset criticality for all major portfolios and apply a risk-based decision framework to prioritize investments and interventions. Assets identified as high-risk shall be subject to enhanced oversight and risk mitigation measures as defined in the Strategic Asset Management Plan (SAMP). The County shall report to Council as set out in Section 8.5 when high-risk conditions require strategic decisions.

8.5 Council Reporting & Escalation

Administration shall provide Council with transparent reporting on asset portfolio performance, condition trends, funding gaps, and emerging risks to support informed decision-making during budget deliberations. Administration shall report to Council without delay when:

- An asset poses an imminent emergency or public safety threat requiring urgent capital intervention
- An asset condition or risk assessment indicates a need for significant unplanned capital investment or change to approved service levels
- A strategic decision regarding asset renewal, replacement, decommissioning, or major service level adjustment is required

8.6 Capital Planning Integration

The County's annual capital budget and multi-year capital plan shall be informed by AMPs, condition assessments, risk evaluations, and lifecycle cost analyses. Council shall approve capital projects and associated funding through the annual budget deliberation process.

8.7 Data & Information Management

The County shall maintain a centralized asset management information system to support operational decision-making, planning, and reporting. Asset data shall be accurate, current, and accessible to authorized personnel. Data quality standards and update protocols are defined in the AM Directive.

8.8 Environmental & Climate Resilience

Asset management planning shall consider environmental sustainability, climate resilience, and ecological stewardship. Infrastructure investment decisions shall account for the projected impacts of climate variability on asset performance, service delivery risk, and lifecycle costs.

8.9 Continual Improvement

The County shall pursue continual improvement in asset management maturity through regular review of practices, performance metrics, and emerging technologies. Opportunities for improvement shall be identified through the audit and management review processes defined in the AM Directive.

9. Roles & Responsibilities

The following table sets out high-level responsibilities for asset management governance. Detailed operational role assignments – including specific duties for Technical Services, Finance, GIS, Operations, Utilities, IT, Planning, and other departmental roles – are defined in AM Directive INF-01.

Role	Responsibilities
Council	• Approve this Asset Management Policy and any amendments • Approve the Strategic Asset Management Plan (SAMP) • Approve capital projects, funding allocations, and service level targets through the annual budget process • Receive and act on reports from Administration on asset performance, condition trends, funding gaps, high-risk assets, and escalated decisions (§8.5) • Approve recommendations regarding service level adjustments, major renewals, decommissioning, or unplanned capital investment
Chief Administrative Officer (CAO)	• Ensure organizational compliance with this policy and the ISO 55000 principles embedded within it • Approve and maintain the AM Directive (INF-01) and authorize updates within the framework of this Policy • Allocate resources, establish organizational priorities, and foster a culture of asset stewardship • Oversee integration of asset management into corporate planning, budgeting, and performance management • Recommend strategic decisions regarding service level adjustments, major renewals, decommissioning, or unplanned capital investment

Asset Management Team (AMT)	• Oversee development, implementation, and continual improvement of the AMS on behalf of the CAO • Review and endorse AM documentation (Directive, SAMP, AMPs) prior to approval • Coordinate cross-departmental AM activities, data standards, and reporting
Department Directors & Managers	• Develop, implement, and maintain Asset Management Plans for assigned asset classes • Establish operational LOS and monitor levels of service and performance metrics for assets under their responsibility • Identify high-risk and critical infrastructure assets; implement mitigation measures; escalate to Council as required by §8.5 • Prepare capital proposals and budget submissions aligned with AMPs, lifecycle cost analyses, and this policy • Detailed operational responsibilities are defined in AM Directive INF-01
Director, Corporate Services	• Lead financial aspects of asset management, including lifecycle cost analysis, long-term capital planning, and compliance with PSAB standards and TCA Policy • Ensure compliance with Policy No. 187 – Asset Retirement Obligation Policy • Support departments in developing lifecycle cost estimates and business cases for capital projects • Detailed operational responsibilities are defined in AM Directive INF-01 • Ensure compliance with Policy No. 169 – County Reserves
All Employees	• Support the County's asset management objectives in the performance of their duties • Comply with the AM Directive INF-01, related procedures, and training requirements

10. Policy Review

This policy shall be reviewed and updated at minimum every five (5) years or when significant changes to legislation, standards, the County's organizational structure, or asset portfolios warrant earlier revision. The Chief Administrative Officer is responsible for initiating the review. Amendments to this policy require Council approval.

Amendments to the Directive are approved by the CAO and do not require Council approval, provided they remain consistent with the principles established in this Policy.

Policy Number	Effective Date	Approved By	Next Review
No. 354	October 15, 2026	County Council	2031 (5-year cycle)
Revision	**Supersedes**	**Policy Owner**	**Related Directive**
2.0	Policy No. 354 Rev 1.0	Chief Administrative Officer	INF-01 Asset Management Directive

11. Approval & Revision History

Revision	Date	Approved By	Description of Changes
1.0	April 6, 2017	Council	Original policy adopted
2.0	October 15, 2026	Council	Substantially revised: ISO 55000 alignment, expanded definitions, detailed AM commitments and roles, governance-calibrated revision: operational content moved to Directive INF-01; document hierarchy, environmental resilience, Council escalation rules, and intergenerational equity principles added; roles aligned with Directive

_____

Reeve

Lethbridge County

Date: _____

_____

Chief Administrative Officer

Lethbridge County

Date: _____

This policy is operationalized through Asset Management Directive INF-01, the Strategic Asset Management Plan, and asset-specific Asset Management Plans, which are approved and maintained by Administration within the framework established herein.

Asset Management Policy

Section 300 NO. 354 | Effective April 6, 2017 | Approved By County Council

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Policy Statement

Lethbridge County understands the value of Asset Management and is committed to maintaining and improving upon the County's infrastructure systems.

Asset Management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers the current and future needs, manages risk, identifies opportunities for best maintenance practices and evaluates the best use of the County's resources. The County will implement these Asset Management processes for the purpose of long-term infrastructure sustainability.

Purpose

The objective of this policy is to guide the County's Asset Management Program through facilitating logical, methodical and informed decisions regarding the life cycle planning of the County's assets. In addition, this policy will work as a guideline to assist the County in its efforts to achieve greater asset sustainability and effective allocation of County resources and funding sources as identified below:

- Review and maintain the County's asset inventory for all infrastructure;
- Provide a consistent, accurate and single data set of asset information for tracking and reporting purposes;
- Provide a framework that will enable the County to implement infrastructure needs plans;
- Strive to deliver services at approved service levels;
- Improve upon the decision making accountability and transparency of infrastructure needs within the County;
- Better demonstration of the decisions made on long-term infrastructure considerations;
- Reducing long term life cycle costs while maintaining acceptable levels of service;
- Meet the legislative reporting and organizational financial planning requirements.

The key roles, actions and responsible parties for managing the Asset Management Program are as follows:

ROLE	RESPONSIBILITY
Adopt an Asset Management Policy	Council
Prepare and implement an Asset Management Directive	Chief Administrative Officer and Asset Management Team
Monitor and review infrastructure standards and levels of service as established	Council, Chief Administrative Officer and Staff
Develop and maintain Asset Portfolio	Technical Services and Corporate Services Departments
Assess infrastructure conditions	Technical Services Department
Establish and monitor infrastructure replacement levels and needs through asset inventory data set	Technical Services Department
Develop and maintain financial plans and funding options for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Technical Services and Corporate Services Departments
Report on infrastructure assets and asset management program	Council, Chief Administrative Officer and Asset Management Team

Terms of Reference

The terms of reference for the Asset Management Program are set out as follows:

- Identify key individuals within the organization that will be the "Champions" and responsible parties for Asset Management;
- In-house champion will be responsible for completion of the "pre-work" for Asset Management Program and will facilitate the successful implementation of "deliverables";

- Initiate and organize meetings as required with appropriate staff related to Asset Management;
- Develop and implement an internal reporting process to ensure that the organization is kept well-informed of the determined maintenance and/or replacement needs, inventory data updates, service levels, financial plans, etc. related to the County's
- Provide internal status/progress reporting to the Senior Management Team and/or Council;
- Ensure compliance with legislative requirements;
- Prepare recommendations as required to the Senior Management Team and/or Council regarding asset management priorities;
- Review existing policies and procedures relating to asset management within the organization. Where necessary, make recommendations to the Senior Management Team and/or Council for amendments.

AGENDA ITEM REPORT

Title:	Bylaw 26-023 – Amendment to the Land Use Bylaw text and to Redesignate Plan 2410456 Block 1 Lot 9 (4404 14 Avenue North) from Rural General Industrial (RGI) to Business Light Industrial (BLI) – First Reading
Meeting:	Council Meeting - 15 Oct 2026
Department:	Development & Infrastructure
Report Author:	Kaylyn Franklin

APPROVAL(S):

Cole Beck, Chief Administrative Officer — Approved - 08 Oct 2026

STRATEGIC ALIGNMENT:

Governance	Relationships	Region	Prosperity
☐	☒	☒	☒

EXECUTIVE SUMMARY:

Elevate Construction Partners Inc., with written authorization from the registered owner, Sumus (Frontier) Development GP Ltd., has applied to redesignate Plan 2410456 Block 1 Lot 9 (4404 14 Avenue North) in Frontier Business Park from Rural General Industrial (RGI) to Business Light Industrial (BLI).

The applicant proposes a privately operated indoor arena on the south 4.15 acres of the lot for training and occasional tournaments, built in up to three phases: one NHL-size ice sheet, then a second sheet, then a possible lobby addition. At full build-out the buildings would total approximately 28,000 sq ft.

The application also includes a text amendment that applies to specifically accommodate the major recreation use. It creates a new "Recreation, Major" use for larger facilities that draw people from outside the area, adds it as a Discretionary Use in the BLI, Rural Commercial (RC) and Rural Recreational (RR) districts, replaces the definition of Recreation, Minor and removes Recreational Facilities.

RECOMMENDATION:

That Bylaw 26-023, be read a first time.

REASON(S) FOR RECOMMENDATION(S):

The proposed text amendments and redesignation aligns with the MDP policy direction to support a wide range of commercial uses and economic development opportunities. In addition the Chinook ASP supports the flexibility of compatible land uses at the time of development.

First reading will allow the County to proceed with the required public hearing and notification process.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Chinook Industrial Park Area Structure Plan (Bylaw 23-008), Section 5.3: Flex Industrial areas shall be considered for BLI or RGI, determined at time of application and reviewed by the County.
- MDP (Policy 10.0: the County will direct industrial and commercial uses to lands preplanned or designated for those uses, such as established industrial parks.
- MDP Policy 14.8: the Land Use Bylaw will allow a wide range of commercial or industrial uses and economic development opportunities, including a mix of land uses.

BACKGROUND INFORMATION:

Text Amendments

The text amendment, set out in Schedule "A" of the bylaw, include

- Adding Recreation, Major as a Discretionary Use to BLI, RC and RR districts; removes Recreational Facilities from the RR district in Part 3 – Land Use Districts and Regulations;
- Replaces parking standards for “Recreation facility, public or private" to “Recreation, Major” and “Recreation, Minor” in Part 4 – General Land Use Provisions;
- Replaces Section 14 related to recreation facilities in Part 5 – Use Specific Land Use Provisions;
- Removes Recreational Facilities definition and adds Recreation, Major and Minor in Part 9 - Definitions

Redesignation

The subject property is legally described as Plan 2410456 Block 1 Lot 9 (4404 14 Avenue North), registered to Sumus (Frontier) Development GP Ltd. The parcel is vacant and designated Rural General Industrial (RGI). The future owner represented by Elevate Construction has a Land Purchase Agreement, conditional on municipal approvals.

The proposal is a multi-phase private indoor arena facility on the south 4.15 acres, intended for private training with the option to host occasional tournaments/events. Proposed phasing:

- Phase 1 (Building A, ~3,000 m²): single NHL-size ice rink, change rooms, washrooms; future spectator seating.
- Phase 2 (Building B, ~3,000 m²): second NHL-size ice rink, bringing the site to two sheets of ice.
- Phase 3 (Building C, ~321 m²): expanded public entry lobby – future consideration only, subject to demand, parking, and approvals.

The remaining north portion of the lot is still under consideration, the uses will be complementary to the proposed recreation facility and surrounding industrial/commercial uses.

The following outlines the operational and servicing considerations for the proposal:

- Operations - The facility will operate mainly weekdays after 5 p.m. and on weekends, outside the business hours of surrounding uses. Anticipated to host 2 large events a month.
- Parking - The site provides a proposed 214 parking stalls, with opportunity for overflow parking on the parcel to the north. The proponent has provided pedestrian connections between the sites.
- Potable Water - The site will be allocated 13m3/day of potable water, with 6.5m3/day for the recreation facility. The development is proposing below-grade storage tanks and will haul in water for the initial ice surfaces. Any potable water use required above the water allocation will

require the operator to haul in water. The County will require a water restriction agreement to be registered on title and will conduct regular consumption monitoring.
- Sanitary - The applicant is proposing septic holding tanks, one for each rink which will be pumped out.
- Stormwater - An underground retention system is proposed.
- Access - The recreation center will be access from an internal private road network with a shared access agreement with the neighbouring parcels. The applicant has provided a fire swept analysis confirming turning radiuses are sufficient.

Circulation
The application was circulated internally and externally on September 14.

Internal Comments
- Emergency Services - The fire truck swept analysis demonstrates adequate access.
- Infrastructure - Detail regarding the potable water peak and average demand has addressed the initial questions. We continue to collaborate with the proponent regarding operating within the water restrictions.

External Comments
- Alberta Heath Services advised it has no concerns provided the applicant complies with all regulations, and strongly recommended connection to an approved municipal services. AHS also requires drinking water system information before the system is commissioned and noted routine sampling may be required.
- City of Lethbridge comments have not yet been received.

In addition, a public notification was distributed and no comments or questions was received.

ALTERNATIVES / PROS / CONS:

1. To table Bylaw 26-023 for further information or discussion.
Pros: Allows Council to request additional information prior to considering first reading.
Cons: Delays the public hearing process and the applicant's ability to proceed with development.

FINANCIAL IMPACT:

There are no immediate financial implications associated with the redesignation. If the parcel is developed, the County will benefit from the increase in tax revenue.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

Bylaw 26-023 - Amendment to LUB Reading Page
Bylaw 26-023 Schedule A
Bylaw 26-023 Schedule B
Bylaw 26-023 LUB Amendment Application_Redacted
Bylaw 26-023 Concept Plan
Bylaw 26-023 Fire Swept
Bylaw 26-023 Descriptive Narrative - UPDATED
Bylaw 26-023 Landowner Authorization_Redacted

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 26-023

Bylaw 26-023 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 216.4, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 26-023 is to amend Land Use Bylaw 24-007, by:

a) Adding Recreation, Major as a Discretionary Use to BLI, RC and RR districts; removes Recreational Facilities from the RR district in Part 3 – Land Use Districts and Regulations;
b) Replaces parking standards for “Recreation facility, public or private" to “Recreation, Major” and “Recreation, Minor” in Part 4 – General Land Use Provisions;
c) Replaces Section 14 related to recreation facilities in Part 5 – Use Specific Land Use Provisions;
d) Removes Recreational Facilities definition and adds Recreation, Major and Minor in Part 9 – Definitions;
e) To redesignate Plan 2410456 Block 1 Lot 9 (4404 14 Avenue North) from Rural General Industrial to Business Light Industrial containing approximately 8.19 acres, more or less. as shown on Schedule “B”.

AND WHEREAS the amendments are as described in Schedule “A” and the designation is shown in Schedule “B”.

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

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

1. Land Use Bylaw 24-007 is hereby amended by adding Recreation, Major as a Discretionary Use to BLI, RC and RR to Part 3 – Land Use Districts and Regulations, Part 4 – General Land Use Provisions, Part 5 – Use Specific Land Use Provisions, and Part 9 – Definitions, as set out in Schedule “A”.

2. Land Use Bylaw 24-007 is hereby amended to redesignate Plan 2410456 Block 1 Lot 9 (4404 14 Avenue North) from Rural General Industrial to Business Light Industrial as shown on Schedule “B”.

3. With the adoption of Bylaw No. 26-023, Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.

GIVEN first reading this 15th day of October 2026.

_____
Reeve

_____
Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

_____
Reeve

_____
Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

_____
Reeve

_____
Chief Administrative Officer

Schedule 'A'

Bylaw No. 26-023

Amendments to Land Use Bylaw No. 24-007

The described amendments are to replace sections of the municipal Land Use Bylaw No. 24-007 as per the attached:

PART 3

LAND USE DISTRICTS AND REGULATIONS

BUSINESS LIGHT INDUSTRIAL - BLI

2. PERMITTED, DISCRETIONARY AND PROHIBITED USES

(2) Discretionary Uses

ADD "Recreation, Major"

RURAL COMMERCIAL – RC

2. PERMITTED, DISCRETIONARY AND PROHIBITED USES

(2) Discretionary Uses

ADD "Recreation, Major"

RURAL RECREATIONAL - RR

2. PERMITTED, DISCRETIONARY AND PROHIBITED USES

(2) Discretionary Uses

REMOVE "Recreational Facilities"

ADD "Recreation, Major"

PART 4

GENERAL LAND USE PROVISIONS

30. OFF-STREET PARKING REQUIREMENTS FOR NON-AGRICULTURAL USES

REMOVE Table 2, Recreation facility, public or private

REPLACE WITH,

Table 2 - Minimum Required Off-Street Parking	
USE	**MINIMUM PARKING SPACES**
COMMERCIAL	
Recreation facility, Major	As required by the Development Authority
Recreation facility, Minor	1 space / 27.87 m2 (300 sq. ft.) of GFA

PART 5

USE SPECIFIC LAND USE PROVISIONS

REMOVE Commercial Recreation Uses and REPLACE with

14. RECREATION, MAJOR OR MINOR

(1) In considering a development permit application for a Recreation, Major or Recreation, Minor, the Development Authority shall have regard to the scale, intensity, and nature of the proposed use and its compatibility with adjacent land uses, regardless of the land use district in which the application is made.

PART 9

DEFINITIONS

REMOVE **Recreational Facilities**

REPLACE **Recreation, Minor** WITH

Recreation, Minor means a recreation area, use, facility, structure or building that has minimal off-site impacts to adjacent land uses, and is scaled to serve the immediate or local community. Typical facilities include a playground, neighbourhood park, small-scale single rink, gymnasiums, and similar community-scale facilities.

ADD

Recreation, Major means a recreation area, use, facility, structure or building, whether public or privately operated, that may produce impacts extending beyond the parcel boundary, including but not limited to traffic generation, parking demand, noise, or lighting, and that is drawing participants or spectators from outside the immediate area. Typical facilities include multi-sheet ice arenas, spectator sports complexes, indoor fieldhouses, and similar facilities.



0 37.5 75 150 Meters

Lethbridge County, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

LETHBRIDGE COUNTY

N

Bylaw 26-023Schedule B: RGI to BLI
Located in Lethbridge County
Approx. 8.19 acres of SW-10-9-21-W4M (4404 14 Avenue North)

Docusign Envelope ID: 6BD994E7-470C-8925-8103-30957459DE27

Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

OFFICE USE		
Date of Application: Sept 3/26	Assigned Bylaw	No. 26-023
Date Deemed Complete: Sept 14/26	Application & Processing Fee:	$ 2000.00
☑ Redesignation ☑ Text Amendment	Certificate of Title Submitted:	☑ Yes ☐ No

A refusal is **not** appealable and a subsequent application for amendment involving the same lot and/or the same or similar use may not be made for at least 18 months after the date of refusal. [Refer to Part 1, Sections 54 to 56 of bylaw.]

IMPORTANT NOTE: Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent.

APPLICANT INFORMATION

Name of Applicant: Elevate Construction Partners Inc

Mailing Address: [redacted]

Phone: [redacted]

Phone (alternate): [redacted]

Fax:

Postal Code: [redacted]

Is the applicant the owner of the property? ☑ Yes ☐ No

IF "NO" please complete box below

Name of Owner:

Phone:

Mailing Address: [redacted]

Applicant's interest in the property:
- ☑ Agent
- ☑ Contractor
- ☐ Tenant
- ☐ Other

Postal Code: [redacted]

PROPERTY INFORMATION

Municipal Address: FRONTIER BUSINESS PARK 4404 14 Avenue N

Legal Description: Lot(s) ~~5~~ 9 Block 1 Plan 241 0456

OR Quarter SW Section 10 Township 9 Range 21

Docusign Envelope ID: 6BD994E7-470C-8925-8103-30957459DE27

Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

AMENDMENT INFORMATION

What is the proposed amendment? ☑ Text Amendment ✓ Land Use Redesignation

IF TEXT AMENDMENT:

For text amendments, attach a description including:

- The section to be amended;
- The change(s) to the text; and
- Reasons for the change(s).

IF LAND USE REDESIGNATION:

Current Land Use Designation (zoning): RGI - RURAL GENERAL INDUSTRIAL

Proposed Land Use Designation (zoning) (if applicable): BLI - BUSINESS LIGHT INDUSTRIAL

SITE DESCRIPTION:

8.19 acres

Describe the **lot/parcel dimensions** 135.62m X 118.31m and **lot area/parcel acreage** 16,809 m^2
Indicate the information on a scaled PLOT or SITE PLAN: (0-4 acres at 1" = 20'; 5-9 acres at 1"= 100'; 10 acres or more at 1"=200')

✓ **Site or Plot Plan Attached** ❑ **Conceptual Design Scheme or Area Structure Plan Attached**

OTHER INFORMATION:

Section 55 of the *Land Use Bylaw* regulates the information required to accompany an application for redesignation. Please **attach a descriptive narrative** detailing:

- The existing and proposed future land use(s) (i.e. details of the proposed development);
- If and how the proposed redesignation is consistent with applicable statutory plans;
- The compatibility of the proposal with surrounding uses and zoning;
- The development suitability or potential of the site, including identification of any constraints and/or hazard areas (e.g. easements, soil conditions, topography, drainage, etc.);
- Availability of facilities and services (sewage disposal, domestic water, gas, electricity, fire protection, schools, etc.) to serve the subject property while maintaining adequate levels of service to existing development; and
- Access and egress from the parcel and any potential impacts on public roads.

In addition to the descriptive narrative, an Area Structure Plan or Conceptual Design Scheme may be required in conjunction with this application where:

- redesignating land to another district;
- multiple parcels of land are involved;
- four or more lots could be created;
- several pieces of fragmented land are adjacent to the proposal;
- new internal public roads would be required;
- municipal services would need to be extended; or
- required by Council, or the Subdivision or Development Authority if applicable.

Docusign Envelope ID: 6BD994E7-470C-8925-8103-30957459DE27

Lethbridge County
#100, 905 - 4th Ave S
Lethbridge, AB T1J 4E4
403-328-5525

FORM C: APPLICATION FOR A LAND USE BYLAW AMENDMENT

Pursuant to Land Use Bylaw No. 24-007

The applicant may also be required to provide other professional reports, such as a:

- geotechnical report; and/or
- soils analysis; and/or
- evaluation of surface drainage or a detailed storm water management plan;
- and any other information described in Part 1, section 55(2) or as deemed necessary to make an informed evaluation of the suitability of the site in relation to the proposed use;

if deemed necessary.

SITE PLAN

Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in **duplicate** with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. Council may request additional information.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application. *I/We have read and understand the terms noted below and hereby* ***certify that the registered owner of the land is aware of, and in agreement with this application***

Signed by:
[redacted]
AFA7F7F0879D4B1...

APPLICANT

REGISTERED OWNER (if not the same as applicant)

September 3, 2026

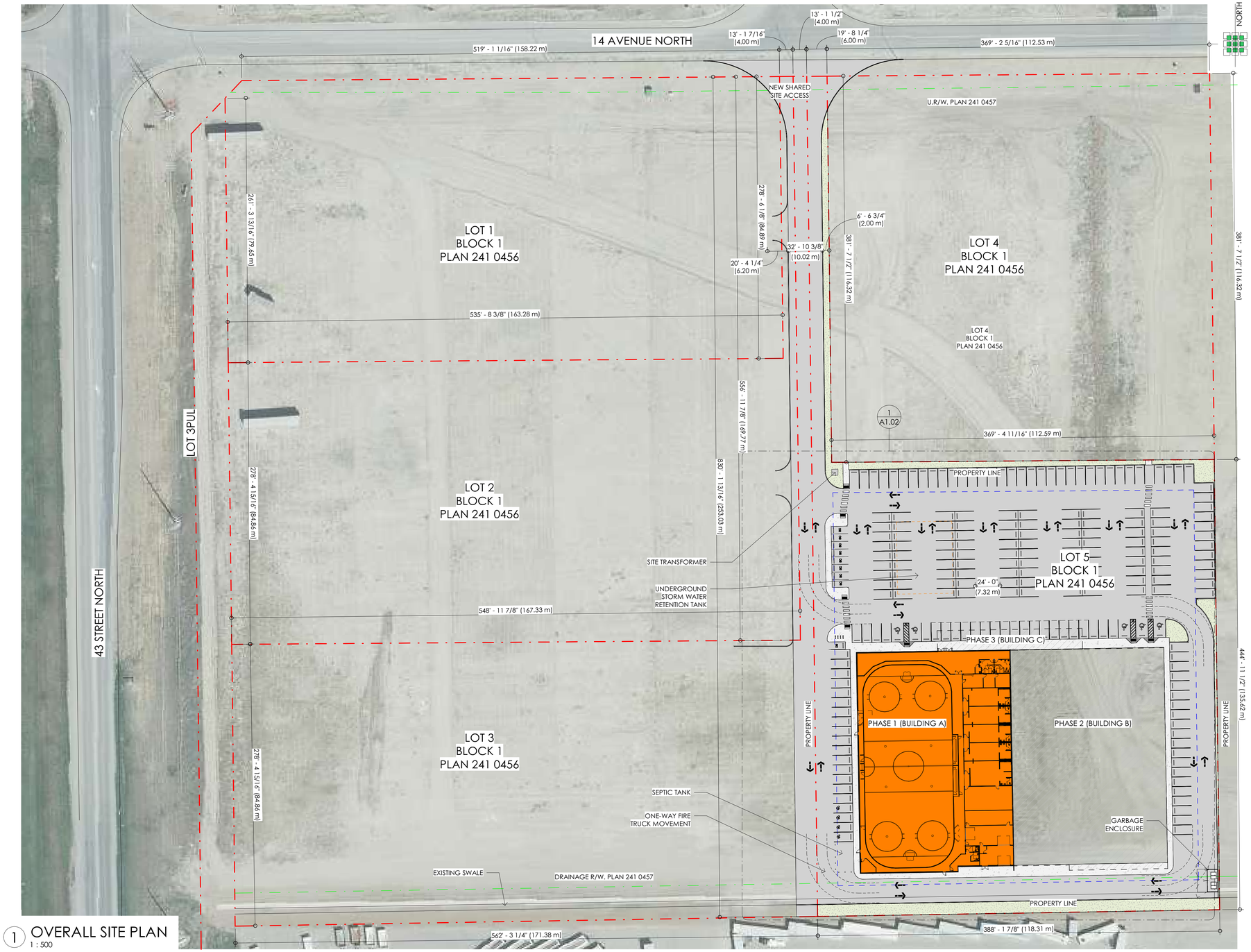
DATE

IMPORTANT: The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email atippcoordinator@lethcounty.ca or call 403-328-5525.

TERMS

1. Subject to the provisions of the Land Use Bylaw No. 24-007 of Lethbridge County, the term "development" includes any change in the use, or intensity of use, of buildings or land.
2. Pursuant to the Municipal Development Plan, an area structure plan or conceptual design scheme may be required by Council before a decision is made.
3. A refusal is not appealable and a subsequent application for redesignation (reclassification) involving the same or similar lot and/or for the same or similar use may not be made for at least 18 months after the date of a refusal.
4. An approved redesignation (reclassification) shall be finalized by amending the land use bylaw map in accordance with section 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

Note: Information provided or generated in this application may be considered at a public meeting.



1 OVERALL SITE PLAN
1 : 500

REVISION / ISSUED FOR			
NO.	BY	DESCRIPTION	DATE
A	MK	BYLAW AMENDMENT	26 09 03
B	MK	BYLAW AMENDMENT	26 09 10

FRONTIER BUSINESS PARK
LETHBRIDGE COUNTY, ALBERTA
LOT 5 BLOCK 1 PLAN 241 0456

Ian Moxon Architect Inc.
#300 410 - Stafford Drive South
Lethbridge, Alberta
T1J 2L2
info@ianmoxonarchitect.com
Tel: (403) 929-8900

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IAN MOXON ARCHITECT INC.
PERMIT No. AC 14193
ISSUED PURSUANT TO THE ARCHITECTS ACT OF ALBERTA

Professional Seal
IAN M. MOXON REGISTERED ARCHITECT ALBERTA
26 09 10

SITE PLAN

Ian Moxon Architect

Project:
ELEVATE C. P. INC.
RECREATION CENTRE

Drawing:
OVERALL SITE PLAN
LESR-260013

Drawn By:	Checked By:
AV	MK

Phase:
DESIGN DEVELOPMENT

Status:
BYLAW AMMENDMENT

Sheet Number:
A1.01

PROJECT INFORMATION :

LEGAL ADDRESS:
LOT 5, BLOCK 1, PLAN 241 0456

MUNICIPAL ADDRESS:
XXX FRONTIER BUSINESS PARK
LETHBRIDGE COUNTY, ALBERTA

LETHBRIDGE COUNTY LAND USE BYLAW NO. 24-007
BLI BUSINESS LIGHT INDUSTRIAL

MINIMUM SETBACKS
FRONT: 9.1m (30 ft), SIDE: 6.1m (20 ft), REAR: 9.1m (30 ft)

SITE AREA: 16,809 SM (180,931 SF)

BUILDING AREA:

PHASE 1 (BLDG. A)	3,000 SM (32,290SF)	
FUTURE PHASE 2 (BLDG. B)	2,987 SM (32,148 SF)	(MAX 3,000 SM)
FUTURE PHASE 3 (BLDG. C)	321 SM (3,455 SF)	(MAX 3,000 SM)
TOTAL BUILDING AREA	6,308 SM (67,893 SF)	

SITE COVERAGE: 6,308 / 16,809 = 37.5% (MAX 50%)

PARKING REQUIREMENTS:
1 STALL PER 3 PEOPLE

EACH PHASE	TEAMS+STAFF+REF+COACHES = 100 PEOPLE	
	SPECTATORS = 236 PEOPLE	
PHASE 1	336/3 = 112	
PHASE 2	336/3 = 112	

PARKING PROVIDED:
STALLS PROVIDED: 214 STALLS
(INCLUDING 5 BARRIER FREE STALLS)
(INCLUDING 4 EV CHARGING STALLS)

"OVERFLOW PARKING TO BE ACCOMMODATED ON OWNER'S LOT 4 PROPERTY. PEDESTRIAN CONNECTIONS TO BE MAINTAINED BETWEEN THE LOTS TO ACCOMMODATE OVERFLOW PARKING FOR OCCASSIONAL EVENTS. "

SITE LEGEND :

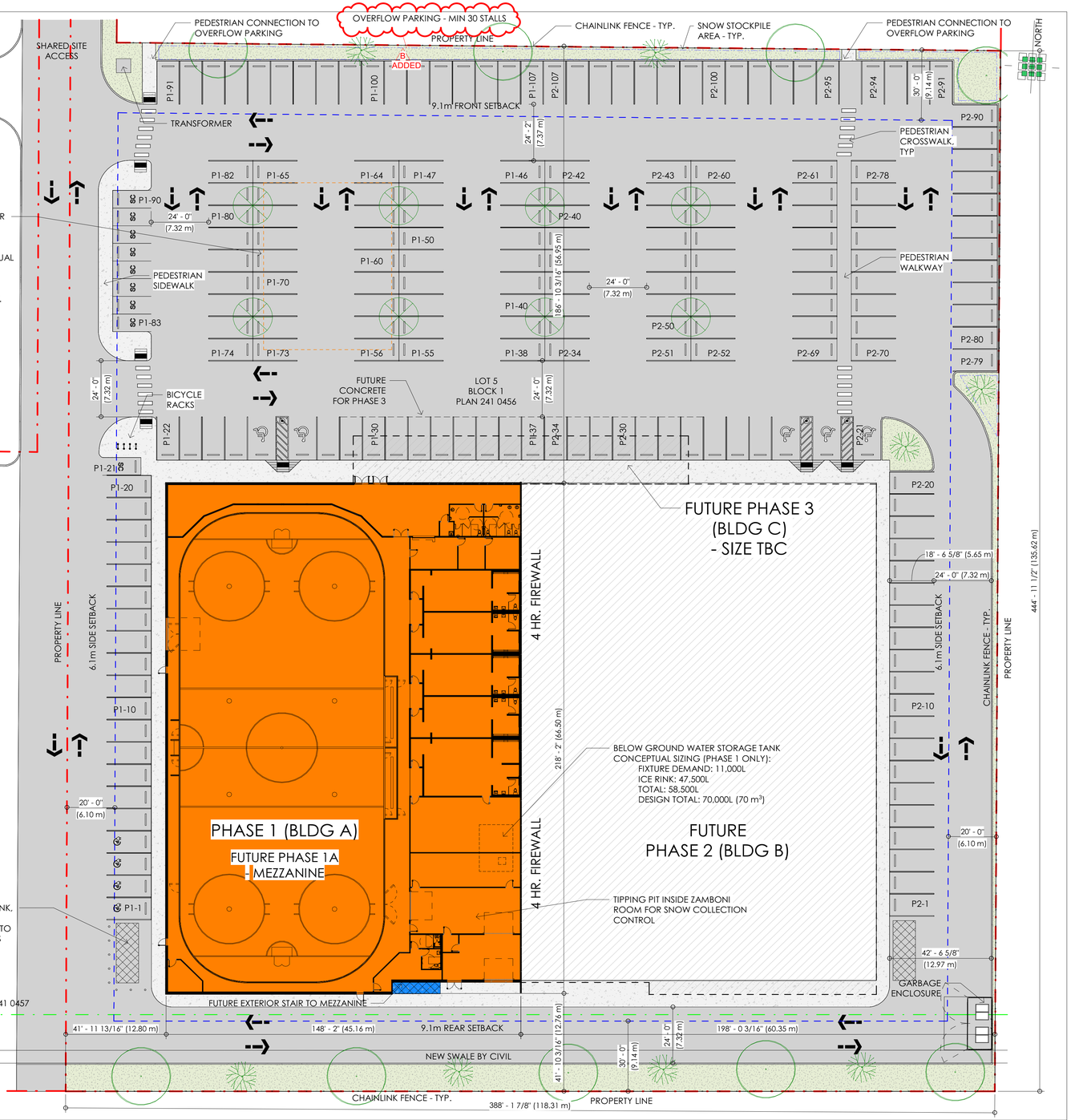
- PROPERTY LINE
- SETBACK LINE
- UROW
- SNOW STOCKPILE AREA
- CLASSIC BIKE U RACK (2 BIKES) SURFACE MOUNT, STANDARD BLACK FINISH DESIGN BASIS: CYCLESAFE 2'-0" WIDTH 3'-0" HIGH
- CONCRETE SPLASH PAD (LOCATED UNDER RAINWATER LEADERS DISCHARGING INTO SOFT LANDSCAPING) DESIGN BASIS: 1'-0" WIDE, 2'-0" LONG
- TRAFFIC FLOW ARROW - FOR REFERENCE ONLY (NOT PAINTED)
- STANDARD PARKING SPACE 2.9m (9.5ft) WIDTH 5.64m (18.5ft) DEPTH
- BARRIER FREE PARKING SPACE WITH PAINTED INTERNATIONAL SYMBOL OF ACCESS 3.66m (12ft) WIDTH 5.64m (18.5ft) DEPTH
- BARRIER FREE ACCESS AISLE 1.52m (5ft) WIDTH 5.64m (18.5ft) DEPTH

PARKING STALL NOTES:
1. ALL WHEEL STOPS TO BE 2'-0" FROM END OF PARKING STALL.
2. ALL STANDARD AND SMALL CAR STALLS ADJACENT TO A FENCE, WALL, COLUMN OR DOOR TO BE 0.3m WIDER.
3. ALL BARRIER FREE STALLS ADJACENT TO A FENCE, WALL, COLUMN, DOOR OR CURB TO BE 0.6m WIDER.
4. ALL STALLS ACCESSED DIRECTLY FROM A LANE TO BE 1.5m DEEPER.
5. PAVEMENT MARKINGS
   a. 4" WIDE PAINTED LINES. COLOUR - WHITE
   b. INTERNATIONAL SYMBOL OF ACCESS. COLOURS - BLUE AND WHITE.

EXTERIOR WALKS (NBC 2023 AE):
ALL WALKS IN A BARRIER FREE PATH OF TRAVEL SHALL:
1. HAVE A SLIP RESISTANT SURFACE
2. BE NOT LESS THAN 1600mm WIDE
3. HAVE A LEVEL AREA NOT LESS THAN 1700mm BY 1700mm ADJACENT TO AN ENTRANCE DOORWAY LOCATED SO THAT THE LEVEL AREA ON THE LATCH SIDE EXTENDS NOT LESS THAN 600mm BEYOND THE EDGE OF AN OUTWARD SWINGING DOOR.
4. WHERE ADJACENT TO VEHICULAR TRAFFIC BE SEPARATED BY:
   - A CURB WITH A CURB RAMP,
   - A RAILING OR OTHER BARRIER, OR
   - A TACTILE ATTENTION INDICATOR SURFACE

UNDERGROUND STORMWATER RETENTION TANK
DESIGN BASIS
- STORMBRIXX HD
- 3-LAYER (280 SM) CONCEPTUAL FOOTPRINT
- TOTAL VOLUME PROVIDED: 600 m3
- CONCEPTUTAL SIZING ONLY. CIVIL ENGINEER WILL BE REQUIRED TO CONFIRM REQUIREMENTS AND DESIGN

BELOW GRADE SEPTIC TANK, CONCEPTUAL SIZE, MECHANICAL ENGINEER TO CONFIRM REQUIREMENTS



1 SITE PLAN
1 : 250

REVISION / ISSUED FOR			
NO.	BY	DESCRIPTION	DATE
A	MK	BYLAW AMENDMENT	26 09 03
B	MK	BYLAW AMENDMENT	26 09 10

FRONTIER BUSINESS PARK
LETHBRIDGE COUNTY, ALBERTA
LOT 5 BLOCK 1 PLAN 241 0456

Ian Moxon Architect Inc.
#300 410 - Stafford Drive South
Lethbridge, Alberta
T1J 2L2
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Tel: (403) 929-8900

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IAN MOXON ARCHITECT INC.
PERMIT No. AC 14193
ISSUED PURSUANT TO THE ARCHITECTS ACT OF ALBERTA

Professional Seal
IAN M. MOXON REGISTERED ARCHITECT ALBERTA
26 09 10

Ian Moxon Architect

Project:
ELEVATE C. P. INC.
RECREATION CENTRE

Drawing:
SITE PLAN
LESR-260013

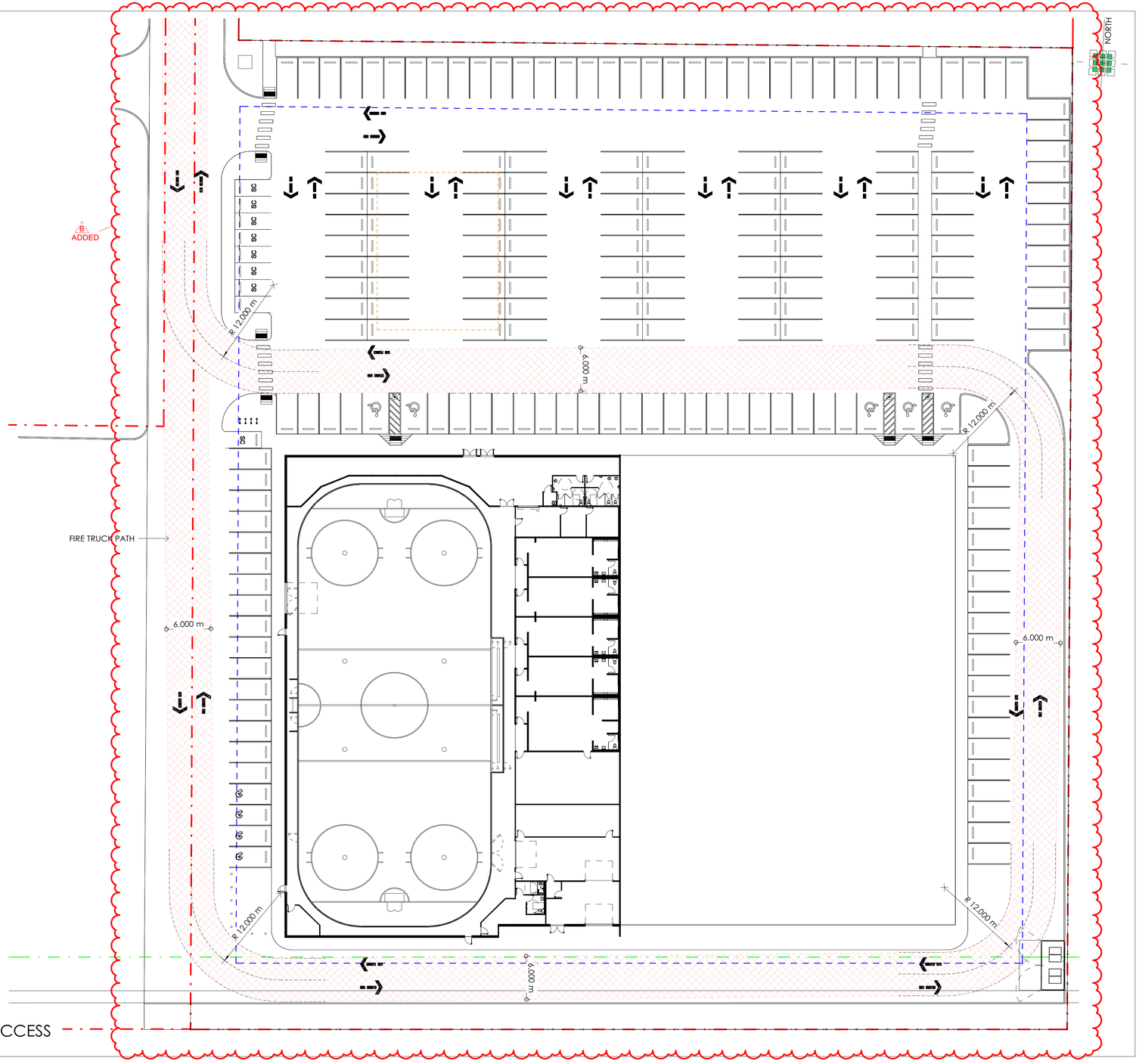
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AV	MK

Phase:
DESIGN DEVELOPMENT

Status:
BYLAW AMMENDMENT

Sheet Number:
A1.02

SITE PLAN



1 SITE PLAN - FIRE TRUCK ACCESS
1 : 250

REVISION / ISSUED FOR			
NO.	BY	DESCRIPTION	DATE
A	MK	BYLAW AMENDMENT	26 09 03
B	MK	BYLAW AMENDMENT	26 09 10

FRONTIER BUSINESS PARK
LETHBRIDGE COUNTY, ALBERTA
LOT 5 BLOCK 1 PLAN 241 0456

Ian Moxon Architect Inc.
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IAN MOXON ARCHITECT INC.
PERMIT No. AC 14193
ISSUED PURSUANT TO THE ARCHITECTS ACT OF ALBERTA

Professional Seal
IAN M. MOXON REGISTERED ARCHITECT ALBERTA
26 09 10

PLAN..... SITE

Ian Moxon Architect

Project:
ELEVATE C. P. INC.
RECREATION CENTRE

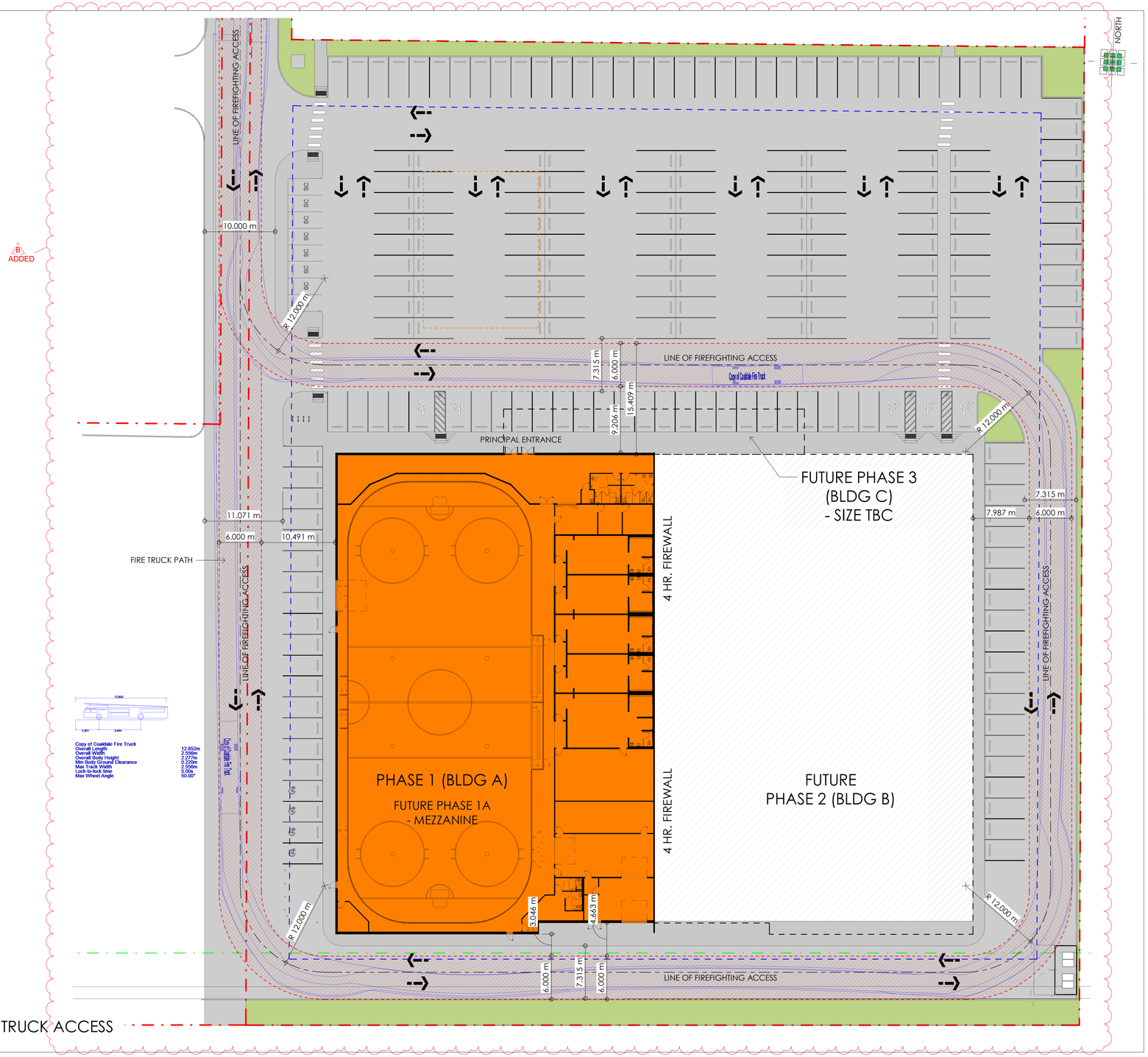
Drawing:
SITE PLAN - VEHICLE PATH
LESR-260013

Drawn By:	Checked By:
AV	MK

Phase:
DESIGN DEVELOPMENT

Status:
BYLAW AMMENDMENT

Sheet Number:
A1.03



1 SITE PLAN - FIRE TRUCK ACCESS
1 : 250

REVISION / ISSUED FOR			
NO.	BY	DESCRIPTION	DATE
A	MK	BYLAW AMENDMENT	26 09 03
B	MK	BYLAW AMENDMENT	26 09 10
C	MK	BYLAW AMENDMENT	26 09 23

FRONTIER BUSINESS PARK
LETHBRIDGE COUNTY, ALBERTA
LOT 5 BLOCK 1 PLAN 241 0456

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Professional Seal

26 09 23

SITE PLAN

Ian Moxon Architect

Project:
ELEVATE C. P. INC.
RECREATION CENTRE

Drawing:
SITE PLAN - VEHICLE PATH
LESR-260013

Drawn By:	Checked By:
AV	MK

Phase:
DESIGN DEVELOPMENT

Status:
BYLAW AMMENDMENT

Sheet Number:
A1.03

Ian Moxon Architect

LAND USE BYLAW AMENDMENT

RURAL GENERAL INDUSTRIAL (RGI) TO BUSINESS LIGHT INDUSTRIAL (BLI)

LETHBRIDGE COUNTY LAND USE BYLAW NO. 24-007

CLIENT:	ELEVATE CONSTRUCTION PARTNERS INC.
PROJECT NUMBER:	260013 LESR
PROJECT NAME:	LETHBRIDGE COUNTY RECREATION CENTRE
PROJECT ADDRESS:	LOT 5; BLOCK 1; PLAN 241 0456 (FRONTIER)
PHASE:	DESIGN DEVELOPMENT
PREPARED BY:	MATTHEW KOUTSKY ASSOCIATE, PROJECT MANAGER, ASSOC. AIA
DATE:	SEPTEMBER 29, 2026
REVISION:	REV 02 – ISSUED FOR BYLAW AMENDMENT

Supporting Land Use Bylaw Redesignation Application:
Pursuant to Section 55, Lethbridge County Land Use Bylaw No. 24-007

Ian Moxon Architect Inc.
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Lethbridge, Alberta T1J 2L2
P: (403) 929 – 8900
E: ian@ianmoxonarchitect.com

LETHBRIDGE COUNTY RECREATION CENTRE – DESCRIPTIVE NARRATIVE

MUNICIPAL ADDRESS	4404 14 AVENUE NORTH (FRONTIER BUSINESS PARK)
LEGAL DESCRIPTION	LOT 5; BLOCK 1; PLAN 241 0456
CURRENT LAND USE DESIGNATION	RGI – RURAL GENERAL INDUSTRIAL
PROPOSED LAND USE DESIGNATION	BLI – BUSINESS LIGHT INDUSTRIAL

1. EXISTING AND PROPOSED FUTURE LAND USE

The subject property will be Lot 5, Block 1, Plan 241 0456, a future subdivided lot within the Frontier Business Park in Lethbridge County. The 16,809m^2 (approximately 4.15 acre) parcel is currently vacant and is designated RGI – Rural General Industrial under Lethbridge County Land Use Bylaw No. 24-007.

The Owner proposes to develop the site as a multi-phase indoor recreation facility (the "Recreation Centre") intended for private training with an option to host occasional events. The phases are consisting of the following:

- Phase One (Building A, approximately 3,000m^2): A single NHL-size indoor hockey rink including change rooms, washrooms, and future spectator seating. The future spectator seating would be added prior to the expansion of Phase 2. The site where the future Phase 2 building will be provided will be utilized as overflow parking for Phase 1 to accommodate occasional events.
- Phase Two (Building B, approximately 3,000m^2): An expansion adding an additional single NHL-size indoor hockey rink bringing the completed facility to two sheets of ice. Additional spectator seating will be accommodated for the second sheet of ice.
- Phase Three (Building C, approximately 321m^2): A building addition providing an expanded public entrance lobby serving the completed facility. Phase 3 will be a future consideration based on demand, parking requirements, and appropriate development approvals.

The phasing of the building has been coordinated with the maximum building areas to ensure no sprinkler system is required for fire suppression.

The usage of the development will be outside of regular business hours for the surrounding development. Outside regular business hours are defined as weekdays after 5:00pm and anytime during the weekends. This allows the parking lot from the adjacent owner owned property to be utilized for overflow parking. Peak demand for the ice rink will be outside of the peak demand for the north lot development.

At full build-out the total building area will be approximately 6,321m^2, representing 37.6% site coverage, which is within the 50% maximum site coverage permitted. Off-

street parking for 214 parking stalls has been proposed with the required parking to be as per the Development Authority in accordance with Table 2 – Minimum Required Off-Street Parking under Part 4 of the Lethbridge County Bylaw No. 24-007. To accommodate an increased number of parking stalls and to accommodate the occasional tournament/events, the Owner owned property, Lot 4, Block 1, Plan 241 0456, will accommodate overflow parking with pedestrian connections provided connecting the two parcels. A minimum 30 overflow parking stalls will be provided on the adjacent lot.

The proposed BLI – Business Light Industrial designation is requested because the Recreation Centre is a public assembly and business/commercial-type use with customer and future spectator serving component, rather than a general or heavy industrial use with outdoor storage, processing, or heavy-equipment operations. The BLI designation is intended to accommodate business, commercial and lighter intensity uses that are more compatible with higher levels of public visitation, customer traffic, and building oriented (rather than outdoor storage orientated) operations. The existing RGI designation is oriented towards general industrial uses and is not well suited to use of this nature.

2. CONSISTENCY WITH APPLICABLE STATUTORY PLANS

Frontier Business Park was established to accommodate a range of business, commercial, and light industrial uses within Lethbridge County. The surrounding parcels are being developed for similar business-park purposes. An indoor recreation facility is a business/institutional use commonly located within business parks and light industrial areas, where it can serve the broader regional population while taking advantage of the site's arterial exposure and access.

The applicant respectfully request that the Lethbridge County confirm the proposal's consistency with the Municipal Development Plan and any applicable Area Structure Plans for the Frontier Business Park area as part of the County's review. The applicant is prepared to provide any additional information the County requires to demonstrate alignment with these statutory documents.

3. COMPATIBILITY WITH SURROUNDING USES AND ZONING

The subject site is bounded by other Frontier Business Park lots developed or intended for business and light industrial uses, with public roads bordering the property. A recreation centre of this scale and character is consistent in form and intensity with the other business park lots in the area.

The proposed use does not include outdoor storage, heavy equipment operations, or activities likely to generate noise, dust, odour, or vibrations beyond what would be expected of a business park use. The building position is exceeding the minimum building setbacks for the designation requirements. The perimeter will be provided with a chain-link fence and landscape screening to adjacent properties as per the

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proposed site plan. On this basis, the proposed redesignation and development are considered compatible with, and complementary to, the surrounding business park context.

4. DEVELOPMENT SUITABILITY OF THE SITE

The subject lot is a serviced and level parcel within an established business park. The site plan identifies the following features relevant to suitability.

- A drainage right-of-way (Plan 241 0457) is located along the south side of the site and is to be maintained. An existing swale will be maintained and/or upgraded to accommodate the development of the property.
- An underground stormwater retention system is proposed beneath the north parking area to manage site drainage. Conceptually a StormBriXX HD three-layer system with an approximate 280m^2 footprint to provide 600m^3 of stormwater storage capacity. Final stormwater storage requirements will be designed in collaboration with the Civil Engineer and Lethbridge County. The storage is to be right sized to meet the requirements for stormwater management on this site.
- A below grade water storage tank is proposed to serve Phase One to accommodate plumbing fixture counts and ice making and maintenance demands. An approximate 70m^3 storage tank has been proposed to accommodate the conceptual design capacity requirements. Final storage capacity to be verified by Civil and Mechanical Engineers. The intent is to manage water demand during peak loads with the water storage on site while the tank is filled with available water at maximum allowable flow rates. Refer to Appendix A for the peak daily water demand letter from Mountain Ridge Engineering for the purpose of the rezoning application. The flooding of the ice rinks will need to be completed with water supplied from alternate sources, such as trucked in water.
- Septic tanks have been proposed on the south ends of each ice rick phases to accommodate the requirements for sanitary. The volume of the tanks to be determined by Mechanical to service the building peak demands.
- During the ice surface draining, the water will be stored onsite and released to meet the design requirements from Lethbridge County and Environmental considerations. There are several options available that would be ratified during the design phase of the project, but the suggested options are increased septic tank for sanitary connection, dedicated ice melt pit in storage tanks, or release into the stormwater below grade storage.
- No unusual topographic, soils, or geotechnical constraints have been identified at this schematic stage.

Given the above, the site is considered suitable and has the physical capacity to accommodate the proposed development.

5. AVAILABLITY OF FACILITES AND SERVICES

The subject lot is located within the services of Frontier Business Park and has access to water, electrical, and natural gas that would be consistent with other developed and developing lots in the park. Fire protection will be accommodated via fire hydrants on the site. Locations to be coordinated as the lots are subdivided. Sanitary will be serviced with septic tanks located on the south end of the Phase One & Two buildings. All services will be coordinated with the applicable utility providers during the Design Development and Development Permit Application process. On-site stormwater management is proposed via the underground retention system described above. All services will be designed/sized to maintain adequate levels of service without adversely affecting adjacent developments.

6. ACCESS, EGRESS, AND IMPACT ON PUBLIC ROAD

Vehicle access and egress are provided from the internal business park road network bordering the site and a shared access agreement for the proposed subdivision. Clearly delineated traffic flow patterns, drive aisles, and 214 off street parking stalls will be provided. Accessible stalls, an EV charging area, and a bicycle rack are also provided near the main building entrance.

Given the internal business park access, the off-street parking supply & overflow parking opportunities, and the use's alignment with other business-park-generated traffic patterns, the proposal is not anticipated to have an adverse impact on the carrying capacity of adjacent public roads.

7. SITE PLAN

A scaled site plan (Drawings A1.01 & A1.02, prepared by Ian Moxon Architect Inc.) illustrating the lot dimensions, building phasing, parking, landscaping, setbacks, and stormwater/utility infrastructure is submitted in duplicate together with this narrative in support of the application, as required under the Site Plan requirements of the Land Use Bylaw.

Yours respectfully,

.....

Prepared by Matthew Koutsky, Associate, Project Manager, Assoc. AIA

Ian Moxon Architect Inc.
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Principal - Ian Moxon, Architect, AAA, AIBC, NWTAA, RAIC, RIBA, LEED® AP
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Ian Moxon Architect

APPENDIX A

PEAK DAILY WATER DEMAND
LETTER PREPARED BY MOUNTAIN RIDGE ENGINEERING

Supporting Land Use Bylaw Redesignation Application:
Pursuant to Section 55, Lethbridge County Land Use Bylaw No. 24-007

Ian Moxon Architect Inc.
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Lethbridge, AB, T1J 5V2
Cranbrook, BC, V1C 7C3
E-mail: jon@mrengltd.ca
E-mail : serina@mrengltd.ca

Mountain Ridge Engineering Ltd.

September 28, 2026

Matthew Koutsky
Associate, Project Manager, Assoc. AIA

Ian Moxon Architect Inc.
#300 - 410 Stafford Dr. S
Lethbridge, AB, T1J 2L2

Dear Mr. Koutsky,

Reference: Lethbridge County Recreation Centre – Peak Daily Water Demand

Introduction
I am pleased to submit the following analysis for peak daily water demand.

Peak Daily Water Demand
The estimated water demands for the proposed hockey rinks are summarized below:

Design Condition	Phase 1	Future Phase 2
Regular Daily Demand	2,700 L/day	5,400 L/day
Average Daily Demand	3,624 L/day	7,247 L/day
Peak Daily Demand	16,552 L/day	33,104 L/day

The **Phase 1 peak daily water demand is 16.55 m^3/day**, with an average daily demand of approximately **3.62 m^3/day**. The future Phase 2 expansion is anticipated to approximately double these demands.

Basis of Calculation
The facility is anticipated to typically accommodate approximately 30 players/officials per day. Approximately two times per month, the facility is expected to experience a peak occupancy of 100 players/officials and 236 spectators.

Players and officials have been assigned a water demand of 90 L/person/day to account for washroom and shower use. Spectators have been assigned a water demand of 32 L/person/day.

Phase 1 Calculations

Regular Daily Demand:
30 players/officials × 90 L/person/day = 2,700 L/day

Lethbridge, AB, T1J 5V2 E-mail: jon@mrengltd.ca
Cranbrook, BC, V1C 7C3 E-mail : serina@mrengltd.ca

Mountain Ridge Engineering Ltd.

Peak Daily Demand:
100 players/officials × 90 L/person/day = 9,000 L/day

236 spectators × 32 L/person/day = 7,552 L/day

Total Peak Daily Demand = 16,552 L/day

Assuming two peak-use days and 28 regular-use days per 30-day month:

Average Daily Demand = [(2 × 16,552) + (28 × 2,700)] ÷ 30

Average Daily Demand = 3,624 L/day

Future Phase 2
Phase 2 is anticipated to approximately double the facility occupancy and associated water demand. The estimated Phase 2 demands are therefore:

Regular Daily Demand: 5,400 L/day

Average Daily Demand: 7,247 L/day

Peak Daily Demand: 33,104 L/day

The water supply and storage system should be designed with consideration for the peak-day demand. Instantaneous plumbing fixture demand should be evaluated separately for sizing pumps and domestic water piping.

Closure
We appreciate the opportunity to provide this analysis. Please feel free to contact the undersigned for further information.

Sincerely,

PROFESSIONAL ENGINEER ALBERTA
JONATHAN ROBERT ASSELS
ID 90776
2026-09-28

PERMIT TO PRACTICE
MOUNTAIN RIDGE ENGINEERING LTD.
RM SIGNATURE:
RM APEGA ID#: 90776
DATE: 2026-09-28
PERMIT NUMBER: P 15749
The Association of Professional Engineers and Geoscientists of Alberta (APEGA)

Jonathan Assels, P.Eng.
Mechanical Engineer

Sumus Property Group Ltd.
PO Box 932, T1J 3Z8
Lethbridge, Alberta
403 942 7096

SUMUSMSK (FRONTIER) DEVELOPMENT LP, a limited partnership registered under the laws of the Province of Alberta, by its general partner, **SUMUS (FRONTIER) DEVELOPMENT GP LTD.**

September 11, 2026

Lethbridge County
Planning & Development Services
100, 905 – 4 Avenue South
Lethbridge, AB T1J 4E4

Re: Authorization to Submit Land Use Application – Plan 2410456, Block 1, Lot 8 & 9, Lethbridge County (the "Property")

To Whom It May Concern:

We are the registered owner of the lands legally described as follows:

Plan 2410456
Block 1
Lot 8 & Lot 9

We have entered into a Land Purchase Agreement dated August 5, 2026 (the "Agreement") with Elevate Construction Partners Inc. and or Assignee, of #106 – 507 6th Ave S, Lethbridge, AB T1J 4N6 (the "Buyer"), pursuant to which we have agreed to sell the Property to the Buyer, subject to the terms and conditions set out in the Agreement, including the Buyer's satisfaction of certain rezoning, subdivision, and development permit conditions with Lethbridge County.

For the purpose of allowing the Buyer to pursue those conditions, we hereby authorize the Buyer, together with its agents, consultants, and legal counsel, to prepare, submit, and pursue on our behalf, as registered owner, any and all applications, plans, and supporting materials to Lethbridge County relating to the Property, including without limitation applications for redesignation/rezoning, text amendments to the Land Use Bylaw, subdivision, and development permits, and to otherwise correspond and deal directly with Lethbridge County on all such matters.

This authorization is provided solely to facilitate the Buyer's land use application(s) and due diligence under the Agreement. It does not constitute a transfer of title or any other interest in the Property, and does not waive or limit any of our rights or obligations as the registered owner or as Seller under the Agreement.

Sumus Property Group Ltd.
PO Box 932, T1J 3Z8
Lethbridge, Alberta
403 942 7096

This authorization shall remain in effect until the earlier of: (a) our written revocation of this authorization delivered to Lethbridge County; or (b) the closing of the purchase and sale of the Property under the Agreement.

Please do not hesitate to contact the undersigned should you require anything further to confirm this authorization.

Yours truly,

SUMUSMSK (FRONTIER) DEVELOPMENT LP
by its general partner,
SUMUS (FRONTIER) DEVELOPMENT GP LTD.

Per: [redacted]
Brent Foden
Investment & Asset Manager

AGENDA ITEM REPORT

Title:	Bylaw 26-024 – Amendment to the Land Use Bylaw to Redesignate the former Hamlet of Kipp from Hamlet Direct Control (HDC) to Rural Agricultural (RA) – First Reading
Meeting:	Council Meeting - 15 Oct 2026
Department:	Development & Infrastructure
Report Author:	Achilles Madhi

APPROVAL(S):

Cole Beck, Chief Administrative Officer — Approved - 08 Oct 2026

STRATEGIC ALIGNMENT:

Governance	Relationships	Region	Prosperity
☒	☐	☐	☐

EXECUTIVE SUMMARY:

The proposed redesignation is for approximately 2.37 acres within the former Hamlet of Kipp from Hamlet Direct Control (HDC) to Rural Agriculture (RA). The proposed redesignation aligns with Lethbridge County's Land Use Bylaw with council's decision to dissolve the hamlet.

RECOMMENDATION:

That Bylaw 26-024, be read a first time.

REASON(S) FOR RECOMMENDATION(S):

The redesignation aligns the land use with Council's decision to dissolve the hamlet. There is no anticipated development for these lands due to future intersection developments.

PREVIOUS COUNCIL DIRECTION / POLICY:

- September 3, 2026 Council passed resolution to dissolve Hamlet of Kipp.

BACKGROUND INFORMATION:

The lands are currently designated Hamlet Direct Control (HDC) within the former Hamlet of Kipp. They include Plan 605AE Block 5 Lot 1-24,33-36; Plan 605AE Block 5 Lot 25; Plan 605AE Block 5 Lot 26,27,32; and Plan 605AE Block 5 Lot 28-31. There is one existing residence within the hamlet area and there are no non-residential uses.

Alberta Transportation and Economic Corridors (ATEC) owns all the lands within the former hamlet boundary in anticipation of future improvements to the Highway 3 and Highway 509 intersection.

The redesignation to Rural Agriculture (RA) follows Council's Resolution on September 3, 2026 to dissolve the Hamlet of Kipp.

Circulation
The application was circulated to internal and external agencies, no concerns were received. In addition, administration circulated the redesignation to nearby landowners, and have not received any comments or objections.

ALTERNATIVES / PROS / CONS:

1. To table Bylaw 26-024 for further information or discussion.
Pros: Allows Council to request additional information prior to considering first reading.
Cons: Kipp is no longer a hamlet, so the HDC designation no longer applies.

FINANCIAL IMPACT:

There are no financial implications associated with this redesignation.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

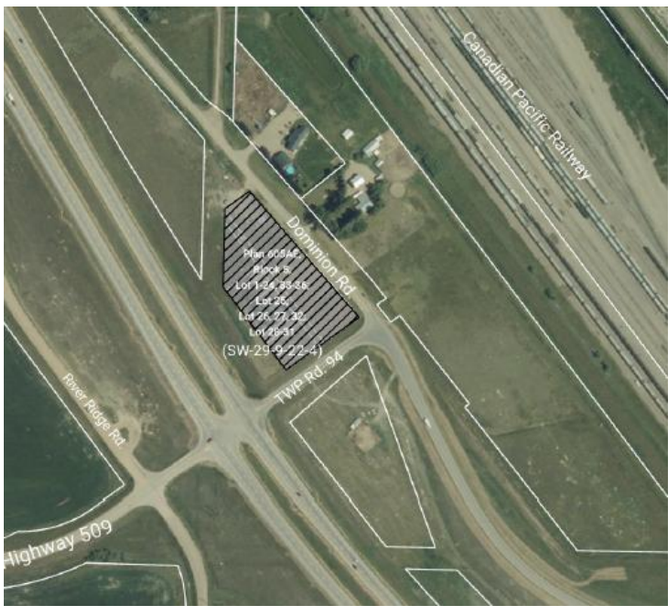
Bylaw 26-024 - Amendment to LUB Reading Page
Bylaw 26-024-Map

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BYLAW NO. 26–024

Bylaw 26-024 of Lethbridge County being a bylaw for the purpose of amending Land Use Bylaw 24-007, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended.

WHEREAS the purpose of Bylaw 26-024 is to redesignate a portion of a title legally described as SW-29-9-22-W4M (Plan 605AE Block 5 Lot 1-24,33-36, Plan 605AE Block 5 Lot 25, Plan 605AE Block 5 Lot 26,27,32 and Plan 605AE Block 5 Lot 28-31) containing approximately 2.37 acres (0.96 ha) more or less, within the former Hamlet of Kipp from Hamlet Direct Control (HDC) to Rural Agriculture (RA) as shown below;



AND WHEREAS the redesignation of the lands is for the purpose of development for land uses as prescribed in the Rural Agricultural (RA) District;

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

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

1. To redesignate a portion of a title legally described as SW-29-9-22-W4M (Plan 605AE Block 5 Lot 1-24,33-36, Plan 605AE Block 5 Lot 25, Plan 605AE Block 5 Lot 26,27,32 and Plan 605AE Block 5 Lot 28-31) containing approximately 2.37 acres (0.96 ha) more or less, within the former Hamlet of Kipp from Hamlet Direct Control (HDC) to Rural Agriculture (RA)as shown on the map;

2. Bylaw No. 24-007, being the municipal Land Use Bylaw, is hereby amended.

3. The land use district map shall be amended to reflect this change.

GIVEN first reading this 15th day of October 2026.

_____
Reeve

_____
Chief Administrative Officer

GIVEN second reading this _____ day of _____, 2026.

_____
Reeve

_____
Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2026.

_____
Reeve

_____
Chief Administrative Officer



0 37.5 75 150 Meters

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Lethbridge County

LETHBRIDGE COUNTY

N

Bylaw 26-024- HDC TO RA (Hamlet of Kipp)
Located in Lethbridge County
Approx. 2.37 Acres of Plan 605AE Block 5 Lots 1-24, 33-36; 25; 26, 27 32; 28-31

AGENDA ITEM REPORT

Title:	Safety Codes - Joint Quality Management System
Meeting:	Council Meeting - 15 Oct 2026
Department:	Development & Infrastructure
Report Author:	Kaylyn Franklin

APPROVAL(S):

Cole Beck, Chief Administrative Officer — Approved - 08 Oct 2026

STRATEGIC ALIGNMENT:


Governance ☒


Relationships ☒


Region ☐


Prosperity ☐

EXECUTIVE SUMMARY:

Administration has prepared a Joint Quality Management System (QMS) for Lethbridge County and the Town of Coalhurst, for submission to the Safety Codes Council for consideration of joint accreditation under the Safety Codes Act. The QMS sets out how the two municipalities will jointly administer safety codes services in the Building, Electrical, Gas and Plumbing disciplines.
A council resolution is required before the QMS can be submitted to the Safety Code Council for consideration. The same QMS will be presented to Town of Coalhurst Council on October 20, 2026.

RECOMMENDATION:

That County Council approves the 2027 Joint Quality Management System in the building, electrical, plumbing and gas disciplines of the Safety Codes Act, to become effective January 1, 2027.

REASON(S) FOR RECOMMENDATION(S):

Administration recommends approval of the Joint QMS as the County and Town of Coalhurst require Joint accreditation under the Safety Codes Act in order to deliver building, electrical, gas and plumbing permitting and inspection services on behalf of the Town of Coalhurst.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Council approved the the Regional Planning and Development service model with Town of Coalhurst, commencing January 1, 2027, which includes the shared delivery for safety code permitting and inspection services.

BACKGROUND INFORMATION:

Lethbridge County has prepared a Joint Quality Management System for submission to the Safety Codes Council, in support of the Town of Coalhurst's transition to a Regional Planning and Development service model under the Intermunicipal Service Agreement.

The QMS is organized into three schedules required by the Safety Codes Council (template is provided by the Safety Code Council):

- Schedule A, Scope and Administration: sets out the disciplines covered by the accreditation and the administrative, personnel, records, and reporting requirements of the QMS.
- Schedule B, Operational Requirements: sets out permit administration, site inspections, orders, and investigation procedures.
- Schedule C, Technical Discipline Service Delivery Standards: sets out minimum inspection requirements by discipline.

Scope of accreditation: the joint QMS covers four disciplines.

1. Building
2. Electrical
3. Gas
4. Plumbing include private sewage systems.

Fire is covered under a separate QMP for each municipality.
The Safety Codes Council retains oversight and audit authority over the Municipality's compliance with the QMS, and the QMS requires an Annual Internal Review.
Once accepted by the Administrator of Accreditation, the QMS becomes the operating standard for safety codes service delivery in both Lethbridge County and the Town of Coalhurst.

ALTERNATIVES / PROS / CONS:

Do not approve, or delay submission

- Pros: Provides additional time for Council review.
- Cons: Delays the County's ability to deliver safety codes services in the Town of Coalhurst and may impact the delivery of services as agreed in the ISA.

FINANCIAL IMPACT:

There is no fee payable to the Safety Codes Council for submission of the QMS itself. Under the QMS, the Municipality is required to collect the Safety Codes Council levy on each permit or service provided and remit it to the Council.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

ATTACHMENTS:

JOINT QMS Lethbridge County, Town of Coalhurst QMS_council

Lethbridge County/Town of Coalhurst

Joint Quality Management System

LETHBRIDGE Regional PLANNING & DEVELOPMENT COUNTY

Lethbridge County • Coalhurst

QMS Version: May 2025 v1.4

Lethbridge County / Town of Coalhurst

Quality Management System

This Quality Management System has been accepted
by the Administrator of Accreditation.

Administrator of Accreditation

Date

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Schedule A - Scope and Administration

1.0 Scope of Accreditation

Lethbridge County / Town of Coalhurst, herein referred to as "The Municipality" will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

☒ All parts of the current:
- National Building Code – Alberta Edition; and
- National Energy Code of Canada for Buildings.

Or

☐ Only those parts of the National Building Code – Alberta Edition:
- pertaining to small buildings being 3 storeys or less in height, having a building area of 600m^2 or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial; and

All parts of the:
- National Energy Code of Canada for Buildings.

1.2 Electrical

☒ All parts of the current:
- Canadian Electrical Code Part 1.

☐ All parts of the current:
- Alberta Electrical Utility Code.

1.3 Gas

☒ All parts of the current:
- Natural gas and propane installation code
- Propane storage and handling code
- Compressed natural gas refuelling stations installation code
- Liquefied natural gas refuelling stations installation code
- Code for digester gas, landfill gas and biogas generation and utilization
- Canadian hydrogen installation code

Excluding the
- Natural gas for vehicles installation code
- Code for the field approval of fuel related components on appliances and equipment
- Installation code for propane fuel systems and containers on motor vehicles.

1.4 Plumbing

☒ All parts of the current:
- National Plumbing Code of Canada (NPC), and
- Alberta Private Sewage Systems Standard of Practice.

2.0 Quality Management System Administration

Lethbridge County/Town of Coalhurst

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management System (QMS).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMS.

The Municipality recognizes that failure to follow this QMS could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMS, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMS through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMS in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMS, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMS. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMS, the Act,

and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMS and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMS, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMS; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMS Manager

The Municipality will identify a QMS Manager who is responsible for the administration of the QMS. The QMS Manager will be an employee of the Municipality. If the individual fulfilling the role of QMS Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMS Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence:
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under

this QMS. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMS. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMS.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMS.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMS Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMS and any revisions. It will also provide access to a copy of this QMS, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMS;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMS to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMS

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMS. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Protection of Privacy and Access to Information

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMS. The *Protection of Privacy Act (POPA)* and the *Access to Information Act (ATIA)* apply to all information and records relating to, created, or collected under this QMS.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMS including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMS including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and

requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMS are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMS.

For administering the Act, permission is deemed the same as a permit.

2.9 QMS Amendments and Revisions

All revisions or changes to this QMS require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMS must be submitted with the acceptance of the Municipality's QMS Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMS on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMS will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

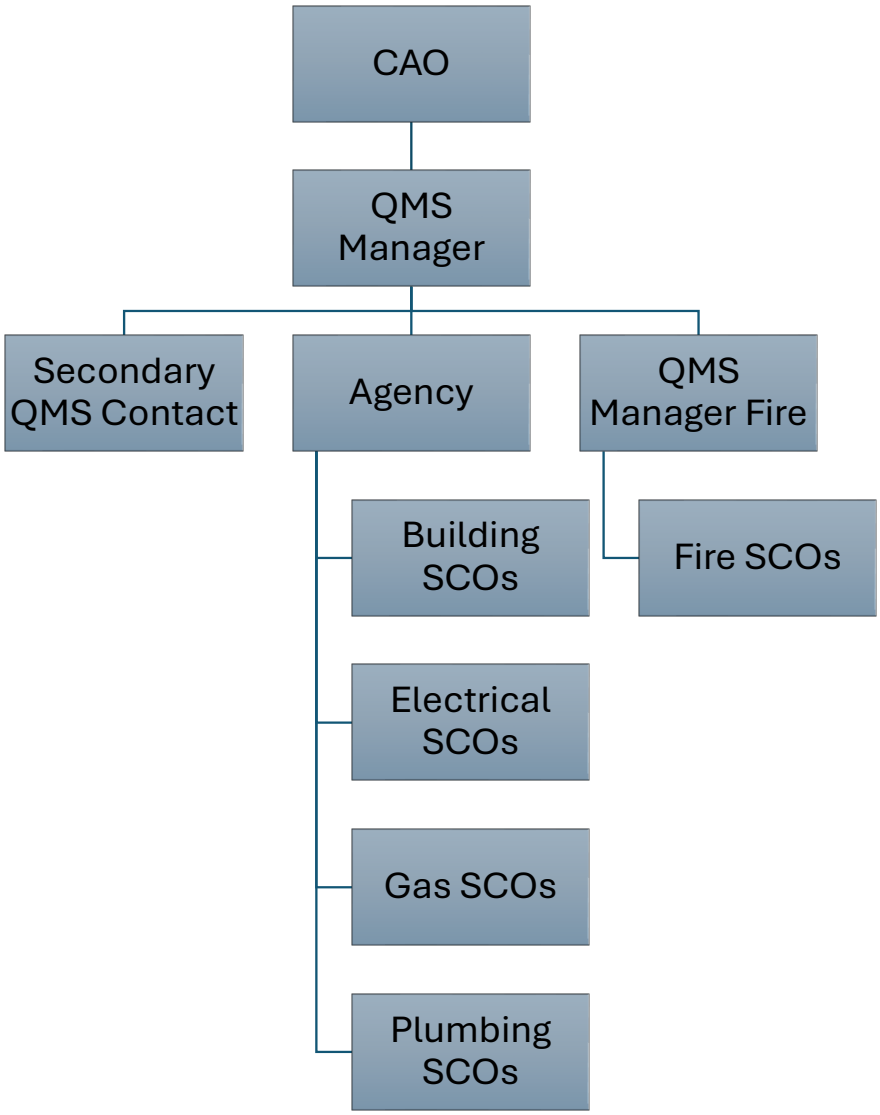
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMS

Municipal Agreement – Update or Scope Change

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMS.

Signature of Municipal Employee Duly Authorized to Enter Into this Agreement

Date

Cole Beck
Name

Chief Administrative Officer
Job Title

403-328-5525
Phone Number

cbeck@lethcounty.ca
Email Address

QMS Manager Information

Kaylyn Franklin
QMS Manager Name

Manager, Planning & Development
Job Title

100-905 4 Ave S, Lethbridge, AB, T1J 4E4
Mailing Address

403-328-5525
Phone Number

kfranklin@lethcounty.ca
Email Address

Notices

Correspondence regarding this QMS will be sent to the QMS Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMS contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
  - construction;
  - building upgrade programs;
  - development and implementation of fire safety plans; and
  - storage of dangerous goods.
- plans examinations:
  - new construction;
  - building upgrade programs;
  - residential secondary suites; and
  - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
  - construction;
  - renovations, alterations, reconstruction, demolition, additions, or other changes;

  - occupancy permit;
  - occupancy load certificates;
  - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and
  - storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
  - construction;
  - renovations, alterations, reconstruction, additions;
  - occupancy loads and changes in occupancy;
  - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
  - follow-up inspections of deficiencies and unsafe conditions;
  - post-occupancy of facilities identified; and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMS.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMS Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMS Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an issued variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and
- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
  - state the type of occupancy;
  - set out the prevailing market value of the undertaking; and
  - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
  - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
  - copies of plans and specifications for the proposed undertaking; and
  - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement that meets the requirements of the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA), which are:
  - the purpose for which the information is collected;
  - the specific legal authority for the collection; and

- the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
  - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
  - an identification number or label to be affixed to the undertaking; and
  - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
  - the date on which the permit expires;
  - a condition that causes the permit to expire;
  - the period of time that the undertaking may be occupied, used or operated;
  - the scope of the undertaking being permitted;
  - the location or locations of the undertaking being permitted;
  - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMS.
  - Completion of compliance monitoring services means:
    - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
    - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
  - Owner, in order of preference, means the owner of the project at the time the:
    - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMS, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
  - by a certified and designated SCO;
  - at the stages, and within the time frames, noted in in Schedule C of this QMS; and
  - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s),

or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMS.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
  - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the current *National Building Code – Alberta Edition*;
- obtain any letters or schedules required to be provided by the current *National Building Code – Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the current *National Building Code – Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the current *National Building Code – Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site and retain one set on the Municipality's file.

The Municipality may require, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the current *National Building Code – Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	○ at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of **less than** $50,000	All	1	○ at any stage **OR** ○ within one (1) year from permit issuance
New Construction **OR** Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of **over** $50,000	Single and Two Family Dwellings (Group C)	3	○ complete foundation prior to backfill **AND/OR** ○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier **OR** ○ building envelop including insulation and vapour barrier prior to drywall **AND** ○ final inspection, including HVAC completion within two (2) years of permit issuance
New Construction **OR** Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of **over** $50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	○ complete foundation prior to backfill **AND/OR** ○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier **OR** ○ building envelop including insulation and vapour barrier prior to drywall **AND** ○ final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction **OR** Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work **over** $50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	○ complete foundation prior to backfill **AND/OR** ○ building envelop and HVAC rough-in **OR** ○ framing, structure, and building envelop prior to insulation and vapour barrier **AND** ○ final inspection, including HVAC completion within two (2) years of permit issuance

Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of **less than** $50,000	All	1	○ at any stage **OR** ○ within one (1) year of permit issuance
New Construction **OR** Alteration, addition, renovation, reconstruction, change of occupancy with a value of work **over** $50,000 **and less th**an $200,000	All	2	○ *foundation **OR** ○ *framing, structure **OR** ○ *HVAC rough-in **OR** ○ *fire suppression systems **OR** ○ *fire alarm system **OR** ○ *HVAC completion **OR** ○ *interior partitioning **OR** ○ Medical Gas rough-in **AND** ○ *final inspection within one (1) year of permit issuance
New Construction **OR** Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over $200,000	All	3	○ *foundation **OR** ○ *framing, structure **OR** ○ *HVAC rough-in **OR** ○ *fire suppression systems **OR** ○ *fire alarm system **OR** ○ *HVAC completion **OR** ○ *interior partitioning **OR** ○ Medical Gas rough-in **AND** ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than $50,000	All	1	○ at any stage **OR** ○ within one (1) year of permit issuance
New Construction **OR** Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over $50,000 and less than $200,000	All	2	○ interim inspection at approximately the mid-term of the work **AND** ○ final inspection within two (2) years of permit issuance
New Construction **OR** Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over $200,000	All	3	○ *foundation **OR** ○ *framing, structure **OR** ○ *HVAC rough-in **OR** ○ *fire suppression systems **OR** ○ *fire alarm system **OR** ○ *HVAC completion **OR** ○ Interior Partitioning **OR** ○ Medical Gas rough-in **AND** ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

Miscellaneous Building Site Inspections

4.1.5 In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Decks, roof mounted solar panel installation, hot tubs, or sheds**, will be inspected within 180 days of permit issuance.
2. **Single Family Manufactured Home, Ready-to-Move; or Mobile Home**:
    a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.

3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work **over** $10,000	2	○ rough-in inspection prior to cover-up **OR** ○ mid-term **AND** ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work **less than** $10,000	1	○ rough-in inspection, or final inspection, within one (1) year of permit issuance
Single Family Residential or Farm Buildings with value of work **over** $2,500	2	○ completed rough-in inspection prior to cover-up **AND** ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings with value of work **less than** $2,500	1	○ final inspection, within one (1) year of permit issuance
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, Irrigation Services, Hot tub connection, AC unit installation, Roof Mounted Solar Panel installation and Temporary Services	1	○ rough-in inspection prior to cover-up **OR** ○ final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Manufactured, ready-to-move, or mobile home, connection only	1	○ final inspection within 180 days of permit issuance
Annual Permit for minor alterations, additions conducted on one site	2	○ mid- term inspection **AND** ○ final inspection, within one (1) year of permit issuance

4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.3 Gas

4.3.1 Gas Permits

The Municipality will issue Gas Permits.

4.3.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

4.3.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
New Installation - Public Institutions, Commercial, Industrial, Multi-Family Residential	2	○ rough-in **AND** ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
New Installation - Single Family Residential or Farm Buildings	2	○ rough-in **AND** ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential accessory buildings, or any use: appliance replacement, alteration, addition, renovation, or reconstruction	1	○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Temporary Heat Installations, under separate permit, temporary services, air test, or secondary gas line installation	1	○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	○ final inspection within 180 days of permit issuance
Annual Permit	2	○ mid-term inspection **AND** ○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance

4.3.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.4 Plumbing

4.4.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.4.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

4.4.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with **6 fixtures or more**	2	○ rough-in below grade prior to covering **OR** ○ rough-in above grade prior to covering **AND** ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with **6 fixtures or more**	1	○ rough-in below grade prior to covering **OR** ○ rough-in above grade prior to covering **OR** ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with **6 fixtures or more**	2	○ completed rough-in below grade **OR** ○ completed rough-in above grade prior to covering within 180 days of permit issuance **AND** ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures **or less**	1	○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering within 1 year of permit issuance OR ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	○ final inspection within 180 days of permit issuance
Annual Permit	2	○ mid-term inspection **AND**

		○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance
Private Sewage Disposal Systems	1	○ one (1) site inspection prior to covering within 2 years of permit issuance

4.4.4 Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

4.4.5 Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.4.6 Miscellaneous Plumbing Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

AGENDA ITEM REPORT

Title: Town of Nobleford ACP Grant Application Support
Meeting: Council Meeting - 15 Oct 2026
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Cole Beck, Chief Administrative Officer — Approved - 06 Oct 2026

STRATEGIC ALIGNMENT:


Governance


Relationships


Region


Prosperity

EXECUTIVE SUMMARY:

The Town of Nobleford is asking the County to support its 2026/27 Alberta Community Partnership (ACP) grant application for the Regional Water Treatment Plant Infrastructure Assessment Framework.

RECOMMENDATION:

That Lethbridge County supports the Town of Nobleford, as managing partner, in submitting a 2026/27 Alberta Community Partnership grant application for the Regional Water Treatment Plant Infrastructure Assessment Framework project.

REASON(S) FOR RECOMMENDATION(S):

Supporting the application costs the County nothing and helps a neighbouring municipality fund planning for regional water infrastructure.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has provided various support resolutions for neighbouring municipality's ACP grant applications.

BACKGROUND INFORMATION:

The Town of Nobleford plans to apply for 2026/27 ACP funding for the Regional Water Treatment Plant Infrastructure Assessment Framework. The project has two parts:

1. Detailed design for strainer additions at the Nobleford Water Treatment Plant.
2. A general condition assessment of the treatment system.

Together, these will create a framework for future capital planning at the plant.

The Town would be the managing partner, submitting the application and leading the project. ACP requires a council resolution from a supporting participant. The Town has asked the County to take on that role.

The estimated project cost is $166,667 and is calculated under a 90% provincial grant ($150,000) / 10% municipal contribution ($16,667) cost-share arrangement. The Town will cover the 10% municipal contribution ($16,667). There is no financial impact to the County.

ALTERNATIVES / PROS / CONS:

Council could decline to provide a resolution of support.

FINANCIAL IMPACT:

No financial impact to the County.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

SHARED HORIZON

SHAPING TOMORROW, TOGETHER.

CPAA

COMMUNITY PLANNING ASSOCIATION of ALBERTA

CONFERENCE 2027

SPONSORSHIP OPPORTUNITIES

APRIL 26 - 28, 2027

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THE CONFERENCE

A shared horizon starts with the people shaping it.

The Community Planning Association of Alberta (CPAA) brings together elected officials, municipal administrators, planners, professionals, community leaders and partners from across Alberta to learn, exchange ideas and build stronger communities.

In 2027, Shared Horizons will focus on the work we do together: navigating change, building community, finding common purpose and making decisions with the generations that follow us in mind.

STRONGER TOGETHER	SHARED PURPOSE	BUILDING COMMUNITIES	FOR GENERATIONS TO COME

Sponsorship is more than logo placement.

It is an opportunity to be present in the rooms where Alberta's community-building conversations are happening, support practical learning, and create meaningful connections with delegates.

PARTNER SPONSORSHIP

HORIZON PARTNER
$10,000

- Exclusive presenting-level partnership
- 4 full conference registrations
- Premium Partner Showcase location
- Highest-level logo placement throughout Shared Horizon
- Dedicated pre-conference sponsor feature
- Recognition from the podium
- Opportunity to provide a brief welcome at a featured conference moment
- 4 additional Casino Royale Gala & Silent Auction guest tickets

VISION PARTNER
$7,500

- 3 full conference registrations
- Premier Exhibitor space
- Prominent conference-wide branding
- Dedicated sponsor feature before the conference
- Recognition at a featured Shared Horizon conference moment
- 2 additional Casino Royale Gala & Silent Auction guest tickets

COMMUNITY PARTNER
$5,000

- 2 full conference registrations
- Partner Exhibitor space
- Prominent logo placement on the website, program and sponsor signage
- Recognition in pre-conference communications
- Individual social media recognition
- 2 Casino Royale Gala & Silent Auction guest tickets to host clients, colleagues or partners

COLLABORATION PARTNER
$2,500

- Logo on the Shared Horizon conference website
- Larger recognition in the digital conference program
- Logo on shared sponsor signage and sponsor slides
- 1 full conference registration
- Partner Showcase exhibit space
- Recognition in pre-conference communications
- Recognition in the post-conference communications

SUPPORTING PARTNER
$1,000

- Logo on the Shared Horizon conference website
- Recognition in the digital conference program
- Logo on shared sponsor signage and sponsor slides
- Recognition in the post-conference communications
- 10% discount for one (1) full conference registration

Be part of the conversation.

VISIBILITY

Position your organization alongside a respected provincial planning conference and receive recognition across conference communications and on-site materials.

CONNECTION

Build relationships with municipal decision-makers, planners, administrators, consultants and community leaders from across Alberta.

PREMIER EXHIBITOR
$1,000

- Exhibit table located in the highest traffic areas during Partner Showcase hours
- Organization listing on the conference website and in the digital program
- 2 exhibitor badges for booth representatives
- 2 Welcome Cocktail Reception tickets

PARTNER EXHIBITOR
$500

- Exhibit table during Partner Showcase hours
- Organization listing on the conference website and in the digital program
- 2 exhibitor badges for booth representatives

AT A GLANCE

Partner Sponsorship Benefits

BENEFIT	SUPPORTING PARTNER $1,000	COLLABORATION PARTNER $2,500	COMMUNITY PARTNER $5,000	VISION PARTNER $7,500	HORIZON PARTNER $10,000
Conference website + digital program	Logo + recognition	Logo + enhanced program	Prominent	Prominent	Highest-level
Shared sponsor signage + sponsor slides	●	●	●	●	●
Pre-conference recognition		●	●	Dedicated feature	Dedicated feature
Post-conference recognition	●	●			
Partner Showcase exhibit space		Standard	Standard	High-traffic	High-traffic
Individual sponsor / social recognition			●	Sponsor feature	Sponsor feature
Conference-wide branding			●	Prominent	Highest-level
Featured conference moment				Recognition	Brief welcome opportunity
Podium acknowledgement				●	●
Exclusive presenting-level partnership					●
Full conference registrations	10% off 1	1	2	3	4
Additional Casino Royale Gala & Silent Auction guest tickets			2	2	4

SHARED HORIZON
SHAPING TOMORROW, TOGETHER.

Benefits are intended as a starting point. CPAA is open to customized partnerships where there is a strong fit between a sponsor's goals and the conference experience. We welcome organizations that want to do more than sponsor an event. If you have an idea for an activation, experience, in-kind contribution or partnership that fits Shared Horizon, we would be happy to build something together.

GET IN TOUCH!

MOMENTS SPONSORSHIP

VETERANS' VILLAGE TOUR SPONSOR

$1,500

1 AVAILABLE

- Exclusive sponsor recognition for the tour
- Logo on the tour webpage and registration materials
- Sponsor recognition on departure signage
- Verbal acknowledgement before departure
- 2 Veterans' Village tour tickets
- Opportunity to provide a small sponsor-supplied takeaway for tour guests
- 15% discount for one (1) full conference registration

ANOHKA DISTILLERY TOUR SPONSOR

$1,500

1 AVAILABLE

- Exclusive sponsor recognition for the tour
- Logo on the tour webpage and registration materials
- Sponsor recognition on departure signage
- Verbal acknowledgement before departure
- 2 Anohka Distillery tour tickets
- Opportunity to provide a small sponsor-supplied takeaway for tour guests
- 15% discount for one (1) full conference registration

COFFEE BREAK SPONSOR

$1,500

3 AVAILABLE

- Sponsor recognition at one designated networking break
- Logo displayed at coffee and refreshment stations
- Recognition on the conference website and in the digital program
- Recognition on conference screens
- Verbal acknowledgement during the conference
- 15% discount for one (1) full conference registration

WORKSHOP STUDIO SPONSOR

$2,500

3 AVAILABLE

- Sponsor recognition connected to one Shared Horizon Workshop Studio
- Logo displayed at the workshop space
- Recognition on the conference website, schedule and digital program
- Recognition on sponsor slides and conference screens
- 1 full conference registration

BREAKFAST SPONSOR

$2,500

2 AVAILABLE

- Exclusive recognition at one conference breakfast
- Logo displayed throughout the breakfast area
- Recognition on conference screens, website and digital program
- Verbal acknowledgement during breakfast
- 1 full conference registration

LUNCHEON SPONSOR

$3,500

2 AVAILABLE

- Exclusive recognition at one conference luncheon
- Prominent logo placement on stage screens and luncheon signage
- Recognition on the conference website and in the digital program
- Verbal acknowledgement during the luncheon program
- 1 full conference registration

KEYNOTE SPONSOR

$3,500

2 AVAILABLE

- Exclusive sponsor recognition connected to one keynote presentation
- Logo displayed on stage screens immediately before and after the keynote
- Recognition on the conference website, schedule and digital program
- Verbal acknowledgement immediately before the keynote
- 1 full conference registration

WELCOME COCKTAIL RECEPTION SPONSOR

$4,000

1 AVAILABLE

- Exclusive recognition as the Welcome Cocktail Reception Sponsor
- Prominent branding at the reception entrance and throughout the event space
- Recognition on the conference website, program and social media
- Sponsor recognition on event screens and signage
- Verbal acknowledgement during the welcome program
- 1 full conference registration
- 2 additional Welcome Cocktail Reception guest tickets

CASINO ROYALE PRESENTING SPONSOR

$7,500

1 AVAILABLE

- Exclusive recognition as presenting sponsor of the Casino Royale Gala & Silent Auction
- Prominent branding on the gala webpage, event signage, entrance feature and event screens
- Recognition throughout the Silent Auction area
- Recognition in conference and gala communications
- Verbal acknowledgement during the evening program
- 2 full conference registrations
- 4 additional Casino Royale guest tickets to host clients, colleagues or partners
- Premium Partner Showcase exhibit location

Bring a moment to life.

Shared Horizon is more than presentations. The conference includes tours, collaborative workshops, networking, meals, keynote conversations and two signature evening experiences.

These sponsorships give organizations the opportunity to align their name with a specific part of the conference experience.

MOMENTS ARE LIMITED AND AVAILABLE ON A FIRST-COME, FIRST-SERVED BASIS.

SUPPORTING STUDENT SCHOLARSHIPS

A great auction item can help shape what comes next.

The **Shared Horizon Silent Auction** is one of the highlights of the Casino Royale evening, but it also has a bigger purpose.

Proceeds directly support the CPAA Student Scholarship Program, helping students pursue education and future careers in planning, municipal leadership and community development.

SILENT AUCTION SUPPORTER

Donation of an item, experience, or package valued at $150+

- Organization recognized in the online Silent Auction listing
- Donor name displayed with the donated item or package
- Recognition on the Shared Horizon website and in the digital program
- Included in the post-conference sponsor and donor thank-you

EASY WAYS TO CONTRIBUTE

Popular contributions include gift cards, dining experiences, hotel stays, event tickets, local experiences, professional services and curated gift packages.

Prefer to contribute funds instead?

Donate $150 or more and CPAA can select and purchase an auction item on your behalf. We will take care of the legwork while your organization receives the same recognition as a Silent Auction Supporter.

LET'S SHAPE TOMORROW, TOGETHER.

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR123550

September 29, 2026

Dear Elected Officials:

Thank you for the important work you do to serve and protect your community – public safety is always a priority and fire services are core to that. I am pleased to announce that the application for the 2027 Fire Services Training Program grant is open, and the total amount of grant money is $500,000. The grant guidelines and application form are available at www.alberta.ca/fire-services-training-grant.aspx.

Municipal Affairs has refreshed the guideline, including revised program dates and the addition of 'enhancement of fire service skills competency course' as a relevant use of training funds. The application form has also been updated for ease of completion.

This grant provides supplemental funding supports to municipalities and Indigenous communities to help ensure their local fire services are adequately trained to respond safely and effectively based on identified risks. Courses approved for delivery under this grant will support key outcomes of preserving public safety, encouraging the management of community risk by local authorities, and ensuring firefighters are able to receive training in alignment with best practices.

Please forward this information to your chief administrative officers and fire chiefs so they may complete the application form. Collaboration involving multiple municipalities is permitted but not required. Please note the application deadline is November 2, 2026.

If you have any questions regarding the grant applications or the program guidelines, please contact Municipal Affairs at 1-866-421-6929, or at firecomm@gov.ab.ca.

This grant program will assist fire departments across the province to be prepared with the knowledge and skills to protect their communities. I look forward to reviewing your 2027 Fire Services Training Program submissions.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Public

AGENDA ITEM REPORT

Title: Lethbridge County Council Attendance Update - August & September 2026
Meeting: Council Meeting - 15 Oct 2026
Department: Administration
Report Author: Candice Robison

APPROVAL(S):

Candice Robison, Legislative Coordinator & Executive Assistant Approved - 09 Oct 2026

STRATEGIC ALIGNMENT:



Governance **Relationships** **Region** **Prosperity**

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

No motion required.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

In order to remain transparent to its citizens, Lethbridge County Council members provide 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.

LEVEL OF PUBLIC PARTICIPATION:

☒ Inform	☐ Consult	☐ Involve	☐ Collaborate	☐ Empower

ATTACHMENTS:

Lethbridge County Council Attendance Update - August 2026
Lethbridge County Council Attendance Update - September 2026

Lethbridge County Council Attendance
August 2026

Division 1
Councillor Lorne Hickey

August 6	Lethbridge County Council Meeting
August 6	Residential Strategy Workshop
August 15	Picture Butte Evening BBQ
August 18	Whoop-Up Days Pancake Breakfast
August 19	Green Acres Executive Meeting

Division 2
Reeve Tory Campbell

August 6	Lethbridge County Council Meeting
August 6	Residential Strategy Workshop
August 8	Coaldale Summer Fest Parade
August 18	Whoop-Up Days Pancake Breakfast
August 18	Whoop-Up Days Parade
August 25	Meeting with Alberta Sugar Beet Growers Chair and Director

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Division 3
Councillor Mark Sayers

August 5	Link Pathway Meeting
August 6	Lethbridge County Council Meeting
August 6	Residential Strategy Workshop
August 14	Meeting with County Resident
August 18	Whoop-Up Days Pancake Breakfast
August 18	Whoop-Up Days Lunch at County Office
August 25	Meeting with County Resident
August 27	Chin Dam Ground Breaking

Division 4
Deputy Reeve John Kuerbis

August 11	Weekly Meeting with Community Futures Executive Director
August 18	Whoop-Up Days Pancake Breakfast
August 18	Whoop-Up Days Parade
August 18	Weekly Meeting with Community Futures Executive Director

Division 5
Councillor Kevin Slomp

August 18	Whoop-Up Days Pancake Breakfast

Division 6
Councillor Eric Van Essen

August 6	Lethbridge County Council Meeting
August 6	Residential Strategy Workshop
August 15	Picture Butte Jamboree Days Parade
August 18	Whoop-Up Days Pancake Breakfast
August 18	Whoop-Up Days Lunch at County Office

Division 7
Councillor Tony Ankermann

August 6	Lethbridge County Council Meeting
August 6	Residential Strategy Workshop
August 8	Coaldale Summer Fest Parade
August 15	Picture Butte Jamboree Days Parade
August 18	Whoop-Up Days Pancake Breakfast
August 18	Whoop-Up Days Parade

Lethbridge County Council Attendance
September 2026

Division 1
Councillor Lorne Hickey

September 3	Lethbridge County Council Meeting
September 3	Green Acres Report to Coalhurst Council
September 12	Iron Springs Parade
September 16	Green Acres Executives and Finance Meetings
September 17	Lethbridge County Council Meeting
September 17	Stirling Wind Project Tour
September 18	Foothills Little Bow Meeting
September 22	Green Acres Board Meeting
September 22	Meeting with the Town of Picture Butte

Division 2
Reeve Tory Campbell

September 3	Lethbridge County Council Meeting
September 9	EDL Board Meeting
September 10	Foundations and Futures Dinner Lethbridge Polytechnic
September 17	Lethbridge County Council Meeting
September 17	Stirling Wind Project Tour
September 17	SouthGrow Board Meeting
September 18	Rural Roads ILWG Teams Meeting
September 22	Infrastructure Meeting
September 29	Meeting with Western Canada's Gateway
September 29	Council to Council Meeting with Town of Picture Butte

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Division 3
Councillor Mark Sayers

September 2	FCSS Executive Director Evaluation
September 2	FCSS Board Meeting
September 3	Lethbridge County Council Meeting
September 12	Iron Springs Parade
September 17	Lethbridge County Council Meeting
September 17	Stirling Wind Project Tour
September 18	Foothills Little Bow Meeting
September 28	Dinner with Picture Butte Council

Division 4

Deputy Reeve John Kuerbis

September 1	Weekly Meeting with Community Futures Executive Director
September 3	Lethbridge County Council Meeting
September 8	Waste Commission Meeting
September 8	Weekly Meeting with Community Futures Executive Director
September 15	Community Futures Network of Alberta Annual Symposium and AGM
September 16	Community Futures Network of Alberta Annual Symposium and AGM
September 17	Community Futures Network of Alberta Annual Symposium and AGM
September 18	Foothills Little Bow Meeting
September 22	Elected Official Education Program Course
September 23	Alberta Municipalities Convention
September 24	Alberta Municipalities Convention
September 25	Alberta Municipalities Convention
September 29	Council to Council Meeting with Town of Picture Butte
September 30	Community Futures Monthly Board Meeting

Division 5

Councillor Kevin Slomp

September 3	Lethbridge County Council Meeting
September 8	Waste Commission Meeting
September 17	Lethbridge County Council Meeting

Division 6

Councillor Eric Van Essen

September 3	Lethbridge County Council Meeting
September 17	Lethbridge County Council Meeting
September 17	Stirling Wind Project Tour
September 18	Foothills Little Bow Meeting
September 29	Council to Council Meeting with Town of Picture Butte

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Division 7

Councillor Tony Ankermann

September 3	Lethbridge County Council Meeting
September 12	Iron Springs Parade
September 17	Lethbridge County Council Meeting

September 17	Stirling Wind Project Tour
September 18	Foothills Little Bow Municipal Association Meeting
September 29	Council to Council Meeting with Town of Picture Butte