



AGENDA

County Council Meeting

9:30 AM - Thursday, November 5, 2020
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

- 4 - 8 1. **County Council Organizational Meeting Minutes - October 15, 2020**
[Organizational Meeting - 15 Oct 2020 - Minutes - Pdf](#)
- 9 - 12 2. **County Council Regular Council Meeting Minutes - October 15, 2020**
[County Council - 15 Oct 2020 - Minutes - Pdf](#)

D. SUBDIVISION APPLICATIONS

- 13 - 21 1. **Subdivision Application #2020-0-103 – Heck/Zopoula – Lots 6 & 7, Block 3, Plan 1212032 within SW1/4 1-9-21-W4M**
[Subdivision Application #2020-0-103 – Heck/Zopoula – Lots 6 & 7, Block 3, Plan 1212032 within SW1/4 1-9-21-W4 - Pdf](#)
- 22 - 32 2. **Subdivision Application #2020-0-111– 644213 Alberta Ltd. (Howe) – Block Z, Plan 7770 AU within NE1/4 26-8-21-W4M**
[Subdivision Application #2020-0-111– 644213 Alberta Ltd. \(Howe\) – Block Z, Plan 7770 AU within NE1/4 26-8-21-W4M - Pdf](#)
- 33 - 42 3. **Subdivision Application #2020-0-117 – Reimer - Lot 1, Block 1, Plan 1710795 & Lot 2, Block 1, Plan 1710796 within SE1/4 11-10-20-W4M**
[Subdivision Application #2020-0-117 – Reimer - Lot 1, Block 1, Plan 1710795 & Lot 2, Block 1, Plan 1710796 within SE1/4 11-10-20-W4M - Pdf](#)

E. PUBLIC HEARINGS

F. DELEGATIONS

See Item J1

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

- 43 - 51 G.1.1. **Hosting Status - 2023 ASB Summer Tour and Conference**
[Hosting Status - 2023 ASB Summer Tour and Conference - Pdf](#)

G.2. COMMUNITY SERVICES

- 52 - 54 G.2.1. **Planning and Development Department - 3rd Quarter Report 2020**
[Planning and Development Department 3rd Quarter Report 2020 - Pdf](#)
- 55 - 60 G.2.2. **Bylaw 19-015 - Road Closure, Sale, and Consolidation - Between SE 31-9-20-W4 and SW 32-9-20-W4 - 2nd and 3rd Reading**
[Bylaw 19-015 - Road Closure, Sale and Consolidation between SE 31-9-20-W4 and SW 32-9-20-W4 - 2nd and 3rd Reading - Pdf](#)
- 61 - 65 G.2.3. **Bylaw 20-020 - Amendment to the Land Use Bylaw to Redesignate Lands within the Hamlet of Turin and adjust the Hamlet of Turin Boundary**
[Bylaw 20-020 -Re-designation of Lands with in the Hamlet of Turin and adjust the Hamlet of Turin Boundary - First Reading - Pdf](#)
- 66 - 69 G.2.4. **Proposed Amendment to Policy 109A - Road Allowance Closure and Sale**
[Road Closure and Sale Policy 109A - Pdf](#)

G.3. CORPORATE SERVICES

G.4. ADMINISTRATION

- 70 G.4.1. **Town of Picture Butte Letter Regarding Recreation Funding Agreement**
[2020-10-28 - Town of Picture Butte Ltr re Recreation Funding Agreement](#)

H. NEW BUSINESS

- 71 - 75 1. **Policy 159- Local Authorities Pension Plan (LAPP)**
[Policy 159 - LAPP - Pdf](#)

76 - 78

2. **Picture Butte Emergency Services Awards Ceremony- November 18, 2020 - Picture Butte Community Centre**
[Picture Butte Emergency Services Awards Ceremony - Pdf](#)

I. COUNTY COUNCIL AND COMMITTEE UPDATES

J. CLOSED SESSION

1. **10:15 a.m. John Grove - Altalink** (FOIP Section 16 and 25(1))
2. **Offer to Purchase -** (FOIP Section 25(1))

K. ADJOURN



MINUTES

Organizational Meeting Meeting

9:30 AM - Thursday, October 15, 2020
Council Chambers

The Organizational Meeting of the Lethbridge County was called to order on Thursday, October 15, 2020, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT: Lorne Hickey
Ken Benson
Klaas VanderVeen
Morris Zeinstra
Robert Horvath
Steve S.Campbell
Tory T.Campbell
Chief Administrative Officer, Ann Mitchell
Director of Community Services, Larry Randle
Director of Public Operations, Jeremy Wickson
Infrastructure Manager, Devon Thiele
Executive Administrative Assistant, Donna Irwin

EXCUSED:

A. CALL TO ORDER BY CHIEF ADMINISTRATIVE OFFICER

Chief Administrative Officer (CAO) Ann Mitchell called the meeting to order at 9:30 a.m.

B. VOTING PROCEDURES

B.1. Nominations and Voting by Secret Ballot

277-2020 Councillor Horvath MOVED that Council utilize the voting procedures of secret ballot when there is more than the required number of nominations for the Office of Reeve, Deputy Reeve and Committees.

CARRIED

B.2. Destruction of Ballots

278-2020 Deputy Reeve Benson MOVED that all ballots be destroyed at the end of the meeting.

CARRIED

B.3. Appointment of Scrutineers

279-2020 Reeve Hickey MOVED that Council appoint Larry Randle, Director of Community Services and Devon Thiele, Infrastructure Manager as Scrutineers.

CARRIED

C. ELECTION OF REEVE FOR ENSUING YEAR AND OATH OF OFFICE

CAO Ann Mitchell explained the next item on the agenda would be the nomination and election of the Reeve for the ensuing year and called for nominations for Reeve by Secret Ballot.

Nominations were taken by secret ballot, and Chair Ann Mitchell declared that there were two nominations for Reeve, being; Lorne Hickey and Tory Campbell.

Ballots were distributed to Council who then voted by secret ballot for the office of Reeve.

Chair Ann Mitchell declared that the majority of votes were for Lorne Hickey who is elected Reeve for the 2020/2021 year.

280-2020	Deputy Reeve Benson	MOVED that Lorne Hickey be appointed as Reeve of Lethbridge County for the 2020/2021 year.	CARRIED
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The Oath of Office was administered by Kennedy Walter, Commissioner of Oaths to Reeve Lorne Hickey for the 2020/2021 year.

At this time Ann Mitchell, CAO passed the Chair to Reeve Hickey.

D. APPOINTMENT OF DEPUTY REEVES FOR ENSUING YEAR AND OATH OF OFFICE

The Chairman noted that as per the Procedural Bylaw No. 20-019, the role of Deputy Reeve for the ensuing year would be on a rotational basis. The Chairman asked which members of Council wished to be Deputy Reeve. Six members of Council indicated that they wished to be Deputy Reeve on a rotational basis for the year 2020/2021; those Councillors being: Ken Benson, Steve Campbell, Tory Campbell, Robert Horvath, Morris Zeinstra and Klaas VanderVeen.

281-2020	Councillor VanderVeen	MOVED that the following Councillors be appointed as Deputy Reeve for 2020/2021 on a rotational basis: Ken Benson, Steve Campbell, Tory Campbell, Robert Horvath, Klaas VanderVeen and Morris Zeinstra.	CARRIED
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The Oaths of Office were administered by Kennedy Walter, Commissioner of Oaths to the Deputy Reeves for the ensuing year.

E. APPOINTMENT OF INTERNAL COMMITTEES

E.1. Agriculture Service Board & Chairman

282-2020	Deputy Reeve Benson	MOVED that all of Council are members of the Agricultural Service Board Committee and Steve Campbell is declared as Chairman for the 2020/2021 year.	CARRIED
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E.2. Audit Committee (3 Members)

283-2020	Councillor T.Campbell	MOVED that Lorne Hickey, Tory Campbell and Ken Benson be appointed to the Audit Committee for the 2020/2021 year.	CARRIED
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E.3. Emergency Advisory Committee (3 Members)

284-2020	Councillor VanderVeen	MOVED that Ken Benson, Steve Campbell, Tory Campbell be appointed to the Emergency Advisory Committee for 2020/2021 year.	CARRIED
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E.4. Labour Relations Committee (3 Members)

285-2020	Councillor S.Campbell	MOVED that Lorne Hickey, Morris Zeinstra and Robert Horvath be appointed to the Labour Relations Committee for the 2020/2021 year.	CARRIED
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F. REPRESENTATIVE FOR EXTERNAL COMMITTEES

- F.1. *ASB Delegates with Voting Privileges (Total of 2 Members plus 1 Alternate)***
- F.2. *Barons-Eureka-Warner Family and Community Support Services (1 Member)***
- F.3. *Chinook Arch Regional Library (1 Member)***
- F.4. *Coaldale Chamber of Commerce (1 Member)***
- F.5. *Community Futures Lethbridge Region (1 Member)***

- F.6. *County of Lethbridge Co-op Seed Cleaning Plant (1 Member)*
- F.7. *County Irrigation and Alberta Irrigation Projects Association (2 Members)*
- F.8. *Economic Development Lethbridge (1 Member)*
- F.9. *Foothills-Little Bow - Director (1 Member)*
- F.10. *Green Acres Foundation (1 Member)*
- F.11. *Highway 3 Twinning Development Association (1 Member)*
- F.12. *Intermunicipal Committee - City of Lethbridge (3 Members)*
- F.13. *Intermunicipal Committee - Town of Coaldale (3 Members)*
- F.14. *Intermunicipal Committee - Town of Coalhurst (3 Members)*
- F.15. *Intermunicipal Committee - Town of Nobleford (3 Members)*
- F.16. *Intermunicipal Committee - Town of Picture Butte (3 Members)*
- F.17. *Intermunicipal Committee - Village of Barons (1 Member)*
- F.18. *Lethbridge & District Exhibition Board (1 Member)*
- F.19. *Lethbridge Regional Waste Management Services Commission (2 Members)*
- F.20. *Lethbridge Regional Water Services Commission (2 Members)*
- F.21. *Malloy Drain Steering Committee (2 Members)*
- F.22. *Oldman River Regional Services Commission (1 Member)*
- F.23. *Picture Butte Chamber of Commerce (1 Member)*
- F.24. *SouthGrow Regional Initiative (1 Member)*
- F.25. *Southern Alberta Energy from Waste Association (1 Member)*
- F.26. *Southern Regional Stormwater Drainage Committee (1 Member, 1 Alternate) - Originally Appointed by Res.#153/19*

286-2020 Councillor MOVED that the following Council members be appointed to the
VanderVeen following External Committees for the 2020/2021 year:

ASB Delegates with Voting Privileges (Total of 2 Members plus 1 Alternate)

- Steve Campbell and Morris Zeinstra (Members with Voting Privileges); Tory Campbell (Alternate)

Barons-Eureka-Water FCSS (1 Member)

- Robert Horvath

Chinook Arch Library System Board (1 Member)

- Tory Campbell

Coaldale Chamber of Commerce (1 Member)

- Robert Horvath

Community Futures Lethbridge Region (1 Member)

- Steve Campbell

County Irrigation & Alberta Irrigation Projects Association (2 Members)

- Morris Zeinstra and Klaas VanderVeen

County of Lethbridge Co-op Seed Cleaning Plant Association (1 Member)

- Morris Zeinstra

Economic Development Lethbridge (1 Member)

- Klaas VanderVeen

Foothills Little Bow Municipal Association - Director (1 Member)

- Lorne Hickey

Green Acres Foundation (1 Member)

- Ken Benson

Highway 3 Twinning Association (1 Member)

- Ken Benson

Intermunicipal Committee - City of Lethbridge (3 Members)

- Lorne Hickey, Robert Horvath and Ken Benson
Intermunicipal Committee - Town of Coaldale (3 Members)
- Lorne Hickey, Tory Campbell and Robert Horvath
Intermunicipal Committee - Town of Coalhurst (3 Members)
- Ken Benson, Steve Campbell and Klaas VanderVeen
Intermunicipal Committee - Town of Nobleford (3 Members)
- Steve Campbell, Klaas VanderVeen and Morris Zeinstra
Intermunicipal Committee - Town of Picture Butte (3 Members)
- Steve Campbell, Klaas VanderVeen and Morris Zeinstra
Intermunicipal Committee - Village of Barons (1 Member)
- Steve Campbell
Lethbridge & District Exhibition Board (1 Member)
- Steve Campbell
Lethbridge Regional Waste Management Services Commission (2 Members)
- Tory Campbell and Klaas VanderVeen
Lethbridge Regional Water Services Commission (2 Members)
- Tory Campbell and Robert Horvath
Malloy Drain Steering Committee (2 Members)
- Tory Campbell and Robert Horvath
Oldman River Regional Services Commission (1 Member)
- Morris Zeinstra
Picture Butte Chamber of Commerce (1 Member)
- Morris Zeinstra
Southern Alberta Energy from Waste Association (1 Member)
- Klaas VanderVeen
Southgrow Regional Initiative (1 Member)
- Robert Horvath
Southern Regional Stormwater Drainage Committee (1 Member, 1 Alternate)
- Tory Campbell (Member), Klaas VanderVeen (Alternate)

CARRIED

G. RESOLUTION TO CONFIRM THE RESULTS OF THE COUNCIL COMMITTEE APPOINTMENTS

G.1. Resolution to Confirm the Results of the Council Committee Appointments

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| 287-2020 | Councillor Zeinstra | MOVED that County Council confirm the results of the Council Committee appointments for 2020-2021. |
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CARRIED

H. APPOINTMENT OF OFFICIALS

H.1. Acts Appeal Committee (Soil Conservation, Weed & Pest Control Appeal Committee) (4 Members at Large)

Members of the Acts Appeal Committee (Soil Conservation, Weed and Pest Control Appeal Committee) have been contacted by Lethbridge County and all have confirmed they agree to another term for 2020-2021.

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| 288-2020 | Deputy Reeve Benson | MOVED that County Council appoint the following Members-at-Large to the Acts Appeal Committee (Soil Conservation, Weed & Pest Control Appeal Committee): Jack Braat, Wilf Scholten, Bryan Harbers and Rob Van Diemen for the 2020/2021 year. |
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CARRIED

I. ADJOURNMENT

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| 289-2020 | Councillor Zeinstra | MOVED the 2020 Organizational Meeting for Lethbridge County Council, adjourn, the time being 10:00 a.m. |
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CARRIED

Reeve

CAO



MINUTES

County Council Meeting

10:00 AM - Thursday, October 15, 2020
Council Chambers

The County Council of Lethbridge County was called to order on Thursday, October 15, 2020, at 10:02 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Lorne Hickey
- Deputy Reeve Morris Zeinstra
- Councillor Tory Campbell
- Councillor Robert Horvath
- Councillor Ken Benson
- Councillor Steve Campbell
- Councillor Klaas VanderVeen
- Chief Administrative Officer, Ann Mitchell
- Director of Community Services, Larry Randle
- Director of Public Operations, Jeremy Wickson
- Infrastructure Manager, Devon Thiele
- Information Technology Manager Doug Burke
- Executive Administrative Assistant, Donna Irwin

A. CALL TO ORDER

Reeve Hickey called the meeting to order, the time being 10:02 am.

B. ADOPTION OF AGENDA

B.1. October 15, 2020 Lethbridge County Council Meeting Agenda

290-2020 Councillor VanderVeen MOVED that Lethbridge County Council approve the October 15, 2020 Lethbridge County Council Regular Meeting Agenda, as amended. CARRIED

- G.4.1 - Request to Rescind Administration Policy 130 - Labour Relations Committee - **Deleted**
- G.4.3 - Road Tour - **Addition**

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

291-2020 Councillor S.Campbell MOVED that the October 1, 2020 Regular Council Meeting Minutes be approved as presented. CARRIED

D. SUBDIVISION APPLICATIONS

E. PUBLIC HEARINGS

G. DEPARTMENT REPORTS

G.1. MUNICIPAL SERVICES

G.2. COMMUNITY SERVICES

G.3. CORPORATE SERVICES

G.4. ADMINISTRATION

G.4.1. Town of Coaldale Remembrance Day Ceremony- November 11, 2020

294-2020 Councillor Horvath MOVED that Councillor Tory Campbell be authorized to attend the Town of Coaldale Remembrance Day Ceremony on November 11, 2020 at the Gem of the West Museum in Coaldale. CARRIED

295-2020 Councillor VanderVeen MOVED that Councillor Morris Zeinstra be authorized to attend the Picture Butte Remembrance Day Ceremony on November 11, 2020 and lay a wreath at the Cenotaph. CARRIED

G.4.2. General Stewart Branch #4 Remembrance Day Ceremony- November 11, 2020

296-2020 Councillor S.Campbell MOVED that the Reeve or his designate be authorized to attend the General Stewart Branch #4 Remembrance Day ceremony at the Lethbridge Cenotaph on November 11, 2020. CARRIED

G.4.3. Road Tour - October 22, 2020

CAO Ann Mitchell reviewed with Council the current status of Covid 19 in Lethbridge County, and asked for Council direction regarding the October 22, 2020 Road Tour, currently scheduled to take place on a school bus which may or may not allow for sufficient social distancing. Council relayed it would not be prudent at this time to hold a tour on a bus, and requested Administration to set up a virtual road tour for 9:30 a.m. on October 22, 2020 at the Lethbridge Administration office in Coyote Flats Meeting Room.

G.4.4. Council Remuneration

297-2020 Councillor S.Campbell MOVED that County Council maintain 10% reduction of remuneration until the December 17, 2020 Council meeting when it can be revisited by Council. CARRIED

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

I.1. Lethbridge County Council Attendance Update - September 2020

Division 1

Reeve Lorne Hickey

September 1 Assessment Model Review
September 2 Met with CAO
September 3 Lethbridge County Council Meeting
September 5 LINK Pathway Society Open House
September 9 Met with CAO
September 10 Agricultural Service Board Meeting
September 10 Intermunicipal Committee – Town of Picture Butte
September 15 Team Lethbridge Roundtable
September 17 Lethbridge County Council Meeting
September 18 Foothills Little Bow (Virtual Meeting)
September 23 Met with CAO

Division 2

Councillor Tory Campbell

September 3 Lethbridge County Council Meeting
September 10 Emergency / Fire Advisory Committee Meeting
September 10 Agricultural Service Board Meeting
September 17 Lethbridge County Council Meeting

Division 3
Councillor Robert Horvath

September 3 Lethbridge County Council Meeting
September 10 Agricultural Service Board Meeting
September 17 Lethbridge County Council Meeting
September 18 Foothills Little Bow (Virtual Meeting)
September 24 Chamber of Commerce Annual General Meeting

Division 4
Councillor Ken Benson

September 3 Lethbridge County Council Meeting
September 9 Intermunicipal Committee – Town of Coalhurst
September 10 Emergency / Fire Advisory Committee Meeting
September 10 Agricultural Service Board Meeting
September 17 Lethbridge County Council Meeting
September 18 Foothills Little Bow (Virtual Meeting)

Division 5
Councillor Steve Campbell

September 2 Exhibition Park Board Meeting
September 3 Lethbridge County Council Meeting
September 9 Intermunicipal Committee – Town of Coalhurst
September 10 Emergency / Fire Advisory Committee Meeting
September 10 Agricultural Service Board Meeting
September 10 Intermunicipal Committee – Town of Picture Butte
September 17 Lethbridge County Council Meeting

Division 6
Councillor Klaas VanderVeen

September 3 Lethbridge County Council Meeting
September 9 Intermunicipal Committee – Town of Coalhurst
September 10 Agricultural Service Board Meeting
September 10 Intermunicipal Committee – Town of Picture Butte
September 15 Team Lethbridge Meeting
September 17 Lethbridge County Council Meeting
September 25 SAEWA Meeting

Division 7
Councillor Morris Zeinstra

September 3 Lethbridge County Council Meeting
September 10 Agricultural Service Board Meeting
September 10 Intermunicipal Committee – Town of Picture Butte
September 17 Lethbridge County Council Meeting
September 18 Foothills Little Bow (Virtual Meeting)

298-2020 Councillor MOVED that Lethbridge County Council receive the report titled
S.Campbell "Lethbridge County Council Attendance Update - September 2020",
 identifying the activities and events attended by Lethbridge County
 Council for the month of September 2020, as information.

CARRIED

Reeve Hickey recessed the meeting at 10:30 a.m.

The meeting reconvened at 11:00 a.m.

F. DELEGATIONS

F.1. 11:00 am - Markus Weber and Ramez Ghabour, Serecon

Reeve Hickey welcomed Mr. Markus Weber and Mr. Ramez Ghabour of Serecon to the Council meeting at 11:00 am. The delegation provided Council a PowerPoint presentation regarding the quantifying of agricultural issues and the economic impact of agriculture in the County.

292-2020	Deputy Reeve Zeinstra	MOVED that County Council accepts the presentation from Markus Weber and Ramez Ghabour of Serecon for information.	CARRIED
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Reeve Hickey recessed the meeting at 11:27 a.m.

The meeting reconvened at 1:00 p.m. with all of Council present with the exception of Deputy Reeve Zeinstra.

F.2. 1:00 pm - Reeve Merrill Harris and Mr. Arlos Crofts, CAO, MD of Taber Re: Southern Regional Stormwater Horsefly Spillway

Reeve Hickey welcome Reeve Merrill Harris and Mr. Arlos Crofts, CAO with the MD of Taber remotely via Teams to the meeting at 1:00 p.m. The delegation presented Council with a PowerPoint regarding the Horsefly Spillway and drainage issues regarding to stormwater management.

293-2020	Councillor VanderVeen	MOVED that the presentation from Reeve Merrill Harris and Mr. Arlos Crofts, CAO, MD of Taber regarding the Horsefly Spillway be received for information.	CARRIED
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J. CLOSED SESSION

K. ADJOURN

299-2020 Councillor VanderVeen MOVED that the Lethbridge County Council Meeting adjourn, the time being 1:25 p.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2020-0-103 – Heck/Zopoula
– Lots 6 & 7, Block 3, Plan 1212032 within SW1/4 1-9-21-W4M

Meeting: County Council - 05 Nov 2020

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 26 Oct 2020
Larry Randle, Director of Community Services,	Approved - 26 Oct 2020
Ann Mitchell, Chief Administrative Officer,	Approved - 27 Oct 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The application is to create two additional new lots from subdividing two existing titles comprised of 12.52 acres in total, resulting in four lots ranging in size from 2.74 to 3.43 acres, for grouped country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2020-0-103 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- County Council redesignated (rezoned) the land to the 'Grouped Country Residential - GCR' land use district in June 2011.
- The proposal meets the GCR subdivision criteria and district standards of the Lethbridge County Land Use Bylaw and the lots meet and exceed the bylaw's minimum 2.0-acre size.
- An Area Structure Plan (ASP) for all the land in the ¼-section located to the east side of the SMRID canal R/W was approved in 2003 and later updated in 2014.
- The 2014 revised ASP indicated that up to four (4) lots could be developed in this area. The proposal and lot layout conforms to the approved 2014 ASP amendment.

BACKGROUND INFORMATION:

Located 2-½ miles east of the City of Lethbridge boundary and just north of Highway 512. This is the fifth phase of an ongoing grouped country residential plan and subdivision area that commenced in 1997 (referred to as the Pater Subdivision).

The proposal is to subdivide land on the east side of the SMRID canal. The westerly 6.52-acre parent title (existing Lot 6) contains a newer dwelling on the southern portion (proposed Lot 16), while the northern portion is vacant (proposed Lot 17). The east 6.01-acre lot being subdivided (existing Lot 7) is vacant. The dividing north/south property lines for each adjacent subdivided parcel will align evenly east-to-west. The 2014 revised ASP allowed that up to four lots could be developed in this area. The ASP illustrates four back-to-back lots with pan-handle driveway accesses for the northern lots, which this application aligns with.

The new lots are proposed to be serviced by the SMRID and eventually the rural water co-op, and sewage treatment by private on-site septic systems. As part of any approval, a soils analysis based on the provincial *2015 Private Sewage Systems Standards of Practice* must be submitted. A general storm water management plan has been prepared for the area, but the applicants will be required to provide any additional engineered drainage information/plans the County requires as it pertains to this specific proposal.

Overall, the proposal meets the GCR criteria of the County's Land Use Bylaw No. 1404 and conforms to the approved ASP. Municipal Reserve has previously been paid for the land area. (see full ORRSC Planner's comments attached)

The application was circulated to the required external agencies. ATCO Gas requires an easement. An approval from Alberta Transportation (AT) is required as it is in proximity to Highways 512 & 3 - AT has no objections and has granted an approval.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied with the engineering information or that the subdivision criteria is adequately met and the lots would remain as is.

FINANCIAL IMPACT:

None direct, but the future tax situation may change with an increase in additional residential taxes paid.

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[5A Lethbridge County 2020-0-103 Approval](#)
[Subdivision Referral 2020-0-103 - County Version3](#)

RESOLUTION

2020-0-103

Lethbridge County

Grouped Country Residential subdivision of Lots 6 & 7, Block 3, Plan 1212032 within SW1/4 1-9-21-W4M

THAT the Grouped Country Residential subdivision of Lots 6 & 7, Block 3, Plan 1212032 within SW1/4 1-9-21-W4M (Certificate of Title No. 161 235 850, 131 289 539), to create four (4) lots, ranging from 2.74 to 3.43 acres (1.11 to 1.39 ha) respectively in size, from two titles consisting of 12.52 acres (5.07 ha) in total, for grouped country residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That shared legal access easement(s) be provided to accommodate the joint sharing of the area for driveway accesses (along pan-handles) that straddle the common shared property line between the proposed lots as a result of subdivision.
4. That the applicant provides an updated professional soils analysis with additional test holes for the proposed lots in accordance with the *2015 Alberta Private Sewage Systems Standard of Practice*, to verify suitability and provide recommendations for private on-site septic system installations.
5. The applicant or owner or both is responsible for providing to Lethbridge County any additional engineered storm water drainage plans or details for the two parent parcels being subdivided and in consideration of the ASP approved for the SW1/4 1-9-21-W4M. As the land is located within the Malloy Drainage basin, the applicant must receive final approval from Lethbridge County regarding storm water drainage or lot grading with respect to the Malloy Drain Master Drainage Plan.
6. That any drainage easements as required by Lethbridge County with respect to the final storm water drainage plan be established, to be registered concurrently with the final plan of subdivision.
7. That the easement(s) as required by ATCO Gas, or any other utility agencies, shall be established prior to finalization.
8. That the applicant submits a final Plan of Survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the subdivided lots as approved by the Subdivision Authority.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied, that with the conditions imposed, the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority has determined the application meets the criteria of the Lethbridge County's Land Use Bylaw in regards to the subdivision of land designated as grouped country residential.
4. The Subdivision Authority is satisfied that the proposed subdivision conforms to the approved Area Structure Plan (ASP) as updated in 2014, and the lot configuration meets the general subdivision layout allotted for in the plan.

2020-0-103
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INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(d) of the Municipal Government Act, Reserve is not required, as it was previously provided on a 2011 subdivision approval.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) TELUS Communications Inc. has no objections to the above noted circulation.
- (e) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to hp.circulations@atco.com.
- (f) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“Reference your file to create four (4) country residential parcels at the above noted location.

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

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

To that end, the lots to be created will be well removed from Highways 3 and 512 with indirect access to the highway being gained solely by way of the county’s local road system. As such, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the four (4) country residential parcels as proposed would have any appreciable impact on the highway.

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

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

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the four (4) country residential parcels could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403/382-4052, in this regard.

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

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

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

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

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

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

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

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

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

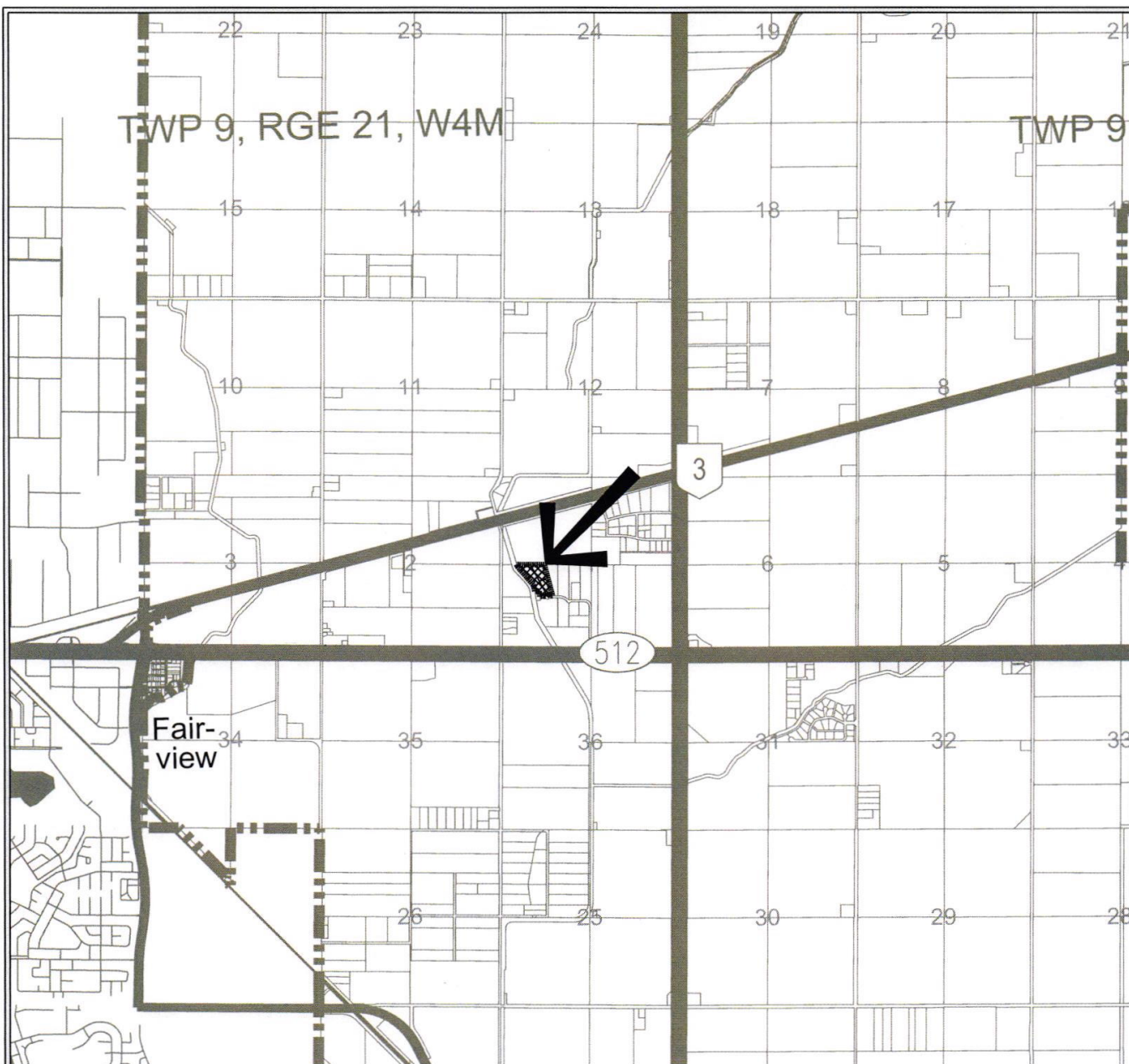
Land Agent: Ellen Struthers

Phone No.: (587) 581-6567

MOVER

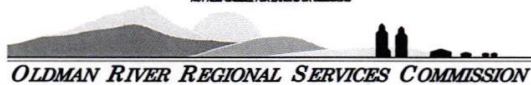
REEVE

DATE

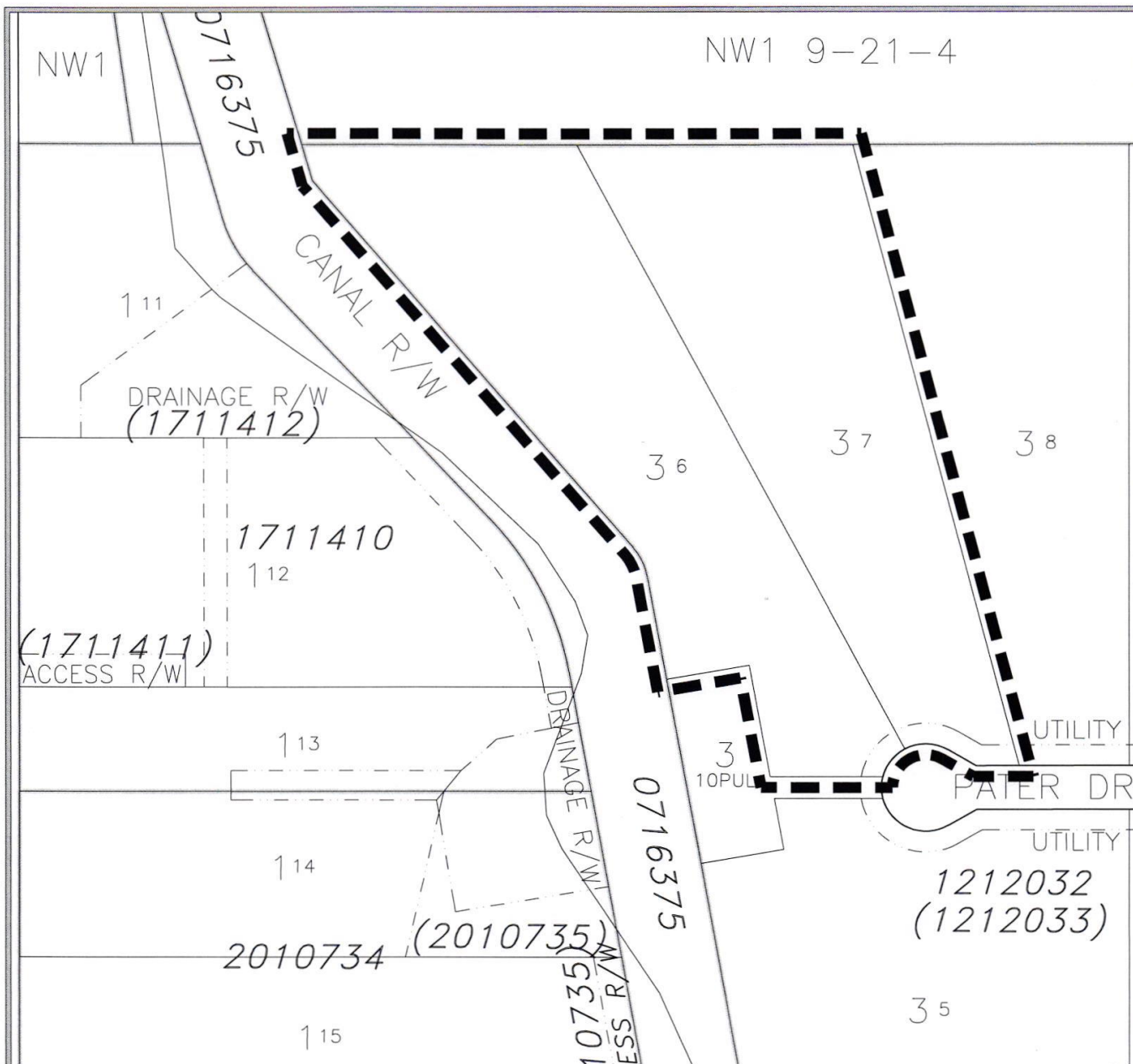


SUBDIVISION LOCATION SKETCH
 LOT 6 & 7; BLOCK 3; PLAN 1212032
 WITHIN SW 1/4 SEC 1, TWP 9, RGE 21, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: AUGUST 26, 2020
 FILE No: 2020-0-103

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 THIS MAP IS FOR INFORMATION ONLY AND DOES NOT
 REPRESENT A GUARANTEE OF ACCURACY



August 26, 2020 N:\Projects\2020-0-103.dwg

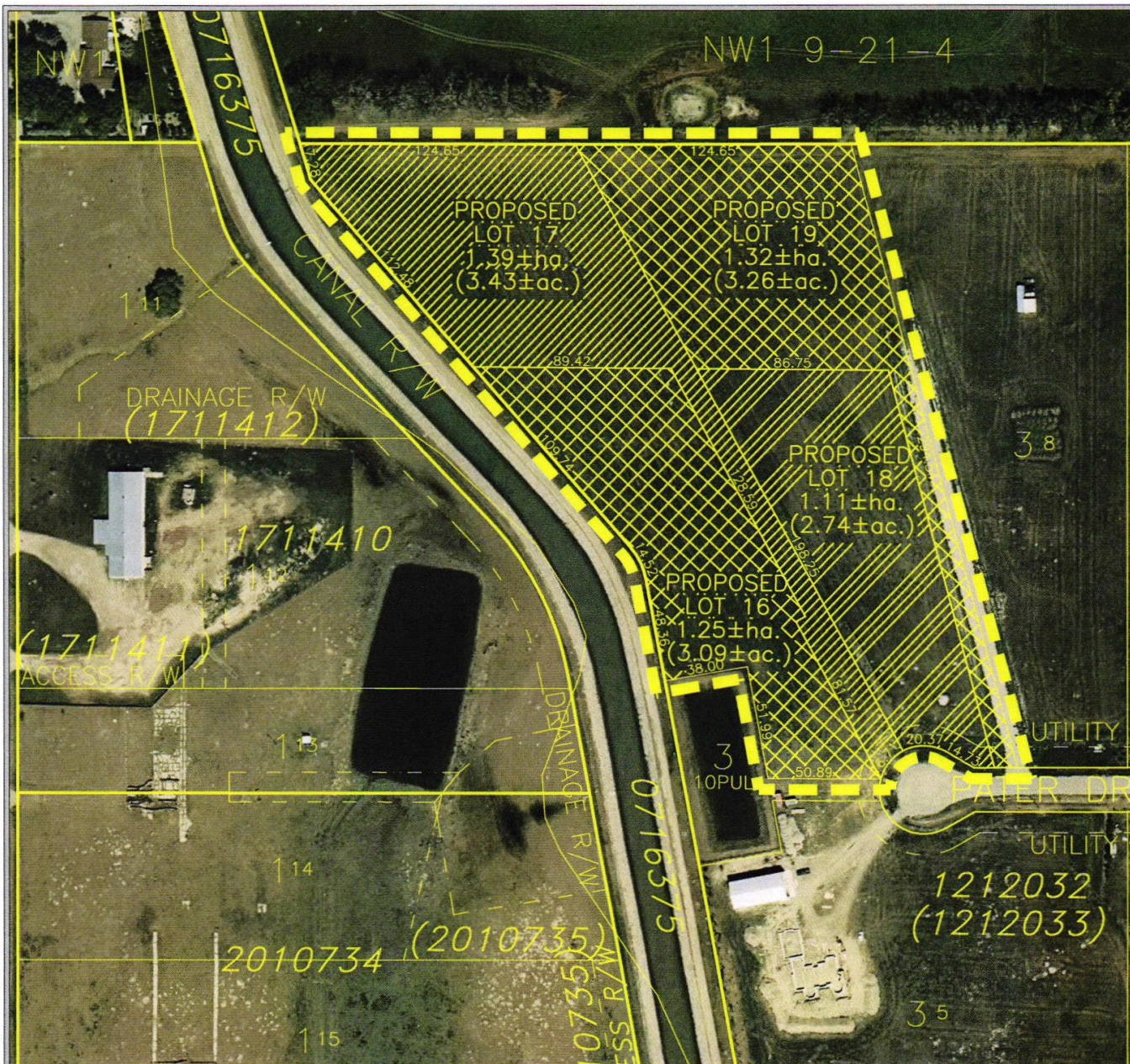


SUBDIVISION SKETCH - EXISTING
 LOT 6 & 7; BLOCK 3; PLAN 1212032
 WITHIN SW 1/4 SEC 1, TWP 9, RGE 21, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: AUGUST 26, 2020
 FILE No: 2020-0-103

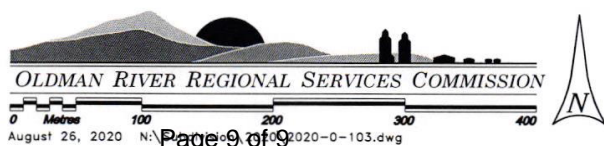


August 26, 2020 N:\03-2020-0-103.dwg

Page 7 of 9



SUBDIVISION SKETCH - PROPOSED
 LOT 6 & 7; BLOCK 3; PLAN 1212032
 WITHIN SW 1/4 SEC 1, TWP 9, RGE 21, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 DATE: AUGUST 26, 2020
 FILE No: 2020-0-103



AERIAL PHOTO DATE: 2015

AGENDA ITEM REPORT



Title: Subdivision Application #2020-0-111– 644213 Alberta Ltd. (Howe)
– Block Z, Plan 7770 AU within NE1/4 26-8-21-W4M

Meeting: County Council - 05 Nov 2020

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

Hilary Janzen, Supervisor of Planning & Development	Approved - 26 Oct 2020
Larry Randle, Director of Community Services,	Approved - 26 Oct 2020
Ann Mitchell, Chief Administrative Officer,	Approved - 27 Oct 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The application is to subdivide a title containing 39.96 acres and create nine (9) grouped country residential parcels, ranging in size from 3.09 to 4.00 acres respectively, and one 5.78 acre PUL for a storm pond, for grouped country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2020-0-111 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The land was redesignated (rezoned) to the 'Grouped Country Residential - GCR' land use district in September, 2020 by Council (Bylaw No. 20-016).
- The application conforms to the Section 26 ASP (Bylaw No. 1483) policies and subdivision requirements, and the additional engineering information has been provided to the satisfaction of the municipality.
- The proposal meets the GCR subdivision criteria and district standards of the Lethbridge County Land Use Bylaw and the lots meet and exceed the bylaw's minimum 2.0-acre size.
- The parcel is within the Intermunicipal Development Plan (IDP) area with the City of Lethbridge (Bylaws No. 1615 & 1478), specifically within IDP Policy Area 5, and the subdivision conforms to the IDP and does not contravene any applicable policies.

BACKGROUND INFORMATION:

Located within Section 26 adjacent to Howe Road, approximately ½-mile east of the City of Lethbridge and 1½-miles north of Highway 4. This is the first subdivision for grouped country residential use within Section 26 since the overarching Area Structure Plan (Bylaw No. 1483) was adopted in January, 2017.

The application consists of seven new vacant residential lots, each at 4.0 acres in size, situated to the west of the proposed storm water pond facility parcel, while two lots at 3.09 acres each will be created on the east side adjacent to Howe Road. The north lot (proposed Lot 8) on the east portion contains a mobile home and shop building, while the south lot (proposed Lot 9) contains a single-storey house. The proposed Lot 10PUL is to accommodate the engineered storm water management facility pond (to be taken over by the municipality). This area presently contains a dugout, an abandoned mobile home and some other minor abandoned out-buildings that will be removed.

The new country residential parcels will have septic field systems installed at the time of development. An acceptable engineered soils assessment has been provided to support the proposal. In accordance with the Engineering Detail Plan, water is to be provided by individual cistern systems until such time water is available through the rural water co-op. No new road dedications are needed, as the parent parcel has access to the existing north municipal roadway (Twp. Rd 8-5), while proposed Lot 9 has existing direct access east to Howe Road. A Development Agreement will address all servicing matters and it will include the requisition of the owner's proportionate costs related to Lethbridge County preparing the Section 26 ASP.

Overall, the proposal meets the GCR criteria of the County's Land Use Bylaw No. 1404 and conforms to the approved ASP. (see full ORRSC Planner's comments attached)

The application was circulated to the required external agencies. ATCO Gas requires an easement. Alberta Transportation has no objections, and the City of Lethbridge stated that they had no objections at the redesignation stage.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve if it is not satisfied with the engineering or servicing information provided. With the ASP and GCR redesignation in place, such a decision would likely result in an appeal.

FINANCIAL IMPACT:

None direct, but the future tax situation will change with an increase in additional residential taxes paid; however, there could also be future costs related to infrastructure maintenance. The County will benefit from a municipal reserve payment of approximately \$91,908.00 (as the 10% amount owing) that is applicable on the 39.96 acres.

REASON(S) FOR RECOMMENDATION(S):

The proposed subdivision meets the provincial Subdivision and Development Regulations, the municipal subdivision policies as stated in the Land Use Bylaw, and the approved Section 26 ASP.

ATTACHMENTS:

[5A Lethbridge County 2020-0-111 Approval](#)
[Subdivision Referral 2020-0-111 - County Version2](#)

RESOLUTION

2020-0-111

Lethbridge County

Grouped Country Residential subdivision of A portion of Block Z, Plan 7770 AU within NE1/4 26-8-21-W4M

THAT the Grouped Country Residential subdivision of A portion of Block Z, Plan 7770 AU within NE1/4 26-8-21-W4M (Certificate of Title No. 061 522 377), to subdivide a title containing 39.96 acres (16.18 ha) and create nine (9) grouped country residential parcels, ranging from 3.09 to 4.00 acres (1.25 to 1.62 ha) respectively in size, and one 5.78 acre (2.34 ha) PUL for a storm pond; BE APPROVED subject to the following:

RESERVE: The 10% reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the 39.96 acres at the market value of \$23,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The agreement may address utility servicing, future water connections, drainage and storm water pond facilities, road upgrades and any new approaches required. The agreement may also address the requisition of the owner's proportionate costs related to Lethbridge County preparing the overall Section 26 ASP, and may also include provisions related to an Endeavor to Assist clause.
3. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.
4. That any easement(s) as required by the municipality shall be established including:
 - (a) A 3.5 metre utility R/W and easement in Lethbridge County's name is to be provided for Lots 1 to 7 along the north lot frontages adjacent to Twp Rd 8-5, to be a shared utility R/W for all shallow utilities, to be registered concurrently with the subdivision final endorsement.
 - (b) That a 12.0 metre drainage R/W and easement is to be provided along the south perimeter of Lots 1 to 7 to protect the drainage ditch channel, to be registered concurrently with the subdivision final endorsement.
 - (c) That a 5.0 metre drainage R/W and easement is to be provided along the north perimeter of Lot 8 to convey drainage to the adjacent west storm pond in Lot 10PUL.
5. That the structures/abandoned buildings presently situated on the proposed Lot 10PUL to be utilized for the storm pond, be removed to the satisfaction of Lethbridge County prior to final endorsement, unless the terms of removal are separately addressed in the Development Agreement.
6. That the applicant is responsible for obtaining and submitting a copy of an approval granted under the Water Act and a registration under EPEA from the AEP for the storm water management system and plan to Lethbridge County, prior to final endorsement of the subdivision.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for grouped country residential use for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The parent 39.96 acre title is designated as Grouped Country Residential (GCR) and the proposed subdivision complies with the GCR subdivision criteria of both the Municipal Development Plan and Land Use Bylaw.
4. The Subdivision Authority has determined the application conforms to the Section 26 ASP (Bylaw No. 1483) policies and subdivision requirements, and the additional engineering information has been provided to the satisfaction of the municipality.
5. The subject parcel is within the Intermunicipal Development Plan (IDP) area with the City of Lethbridge (Bylaws No. 1615 & 1478), specifically within IDP Policy Area 5, and the Subdivision Authority has determined the subdivision conforms to the IDP and does not contravene any applicable IDP policies.

INFORMATIVE:

- (a) The payment of Municipal Reserve (MR) is required to be provided on the 39.96 acre parent title pursuant to Section 663 of the MGA, and is to be provided as cash-in-lieu in the approximate amount of \$91,908.00 as the 10% amount owing.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) As the plans show TELUS facilities outside of the planned subdivision area TELUS Communications Inc. has no objections.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

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

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

- (f) ATCO Gas requires a Utility Right of Way as shown on the hi-lighted on the attached plan. The utility right of way should be 6.0 meters in width if they are solely for the use of ATCO Gas and 9.0 m in width if the easement is to be shared with other utilities. All easements are to be registered as a general utility right of way granted to the Municipality and are to be registered concurrently with the legal plan of subdivision. No structures or portion thereof may be erected within the right of way without prior written consent for the Company.

We can work with the surveyor on final URW alignment. (See Attachment)

- (g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to hp.circulations@atco.com.

- (h) SMRID – Linda Park, Land Administrator:

"Further to your correspondence of September 29th, 2020, this is to advise that we have no objection to the proposed subdivision as it is currently classified as "dry".

However, if the future lots wish to use non potable water supplied by the District, they will be required to form a Water Co-Op with the residential lots that are located north of the future lots. This involves purchasing an allotment of water at \$1,200.00 an acre foot and entering into a metered Water Conveyance agreement with the District. They will be billed yearly at \$69.00 an acre foot or \$690.00 whichever is greater. All works, agreements, etc., required will be at the landowner's expense.

If you have any further questions, please contact myself or Jan Tamminga in the Lethbridge office at 403-328-4401.

A Service Fee of \$100.00 plus GST will apply."

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

"Reference your file to create 10 country residential parcels at the above noted location.

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

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

To that end, the parcels to be created will gain indirect access to the provincial highway network solely by way of the local road system. Given this, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the 10 country residential parcels as proposed would have any appreciable impact on the highway.

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

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

The subject property is not within the noted control lines and given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the country residential parcels could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403/382-4056, in this regard.

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

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

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

FOR INFORMATION PURPOSES

Notwithstanding the foregoing, dependent upon future and the existing subdivision and/or developments in the area, Lethbridge County may consider collecting off-site levies to upgrade the existing at-grade local intersections with Highway 512 in order to accommodate the additional traffic."

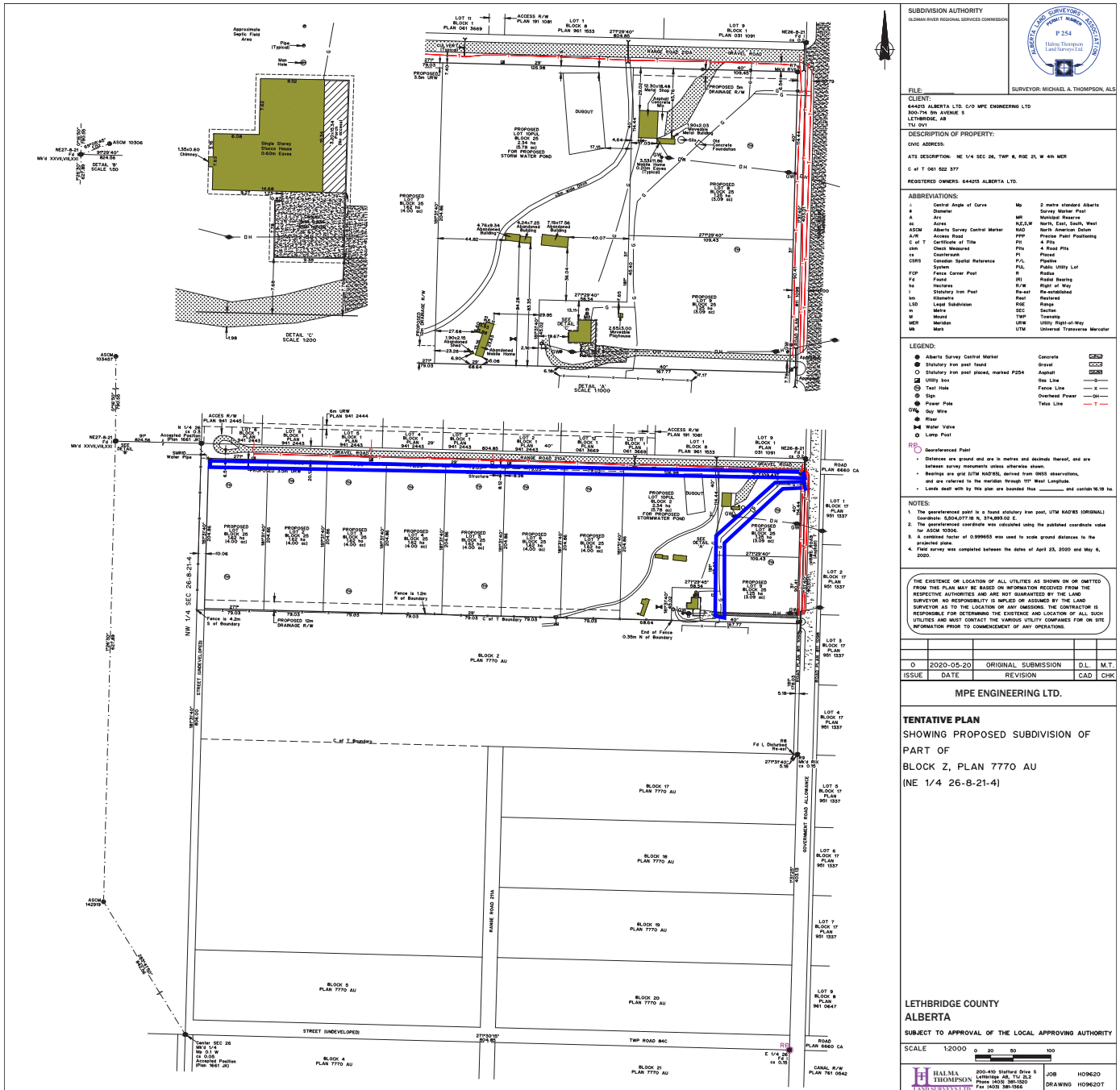
- (j) Canada Post has no comment.

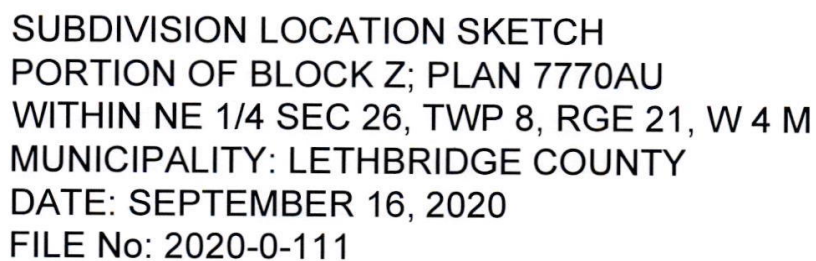
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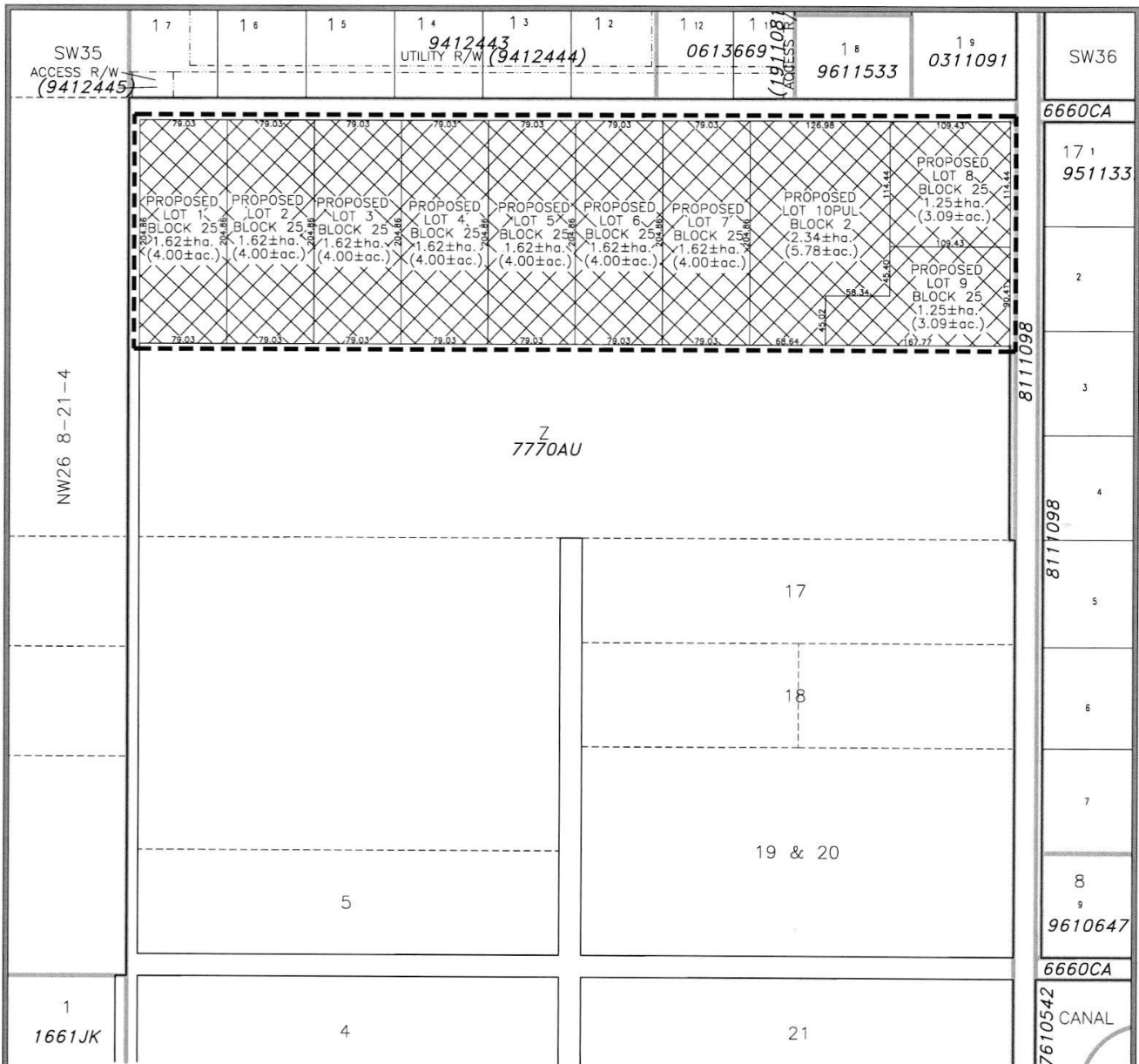
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ATCO GAS ATTACHMENT





September 16, 2020 Page 10 of 11



SUBDIVISION SKETCH
PORTION OF BLOCK Z; PLAN 7770AU
WITHIN NE 1/4 SEC 26, TWP 8, RGE 21, W 4 M
MUNICIPALITY: LETHBRIDGE COUNTY
DATE: SEPTEMBER 16, 2020
FILE No: 2020-0-111



AGENDA ITEM REPORT



Title: Subdivision Application #2020-0-117 – Reimer
- Lot 1, Block 1, Plan 1710795 & Lot 2, Block 1, Plan 1710796
within SE1/4 11-10-20-W4M

Meeting: County Council - 05 Nov 2020

Department: ORRSC

Report Author: Steve Harty

APPROVAL(S):

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

Approved - 26 Oct 2020
Approved - 26 Oct 2020
Approved - 27 Oct 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The application is to reconfigure (land swap) two titles within a ¼-section, through subdivision and consolidation, by amalgamating into the ¼-section an existing 3.67 acre title in the northeast corner, and in-turn subdivide out a new 8.09 acre title in the southeast corner respectively, for country residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2020-0-117 be approved subject to the conditions as outlined in the draft resolution.

PREVIOUS COUNCIL DIRECTION / POLICY:

- The proposal is eligible for subdivision consideration as a separate standalone title is not being created, the application is to reconfigure the existing two titles and farmyards within the ¼-section.
- The resulting new 8.09 acre farmyard parcel size and the resulting 147.93 acre agricultural parcel both comply with the maximum and minimum parcel sizes allowed in accordance with the bylaw and the subdivision policies.
- As a condition of approval the applicant must submit a final plan of survey as prepared by a certified Alberta Land Surveyor to amalgamate (consolidate) the former 3.67-acre farmyard title into the ¼-section to ensure no additional title is created.

- This application complies with the subdivision criteria for a reconfiguration of titles - the applicant(s) starts with two titles, and with the subdivision and consolidation of land, will end-up with two titles, with no additional titles being created above what is presently in existence.

BACKGROUND INFORMATION:

Located 1-mile south of the Northeast Reservoir, approximately 3½-miles north of the Town of Coaldale and ½-mile east of Highway 845. The proposal is to accommodate a land swap within the ¼-section, as there are two yards located in opposite corners, and the landowners desire to change which yard is on a separate certificate of land title from the agricultural land.

The existing smaller county residential yard title is being consolidated into the parent ¼-section to enable the separate south farmyard to be subdivided-out in return. Currently a father and son own the two titles and they desire to rearrange the yard subdivisions and agricultural parcel ownership. The south farmyard being subdivided is being squared to the south ¼-section line. It is well developed and contains a dwelling and multiple agricultural buildings and structures. The subdivision and consolidation process will result in the remnant agricultural land being a title 147.93 acres in size.

The existing yard services will be unaffected by the subdivision and consolidation. Both properties are currently serviced with water through the rural water co-op and utilize on-site private sewage septic systems.

Overall, the proposal meets the criteria of the County's Land Use Bylaw No. 1404 for a reconfiguration/realignment of titles subdivision. (see full ORRSC Planner's comments attached) The application was circulated to the required external agencies and no concerns or objections were expressed regarding the application, and no easements are requested (at time of agenda preparation).

ALTERNATIVES / PROS / CONS:

The application complies with the subdivision criteria but the Subdivision Authority could decide not to approve if they are not satisfied the title rearrangement is logical. Such a decision would likely result in an appeal.

FINANCIAL IMPACT:

None, and nothing will change regarding the current tax situation.

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[5A Lethbridge County 2020-0-117 Approval](#)
[Subdivision Referral 2020-0-117 - County Version2](#)

RESOLUTION

2020-0-117

Lethbridge County

Country Residential subdivision of Lot 1, Block 1, Plan 1710795 & Lot 2, Block 1, Plan 1710796 within SE1/4 11-10-20-W4M

THAT the Country Residential subdivision of Lot 1, Block 1, Plan 1710795 & Lot 2, Block 1, Plan 1710796 within SE1/4 11-10-20-W4M (Certificate of Title No. 171 278 712, 171 071 920 +1), to reconfigure (land swap) two titles within a ¼-section, through subdivision and consolidation, by amalgamating into the ¼-section an existing 3.67 acre (1.487 ha) title in the northeast corner, and in-turn subdivide out a new 8.09 acre (3.27 ha) title in the southeast corner respectively, for county residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the titles and portions of land to be subdivided and consolidated (with Lot 2, Block 1, Plan 1710796 being consolidated into the ¼-section) to reconfigure the land titles, are to be done by a plan prepared by a certified Alberta Land Surveyor in a manner such that the resulting titles cannot be further subdivided without approval of the Subdivision Authority.
4. That the applicant submits a final plan of survey as prepared by a certified Alberta Land Surveyor that certifies the exact location and dimensions of the 8.09 acre parcel being subdivided as approved.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision, with the conditions imposed, is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.
3. The Subdivision Authority has determined that the subdivision proposal conforms to the County's bylaw subdivision criteria as a reconfiguration of titles, with no additional titles being created above what presently exist. With the consolidation of land by a registered plan, there will only be one subdivided acreage parcel out of the ¼-section in the end.
4. The proposed 8.09 acre parcel complies with the County's bylaw subdivision criteria flexible farmstead maximum parcel size of 3.0 to 10.0 acres with consideration for the buildings and improvements present on the land.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(a) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.

2020-0-117
Page 1 of 3

(c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)

(d) TELUS Communications Inc. has no objections to the mentioned circulation.

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

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

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

(f) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement, registered as Instrument(s) #941 216 886.

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

(g) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to hp.circulations@atco.com.

(h) SMRID – Linda Park, Land Administrator:

"Further to your September 29th, 2020 subdivision application, this is to advise that the District has a few comments in respect to the above-noted:

- The proposed subdivision will be classified as "dry". Irrigation rights on the remainder of the parcel may need to be transferred and/or sold to reflect the removal of this parcel.
- If the subdivided parcel wishes to use non-potable water provided by the District for their trees, yard etc., the landowner must enter into a Household Purposes Agreement with the District.
- If the turnout is located on the irrigated piece, the landowner must enter into a Remote Delivery Agreement with the District and have an easement registered on title in order to guarantee supply of water to the subdivided parcel. All works and easements involved to provide water to the subdivided parcel will be at the landowner's cost.
- The existing 3.67 acre (1.487 ha) title in the northeast corner is to be consolidated with the remnant agriculture title.
- A Service Fee of \$100.00 plus GST will apply.

If you have any further questions or concerns, please contact me in the Lethbridge office at 403-328-4401."

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

"Reference your file to create a boundary adjustment/consolidated country residential parcel at the above noted location.

This is merely a boundary adjustment and consolidation of a previously approved country residential parcel (2016-0-158). Given this, for all intents and purposes this application is within the spirit and intent of Section 14(b) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation").

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

As this application complies with said Section 14(b) and access to the proposed parcel and the remnant lands is to be by a means other than a highway, Section 15(3) of the regulation applies.

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

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the boundary adjusted consolidated country residential parcel could proceed under the direction, control and management of the county. The applicant could contact the undersigned, at Lethbridge 403/382-4052, in this regard.

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

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

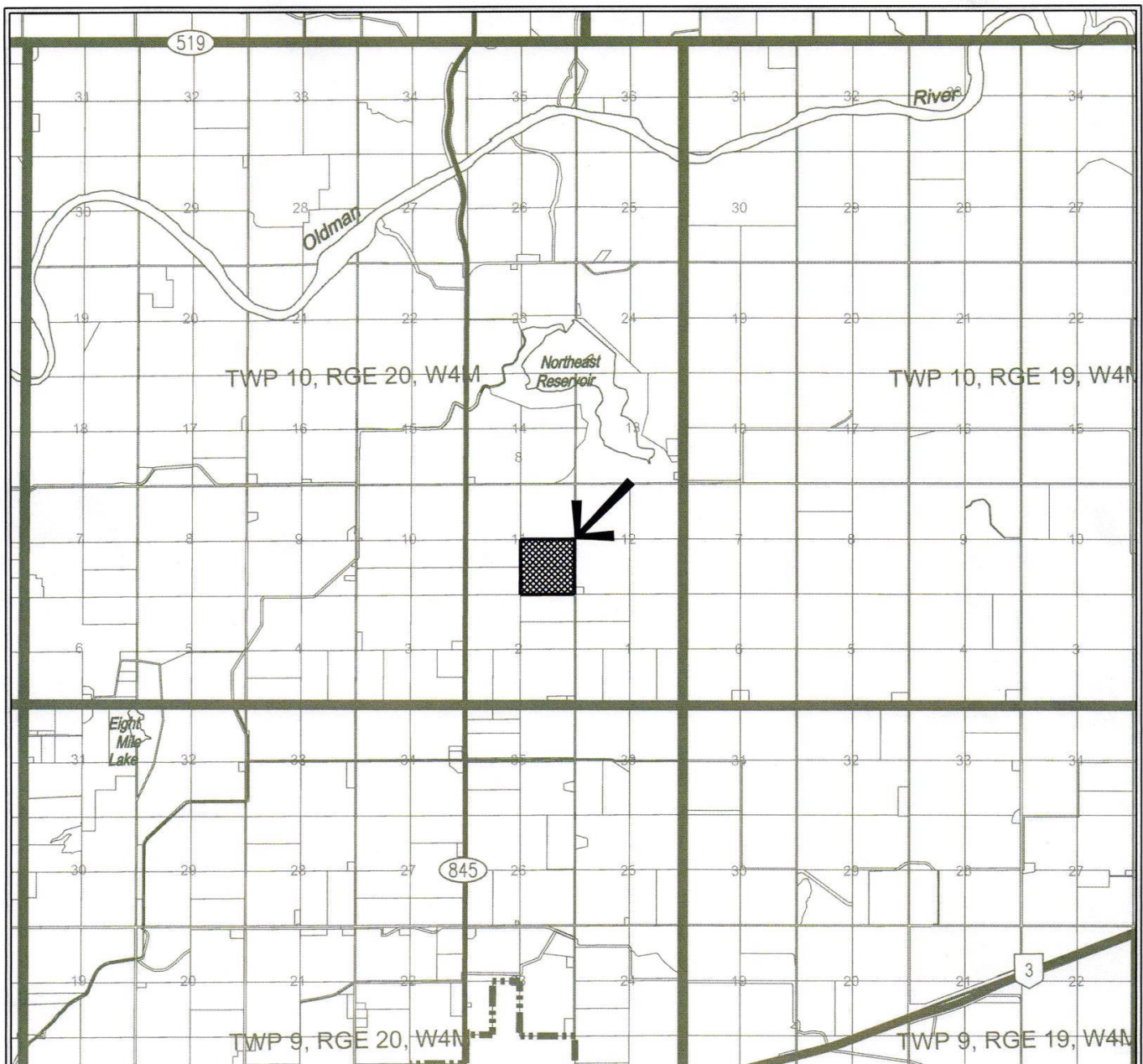
Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far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

- (j) The County of Lethbridge Rural Water Association currently has no potable water units available.
- (k) Canada Post has no comment.

MOVER

REEVE

DATE



SUBDIVISION LOCATION SKETCH

LOT 1; BLOCK 1; PLAN 1710795 & LOT 2; BLOCK1; PLAN 1710796

WITHIN SE 1/4 SEC 11, TWP 10, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

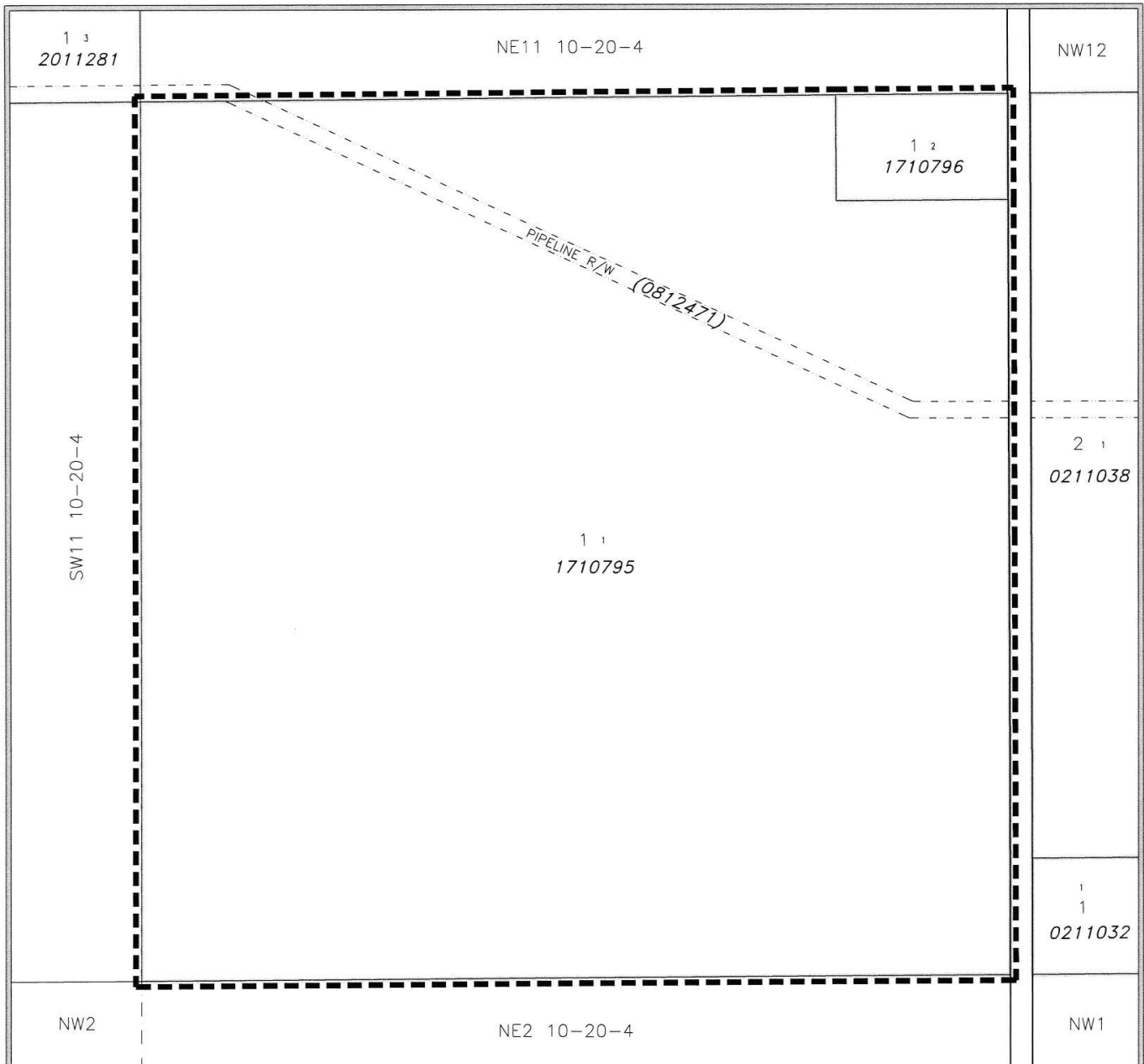
DATE: SEPTEMBER 16, 2020

FILE No: 2020-0-117

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
200 5th Avenue North, Lethbridge, AB T1Y 0B6
NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

OLDMAN RIVER REGIONAL SERVICES COMMISSION

September 16, 2020 H:\Projects\2020-0-117\2020-0-117.dwg
Page 0 of 10



SUBDIVISION SKETCH - EXISTING

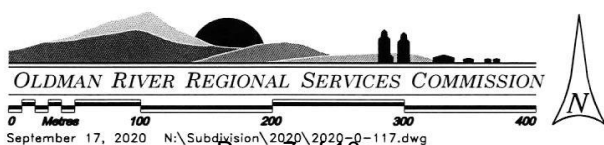
LOT 1; BLOCK 1; PLAN 1710795 & LOT 2; BLOCK1; PLAN 1710796

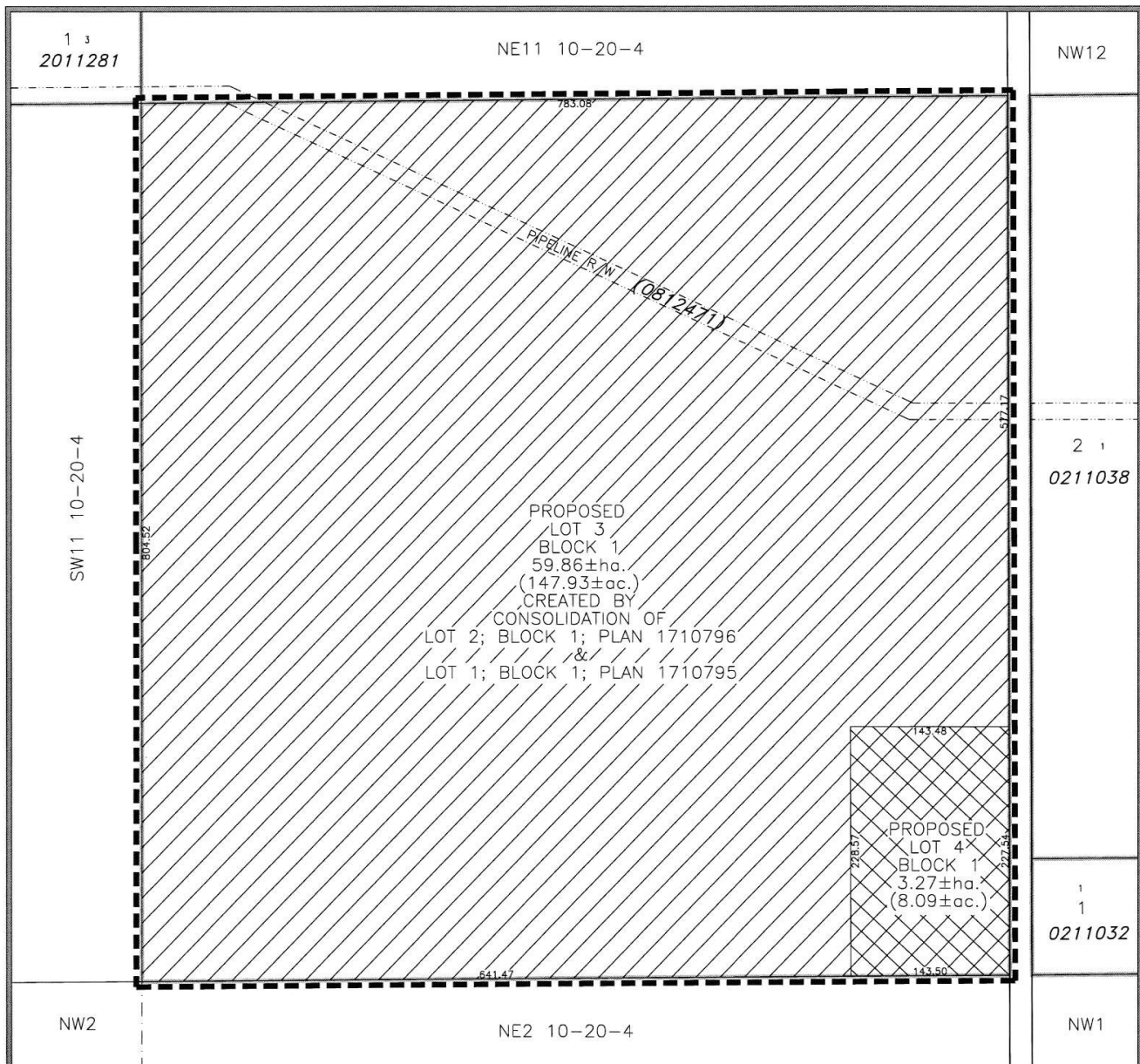
WITHIN SE 1/4 SEC 11, TWP 10, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: SEPTEMBER 16, 2020

FILE No: 2020-0-117





SUBDIVISION SKETCH - **PROPOSED**

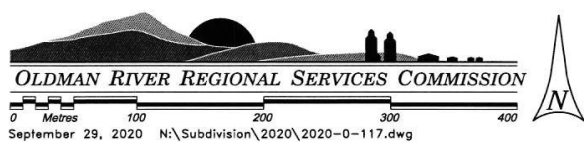
LOT 1; BLOCK 1; PLAN 1710795 & LOT 2; BLOCK 1; PLAN 1710796

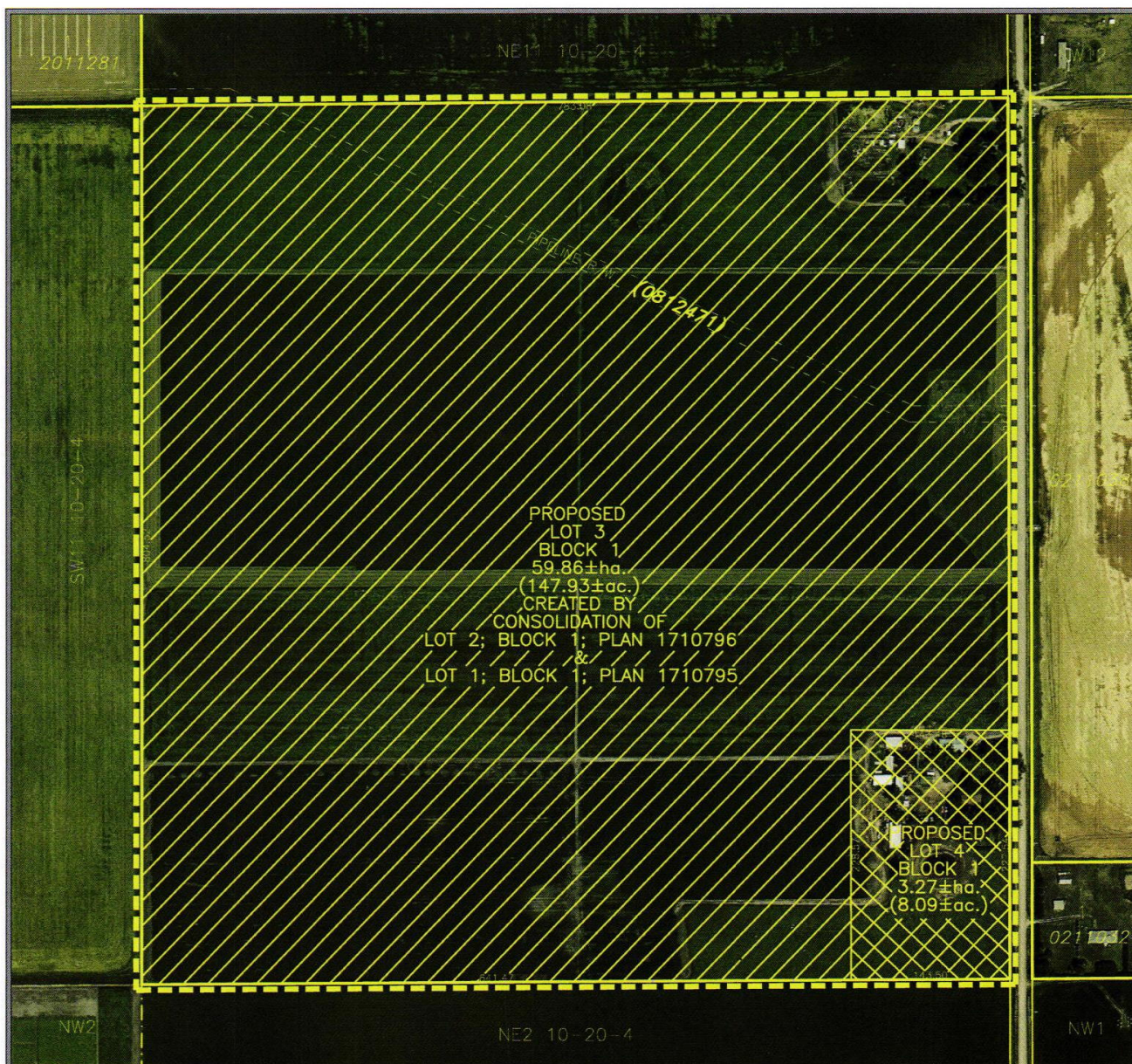
WITHIN SE 1/4 SEC 11, TWP 10, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: SEPTEMBER 16, 2020

FILE No: 2020-0-117





SUBDIVISION SKETCH - PROPOSED

LOT 1; BLOCK 1; PLAN 1710795 & LOT 2; BLOCK 1; PLAN 1710796

WITHIN SE 1/4 SEC 11, TWP 10, RGE 20, W 4 M

MUNICIPALITY: LETHBRIDGE COUNTY

DATE: SEPTEMBER 16, 2020

FILE No: 2020-0-117



AERIAL PHOTO DATE: 2015

AGENDA ITEM REPORT



Title: Hosting Status - 2023 ASB Summer Tour and Conference
Meeting: County Council - 05 Nov 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 29 Oct 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The County has previously committed to hosting the 2023 ASB Summer Tour. Administration would like to propose an alternative that is cost neutral and still highlights Lethbridge County agriculture.

RECOMMENDATION:

Option #1

MOTION: Funding of \$50,000 per year (2021,22,23) is placed in reserve for hosting the 2023 ASB Summer Tour. The remainder of funding to be in 2023 to cover expenses related to Tour in the year of occurrence (estimated to be another \$50-150,000).

Option #2

MOTION: Rescind the offer to host the 2023 ASB Summer Tour, notification to the president of the Alberta Association of Agricultural Fieldman (AAAF).

Option #3

MOTION: Direct staff to express an interest to be the host County for the 2023 ASB Conference in January to the AAAF.

PREVIOUS COUNCIL DIRECTION / POLICY:

During budget deliberations in the fall of 2019, administration was directed to bring forward an agenda item for the rescinding of the previous motion to host the 2023 ASB Summer Tour to the December 19 Council meeting

Council Meeting December 19, 2019

A report brought to Council to rescind the motion to host ASB Sumer Tour.

Councillor T.Campbell MOVED that Administration bring a report back to Council in 2020 regarding hosting the ASB Summer Tour in 2023; and further that the \$50,000 in the 2020 Budget for the 2023 ASB Tour be removed from the 2020 Budget.

Special Meeting of Council July 4, 2019

Councillor Benson MOVED that Lethbridge County host the 2023 ASB Summer Tour

Council Meeting May 6, 2019

Councillor Horvath: MOVED that Lethbridge County host the 2021 ASB Tour and further that Administration to bring back information to a future Council Meeting.

*During this meeting the 2021 and 2022 were previously scheduled, the opportunity was for hosting in 2023.

Lethbridge County previously hosted the ASB Summer Tour in 2002.

BACKGROUND INFORMATION:

It was Council's desire to host a showcase summer tour highlighting agriculture in Southern Alberta and in particular Lethbridge County.

With the recent provincial announcement for funding of an expansion for a conference center on the Exhibition Grounds, the County has an ideal location to host a large conference.

ALTERNATIVES / PROS / CONS:

Council has had previous discussions regarding the sponsorship of the 2023 ASB Summer Tour and had previously motioned to being the host of the event in 2023.

2023 ASB Summer Tour

PROS

The Summer Tour would highlight Lethbridge County and the prosperous agriculture community.

CONS

Cost contribution on behalf of the County for hosting an event, from previous estimates provided by previous hosts this would be \$200-300,000.

2023 ASB Conference

PROS

The conference would highlight Lethbridge County and the prosperous agriculture community.

CONS

Conference held in winter, not able to physically see the agriculture productivity in the area.

FINANCIAL IMPACT:

ASB Summer Tour costs would be \$200-300,000 plus staff time commitment.

ASB Conference costs are to be determined, conference fees cover the majority of cost and events.

REASON(S) FOR RECOMMENDATION(S):

The ASB Summer Tour was estimated to cost \$200-300,000. Previous discussions with Council in the fall of 2019 involved an annual allotment of reserve funding put aside to fund the event in 2023. Council was undecided as to making the full commitment of funding for the summer tour event.

An alternative became a consideration when the provincial government announced grant funding for an expansion of the Lethbridge Exhibition grounds including a conference center in summer 2020. The County now had an option for a large conference center available for an ASB conference, typically attended annually by the whole of council.

As the host of the ASB conference, which rotates around the province, the region can be represented in conjunction with the new conference center at the Exhibition Grounds. As the cost of hosting the summer tour was a previous concern, this would provide a reduced commitment of tax funding.

ATTACHMENTS:

[RD MV Tour Summary](#)

[Dec.19, 2019 Council-Meeting - ASB Summer Tour](#)

6.2 2017 ASB Summer Tour Wrap-Up

The 2017 ASB Summer Tour was held from July 11-14, 2017 at the Olds College Campus in Olds, AB. Red Deer County and Mountain View shared the hosting duties. A Tour Coordinator was contracted for the event as neither municipality could dedicate enough staff time to coordinate such a large event.

Each municipality committed to contribute up to \$50,000 to host the tour for a total of \$100,000 to cover expenses beyond the revenues received. A review of the budget vs actual costs indicates that our initial expected registration numbers were too high. The actual number of registrants was comparable to the past 4 ASB Summer Tours held. With registrations lower than budgeted, some costs were cut to ensure that the event stayed on budget. Expenses cut or reduced were, event décor, promotional items and some meals were reduced to reduce costs.

2017 ASB Summer Tour Costs

ASB Summer Tour Revenue	2017 Budget	2017 Actual
	RDC / MVC	RDC / MVC
Delegates	400	250
Partners	100	98
Youth	50	32
Registration	240,600	174,842
Sponsorships	50,000	77,350
Total Revenue	290,600	252,192
ASB Summer Tour Expenses	2017 Budget	2017 Actual
Advertising	10,000	798
Accommodations	5,000	1,543
Miscellaneous Supplies	14,000	1,620
Facilities / Equipment Rental	23,000	21,711
Equipment Rental	10,000	6,993
Printing	5,000	3,522
Promotional Items	20,000	10,593
Meals	117,250	103,363
Entertainment	21,750	19,837
Consultants	75,000	102,668
Transportation - Busses	32,005	23,450
Website	15,000	2,313
Total Expenses	348,005	298,410
Total Net Cost	-57,405	-46,218

The total cost of the tour was \$46,218.43 to be divided between the two municipalities (\$23,109.22 each).

After the event, the Tour Committee (made up of representatives from both municipalities and the tour coordinators) met to discuss the event and debrief the lessons learned. This list is made up of the committee's thoughts/opinions as well as comments heard and witnessed from guests during the tour.

List of successes vs lessons learned:

Successes	Lessons Learned
- Tour was Agricultural focused	- Attendees tend to leave evening events early, even while entertainment was still on
- Registration through Eventbrite was worthwhile	- Eventbrite still doesn't eliminate the administration of registration. Need someone at the municipality to handle finances (Eventbrite)
- Olds College was an excellent venue	- Health & Safety considerations: - Emergency Response Plan - Liability and Insurance
- Tour Coordinator was a worthwhile expense	- Tour Date timing. We tried to sync with Stampede hoping to get travelers on their way to Calgary, but it made it difficult to get presenters, emcee's, entertainment and politicians.
- Better to have fewer good quality stops, rather than many lower quality	- Ensure there is plenty of time at stops. Some locations that have much to offer can go for 60-90 minutes. Some of our 45 minute stops were shorted 15 minutes to get tour back on schedule (after busses take 10-15 minutes to load and unload that doesn't leave much time).

Overall the 2017 ASB Summer Tour was a very successful event that hosted almost 400 representatives from across the province and showcased agriculture within Red Deer and Mountain View Counties. The event costs came in on budget and tour attendees had positive and supportive comments for the tour stops, hosting facilities and coordinating staff/volunteers.

We would encourage any municipality to host this event in the future and we would support them in any way we can.



MINUTES

County Council Meeting

9:00 AM - Thursday, December 19, 2019
Council Chambers

The County Council of Lethbridge County was called to order on Thursday, December 19, 2019, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Lorne Hickey
- Deputy Reeve Steve Campbell
- Councillor Tory Campbell
- Councillor Robert Horvath
- Councillor Ken Benson
- Councillor Klaas VanderVeen
- Councillor Morris Zeinstra
- Acting Chief Administrative Officer Larry Randle
- Infrastructure Manager Devon Thiele
- Manager of Finance & Administration Jennifer Place
- Director of Public Operations Jeremy Wickson
- Executive Administrative Assistant Donna Irwin

EXCUSED:

LATE:

A. CALL TO ORDER - OPENING REMARKS

Reeve Hickey called the meeting to order at 9:02 a.m.

B. AMENDMENTS - CONFIRMATION OF AGENDA

There were no additions or deletions to the December 19, 2019 Council agenda.

560-2019	Councillor Benson	Moved that County Council approve the December 19, 2019 County Council Agenda as presented.	CARRIED
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C. CONFIRMATION OF MINUTES

C.1. December 5, 2019 Regular County Council Meeting Minutes

561-2019	Deputy Reeve S.Campbell	Moved that County Council approves the December 5, 2019 County Council Minutes as presented.	CARRIED
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D. UNFINISHED BUSINESS

E. NOTICES OF MOTION

F. REPORTS

G. APPOINTMENTS

G.1. 9:30 a.m.: Shannon Frank, Executive Director, Oldman Watershed Council

Reeve Hickey welcomed Ms. Shannon Frank, Executive Director, Oldman Watershed Council to the meeting at 9:30 a.m. Ms. Frank presented Council with a video that was produced in partnership with Lethbridge County and Farm Credit Canada. Three videos were produced and one will be shown today. The topic of all three videos is sustainable agriculture in Lethbridge County and feature local

Reeve Hickey thanked Ms. Frank for the presentation. Ms. Frank departed at 9:56 a.m.

Reeve Hickey welcomed Mr. Michael Bly, GIS & Asset Coordinator, Lethbridge County and Mr. Chris Vanderheyden, Senior Asset Management Consultant, Public Sector Digest to the meeting at 10:00 a.m. The delegation provided Council with an update on Phase 2 of Asset Management and covered some of the following topics:

Phase 2 will be complete by the end of 2019 and in 2020 Phase 3 will focus on developing the framework and building financial strategies and then the development of a comprehensive Asset Management Plan.

Reeve Hickey thanked the delegation for their presentation. The delegation retired at 10:30 a.m.

H.1. Bylaw 19-046 - D.R.T. Farms - Amendment to the Land Use Bylaw From: Lethbridge Urban Fringe (LUF) To: Grouped Country Residential - Plan 1810943 Block 1 Lot 2 in the SE 10-9-2-W4 - First Reading

I. MUNICIPAL SERVICES

564-2019	Deputy Reeve S.Campbell	Moved that County Council proceeds with the approval of the 2020 Fleet Capital Budget in the amount of \$1,865,000.	CARRIED
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565-2019	Councillor T.Campbell	Moved that County Council rescind motion #296/19 to host the Agricultural Service Board Summer Tour in 2023, and have administration send a letter of withdrawal from hosting the event to the President of the Alberta Association of Agricultural Fieldman.
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At this time, Councillor T. Campbell requested permission to withdraw his motion.

There were no objections, so the motion was declared to be withdrawn.

- 566-2019 Councillor T.Campbell MOVED that Administration bring a report back to Council in 2020 regarding hosting the Agricultural Service Board Summer Tour 2023; and further that the \$50,000 in the 2020 Budget for the ASB 2023 Tour be removed from the 2020 Budget. CARRIED

J. COMMUNITY SERVICES

J.1. Community Peace Officer Policies:

Policy 215 - Exhibit Handling & Disposal of Cannabis

Policy 216 - Known-Risk Policy and Protocol

Policy 217 - CPO Communication System Policy

- 567-2019 Councillor Benson MOVED that Policy No. 215 Exhibit Handling and Disposal of Cannabis be adopted by County Council. CARRIED
- 568-2019 Councillor VanderVeen MOVED that Policy No. 216 - Known Risk Policy and Protocol be adopted by County Council. CARRIED
- 569-2019 Councillor Horvath MOVED that Policy No. 217 CPO Communications Policy No. 217 be adopted by County Council. CARRIED

K. CORPORATE SERVICES

K.1. 2020 Interim Operating Budget Approval

- 570-2019 Councillor VanderVeen MOVED that County Council approve the 2019 Approved Budget in the amount of \$28,043,565 in operating expenditures as the 2020 Interim Operating Budget until such time as a Final 2020 Operating Budget is approved. CARRIED

L. ADMINISTRATION

M. INVITATIONS

N. COUNTY COUNCIL UPDATES

N.1. Councillor Events November 2019

Members of Council declared the events they attended for the month of November 2019.

• **Reeve Lorne Hickey**

- November 1st – Mayors & Reeves meeting
- November 4th – Emergency Services meeting
- November 6th – Reeve & CAO meeting
- November 7th – County Council meeting
- November 11-15th – 2019 RMA Fall Convention – Edmonton
- November 20th – Reeve & CAO meeting
- November 21st – County Council meeting
- November 25 to 27th – 2020 Budget meetings
- November 29th – Legacy of the Land Banquet, MD of Willow Creek
- November 30th – Mayor's Prayer Breakfast

• **Deputy Reeve Ken Benson**

- November 1st – Lethbridge Chamber of Commerce – Minister of Finance luncheon meeting
- November 4th – Emergency Services Update
- November 7th – County Council meeting
- November 11 – 15th – 2019 RMA Fall Convention – Edmonton
- November 21st – County Council meeting
- November 25 to 27th – 2020 Budget meetings

- **Councillor Tory Campbell**
 - November 4th – Emergency Services Update
 - November 7th – County Council meeting
 - November 12th -15th – 2019 Fall RMA Convention – Edmonton
 - November 21st – County Council meeting
 - November 22nd – Coaldale Parade of Lights
 - November 25th – 27th – 2020 Budget meetings
 - November 30th – Coaldale & District Emergency Services Awards & Banquet

- **Councillor Steve Campbell**
 - November 4th – Emergency Services Update
 - November 7th – County Council meeting
 - November 12th – 15th – 2019 Fall RMA Convention – Edmonton
 - November 20th – Barons / County IDP meeting
 - November 21st – County Council meeting
 - November 25th – 27th – 2020 Budget meetings
 - November 29th – Nikka Yuko Japanese Garden Winter Lights Festival

- **Councillor Robert Horvath**
 - November 1st – Highway 3 Twinning Development Association Board Meeting
 - November 4th – Emergency Services Update
 - November 7th – County Council meeting
 - November 12-15th – 2019 RMA Fall Convention, Edmonton
 - November 21st – County Council meeting
 - November 25-27th – 2020 Budget meetings

- **Councillor Morris Zeinstra**
 - November 7th – County Council meeting
 - November 25th – 27th – 2020 Budget meetings
 - November 29th – MD of Willow Creek Legacy of the Land Banquet

- **Councillor Klaas VanderVeen**
 - November 4th – Emergency Services Update
 - November 7 – County Council meeting
 - November 8th – SAEWA Meeting with Nathan Neudorf
 - November 11th – Picture Butte Remembrance Day Ceremonies
 - November 11th – 15th – 2019 RMA Fall Convention – Edmonton
 - November 20th – Economic Development Lethbridge meeting
 - November 21st – County Council meeting
 - November 22nd – SAEWA meeting
 - November 25th to 27th – 2020 Budget meetings

O. **CLOSED SESSION**

P. **ADJOURN**

571-2019	Councillor Benson	MOVED that the meeting adjourn at 11:30 a.m.	CARRIED
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Reeve

CAO

AGENDA ITEM REPORT



Title: Planning and Development Department - 3rd Quarter Report 2020
Meeting: County Council - 05 Nov 2020
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 22 Oct 2020
Approved - 26 Oct 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

This is the 3rd Quarter Report for the Planning and Development Department.

RECOMMENDATION:

No decision or action is required of Council.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Planning and Development Department takes direction from the bylaws approved by County Council including:

- Lethbridge County Land Use Bylaw 1404
- Lethbridge County Municipal Development Plan 1331

BACKGROUND INFORMATION:

Lethbridge County's Planning and Development Department takes direction from the Bylaws and guiding documents that have been approved by County Council including the Lethbridge County Municipal Development Plan, Intermunicipal Development Plans, Lethbridge County Land Use Bylaw, and Area Structure Plans. The Planning and Development Department manages the issuance of development permits and compliance letters, amendments and updates to the Land Use Bylaw, planning projects, Intermunicipal relations and referrals, enforcement of the Land Use Bylaw, road closures and leases, and land sales and leases.

In the 3rd quarter of 2020 along with day to day duties, the following projects were undertaken:

- Hamlet Growth Studies for Shaughnessy and Diamond City started
Development Authority

From January 1 to September 30, 2020, 146 development permit applications were received. This is down slightly from 2019 when 154 development permit applications were submitted.

A total of 128 development permits were issued, 12 applications were still under review, 4 withdrawn, and 2 refused. Of the permits that were issued, 42 were residential, 25 accessory buildings (i.e. shops, sheds, garages), 25 commercial/industrial, 17 agricultural, 5 signage, 8 home occupation, and 6 miscellaneous.

Building Permits

Between January 1 and September 30, 2020, 583 Safety Codes Permit applications were submitted, of those 108 were for building permits, 230 electrical permits, 128 gas, 78 plumbing, and 39 for private sewage.

Subdivision Applications

County Council acting as the Subdivision Authority approved 18 subdivisions from January 1 to September 30, 2020.

Subdivision and Development Appeal Board

There has been 1 appeal of a development permit.

Re-designations

- Bylaw 19-045 (Rural Urban Fringe to Rural General Industrial) - Approved January 15, 2020
- Bylaw 19-046 (Lethbridge Urban Fringe to Grouped Country Residential) Approved March 5, 2020
- Bylaw 20-001 (Rural Urban Fringe to Business Light Industrial and Rural General Industrial) Approved March 5, 2020
- Bylaw 20-002 (Rural Agriculture to Business Light Industrial) Approved May 21, 2020.
- Bylaw 20-010 (Rural Urban Fringe to Rural General Industrial) Approved June 18, 2020.
- Bylaw 20-013 (Rural Agriculture to Grouped Country Residential) - Approved July 23, 2020.
- Bylaw 20-014 (Grouped Country Residential to Direct Control) - Approved August 6, 2020.
- Bylaw 20-016 (Lethbridge Urban Fringe to Grouped Country Residential) - Approved September 3, 2020

Road Closures

- Bylaw 20-007 - Road Closure, Sale and Consolidation of Sydney Street in the Lucy Howe Subdivision - Council approved sending the Bylaw to the Minister of Transportation for approval.

Area Structure Plans

- Bylaw 20-008 - Amendment to the Pater Area Structure Plan Approved May 21, 2020.

Intermunicipal Relations

- Village of Barons - the Intermunicipal Development Plan between Barons and Lethbridge County (Bylaw 20-004) was approved on May 21, 2020 by Lethbridge County Council and on September 8, 2020 by the Village of Barons.
- Town of Coaldale - the drafted amendments to the Lethbridge County/Town of Coaldale Intermunicipal Development Plan were approved by both Municipalities in September 2020.
- Town of Coalhurst - the Draft of the Joint Area Structure Plan was completed and reviewed by the members of the Intermunicipal Committee. The committee approved moving forward with the draft and directed town and county administration along with ORRSC staff to prepare amendments to the Intermunicipal Development Plan which will include the Joint Area

Structure Plan as an Appendix. This will be completed and presented to each respective council.

ALTERNATIVES / PROS / CONS:

Not Applicable

FINANCIAL IMPACT:

None

REASON(S) FOR RECOMMENDATION(S):

No decision or action is required of Council. This report is strictly to inform County Council on the activities of the Planning and Development Department.

AGENDA ITEM REPORT



Title: Bylaw 19-015 - Road Closure, Sale, and Consolidation - Between SE 31-9-20-W4 and SW 32-9-20-W4 - 2nd and 3rd Reading
Meeting: County Council - 05 Nov 2020
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 22 Oct 2020
Approved - 26 Oct 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

The road closure, sale and consolidation is for a piece of undeveloped right-of-way between the SE 31-9-20-W4 and SW 32-9-20-W4. The closure is part of a land swap between Mr. Bridgeman and Lethbridge County.

RECOMMENDATION:

That Bylaw 19-015 be read a second time.
That Bylaw 19-015 be read a third time.

PREVIOUS COUNCIL DIRECTION / POLICY:

County Council approved first reading of Bylaw 19-015 on June 6, 2019 and a public hearing was held on August 1, 2019.

BACKGROUND INFORMATION:

Lethbridge County administration and Mr. Bridgeman have agreed to the proposed road closure between SW 32-9-20-W4 and SE 31-9-20-W4 as shown on the attached map (hatched yellow area). The undeveloped portion of road will not be required as part of the road network as it leads directly into 8 Mile Lake. Once the road closure has been finalized, Mr. Bridgeman will consolidate the right-of-way into his parcel.

The agreement between Lethbridge County and Mr. Bridgeman, in addition to the road closure, includes the widening of the right-of-way for Range Road 20-5 which will bring the constructed road into the road right-of-way (hatched blue area on map). The road closure and the road widening lands

will then be exchanged between Lethbridge County and Mr. Bridgeman to resolve the respective encroachment issues.

The public hearing was held on August 1, 2019 and the Bylaw sent to Alberta Transportation for Ministerial approval. Ministerial approval was received on September 18, 2020. With the Ministerial approval, County Council can proceed with 2nd and 3rd reading of Bylaw 19-015.

ALTERNATIVES / PROS / CONS:

County Council does not proceed with the road closure.

Pros:

- the road right-of-way would be retained in the County's inventory and may be used as a road in the future.

Cons:

- County would have to deal with the obstructions that Mr. Bridgeman has in the undeveloped road right-of-way.
- The County would have to renegotiate for the portion of Range Road 20-5 that encroaches onto Mr. Bridgeman's property.

FINANCIAL IMPACT:

- The costs of the survey are being split between the County and Mr. Bridgeman.
- There is no compensation for the road closure lands as the County is swapping the road closure lands for the additional right-of-way required for Range Road 20-5.

REASON(S) FOR RECOMMENDATION(S):

The road closure, sale and consolidation will allow Mr. Bridgeman to keep his buildings and assets where they currently are on the property. Lethbridge County will also benefit from the Road Closure as the agreement with Mr. Bridgeman includes the widening of Range Road 20-5 which will ensure the road will be within the boundaries of a road right-of-way.

ATTACHMENTS:

[Bylaw 19-015 Signed by AT](#)

[Letter from AT - ministerial approval design](#)

LETHBRIDGE COUNTY

Bylaw #19-015

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

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

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

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

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

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

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

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING PART OF LOT 1, BLOCK 1, PLAN _____ CONTAINING 0.653 HECTARES (1.61 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS.

GIVEN first reading this 6th day of June, 2019.


Reeve


Chief Administrative Officer

Approved this 10th day of September

2020 ✓
2019 PB



Minister of Transportation

GIVEN second reading this _____ day of _____, 2019.

Reeve

Chief Administrative Officer

GIVEN third reading this _____ day of _____, 2019.

Reeve

Chief Administrative Officer

First Reading	June 6, 2019
Public Hearing	
Second Reading	
Third Reading	

Alberta Transportation

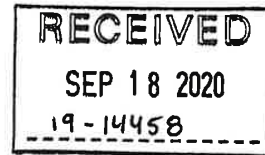
COPY

TECHNICAL STANDARDS BRANCH
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-638-3505
Toll Free Connection Dial 310-0000

September 10, 2020

Brown Okamura & Associates Ltd.
2830 – 12 Avenue North
Lethbridge, AB T1H 5J9



Attention: Thomas Penner

RE: ROAD CLOSURE – BYLAW 19-015 (LETHBRIDGE COUNTY)

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on September 10, 2020.

Also attached are your endorsed copies of the right of way agreements with ATCO Gas & Pipelines and Fortis Alberta *which must be registered concurrently* with the bylaw at Land Titles.

Following the second and third readings by the council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,



Grace Saina
Road Closure Coordinator

cc: Leah Olsen
Development and Planning Technologist
Lethbridge, Alberta

Enclosures



AGENDA ITEM REPORT



Title: Bylaw 20-020 - Amendment to the Land Use Bylaw to Redesignate Lands within the Hamlet of Turin and adjust the Hamlet of Turin Boundary
Meeting: County Council - 05 Nov 2020
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

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

Approved - 22 Oct 2020
Approved - 26 Oct 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Lethbridge County Administration is proposing to amend the Lethbridge County Land Use Bylaw and re-designate lands within the Hamlet and to also adjust the Hamlet Boundary.

RECOMMENDATION:

That County Council proceed with first reading of Bylaw 20-020.

PREVIOUS COUNCIL DIRECTION / POLICY:

Subdivision 2019-0-155 - was approved by the Subdivision Authority to allow for the creation of 8 industrial parcels on the former CP Station Lands in the Hamlet of Turin.

BACKGROUND INFORMATION:

County Administration is proposing re-designate a number of parcels within the Hamlet of Turin and to adjust the Hamlet Boundary to reflect the approval of Subdivision 2019-0-155 being the former CP station land in Turin which the County currently owns. Once the subdivided lands have been re-designated to Hamlet Industrial they can be put up for sale at County Council's discretion.

The re-designation includes the following:

- A portion of Plan 1910906 Block 4 Lot 2 be re-designated from Hamlet Residential to Rural Urban Fringe. This area is being re-designated back to Rural Urban Fringe as the parcel was not a viable industrial parcel at 0.13 acres and is currently being farmed by the current land owner.

- A portion of Plan 2011463 Block 6 Lot 9 be re-designated from Direct Control to Rural Urban Fringe. This area is being re-designated as the lands cannot be developed, given the proximity to Highway 25. These lands will be retained by the County.
- A portion of Plan 2011463 Block 6 Lots 10-13 be re-designated from Rural Urban Fringe to Hamlet Industrial. As the southern portion of these parcels is currently zoned Hamlet Industrial, the northern portion will be re-designated to match.
- Plan 2011463 Block 6 Lots 14-17 be re-designated from Rural Urban Fringe to Hamlet Industrial.

The Hamlet of Turin boundary will be adjusted to include the Industrial lots into the hamlet and exclude the lands that will be designated back to Rural Urban Fringe.

The application has been circulated to all County Departments and external agencies for review. It is anticipated that the public hearing for this bylaw will be held in December 2020.

ALTERNATIVES / PROS / CONS:

County Council may deny first reading of the bylaw, if there are concerns with the proposed Land Use Bylaw Amendment. This would be contrary to legal advice which has been that first reading of the bylaw shall be given as the applicant and the public have the right to attend and speak at a public hearing which is set up upon first reading of the bylaw. The public hearing process allows County Council the opportunity to hear out all positions on the Bylaw and make an informed decision. If first reading of the bylaw is not given the applicant could appeal that decision to the Court of Appeal of Alberta.

FINANCIAL IMPACT:

If the Bylaw is ultimately approved the County would be able to market and sell the 8 industrial lots which would be taxed at the County's Commercial/Industrial Tax Rate upon development of each of the parcels.

REASON(S) FOR RECOMMENDATION(S):

First reading of Bylaw 20-020 will allow County Administration to proceed with setting up the Public Hearing and sending out notifications for the Public Hearing.

ATTACHMENTS:

[Bylaw 20-020 - Hamlet of Turin - Rezoning & Boundary Adjustment](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 20-020

Bylaw 20-020 of Lethbridge County being a Bylaw for the purpose of amending Land Use Bylaw 1404, in accordance with Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.

WHEREAS the purpose of Bylaw 20-020 is to re-designate the following lands:

1. A portion of Plan 1910906 Block 4 Lot 2 from Hamlet Industrial (HI) to Rural Urban Fringe (RUF)
2. A portion of Plan 2011463 Block 6 Lot 9 from Direct Control (DC) to Rural Urban Fringe (RUF)
3. A portion of Plan 2011463 Block 6 Lots 10-13 from Rural Urban Fringe (RUF) to Hamlet Industrial (HI)
4. Plan 2011463 Block 6 Lots 14-17 from Rural Urban Fringe (RUF) to Hamlet Industrial (HI)

And to amend the Hamlet of Turin Boundary as shown on the attached sketch in Schedule A.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its 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,

1. That the amendments as indicated above are adopted.
2. That Bylaw No. 1404, being the municipal Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

GIVEN first reading this 5th day of November 2020.

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

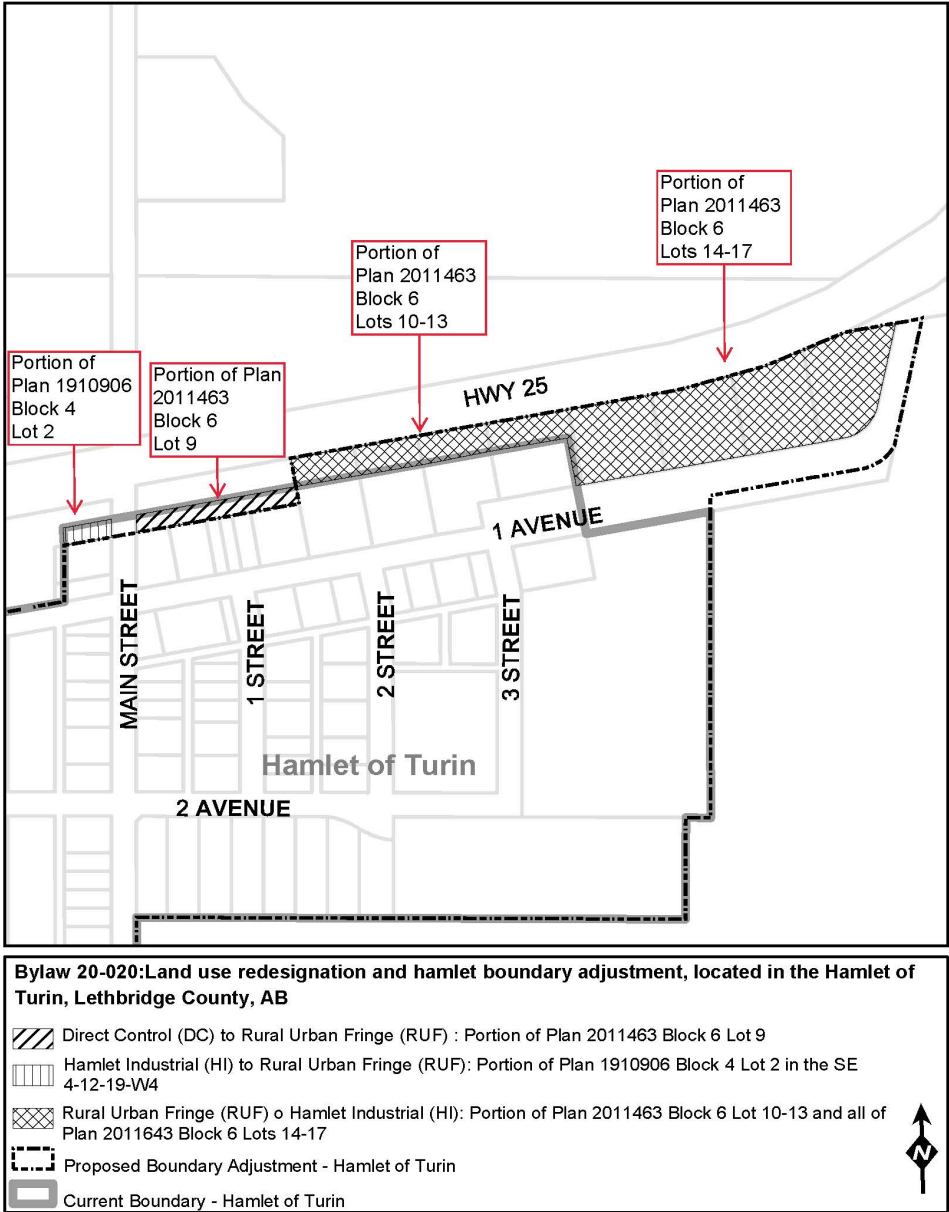
GIVEN third reading this _____ day of _____, 20____.

Reeve

Chief Administrative Officer

1 st Reading	November 5, 2020
2 nd Reading	
Public Hearing	
3 rd Reading	

SCHEDULE 'A'



AGENDA ITEM REPORT



Title: Proposed Amendment to Policy 109A - Road Allowance Closure and Sale
Meeting: County Council - 05 Nov 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 27 Oct 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Road Allowance Closure and Sale Policy No. 109A requires some minor amendments to better reflect the procedures followed when road closure applications are received.

RECOMMENDATION:

That Road Allowance Closure and Sale Policy No. 109A be adopted as presented at the November 5, 2020 Council meeting.

PREVIOUS COUNCIL DIRECTION / POLICY:

Existing Policy No. 109A was adopted by Council on March 6, 2014. A revised version of the policy was considered by Council at the October 1, 2020 Council meeting. This resulted in a resolution being adopted which directed Administration to add a statement in the policy to indicate that all landowners bordering a road being considered for closure and sale, be given equal opportunity to acquire a portion of the road.

BACKGROUND INFORMATION:

Administration is conducting a review of all County policies. This will result in recommendations to Council to rescind or amend some existing policies. Administration is proposing some minor changes to Policy No. 109A - Road Allowance Closure and Sale, that will make it more reflective of the procedures followed for undeveloped road closures and sales.

ALTERNATIVES / PROS / CONS:

Council may choose to not amend the policy as proposed.

Pros:

- The policy would remain as it is currently written.

Cons:

- The existing policy does not reflect the fact that road closures are reviewed by senior management, rather than by one person.
- The policy does not indicate that road closures and consolidations must be done by bylaw and approved by the Minister of Transportation.

FINANCIAL IMPACT:

Whether the policy is amended or not, has no direct financial impact on the County.

REASON(S) FOR RECOMMENDATION(S):

The proposed changes better reflect current County practice regarding the team approach followed for reviewing road closure applications, clearly state that road closures require Council and Minister of Transportation approval, and include an amendment requested by Council on October 1, 2020.

ATTACHMENTS:

[109A Road Allowance Closure Sale POLICY Nov. 5 2020](#)



County of Lethbridge Policy Handbook

EFFECTIVE: March 6, 2014
100 NO. 109A Page 1 of 1

SECTION:

APPROVED BY: County Council SUBJECT:
Road Allowance Closure

&

REVISÉ DATE: and Sale
November 5, 2020

Purpose:

The purpose of this policy is to establish a fair and consistent process for the closure and sale of undeveloped road allowances in Lethbridge County.

Policy:

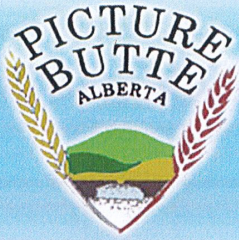
1. Applications seeking to purchase undeveloped road allowances following closure of the road allowance can only come from adjacent landowners. All landowners who own property adjacent to a road being considered for closure and sale, must be given equal opportunity to acquire half or an otherwise equal portion of the road.
2. The road allowance shall not be an integral part of the Lethbridge County's road network as deemed by ~~the Director of Municipal Services~~ County Administration.
3. The road allowance closure will not be considered if closure would prevent existing public access to nearby lands for any purpose including recreational pursuits such as walking, fishing, swimming, skiing, hunting, and/or recreational vehicle use.
4. The road allowance shall not be closed if the closure will result in a loss of access to Crown lands or licenses of occupation or privately held lands currently served by the road allowance.
5. Council approves road closures and consolidations by bylaw, which must also be approved by the Minister of Transportation.

Commented [LR1]: This statement has been added based on Council direction given at the October 1, 2020 Council meeting.



County of Lethbridge Policy Handbook

The purchase price for a closed road will be the current market value of the land as determined by the County Assessor. However, where a market appraisal is deemed required to determine the purchase price for the sale of a road allowance, the cost of the appraisal shall be paid by the applicant.



Picture Butte

Picture Perfect!

28 October, 2020

Attention: Reeve Hickey and Council
Lethbridge County
#100, 905 4th Avenue South
Lethbridge, AB; T1J 4E4

Via email: crobison@lethcounty.ca

Re: Recreation Funding Agreement and Intermunicipal Collaboration Framework

Dear Reeve Hickey and County Council:

The Town has not changed their position on the Recreation Funding Agreement as proposed by Lethbridge County and is not in a position to accept it as it currently stands.

At the Intermunicipal Committee meeting held on the 10th of September, 2020 at the Lethbridge County municipal office, the Town of Picture Butte's Intermunicipal Committee (PBIC) members requested Lethbridge County's Intermunicipal Committee (LCIC) members to negotiate the proposed recreation agreement with a mediator to assist in the process. This request was denied by the LCIC at that meeting. The Town of Picture Butte is requesting that the LCIC reconsider this decision and meet with the PBIC with a mediator to negotiate the proposed Recreation Funding Agreement.

We are hopeful that we can continue to work with Lethbridge County to negotiate a recreation agreement that adequately addresses the intent of sharing resources in the delivery of services outlined in the Intermunicipal Collaboration Framework guidelines. The Town of Picture Butte would like to meet with a mediator and the LCIC in order to accomplish this goal.

We look forward to your response and hope Lethbridge County will grant the Town's requests to meet with a mediator to negotiate the proposed recreation agreement.

On behalf of Town Council, yours truly.


Cathy Moore, Mayor

cc: Picture Butte Town Council
Ann Mitchell, Lethbridge County CAO
Keith Davis, Picture Butte CAO

AGENDA ITEM REPORT



Title: Policy 159- Local Authorities Pension Plan (LAPP)
Meeting: County Council - 05 Nov 2020
Department: Human Resources
Report Author: Dana Johnson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 26 Oct 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Administration Policy 159 has been in effect since August 12, 2012.

Minor revisions are required to Policy 159 to update this document to Lethbridge County, formatting and minor content changes for clarity with new LAPP language.

RECOMMENDATION:

Lethbridge County Council approve the revisions to Policy #159, Local Authorities Pension Plan (LAPP), as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 159 was adopted on August 2, 2012 as a requirement for organizations participating in the Local Authorities Pension Plan. The purpose is to ensure eligible employees are enrolled in the Local Authorities Pension Plan.

BACKGROUND INFORMATION:

Administration is reviewing current Lethbridge County policies to determine if revisions and updates are required. Minor changes are required throughout this Policy to align with the current language of LAPP. LAPP is now requiring all participating employers must now provide a copy of their policies to LAPP. This is the first time this is required by LAPP.

ALTERNATIVES / PROS / CONS:

Council could consider the following when deliberating this decision:

In support of the recommendation:

- Updating policies to current guidelines provides accurate information

To deny the recommendation:

- Policy #159 continues as written and will be submitted to LAPP in old format without updates

An alternative could include:

- An amendment to Policy #159, based on Council's direction

FINANCIAL IMPACT:

No additional financial cost

REASON(S) FOR RECOMMENDATION(S):

The revisions to Policy 159 are for accuracy, clarity and align this Policy to with all updated County Policies.

ATTACHMENTS:

[2020-09-24 159 Local Authorities Pension Plan2](#)



Lethbridge County Policy Handbook

EFFECTIVE: August 2, 2012

SECTION: 100 **NO.** 159 **Page** 1 of 3

APPROVED BY: County Council

SUBJECT: Local Authorities
Pension Plan (LAPP)

REVISED DATE:

PURPOSE

The guidelines set out in this policy ensure employees entitled to benefits of the Local Authorities Pension Plan (LAPP) are enrolled according to the membership requirements.

Lethbridge County will maintain compliance with all mandatory membership criteria.

PROCEDURES

The Local Authorities Pension Plan is a defined benefit plan that both eligible employees and Lethbridge County as the employer contribute to.

Mandatory Membership / Enrollment:

1. Employees shall participate in the Local Authorities Pension Plan upon appointment to a full-time permanent position.
2. Lethbridge County will enroll all permanent, full-time employees in LAPP *immediately* if they are transferring from an existing LAPP employer or reciprocal partnership without interruption in service.
3. Upon enrollment, Lethbridge County will provide plan details and access information. The LAPP member handbook can be found in the employee section of the LAPP Website and under Benefits on the HUB.

Non-qualifying Employees:

1. Part-time employees may also join the Local Authorities Pension Plan provided they meet the requirements of the plan in order to participate.
2. Employees who work "full-time" hours on a term or temporary contract (including a Visa or work permit), where an employment end date is specified, will not be enrolled in LAPP.



Lethbridge County Policy Handbook

EFFECTIVE: August 2, 2012

SECTION: 100 **NO. 159** Page 2 of 3

APPROVED BY: County Council

SUBJECT: Local Authorities
Pension Plan (LAPP)

REVISED DATE:

Other information – for members:

1. Employees are encouraged to register and access on-going updates about their membership by activating their account on-line at: <https://www.lapp.ca/page/lapp-home>.
2. As part of the enrollment process, employees must define a “pension partner” and/or beneficiaries (see the Member Handbook for criteria).
3. “Pensionable Salary” refers to an employee’s basic salary plus any acting pay they may receive while covering for another employee during their absence.
4. “Contribution Rates” Contribution rates are set by the LAPP Board and are based on the estimated cost of current and future pensions. The employer always contributes 1 % more than the employee.
5. LAPP’s “vesting period” is two years from enrollment:
 - a. If you end your employment with Lethbridge County within two years of LAPP membership, you are not eligible to receive a pension. You will be required to invest all employee portion contributions from this period based on a number of options presented in the “Benefit Options Package”, received from LAPP.
 - b. If you end your employment with Lethbridge County after two years of LAPP membership, you are eligible to receive a pension at retirement. If you end employment *without* retiring, a number of investment options are outlined in your Member Handbook, as provided by LAPP.
6. “Pensionable Service” refers to the number of years of eligible and qualifying employment.
7. “Optional Service” – Lethbridge County will allow employees to “buyback” seasonal service or service following an approved unpaid leave of absence at the request of the employee.

If the employee chooses to buy back service, the County is responsible for paying the employer share of contributions on the first year of Leave Without Salary or Parenting Leave Without Salary purchased by an employee. This applies to both



Lethbridge County Policy Handbook

EFFECTIVE: August 2, 2012

SECTION: 100 **NO.** 159 **Page** 3 of 3

APPROVED BY: County Council

SUBJECT: Local Authorities
Pension Plan (LAPP)

REVISED DATE:

contributory and non-contributory leaves purchased on a contribution cost basis. Seasonal Service can be bought back at full cost to the employee.

8. Further information and details about your plan membership are available from:

- a) The Payroll and Benefits Administrator or Human Resources Manager at Lethbridge County.
- b) LAPP directly at: 1-877-649-5277
- c) LAPP Website <https://www.lapp.ca/page/lapp-home>

AGENDA ITEM REPORT



Title: Picture Butte Emergency Services Awards Ceremony- November 18, 2020 - Picture Butte Community Centre
Meeting: County Council - 05 Nov 2020
Department: Community Services
Report Author: Mattie Elliott

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 28 Oct 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

An invitation addressed to Reeve Hickey and Council was received by Administration from Picture Butte Emergency Services to attend their awards ceremony scheduled for November 18, 2020 at the Picture Butte Community Centre at 7:00 p.m.

RECOMMENDATION:

That County Council send regrets for not attending Picture Butte Emergency Services awards ceremony scheduled for November 18, 2020 at the Picture Butte Community Centre, due to increased Covid 19 cases in Lethbridge County, and that best wishes be sent to Mr. Daniel Arnoldussen for the Alberta Emergency Services Medal for 12 years of service to the people of the Province of Alberta.

PREVIOUS COUNCIL DIRECTION / POLICY:

Members of Council have attended awards ceremonies in the past for our contracted fire departments in the area.

BACKGROUND INFORMATION:

An invitation addressed to Reeve Hickey and Council was received by Administration from Picture Butte Emergency Services for their awards ceremony scheduled for Wednesday, November 18, 2020 at 7:00 p.m. Due to the pandemic, this year's ceremony is by invitation only and physical distancing measures will be in place.

The ceremony will be held at the Picture Butte Community Centre, located at 607 Highway Avenue in Picture Butte. The awards ceremony will include an introduction, recognition of member contributions

for 2019, and the presentation of the Alberta Emergency Services Medal to Firefighter Daniel Arnoldussen for 12 years of service to the people of the Province of Alberta.

The County is not expected to make any special presentations but will be provided with the opportunity to speak on behalf of Council, if desired. The ceremony is only expected to take approximately 30 minutes and light refreshments will be served. The Town has requested the County to RSVP.

In light of the recent surge in Covid 19 cases, for the safety of Council and everyone, it is recommended that the County send best wishes to Mr. Daniel Arnoldussen on behalf the Lethbridge County.

ALTERNATIVES / PROS / CONS:

That Council members attend the event and be paid mileage at the current CRA rate.

FINANCIAL IMPACT:

Mileage - 58 cents/km to and from the event. Council member time commitment is considered part of Council's regular duties.

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County's previous practice has been to attend these awards ceremonies for our contracted fire departments to show appreciation for the work they do in protecting County citizens. This year, with Covid 19 numbers on the increase in Lethbridge County, it is recommended for safety reasons that Council not attend.

ATTACHMENTS:

[County Council Invitation](#)



PICTURE BUTTE EMERGENCY SERVICES



"Honour – Brotherhood – Pride- Dedication"
Established 1960

Lethbridge County Council
#100, 905-4th Avenue South
Lethbridge, AB
T1J 4E4

October 26, 2020

RE: Invitation to Awards Ceremony

Dear Reeve Hickey and Council,

We would like to extend to you an invitation to our emergency services awards ceremony on November 18, 2020 at 7:00 pm at the Picture Butte Community Centre located at 607 Highway Avenue in Picture Butte, Alberta.

This year we will be presenting Firefighter Daniel Arnoldussen with the Alberta Emergency Services Medal for 12 years of service to the people of the Province of Alberta, and would like to request your presence for the presentation.

The awards ceremony will include an introduction, recognition of member contributions for 2019, and the presentation of the Alberta Emergency Services Medal. The program should only be approximately 30-minutes in length and light refreshments will be served. There will be an opportunity for someone to speak on behalf of Lethbridge County Council if desired, however there is no requirement to speak either.

This year's ceremony will be by invitation only and COVID-19 precautions for physical distancing will be in place. If you do not feel well at the time of the ceremony please do not attend.

If you are able to attend please RSVP to the contact information below.

Yours sincerely,

Frank West

Fire Chief Frank West
Director of Emergency Services
Town of Picture Butte

Phone: (403) 732-4100

Fax: (403) 732-4334

120 – 4th Street N., Box 670, Picture Butte, Alberta T0K 1V0

Page 3 of 3