



AGENDA

Council Meeting

9:00 AM - Thursday, February 1, 2024
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

4 - 7

1. **County Council Meeting Minutes**
[Council Meeting - 18 Jan 2024 - Minutes](#)

D. SUBDIVISION APPLICATIONS

8 - 15

1. **Subdivision Application #2023-0-156 – Traber
- Lot 8, Block 25, Plan 0713699 within SW1/4 7-10-23-W4M
(Hamlet of Monarch)**
[Subdivision Application #2023-0-156 – Traber - Lot 8, Block 25, Plan
0713699 within SW1/4 7-10-23-W4M \(Hamlet of Monarch\)](#)

E. DELEGATIONS

1. **10:00 a.m. - MLA Grant Hunter**

F. DEPARTMENT REPORTS

F.1. DEVELOPMENT & INFRASTRUCTURE

16 - 18

- F.1.1. **Planning and Development Department 2023 Annual Report**
[Planning and Development Department 2023 Annual Report](#)

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- F.1.2. **2023 Community Peace Officer Annual Report.**
[2023 Community Peace Officer Annual Report](#)

F.2. CORPORATE SERVICES

23 - 33

- F.2.1. **Gem of the West Museum Society - Donation Request**
[Gem of the West Museum Society - Donation Request](#)

- 34 - 41 F.2.2. **Bylaw No. 24-005 - Community Aggregate Payment Levy**
[Bylaw 24-005 - Community Aggregate Payment Levy](#)
- 42 - 52 F.2.3. **Bylaw 24-006 - Schedule of Fees**
[Bylaw 24-006 - Schedule of Fees](#)
- 53 - 56 F.2.4. **Farming Smarter 4H Silent Auction Donation Request**
[Farming Smarter 4H Silent Auction Donation Request](#)

F.3. OPERATIONS

- 57 - 63 F.3.1. **Bylaw 24-001 - 2024 Utility Rate Bylaw**
[Bylaw 24-001 - 2024 Utility Rate Bylaw](#)

F.4. ADMINISTRATION

- 64 - 66 F.4.1. **Town of Picture Butte - Health Professional Recruitment and Retention Committee**
[Town of Picture Butte - Health Professional Recruitment and Retention Committee](#)
- 67 - 77 F.4.2. **Salvation Army Memorandum of Understanding**
[Salvation Army Memorandum of Understanding](#)
- 78 - 79 F.4.3. **Letter of Support - City of Lethbridge FRIAA (Forest Resource Improvement Association of Alberta) Grant Application**
[Letter of Support - City of Lethbridge FRIAA \(Forest Resource Improvement Association of Alberta\) Grant Application](#)
- F.4.4. **CAO Report - Compensation Review Update**

G. CORRESPONDENCE

- 80 - 82 1. **13th Annual Alberta CARE Spring Seminar**
[13th Annual Alberta CARE Spring Seminar](#)
- 83 2. **Southern Alberta Economic Summit 2024**
[Southern Alberta Economic Summit 2024](#)
- 84 3. **Letter from Ken Kearns**
[Letter from Ken Kearns](#)
- 85 - 87 4. **Town of Nobleford - Notice of Intent to Annex Land**
[Town of Nobleford - Notice of Intent to Annex Land](#)

H. CLOSED SESSION

1. **CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)**

I. COUNTY COUNCIL AND COMMITTEE UPDATES

J. NEW BUSINESS

K. ADJOURN



MINUTES

Council Meeting

9:00 AM - Thursday, January 18, 2024
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, January 18, 2024, at 9:00 a.m., in the Council Chambers, with the following members present:

PRESENT: Reeve Tory Campbell
Deputy Reeve John Kuerbis
Councillor Lorne Hickey
Councillor Mark Sayers
Councillor Eric Van Essen
Councillor Klaas VanderVeen
Councillor Morris Zeinstra
Chief Administrative Officer, Cole Beck
Director, Operations, Jeremy Wickson
Director, Development & Infrastructure, Devon Thiele
Director, Corporate Services, Jennifer Place
Executive Assistant, Candice Robison

A. CALL TO ORDER

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

Reeve Campbell read the following land acknowledgement:

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

Reeve Campbell thanked staff who have been working out in the cold during the recent cold snap.

B. ADOPTION OF AGENDA

365-2024 Councillor Sayers MOVED that the January 18, 2024 Lethbridge County Council Meeting Agenda be adopted as presented. CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

366-2024 Deputy Reeve Kuerbis MOVED that the December 21, 2023 Lethbridge County Council Minutes be adopted as presented. CARRIED

E. DEPARTMENT REPORTS

E.1 ADMINISTRATION

E.1.1. Alberta Birds of Prey Foundation - Request for Letter of Support

367-2024 Councillor Van Essen MOVED that Lethbridge County provide a letter of support to the Alberta Birds of Prey Foundation for their Alberta Lotteries/Community Facility Enhancement Program grant application for the installation of high speed internet. CARRIED

E.2. CORPORATE SERVICES

E.2.1. Coalhurst High School Sponsorship Request - Esports Program Development

368-2024 Councillor Sayers MOVED that County Council deny the request for funding of the Coalhurst High School Esports Program as per County Policy #161.
CARRIED

E.2.1. Stirling Wind Project Applications

369-2024 Deputy Reeve Kuerbis MOVED that County Council approve the Stirling Wind Project Community Benefit Fund Application and Community Benefit Scholarship Program Application as presented.
CARRIED

E.3. MUNICIPAL DEVELOPMENT & INFRASTRUCTURE

E.4. PUBLIC OPERATIONS

F. CORRESPONDENCE

F.1. Southern Alberta Chinese Association - Year of the Dragon Spring Festival Invitation

Council received an invitation from the Southern Alberta Chinese Association inviting them to their Year of the Dragon Spring Festival being held on February 17, 2024.

F.2. Royal Canadian Mounted Police

Council reviewed correspondence from the Royal Canadian Mounted Police regarding the retirement of Commanding Officer C.M. Zablocki.

F.3. STARS Impact Report 2023 - Lethbridge County

Council reviewed the Lethbridge County STARS Impact Report 2023.

G. COUNTY COUNCIL AND COMMITTEE UPDATES

G.1. Lethbridge County Council Attendance Update - December 2023

Council reviewed the highlights from the Lethbridge County Council Attendance Update for December 2023.

Councillor Lorne Hickey - Division 1

December 6 FCSS Board Meeting
December 7 Lethbridge County Council Meeting
December 8 Blackrock Christmas Dinner
December 12 Green Acres Christmas Dinner
December 14 Land Use Bylaw Review Workshop #3
December 15 Lethbridge County Christmas BBQ
December 21 Lethbridge County Council Meeting

Reeve Tory Campbell – Division 2

December 2 Mayor's Prayer Breakfast
December 2 Coaldale & District Emergency Services Awards Ceremony
December 6 Exhibition Park Board Meeting
December 7 Lethbridge County Council Meeting
December 7 Chinook Arch Library Board Meeting
December 8 Media
December 14 Land Use Bylaw Review Workshop #3

December 14 Exhibition Park Board Meeting
 December 15 Lethbridge County Christmas BBQ
 December 16 Exhibition Park Board Meeting
 December 18 Exhibition Park Board Meeting
 December 20 EDL Board Meeting
 December 21 Lethbridge County Council Meeting

Councillor Mark Sayers – Division 3

December 2 Coaldale & District Emergency Services Awards Ceremony
 December 7 Lethbridge County Council Meeting
 December 12 Regional Water Commission Meeting
 December 14 Land Use Bylaw Review Workshop #3
 December 15 Lethbridge County Christmas BBQ
 December 21 Lethbridge County Council Meeting

Deputy Reeve John Kuerbis – Division 4

December 5 Meeting with Community Futures Executive Director
 December 7 Lethbridge County Council Meeting
 December 11 Regional Waste Commission Meeting
 December 12 Regional Water Commission Meeting
 December 12 Meeting with Community Futures Executive Director
 December 14 Land Use Bylaw Review Workshop #3
 December 15 Lethbridge County Christmas BBQ
 December 19 Meeting with Community Futures Executive Director
 December 19 Picture Butte Emergency Services Awards Ceremony
 December 21 Lethbridge County Council Meeting

Councillor Eric Van Essen – Division 5

December 7 Lethbridge County Council Meeting
 December 14 Land Use Bylaw Review Workshop #3
 December 15 Lethbridge County Christmas BBQ
 December 21 Lethbridge County Council Meeting

Councillor Klaas VanderVeen – Division 6

December 6 Link Pathway Meeting
 December 7 Lethbridge County Council Meeting
 December 11 Regional Waste Commission Meeting
 December 21 Lethbridge County Council Meeting
 December 22 SAEWA Meeting

Councillor Morris Zeinstra – Division 7

December 4 Solar Open House
 December 6 Link Pathway Meeting
 December 7 Lethbridge County Council Meeting
 December 14 Land Use Bylaw Review Workshop #3
 December 15 Lethbridge County Christmas BBQ
 December 19 Picture Butte Emergency Services Awards Ceremony
 December 21 Lethbridge County Council Meeting

H. CLOSED SESSION

H.1. - CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)

370-2024 Councillor Hickey MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 9:41 a.m. for the discussion on the following:

H.1. - CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)

Present during the Closed Session:
Lethbridge County Council
Chief Administrative Officer
Senior Management
Administrative Staff
CARRIED

371-2024 Councillor Sayers MOVED that the Lethbridge County Council Meeting move out of the closed session at 10:28 a.m.
CARRIED

D. DELEGATIONS

D.1. 10:30 a.m. - Darren Bourget, Regulatory Assurance Manager - Current and Predicted Water Situation and Drought Management Plan Presentation

Darren Bourget, Regulatory Assurance Manager with Alberta Environment and Protected Areas was present to provide Council a presentation on the current and predicted water situation as well as the drought management plan. Also, in attendance from Alberta Environment and Protected Areas were Stephen Mathyk and Nathalie Olson.

I. CLOSED SESSION

H.1. - CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)

372-2024 Councillor VanderVeen MOVED that the Lethbridge County Council Meeting move into Closed Session, pursuant to Section 197 of the Municipal Government Act, the time being 11:41 a.m. for the discussion on the following:

H.1. - CAO Report - C. Beck (FOIP Sections 16, 17, 23 and 24)

Present during the Closed Session:
Lethbridge County Council
Chief Administrative Officer
CARRIED

373-2024 Councillor Sayers MOVED that the Lethbridge County Council Meeting move out of the closed session at 12.53 p.m.
CARRIED

J. ADJOURN

374-2024 Councillor Zeinstra MOVED that the Lethbridge County Council Meeting adjourn at 12:55 p.m.
CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Subdivision Application #2023-0-156 – Traber
- Lot 8, Block 25, Plan 0713699 within SW1/4 7-10-23-W4M
(Hamlet of Monarch)
Meeting: Council Meeting - 01 Feb 2024
Department: ORRSC
Report Author: Steve Harty

APPROVAL(S):

Hilary Janzen, Supervisor, Planning & Development	Approved - 18 Jan 2024
Devon Thiele, Director, Development & Infrastructure	Approved - 18 Jan 2024
Cole Beck, Chief Administrative Officer	Approved - 19 Jan 2024

STRATEGIC ALIGNMENT:

 Governance	 Relationships	 Region	 Prosperity
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EXECUTIVE SUMMARY:

The application is to subdivide (split) a 0.44-acre title into two equal lots, each being 0.22-acres respectively in size, for hamlet residential use. The proposal meets the subdivision criteria of the Land Use Bylaw.

RECOMMENDATION:

That S.D. Application #2023-0-156 be approved subject to the conditions as outlined in the draft resolution.

REASON(S) FOR RECOMMENDATION(S):

The subdivision meets the Hamlet Manufactured Home (HMH) residential land use district standards, the provincial Subdivision and Development Regulations, the hamlet growth study strategies, and the municipal subdivision policies as stated in the Land Use Bylaw.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Lethbridge County installed municipal water and sewage infrastructure in the Hamlet of Monarch and this subdivision is possible with the ability to connect to municipal services.
- Hamlet residential lot sizes are within LUB No. 1404, and the lots exceed the minimum width, length, and overall area (as 50' x 100' with 5,000 sq. ft. area overall is required).
- This application supports the County's hamlet growth initiatives and strategies to encourage in-fill development and enable hamlet residential growth.

BACKGROUND INFORMATION:

The lot is located within the Hamlet of Monarch on Eastman Road. The proposal is to split the existing lot in half and create separate titles for hamlet residential use.

The proposed subdivision will create two good sized residential lots (80 x 120 ft.) that exceed the bylaw minimum size. Other than one shed/garage accessory building, the present parcel is vacant as a former mobile (manufactured) home was removed in July 2023. The resulting lots will enable two new residential dwellings to be constructed in the hamlet. Both of the proposed lots have direct access to Eastman Road with an existing approach in place for the east lot and a culvert installed to accommodate an additional driveway to the west lot. There is one existing municipal water and sewer connection for the east lot while the west lot would require an additional connection. This is possible with the provision of municipal water and sewer services in the hamlet. The cost of connecting to the municipal water and sewer stub-ins for the vacant new west lot will be at the expense of the developer.

The proposal meets the requirements of the Land Use Bylaw HMH land use district and municipal servicing is available. The application was circulated to the required external agencies with no concerns expressed and no utility easements are requested (at time of agenda report). The Historical Resource Administrator has waived the requirement to apply for provincial clearance.

ALTERNATIVES / PROS / CONS:

The Subdivision Authority could decide to not approve and the parcel would remain as is.

Pros:

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

Cons:

- this would contradict the County's hamlet growth initiatives in promoting and encouraging new residential growth opportunities, especially where servicing is available

FINANCIAL IMPACT:

None direct to County, but the future tax situation will change with an increase in additional hamlet residential taxes paid to the municipality for two new dwellings.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[5A Lethbridge County 2023-0-156 APPROVAL Diagrams 2023-0-156](#)

RESOLUTION

2023-0-156

Lethbridge County

Residential subdivision of Lot 8, Block 25, Plan 0713699 within SW1/4 7-10-23-W4M

THAT the Residential subdivision of Lot 8, Block 25, Plan 0713699 within SW1/4 7-10-23-W4M (Certificate of Title No. 231 192 886), to subdivide a 0.44-acre (0.183 ha) title into two equal lots, each being 0.22-acres (0.09 ha) respectively in size, for hamlet residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. The applicant shall be responsible for all costs related to the installation of an additional hamlet water and sewer connection, including any connection fees owing. Verification must be provided prior to final endorsement if the servicing was addressed directly with the municipality or through the terms of any Development Agreement entered into with Lethbridge County.
4. That the applicant provides a Surveyors sketch to illustrate the exact dimensions, location and setbacks of all improvements, including accessory buildings, on the parcel.
5. That the applicant submits a final plan as prepared by an Alberta Land Surveyor that certifies the exact dimensions of the lots as approved, for final endorsement.

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 hamlet subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposal exceeds the minimum width, length, and overall area of the County's Land Use Bylaw which requires a minimum lot size of 50 x 100 feet and an overall area of 5,000 sq. ft.
4. This subdivision is possible with the provision of municipal water and sewer services in the hamlet.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(c) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

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- (d) Telus Communications Inc has no objection.
- (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) In reference to the above request, please be advised of ATCO Gas' response and notify the landowner of the following:

- ATCO Gas has no objection
- ATCO Gas has no need for a Utility Right of Way currently

ATCO Gas would also like to make the MD/County and Landowner/Developer aware of the following:

- If conducting any ground disturbance on the subject property, the landowner/developer must ensure the location of all utilities by contacting Utility Safety Partners at 1-800-242-3447 or <https://utilityafety.ca/>
- For any ground disturbance within 30m of an existing gas line please contact Crossings@atcogas.com to obtain permission (submit locate slip as back up)
- ATCO Gas requires a minimum of 6 months' notice to design and construct a new gas line, or alter an existing gas line. New Service installations, pipeline alterations, and Main extensions will be performed at the landowner/developers expense.
- If the landowner requires a single gas service please visit <https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html>

Any further questions please email southlandadmin@atco.com.

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

- (h) Lethbridge Northern Irrigation District (LNID) – Katrina Holoboff, Administrative Assistant:

“On behalf of the Lethbridge Northern Irrigation District (LNID), please note that Subdivision Application No. 2023-0-156 has been reviewed by the LNID and is approved subject to the following conditions:

1. Payment of the District's subdivision endorsement fee. The current fee is \$52.50 (includes GST).

Thank you for the opportunity to comment. If you require more information, or would like to set up an appointment to discuss the conditions above, please contact Janet Beck, Administration & Land Manager, at the LNID Office, 403-327-3302.”

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 3A

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

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 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors 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

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information.”

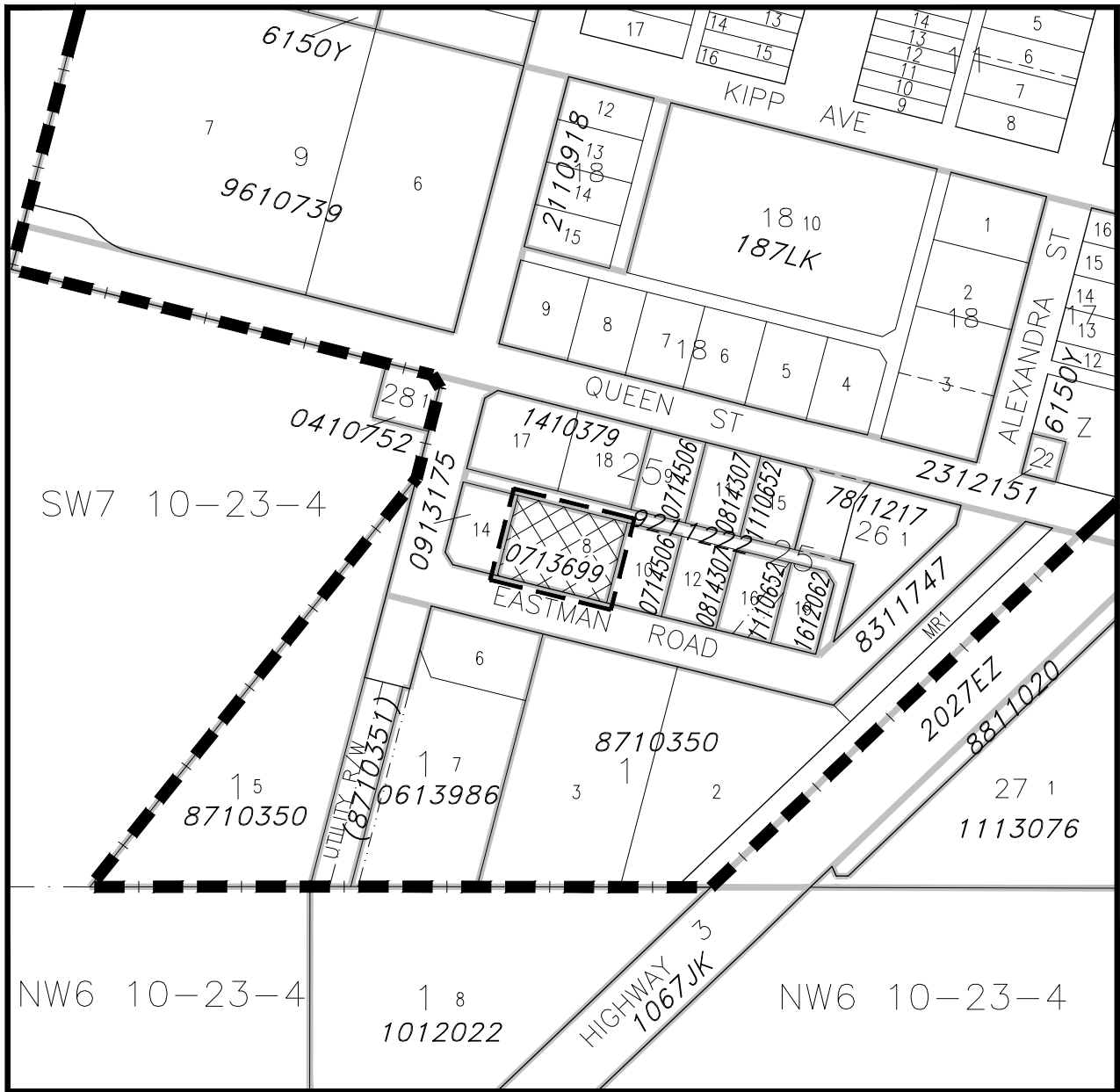
(j) Historical Resources – Barry Newton, Land Use Planner:

“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”

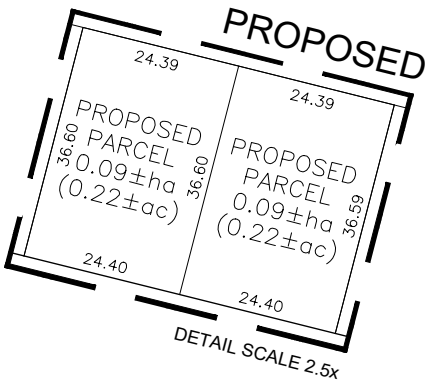
MOVER

CHAIRMAN

DATE



SUBDIVISION SKETCH
 LOT 8, BLOCK 25, PLAN 0713699 WITHIN
 SW 1/4 SEC 7, TWP 10, RGE 23, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 (HAMLET OF MONARCH)
 DATE: DECEMBER 5, 2023
 FILE: 2023-0-156





SUBDIVISION SKETCH
 LOT 8, BLOCK 25, PLAN 0713699 WITHIN
 SW 1/4 SEC 7, TWP 10, RGE 23, W 4 M
 MUNICIPALITY: LETHBRIDGE COUNTY
 (HAMLET OF MONARCH)
 DATE: DECEMBER 5, 2023
 FILE: 2023-0-156



AERIAL PHOTO DATE: 2018

AGENDA ITEM REPORT



Title: Planning and Development Department 2023 Annual Report
Meeting: Council Meeting - 01 Feb 2024
Department: Community Services
Report Author: Hilary Janzen

APPROVAL(S):

Devon Thiele, Director, Development & Infrastructure
Cole Beck, Chief Administrative Officer

Approved - 18 Jan 2024
Approved - 19 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This is the 2022 Annual Report for the Planning and Development Department.

RECOMMENDATION:

That County Council accept this report for information.

REASON(S) FOR RECOMMENDATION(S):

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

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 22-001

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, amendments and updates to the Land Use Bylaw, planning projects, Intermunicipal relations and referrals, NRCB and other external agency referrals, Road Closures and Licenses, land sales and leases, and the enforcement of the Land Use Bylaw and other planning related regulations.

In 2023 along with day to day duties, the following projects were undertaken:

- Completed the Road Naming Policy
- Completed Bylaw 23-020 - Development Authority Bylaw
- Completed the Safety Codes Annual Internal Audit
- Started the Land Use Bylaw Review and Update process

Development Authority

In 2023, 224 development permit applications were received. This is a slight increase from 2022 which had 219 development permit applications. The construction value for 2023 was \$304.96 million, which is an extremely significant increase compared to 2022 at \$61 million. When the McCain facility expansion is removed from the total, 2023's construction value was \$64.96 million, which is still a notable increase compared to 2022.

As of December 31, 2023, 217 development permits were issued, 4 permits were refused (including 1 which was refused on appeal), 2 were withdrawn (this includes 4 development permits that were carried over from 2022). At the end of the 2023, 5 development permit were still in circulation, with decisions pending in 2024.

Of the permits that were issued, 55 were residential, 81 accessory buildings/structures (i.e., shops, sheds, garages, solar), 37 commercial/industrial, 23 agricultural, 2 signage, 10 home occupation, 5 public/institutional, and 4 miscellaneous.

The Development Authority issued 35 letters of compliance in 2023, this was almost a decrease from 59 that were issued in 2022.

16 land use bylaw complaints were received and investigated, this was an increase from 10 in 2022.

Safety Codes Permits

A total of 762 safety codes permits (building, electrical, plumbing, gas, and private sewage) were issued by Park Enterprises from January 1 to December 31, 2023. In 2022 a total of 756 permits were issued between January 1 and December 31.

The revenue received from the contract agreement with Park Enterprises in 2023 was \$307,768.03 . This is significantly higher from the revenue received in 2022 which was \$133,984.60

Subdivision Applications

The Subdivision Authority made decisions on 33 subdivision applications, all were approved.

Subdivision and Development Appeals

- One appeal was submitted against the approval of Development Permit 2023-095 (Home Occupation - Distillery) and heard by the Land and Property Rights Tribunal (Provincial Appeal Board). The appeal was upheld and the development permit was denied by the Appeal Board.

Re-designations

- Bylaw 23-003 (Rural Agriculture to Grouped Country Residential) - Approved by County Council
- Bylaw 23-009 (Lethbridge Urban Fringe to Rural General Industrial and Business Light Industrial) - Approved by County Council
- Bylaw 23-018 (reconfiguration of existing land uses) - Approved by County Council
- Bylaw 23-023 (Rural Commercial to Business Light Industrial) - Approved by County Council
- Bylaw 23-025 (Rural Agriculture to Rural General Industrial) - Approved by County Council

Area Structure Plans

- Bylaw 23-002 Country Crossroads Estates - Approved by County Council
- Bylaw 23-008 Chinook Industrial Park Amendments - Approved by County Council
- County Side - in review with Administration

Road Closures

- Bylaw 22-003 (Pavan) - Approved
- Bylaw 22-011 (Anker) - Approved
- Bylaw 22-021 (Green Prairie) - Received First Reading
- Bylaw 23-012 (Smith) - Received First Reading
- Bylaw 23-014 (McCain) - Received First Reading
- Bylaw 23- 19 (Groenenboom) - Received First Reading

Land Sales and Leases

- Completed the sale of the pond in RiverBrink Estates
- Completed the sale of the former grader shed property in Barons
- Completed the sale of the former grader shed property in Coalhurst
- Completed the sale of a portion of the former CP Railway lands

Intermunicipal and External Relations

- 24 Intermunicipal Referrals were received and reviewed, down from 37 reviewed in 2022.
- Reviewed and responded to 13 Confined Feeding Operation referrals from the Natural Resources Conservation Board

ALTERNATIVES / PROS / CONS:

Not Applicable

FINANCIAL IMPACT:

Revenue from the Park Enterprises contract for 2023 was \$307,768.03 up from 2022 which was \$133,984.60. The increase is due to the McCain facility expansion.

LEVEL OF PUBLIC PARTICIPATION:

- Inform** **Consult** **Involve** **Collaborate** **Empower**

AGENDA ITEM REPORT



Title: 2023 Community Peace Officer Annual Report.
Meeting: Council Meeting - 01 Feb 2024
Department: Development & Infrastructure
Report Author: David Entz

APPROVAL(S):

Hilary Janzen, Supervisor, Planning & Development	Approved - 17 Jan 2024
Devon Thiele, Director, Development & Infrastructure	Approved - 18 Jan 2024
Cole Beck, Chief Administrative Officer	Approved - 19 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

This report provides County Council with an overall summary of the County's CPO program for the 2023 calendar year.

RECOMMENDATION:

No resolution is required.

REASON(S) FOR RECOMMENDATION(S):

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

PREVIOUS COUNCIL DIRECTION / POLICY:

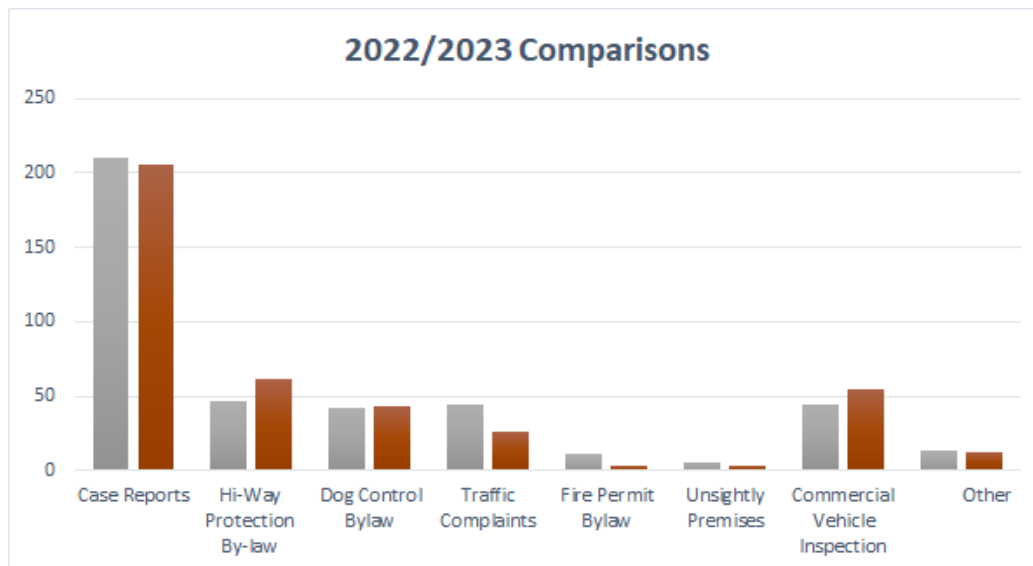
County Council is presented the CPO annual report and provided the opportunity to ask questions.

BACKGROUND INFORMATION:

Lethbridge County has one full-time Community Peace Officer (CPO) who provides education and enforcement on a variety of Lethbridge County Bylaws. The CPO is authorized to enforce the Traffic Safety ACT and regulations under the Act. The CPO is also certified to inspect commercial vehicles. The CPO is part of the Development & Infrastructure Department and reports to the Manager of Planning and Development, Hilary Janzen.

Notable events within the 2023 calendar year.

- There were a total of 206 Case Reports for the year which is consistent with the 2022 calendar year. The Highway Protection Bylaw and commercial vehicle inspections have seen a slight increase. Traffic complaints have decreased slightly.
- November 2023 saw the completion of an almost two year large property clean-up with the assistance of Alberta Health Services and a Hoarder specialist.
- Provided traffic control for the Lethbridge International Airshow with Coaldale Peace Officers and the RCMP.
- Attended the annual Albert Municipal Enforcement Association Conference in Calgary.
- Attended a one day Advanced Apprehension & Dog Handling Course.
- Presented a PowerPoint presentation to County Staff on preventing encounters with an aggressive dog.



■ 2022

■ 2023

Lethbridge County Bylaws.

The Highway Protection Bylaw and the Dog Control Bylaw are two of the main bylaws which account for the highest calls for service. The Highway Protection Bylaw consists mostly of snow pushed into the Lethbridge County ROW or pivot end guns watering the road. County residences are being educated and reminded that snow cannot be pushed with the County ROW and excess water from pivot end guns can result in major damages to the Lethbridge County road network. The majority of dog complaints fall into the category of excess barking, running at large or stray dogs. All strays dogs are taken to Misty Creek Dog Rescue.

Traffic Enforcement.

Lethbridge County has an extensive road network of approximately 2000 km. The CPO attempts to patrol each division equally; however, priority is given to areas that generate traffic complaints or

have higher traffic counts. In general, speeding, intersection safety and commercial vehicles account for all traffic education/enforcement.

The months of April to November are the busiest time for the CPO. During that time period, seeding starts which is followed by silage hauls, grain harvest and then the sugar beat harvest. The manure haul is also very steady throughout the year.

The officer has been granted an additional 100 hours which are spread out over the summer months. The additional hours allow for coverage on some weekends excluding Sundays, or working longer into the evenings.

It is worth mentioning that the CPO has on numerous occasions detected motorists up to 44 KPH over the posted 60 KPH zone in Shaughnessy. Motorists also tend to exceed the posted 60 KPH zone at Iron Springs.

Joint Force Operations.

The CPO works closely with the local Sherrifs and the local Peace Officers. The RCMP are also readily available when requested by the CPO.

Commercial Vehicle Inspections.

The CPO inspected a total of 58 commercial vehicles. There were 40 level 1 inspections and 18 level 2 inspections.

Inspection results.

- 13 passed.
- 19 required attention.
- 26 were placed out-of-service.

Of all the inspections completed, 77.5 % failed the inspection.

There was one particular commercial vehicle which had a total of 16 critical items 8 of which were out-of-service and eight required attention. The operator had crimped off an airline with a vice grip, and the unit failed the air loss test. All air bags on the trailer were deflated, cords were exposed on some tires and one wheel had loose lug nuts. Also, some of the brakes were out of adjustment.

ALTERNATIVES / PROS / CONS:

This information is for information purposes only.

FINANCIAL IMPACT:

Revenue received from fines issued help offset the cost of the CPO program. There was \$193,738 of fines issued for this period of time by the CPO. Approximately 50% of this amount will be received by the County. The other 50% is received by the Province of Alberta, and the Victims of Crime Fund.

LEVEL OF PUBLIC PARTICIPATION:

Inform

Consult

Involve

Collaborate

Empower

AGENDA ITEM REPORT



Title: Gem of the West Museum Society - Donation Request
Meeting: Council Meeting - 01 Feb 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 22 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The County has received a donation request in the amount of \$2,000.00 from the Gem of the West Museum Society for their free family event being held on May 4, 2024.

RECOMMENDATION:

That County Council provide a donation to the Gem of the West Museum Society for their free family event in the amount of \$500.00 as per Policy #161.

REASON(S) FOR RECOMMENDATION(S):

The recommendation to donate \$500.00 rather than the requested \$2,000.00 is based solely on the funding allotment and allocation requirement of Policy #161:

4. Funding Allotment & Allocation

a. The County shall support this policy through an annual budget allotment to establish the amount of cash or goods and services in-kind that the County is able to donate, based on the following:

- (i) \$0.50 per capita based on the current year's official population of Lethbridge County. Applicants are able to request a maximum amount of \$500 or up to \$1,000 for in-kind donations. No gravel will be granted. The funds will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from Councillor's Discretionary Reserve funds.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has a Donations Policy in place and has made various donations in the past.

BACKGROUND INFORMATION:

Gem of the West Museum Society is holding a family community event on May 4, 2024. The idea of the event is to promote the museum to both municipal and rural communities. It also signifies the

museum opening for the season, where they showcase the work they do in preserving the history of Coaldale and surrounding areas. This event is free, with games, activities and entertainment going on throughout the day. Last years event had over 400 people visiting throughout the day.

The Gem of the West's mission is to preserve and portray the history and culture of the Coaldale area from its earliest times to the present. They do this in the historic Mennonite Brethren Church building located at the north end of the town of Coaldale.

ALTERNATIVES / PROS / CONS:

Alternative: County Council can provide a donation in a different amount.

Con: Would contradict Policy #161.

Alternative: County Council can deny the donation request.

FINANCIAL IMPACT:

If funding is approved in the amount of \$500, funding will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from the Councillor's Discretionary Reserve Funds.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Gem of the West Museum Society - Donation Request](#)
[161 Donations to Community Organizations REVISED 2021](#)



Lethbridge County Policy Handbook

--- DONATION REQUEST APPLICATION ---

Community Organization: Gem of the West Museum Society

Name: Craig Day (Society Manager)

Address: Box 343 / 1306 - 20th St. / Coaldale, Alberta / T1M 1M4

Phone Number/Cell Number: (403) 345 - 1377

Board of Directors (Names & Positions): Lynden Hutchinson (President)

Fran Hohm (Vice-President) Myrna Moulton (Treasure)

Butch Paul, Bonnie Sturm, Dwayne Sturm, Dana Orcutt, Marilynne Maxwell, Phyllis Hutchinson,

Mike Tersteeg, Dale Pickering, Tammy Trelenberg (Directors)

Amount of Funding Requested or Description of In-Kind Donation Requested:
\$ 2000

Description of Request including Timelines:
The Gem of the West Museum is hosting a free family event on May 4th, 2024 the day we open for the season again.
We are looking to have food trucks, games, decorations, and different entertainment throughout the day. Last year we
hosted this type of event for the first time to see the responce and had 400 people attend. So planning this years we
want to ensure we continue to capture that level of turn out with decorations, food, games, and entertainment

Other sources of funding: We plan to use some of our fundraising money from last year

Total cost of program, event or activity: \$ 3500

Total Budget: Decorations and Craft activities \$500

Games and Entertainment \$2500

Food \$ 500



Lethbridge County Policy Handbook

Description of how Lethbridge County's contribution may be recognized:

We print posters to advertise the event and will put the supporters on that. We also advertise on our social media platform

where we will recognize Lethbridge county's support as well as any out media attention we are able to get.

Other supporting information (Please attach separate sheet if necessary):

Craig Day (Society Manager)

Name (please print)

Signature on behalf of Community Organization

January 15th, 2024

Date

Phone Number: (403) 345 - 1377

Email: gem@coaldale.ca

Address: Box 343 / 1306 - 20th St. / Coaldale, Alberta / T1M 1M4

***** Donations made by Lethbridge County are not to be regarded as a commitment by the County to continue such donations in the future.**



Lethbridge County Policy Handbook

EFFECTIVE: August 1, 2013 **SECTION:** 100 NO. 161 Page 1 of 7
APPROVED BY: County Council **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities
REVISED DATE: September 2, 2021

Purpose

- To establish consistent guidelines for Council to donate financial resources or provide in-kind support to community programs, organizations, events & activities.
- To provide the authority to the Chief Administrative Officer (CAO) regarding requests for donations up to a value of \$200.
- To provide clear procedures for Administration and Council to provide and respond to requests for donations.

Policy Statement

Lethbridge County appreciates the positive contributions that community organizations make to the quality of life in the County, and recognizes that municipal government support may be required to help further the goals of community programs, organizations, events and activities.

Policy Guidelines and Procedures

1. Eligibility

- a. Consideration of providing support of community programs, organizations, events and activities through donations shall be limited to those that demonstrate any of the following:
 - (i) a need for financial support or specific in-kind from the County;
 - (ii) are held for the enjoyment and benefit of the general public;
 - (iii) are hosted on a yearly basis or recognize significant milestones events; and/or
 - (iv) take place within the County boundaries.
- b. The following are not eligible for support under this policy
 - (i) private functions;
 - (ii) capital facilities and equipment including requests for gravel donations;



Lethbridge County Policy Handbook

EFFECTIVE: August 1, 2013 **SECTION:** 100 NO. 161 Page 2 of 7
APPROVED BY: County Council **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities
REVISED DATE: September 2, 2021

- (iii) youth and adult sports teams and associated programs/events, activities and school reunions; and
- (iv) programs, organizations, events and activities that receive support from the County through other programs or policies.
- (v) major County and inter-County events (eg. Lethbridge International Air Show).

2. Donations

- a. Donations may be cash or in-kind contributions
- b. In-kind contributions are donations that do not involve a direct cash contribution but instead might include providing promotional items or County services or other materials or supplies.

3. Criteria

- a. In evaluating each application, decisions will be based on merit with consideration being given to the following:
 - (i) evidence for the need;
 - (ii) number of local residents served;
 - (iii) quality of management (established track record, proposal well thought out, etc.);
 - (iv) number of local volunteers;



Lethbridge County Policy Handbook

EFFECTIVE: August 1, 2013 **SECTION:** 100 NO. 161 Page 3 of 7
APPROVED BY: County Council **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities
REVISED DATE: September 2, 2021

- (v) mitigation of barriers to services for people with mental and physical disabilities and minority groups;
- (vi) level of involvement with other community partners;
- (vii) agreement to acknowledge the County's contribution in all publicity related events or activities relating to the event.

4. Funding Allotment & Allocation

a. The County shall support this based on the following:

- (i) Applicants are able to request a maximum amount of \$500 or up to \$1,000 for in-kind donations.
No gravel will be granted. The funds will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from Councillor's Discretionary Reserve funds.

5. Grant Applications

a. Applications must be completed in full and contain the following:

- (i) name, address and contact information for the organization;
- (ii) the amount of financial support being requested;
- (iii) a description of the program, event or activity and associated dates and timelines;
- (iv) a budget identifying the proposed revenue and expenditure pertinent to the request;
- (v) an explanation of how the County's support will be recognized during the program, event or activity.



Lethbridge County Policy Handbook

EFFECTIVE: August 1, 2013 **SECTION:** 100 NO. 161 Page 4 of 7
APPROVED BY: County Council **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities
REVISED DATE: September 2, 2021

- (vi) completed application forms must be submitted to the County. If the application is not properly filled-out, the grant application will not be considered.
- (vii) must be received at least 30 days before the date of the need for support.

- b. County Council shall be the deciding authority on all applications, except for donation requests of \$200 or less, which the CAO will have the authority to approve.

6. Accountability of Funds

- a. Applicants will be notified in writing once a final decision on their application has been made.
- b. Applicants who are provided with support pursuant to this policy shall be accountable for the expenditures of funds provided.
- c. The entire amount of financial support provided must be used exclusively for the program, organization, event or activity identified in the application.
- d. The community programs, activities and events must be conducted within six months of the date the donation is approved.
- e. If the community programs, activities or events do not occur within the allotted time, a written letter of request for an extension must be submitted. If an extension is not received, or if an extension is not granted, the community organization or group shall return all the funds provided by the County.
- f. The County's support must be recognized during the program, event or activity in the manner described in the application.



Lethbridge County Policy Handbook

EFFECTIVE: August 1, 2013 **SECTION:** 100 NO. 161 Page 5 of 7
APPROVED BY: County Council **SUBJECT:** Donations to Community Organizations, Programs, Events & Activities
REVISED DATE: September 2, 2021

- g. Organizations, programs, events and actives receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

7. Door Prizes

- a. If the request is for a door prize, silent auction item or other similar promotional item, a written request is required. Funds for door prizes, silent auctions items or promotional items of a value of a \$200 or less shall be decided upon by the CAO.



Lethbridge County Policy Handbook

--- DONATION REQUEST APPLICATION ---

Community Organization: _____

Name: _____

Address: _____

Phone Number/Cell Number: _____

Board of Directors (Names & Positions): _____

Amount of Funding Requested or Description of In-Kind Donation Requested:
\$ _____

Description of Request including Timelines:

Other sources of funding: _____

Total cost of program, event or activity: \$ _____

Total Budget:



Lethbridge County Policy Handbook

Description of how Lethbridge County's contribution may be recognized:

Other supporting information (Please attach separate sheet if necessary):

Name (please print)

Signature on behalf of Community Organization

Date

Phone Number: _____

Email: _____

Address: _____

***** Donations made by Lethbridge County are not to be regarded as a
commitment by the County to continue such donations in the future.**

AGENDA ITEM REPORT



Title: Bylaw No. 24-005 - Community Aggregate Payment Levy
Meeting: Council Meeting - 01 Feb 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 22 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Administration would like to remove the levy rate from the Community Aggregate Payment Levy Bylaw and include it in the Schedule of Fees bylaw going forward.

RECOMMENDATION:

MOVED that Bylaw 24-005 - Community Aggregate Payment Levy Bylaw be read a first time.

MOVED that Bylaw 24-005 - Community Aggregate Payment Levy Bylaw be read a second time.

MOVED that Council consider reading Bylaw 24-005 - Community Aggregate Payment Levy a third time.

MOVED that Bylaw 24-005 - Community Aggregate Payment Levy Bylaw be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Having the levy rate included in the Schedule of Fees Bylaw allows for the rate to be amended each year if required rather than having to create a new bylaw each time an amendment is required.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council previously approved Bylaw 1340 Community Aggregate Payment Levy Bylaw in 2016.

BACKGROUND INFORMATION:

The community aggregate payment levy bylaw is in place to impose a levy in respect of all sand and gravel businesses operating in the County to raise revenue to be used towards the payment of infrastructure and other costs. Upon review of the current Bylaw 1340 it was determined that having the levy rate included in the Schedule of Fees bylaw makes it easier to amend the levy rate when required.

ALTERNATIVES / PROS / CONS:

Alternative: Council could not approve Bylaw 24-005 and Bylaw 1340 would remain in place as is.

FINANCIAL IMPACT:

No financial impact in approving Bylaw 24-005.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Bylaw 24-005 - Community Aggregate Payment Levy](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 24-0051340

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO
AUTHORIZE THE IMPOSITION OF A COMMUNITY AGGREGATE PAYMENT
LEVY.**

WHEREAS the Municipal Government Act, Part 10, Division 7.1, authorizes the Council of Lethbridge County to pass a community aggregate payment levy bylaw to impose a levy in respect of all sand and gravel businesses operating in the municipality to raise revenue to be used toward the payment of infrastructure and other costs in the municipality;

AND WHEREAS Alberta Regulation 263/2005 made pursuant to the Municipal Government Act, section 409.3, applies to all municipalities that have passed a community aggregate payment levy bylaw;

AND WHEREAS the Council of Lethbridge County has determined that it is in the best interest of Lethbridge County to pass a community aggregate payment levy bylaw;

NOW THEREFORE be it resolved that the Council of Lethbridge County in the Province of Alberta, duly assembled, enacts as follows:

Interpretation

1.1 In this Bylaw:

- a) "Aggregate" means any sand or gravel that is excavated from a pit, whether in a processed or unprocessed form;
- b) "Crown" means the Crown in right of Alberta or Canada;
- c) "Levy" means community aggregate payment levy;
- d) "Peace Officer" means a person employed for the purposes of preserving and maintaining the public peace;
- e) "Pit" means any duly constituted opening, excavation or working of the surface or subsurface made for the purpose of removing sand or gravel, and includes any associated infrastructure, but does not include a mine or quarry;
- f) "Sand and gravel operator" means a person duly engaged in extracting sand and gravel for shipment;
- g) "Shipment" means a quantity of sand and gravel duly hauled from the pit from which it was extracted.

Reporting of Shipments

Quarterly

2.1 All sand and gravel operators in Lethbridge County shall report their shipments, in tonnes, from each individual pit within the boundaries of Lethbridge County, on a quarterly basis, within fourteen (14) days after March 31, June 30, September 30, and December 31 of each year, on the form attached as Schedule "A" to this bylaw.

2.2 In the event that a sand and gravel operator fails to report its shipments in accordance with section 2.1, Lethbridge County may, using any method it considers proper, estimate the shipment weight to be recorded in the sand and gravel shipped tonnage roll pursuant to section 4.1.

Levy Notices and Payment

Quarterly

- 3.1 Lethbridge County shall send out community aggregate payment levy notices within thirty (30) days of March 31, June 30, September 30 and December 31 in each calendar year setting out the amount of the Levy payable by the Operator.
- 3.2 The Levy shown on a levy notice shall be paid to Lethbridge County by the operator within forty-five (45) days of the date of issuance of the levy notice.

Sand and Gravel Shipped Tonnage Roll

- 4.1 Lethbridge County shall record the tonnage of sand and gravel in a sand and gravel operator's shipment on a sand and gravel shipped tonnage roll based on the tonnage of sand and gravel in an operator's shipment, as reported by the operator.

Uniform Levy Rate

- ~~5.1~~ The levy rate to be applied throughout Lethbridge County ~~in calculating the amount of the levy is \$0.25 per tonne of sand and gravel. will be included in the Schedule of Fees Bylaw.~~

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Uniform Conversion Rate

- 6.1 Where a sand and gravel operator is unable to provide a measurement of weight for the amount of sand and gravel in a shipment, the sand and gravel operator must use the following conversion rates to report shipments in tonnes:

1 cubic metre = 1.365 tonnes, for sand; and

1 cubic metre = 1.632 tonnes, for gravel

Where 1 cubic metre = 1.308 cubic yards

Amount of Levy

- 7.1 The amount of levy to be imposed in respect of a sand and gravel operator is calculated by multiplying the number of tonnes of sand and gravel recorded on the sand and gravel shipped tonnage for that sand and gravel operator for the reporting period by the levy rate.

Exemptions from Levy

- 8.1 No levy may be imposed on the following classes of shipments of sand and gravel:
- (a) a shipment from a pit owned or leased by the Crown for a use or project that is being undertaken by or on behalf of the Crown;
 - (b) a shipment from a pit owned or leased by a municipality for a use or project that is being undertaken by or on behalf of a municipality;
- 8.2 No levy may be imposed on shipments of sand and gravel that are subject to another tax, levy or payment that is established by and payable to a municipality.
- 8.3 No levy may be imposed on shipments of sand and gravel that are required pursuant to a road haul agreement or a development agreement for construction, repair or maintenance of roads identified in the agreement,

that is necessary to provide access to the pit from which the sand and gravel is extracted.

Person Liable to Pay Levy

9.1 A person who purchases a sand and gravel business or in any other manner becomes liable to be shown on the sand and gravel shipped tonnage roll as liable to pay a levy must give Lethbridge County written notice of a mailing address to which notices under the Municipal Government Act, Part 10, Division 7.1, may be sent.

Penalties

10.1 Where the levy imposed under a community aggregate payment levy notice is not paid within the time limit set out in section 3.2, Lethbridge County may impose a late payment penalty in addition to the principal amount owing under the specific community aggregate payment levy notice, as set out at Schedule "B", as amended by resolution of Council from time to time.

Enforcement

- 11.1 a) Any sand and gravel operator that fails to comply with the requirement of this bylaw is guilty of an offence and is liable, upon summary conviction, to a fine as set out in Schedule "C" of this bylaw.
- b) Under no circumstances shall a sand and gravel operator convicted of an offence under this bylaw be subject to a penalty of imprisonment.
- 11.2 a) Where a Peace Officer or designate has reasonable grounds to believe that an offence has been committed under this bylaw, the Peace Officer may issue a Violation Ticket to that sand and gravel operator, pursuant to Part II of the Provincial Offences Procedures Act, RSA 2000 c.P-34, as amended or repealed and replaced from time to time.
- b) Where a Violation Ticket has been issued to a sand and gravel operator under this bylaw, that Operator may enter a plea of guilt by making a voluntary payment in the amount shown on the ticket to a Provincial Court Office. The recording of the payment by the Clerk of the Court is an acceptance of the guilty plea and constitutes a conviction.

12. THIS By-Law shall hereby rescind previous By-Law 1340.

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GIVEN first reading this 7th day of April, 202416.

Reeve

Chief Administrative Manager

GIVEN second reading this _____ day of _____, 202416.

Reeve

| 4

By-Law 1340

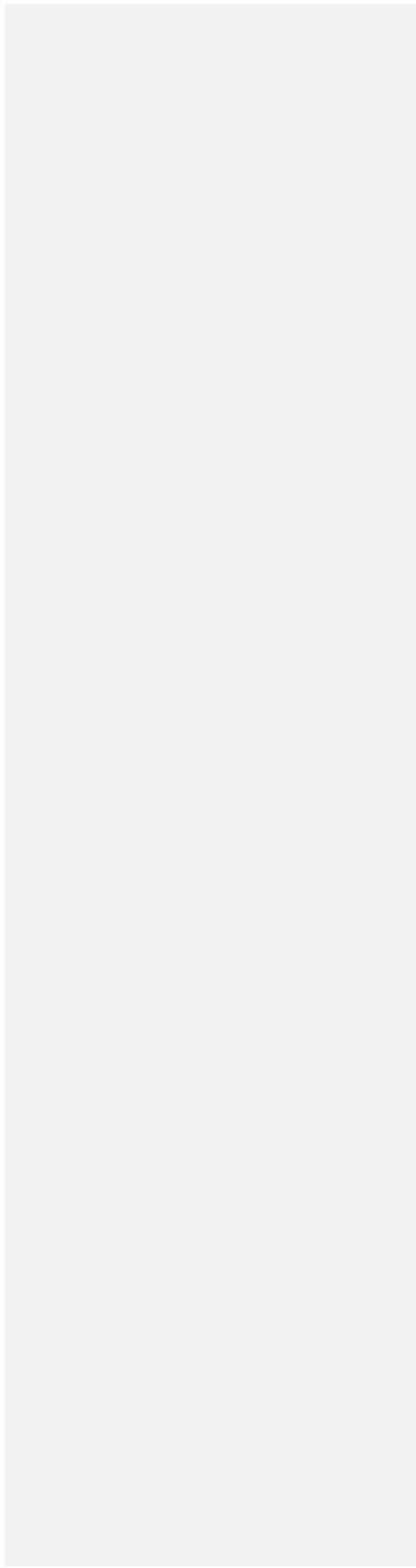
Chief Administrative Manager

| GIVEN third reading this _____ day of _____,
202416.

Reeve

Chief Administrative Officer

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Lethbridge County
#100, 905 – 4th Avenue South, Lethbridge, AB T1J 4E4
Phone (403) 328-5525 Public Works (403) 732-5333
Fax (403) 328-5602

Community Aggregate Payment Levy
Sand and Gravel Shipments Quarterly Report

This report must be received by Lethbridge County within fourteen (14) days from the last day of the reporting period. A separate report must be submitted for each pit from which an operator has shipped sand or gravel in the reporting period.

Name of Operator:
Mailing Address of Operator:
Telephone Number: Fax Number:
Location of Sand/Gravel Pit:
Reporting Period (Enter Quarter/month):
Name of Owner of Parcel where Pit is Located:
Mailing Address of Owner of Parcel:
Telephone Number: Fax Number:

Total sand and gravel that you shipped from this pit in the Reporting period (tonnes) Total A

Shipments exempted from Community Aggregate Bylaw

E1 Total sand and gravel that you shipped from this pit, pursuant to a Road Haul Agreement of a Development Agreement, for the construction, repair or maintenance of an access road to this pit.
Please complete Sections E2 to E4 only if this pit is:
Owned by the Government of Alberta or a municipality, or
Leased by the Government of Alberta or a municipality from another party
E2 Total sand and gravel that your shipped from this pit to Government of Alberta Projects in the reporting period (tonnes)
E3 Total sand and gravel that you shipped from this pit to Lethbridge County Projects in the reporting period (tonnes)
E4 Total sand and gravel that you shipped from this pit to projects of Another municipalities (excluding Lethbridge County) in the reporting Period (tonnes)

Total Exempted Shipments (add E1+E2+E3+E4) (tonnes) Total B

Total A minus Total B (tonnes) Total C
(This gives the Shipments subject to the Community Aggregate Payment Levy)

Note: Three (3) month periods are: January – March, April – June, July – September and October – December of each year. Sand and Gravel Shipments Quarterly Report is due within fourteen (14) days at the end of each quarter.

SCHEDULE B

LATE PAYMENT PENALTIES

A penalty of sixteen (16%) shall be added to the current levy that remains unpaid after the forty five (45) calendar days of the date of issuance of a levy notice.

A penalty of sixteen (16%) shall be added to any levy that remains unpaid on the anniversary of the due date specified in Section 3.2

SCHEDULE C

FINES

<u>Section</u>	<u>Penalties</u>	
Failure to report shipments	\$500.00	2.0
Second or subsequent within a Twelve (12) Month period	\$1,000.00	2.0

AGENDA ITEM REPORT



Title: Bylaw 24-006 - Schedule of Fees
Meeting: Council Meeting - 01 Feb 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Candice Robison, Executive Assistant

Approved - 25 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Each year the Schedule of Fees Bylaw is reviewed and rates are adjusted as required. All recommended changes have been identified on the attached proposed Bylaw #24-006, which will replace Bylaw #23-001.

RECOMMENDATION:

MOVED that Bylaw 24-006 - Schedule of Fees be read a first time.

MOVED that Bylaw 24-006 - Schedule of Fees be read a second time.

MOVED that Council consider reading Bylaw 24-006 - Schedule of Fees a third time.

MOVED that Bylaw 24-006 - Schedule of Fees be read a third time.

REASON(S) FOR RECOMMENDATION(S):

The Schedule of Fees bylaw was reviewed by each department to determine if rate increases were required based on current costs and if they align with neighboring municipality's fees.

PREVIOUS COUNCIL DIRECTION / POLICY:

Bylaw 23-001 - Schedule of Fees was last passed on January 12, 2023.

BACKGROUND INFORMATION:

Upon a review of the current Schedule of Fees Bylaw, it was determined that most of the fees were up to date and in line with costs and our neighboring municipalities.

The fee changes identified with regards to dust control which is proposed to increase from \$6 to \$6.50 per lineal meter up to 200m and from \$12 to \$13 per lineal meter over 200 meters, as proposed

within the budget. The Community Aggregate Payment Levy has now been included in the Schedule of Fees Bylaw with the rate changing from \$0.25 to \$0.30 per tonne of sand and gravel.

Another proposed increase in fees is a \$5.00 increase to the Custom Work/Map Making, Hard Copy Maps, Wall Maps and Map Booklets.

Planning and Development added an Encroachment Agreement Application fee in the amount of \$100.00 and increased the fees for Road Allowance License of Occupation from \$15.00 to \$20.00/acre/year for pasture land and from \$30.00 to \$40.00/acre/year for cultivated land. Pasture and Cultivated fees were also added under Leasing of Farmland.

the Agricultural Service Board added a fee for the administration of weed notices which will be direct costs plus 50% (indirect charge to a maximum of \$500).

ALTERNATIVES / PROS / CONS:

To not accept the amend changes

PRO - Fees remain as is for the upcoming year

CON - There may be some impact to the dust control revenues as proposed within the budget.

FINANCIAL IMPACT:

Revenue increase estimates have been included within the proposed 2024 operating budget based upon the proposed schedule of fees bylaw.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 24-006 - Schedule of Fees Bylaw](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW ~~24-006~~~~23-001~~

**BEING A BY-LAW INTRODUCED FOR THE PURPOSE
OF ESTABLISHING A SCHEDULE OF FEES**

WHEREAS Lethbridge County deems it expedient to set and review, as necessary, from time to time various fees of the County, and

WHEREAS in accordance with the Municipal Government Act, Chapter M-26 RSA 2000 and amendments thereto, the County for a municipality may set fees for goods and services provided;

NOW THEREFORE the Council of Lethbridge County, in the Province of Alberta, duly assembled enacts and adopts the Schedule of Fees, attached to and forming Schedule "A" of this By-Law and;

THAT this By-Law shall come into force and effect January 1, 202~~4~~~~3~~ and;

THIS By-Law shall hereby rescind previous By-Law ~~23-001~~~~21-020~~.

GIVEN first reading this ~~12-1~~ day of ~~January~~~~February~~, 202~~4~~~~3~~.

Reeve

Chief Administrative Officer

GIVEN second reading this ~~12-1~~ day of ~~January~~~~February~~, 202~~4~~~~3~~.

Reeve

Chief Administrative Officer

GIVEN third reading this ~~12-1~~ day of ~~January~~~~February~~, 202~~4~~~~3~~.

Reeve

Chief Administrative Officer

SCHEDULE "A"

Notation: GST charges where applicable.

A. PLANNING AND DEVELOPMENT

1.	<u>Schedule of Fees for Specified Services</u>	
	<u>Land Use Bylaw Amendments:</u>	
	a) Conventional LUB Amendments	\$1,500.00
	b) Direct Control LUB Amendments	\$2,000.00
	New Area Structure Plan or Area Re-development Plan	\$2,500.00
	Amendment to Area Structure Plan or Area Re-development Plan	\$1,500.00
	Municipal Development Plan or Intermunicipal Development Plan Amendments	\$2,500.00
2.	<u>Agricultural Buildings</u>	
	a) Requiring a permit – permitted use	\$200.00
	b) Requiring a permit – discretionary use	\$300.00
3.	<u>Development for Residential Use</u>	
	a. Home Occupations	\$150.00
	b. Single Detached Dwelling	\$200.00
	c. Duplex/Semi-detached Dwelling	\$300.00
	d. Multi-unit apartments & townhouses	\$300.00
		plus 50.00 per unit
	e. Addition to dwellings	\$200.00
	f. Accessory buildings/structures for residential use	\$150.00
	g. Decks	\$100.00
	h. Discretionary Uses**	\$300.00
4.	<u>Development for Commercial & Industrial Uses</u>	
	a. Change of use or additional use:	
	- Permitted	\$200.00
	- Discretionary	\$300.00
	b. New buildings with an area:**	
	i) less than 500 square metres	\$300.00
	ii) 500 to 2,000 square metres	\$500.00
	iii) 2,001 to 5,000 square metres	\$750.00
	iv) over 5,000 square metres	\$1,500.00
	**Applications requiring notification (i.e. discretionary), add additional: \$100.00	
5.	<u>Public Institutional Uses</u>	
	Fees will be determined in accordance with the appropriate use.	
6.	<u>Signs as required:</u>	
	a) Permit – permitted use	\$150.00
	b) Permit – discretionary use	\$300.00
7.	<u>Resource Extraction Permits</u>	
	a) Less than 12 acres	\$500.00
	b) 12 acres or more	\$1,000.00
8.	Wind Energy Conversion Systems – Commercial	\$100.00 per tower
9.	<u>Solar Collectors – Commercial</u>	
	a) Less than 12 acres	\$500.00
	b) 12 acres or more	\$1,000.00
10.	Demolition – where permit required	\$50.00

11. Unauthorized Development
- When an application is made after development has commenced or occurred, the above fees shall be doubled.
12. Waivers
- Applications requesting waivers to a standard of the Land Use By-Law shall include additional fee of: \$200.00
13. Application Fee for Closure, Sale or Lease of Road Allowance through By-Law process \$1,500.00
14. Application Fee for Closure, Sale or Lease of Road Allowance through Council Resolution process \$1,000.00
15. Sale of Road Allowance (Price to be determined at time of request)
- Request to Council to sell previously closed road allowance if new By-Law is not required \$500.00
 - Processing fee (preparation of transfer documents) \$1,500.00
16. Application for Road Allowance License of Occupation \$150.00
17. Road Allowance License of Occupation (5 year period)
- Pasture - ~~\$20.00~~~~15.00~~ /acre/year
 - Cultivated - ~~\$40.00~~~~30.00~~/acre/year
18. Transfer of Road Allowance License of Occupation (From one lessee to another) \$150.00
19. Leasing of Farm Land – Application Fee \$100.00
- Pasture - ~~\$20.00/acre/year~~
 - Cultivated - ~~\$40.00/acre/year~~
 - ~~Minimal annual lease per acre – \$15.00~~ or value submitted or accepted through the tender process.
20. Development Agreement Application Deposit (as required) \$1,000.00
- a) Deposit will go towards the Development Agreement Fees including:
 - i) Development Agreement Fees
 - ii) Inspection Fees
 - iii) Plans Examination Fees
21. Development Agreement Fee**
- a) \$50.00 per \$10,000 of the estimated cost of the local improvements to a maximum of \$1,000.00.
- **Fee is required up front at the time of signing the Development Agreement.
22. Development Agreement Site Inspection Fees (as required):
- a) \$700.00 for two inspections**
 - b) Each additional inspection will be \$350.00 (invoiced to the developer)
- **Fee is required up front at the time of signing the Development Agreement.
23. Development Agreement Plans Examination** (as required)
- Fees are based on the engineers estimated cost of the local improvements.
- a) First \$500,000 - \$1.00 / \$1,000
 - b) Over \$500,000 - \$0.50 / \$1,000
 - c) Maximum fee of \$1,000
- **If an external review by an engineer is required by the County, the developer will pay the actual costs + 10%.

24. Development Agreement Security Deposit:
- The developer must provide to the County, 100% of an engineer's stamped and certified estimated cost for the supply and installation local improvements included in the agreement (this does not include installation of shallow utilities) due upon signing of the development agreement.
 - The security deposit must be in the form of a letter of credit or cash.
 - At the discretion of the County, up to 90% of the security deposit can be released upon issuance of the Construction Completion Certificate for a particular local improvement.
 - Remaining security is returned upon issuance of the Final Acceptance Certificate as long as there are no deficiencies.
25. Other Planning & Development Department Services
- | | |
|--|-----------------|
| a) Compliance Letters | \$100.00 |
| b) Compliance Letter - same day service (if available) | \$150.00 |
| c) Zoning Confirmation Letter | \$50.00 |
| d) Caveat Discharge (per release) | \$60.00 |
| e) <u>Encroachment Agreement Application</u> | <u>\$100.00</u> |
26. Subdivision & Development Appeal Fee \$500.00
27. Copy of Land Use By-Law \$100.00
28. Engineering Standards & Guidelines Manual (plus GST) \$100.00
29. Copy of Joint Intermunicipal Plan(s) \$50.00
30. Copy of Municipal Development Plan \$50.00
31. 43rd Street Future Intersection Improvements
- Intersection Upgrade Est. (2019) \$930.600 divided over 163.45 acres
 - Annual Inflation Percentage added at 2.00%

Year	Per Acre Value	Annual Inflation
2019	\$5,693.48	0
2020	\$5,807.35	113.87
2021	\$5,923.50	116.15
2022	\$6,041.97	118.47
2023	\$6,162.81	120.84
2024	\$6,286.06	123.26
2025	\$6,411.78	125.72
2026	\$6,540.02	128.24
2027	\$6,670.82	130.80
2028	\$6,804.24	133.42
2029	\$6,940.32	136.08
2030	\$7,079.13	138.81
2031	\$7,220.71	141.58
2032	\$7,365.12	144.41
2033	\$7,512.43	147.30
2034	\$7,662.67	150.25
2035	\$7,815.93	153.25
2036	\$7,972.25	156.32
2037	\$8,131.69	159.44
2038	\$8,294.33	162.63

B. ADMINISTRATION – FINANCE

- | | |
|---|----------|
| 1. County map/booklets are subject to Canada Post rates | |
| 2. Tax Roll Certificate (per parcel) | \$45.00 |
| 3. <u>Assessment Review Board Complaints</u> | |
| - Residential & Farmland | \$50.00 |
| - Non-Residential | \$350.00 |
| - Business Tax | \$50.00 |

4. Tax & Assessment Information
 - a. \$75.00/hour of Staff time
 - b. Computer generated forms (i.e. hard copies) – plus programming fees if required \$1.00 per page
 - c. Tax Notification Fee \$50.00
 - d. Reprinting Property Assessment & Tax Notices \$5.00

5. Photocopies
 - a. Photocopies of minutes (per page) \$1.00
 - b. Non-County use (per copy) \$1.00
 - c. Government agencies (per copy) \$0.25
 - d. Reduction/Enlargement (per copy) \$0.25
 - e. Printed copy of Annual Report (color) \$50.00
 - f. Printed copy of Annual Report (black & white) \$25.00

6. NSF Cheque Charge \$35.00

7. Boardroom/Council Chambers Rentals
 - One half day \$120.00
 - One full day \$200.00

(Charges include coffee, pop, juice & water)

8. General Accounts Receivable

All accounts are due 30 days from invoice date. Any invoices due after 30 days will be charged 2% interest per month. Past due reminders will be sent out after 30 days. Accounts outstanding for more than 90 days will be subject to the legal processes available through legislation. The account holder will be responsible for all fees associated with the collection of the account.

9. Schedule of Fees – Search Request and Other Services Not Otherwise Covered
 - a. All requests for information other than as specified above shall be accompanied by a search request letter as well as a non-refundable search processing fee of \$50.00 per hour. Minimum \$50.00 charge per request.
 - b. In the event the information requested requires an archival search, there will be an additional non-refundable processing fee of \$50.00.
 - c. Formal FOIP request \$25.00 plus applicable charges as per FOIP Act/Regulations.

C. FIRE SERVICES

1. Fees for a Fire Services Department(s) Responding to any Emergency Calls
 - a. Fees for calls responded to on numbered highways start at time of initial call for response and cease when the Fire Service department(s) has returned to service.
 - b. Fees for calls responded to on railways start at time of initial call for response and cease when the Fire Service department(s) has returned to service.
 - c. Fees for calls responded to on any county property start at time of initial call for response and cease when the Fire Service department(s) has returned to service.
 - d. Fees for calls to industrial properties start from time of initial call for response and cease when the Fire Service department(s) has returned to service

- e. Fees for calls to commercial properties start from time of initial call for response and cease when the Fire Service department(s) has returned to service
 - f. Fees for calls to residential/farm properties start upon arrival on scene and cease when the Fire Service department(s) has returned to service.
2. Cause and/or origin of the incident will determine whether the individual or the registered property will be invoiced fees for the fire service response. Fees may be divided equally if warranted.

Fees apply for the following responses:

- a. Vehicle fires or accidents
- b. Traffic control on roads
- c. Grass or wildland fires
- d. Structure fires
- e. Cancelled calls
- f. Standby for dangerous good incidents and controlled burns
- g. Any other response by fire services is subject to a fee at the discretion of the county.

3. Fee Schedule per hour:

Engine Unit	\$ as per Alberta Transportation Rates
Quint (elevated master stream)	\$ as per Alberta Transportation Rates
Tender (water hauler)	\$ as per Alberta Transportation Rates
Rescue Vehicle	\$ as per Alberta Transportation Rates
Wildland/ Bush Truck	\$ as per Alberta Transportation Rates
Command/ Utility	\$ as per Alberta Transportation Rates

Special response as per Individual Fire Department Rates
 (eg. Mutual Aid/Automatic Aid, Rope rescue, HAZMAT, water rescue, Livestock rescue/containment, etc.) Apparatus Standby (up to 4 firefighters inc.) \$as per Alberta Transportation Rates` Firefighter Standby \$50
 Commercial water delivery to incident as per invoice cost
 County Recourses (water delivery/heavy equipment/etc. \$115 (Alberta construction rates)

Fire equipment listed above shall be billed at a minimum of one hour per piece of apparatus and in 15 minute increments after the first hour

4. Other Fees:

Fire Permits	\$0
Fire Works Permits	
Low Level - per event	\$0
High Hazard (including pyrotechnics) – per event (requires fire safety inspection)	\$66 per half hour
Fire safety inspections	
Initial inspection	\$0
Follow up inspection	\$0
Re-inspection with fire code violations	\$66 per half hour
<i>Time incurred for travel and administration will be charged at same rate</i>	
Fire investigations per investigator	\$66 per half hour

All fires where property is damaged or destroyed must be investigated as per the Fire Quality Management Plan

Time incurred for travel and administration will be charged at the same rate

5. Fees for Requested Fire Inspection and Investigation Services including but not limited to:

- a. Provision of fire inspection and investigation services by a Lethbridge County accredited Fire Safety Codes Officer will be \$66.00 per ½ hour.
- b. Time incurred for travel and administration will be charged at the same rate.

6. Fees for Fire Service Department(s) Responding to a False Alarm: (per calendar year)
 - a. First response related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists– no charge.
 - b. Second response related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists - \$360
 - c. Third and subsequent responses related to a malfunctioning, accidentally triggered or maliciously activated fire safety installation or other safety device where no emergency exists - Alberta transportation rates per responding unit. Billing starts from the time first unit is enroute.

7. Fees for smoke investigations or fire report responses:
 - a. Fees for smoke or fire response where a fire is permitted and meets burn permit conditions – No charge
 - b. Fees for smoke or fire response where a fire is permitted but does not meet burn permit conditions - Alberta transportation rates per responding unit, per hour. Fire may be extinguished and fines may also be applicable.
 - c. Fees for smoke or fire response for non-permitted fire - Alberta transportation rates per responding unit, per hour. Fire will be extinguished, and fines will be applicable.

8. Fees for Fire Responses to a Call for Municipal Mutual Aid:
 - a. Fees for fire responses to calls for municipal mutual aid will be invoiced as per the current “Agreement on Area Resource Sharing”.

9. Extraordinary Events:

The County retains the right to review all emergency/fire events and where extraordinary circumstances exist, may adjust invoicing amounts other than the dollar amounts listed herein.

*This may include: outside resources brought in on request of Fire Services to mitigate fire spread, large department response, purposefully burning during fire ban/restriction, etc.
Extraordinary event determination at discretion of the County.*

D. PUBLIC WORKS

1. Sign Requests – At cost plus installation costs.
2. Permits - Valid up one (1) year of issuance. A non-refundable Administration Fee of \$100.00 will be withheld for each cancelled approach, crossing, and right-of-access/waiver requests.
3. Approaches – New approach approvals

- Permitting and inspections – includes widening of existing	\$400
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4. Water or Sewer Line Crossings on Road Allowance

- Permitting and inspections	\$400
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5.	<u>Pipeline Crossings of Road Allowance</u> - Permitting and inspections	\$400
6.	<u>Buried Electrical and Utility Line Installation & Rural Crossing Regulations</u> - Permitting and inspections	\$400
7.	<u>Seismic Operations Permit</u> - Permitting and inspections	\$400
8.	<u>Right of Access/Waiver Requests (no GST)</u>	
	a. Existing Approaches	\$75
	b. Road Allowances	\$75
	c. Proximity Requests	\$75
	d. Utilicorp Facilities & Poles	\$75
9.	<u>Equipment Rentals, Materials & Outside Invoicing – Custom Work</u>	
	a) Intermunicipal Government Agencies, Water Co-ops and Lethbridge Regional Waste Management Services Commission – Equipment, materials and wages at cost plus 10%.	
	b) For all other custom work completed, materials and wages at cost plus 10% and equipment will be charged according to the Alberta Roadbuilders & Heavy Construction Association current rates.	
10.	<u>Overweight & Overdimension Vehicle Permit Fees</u>	
	Alberta Transportation’s Transportation Vehicle Routing and Information System - Multi-Jurisdiction (TRAVIS-MJ) – Fixed Municipal Fee - \$20.00/per permit.	
11.	<u>Road Haul Use Agreement (Non-refundable fee)</u>	
	- Pre and Post Inspection and Administration	\$400.00
12.	<u>Dust Control (Non-refundable fee)</u>	
	Dust Control product per lineal meter (minimum length of 100 meters up to a maximum of 200 meters)	\$ 6.506 /meter
	Overage of 200 meters	\$ 13.0042 /meter

13. Community Aggregate Payment Levy

The levy rate to be applied throughout Lethbridge County in calculating the amount of the levy is ~~\$0.25~~ \$0.30 per tonne of sand and gravel.

E. AGRICULTURAL SERVICE BOARD

1. All equipment at Alberta Roadbuilders & Heavy Construction Association current rates.
2. Grass seed at cost plus 10%
3. Chemicals at cost plus 10%
4. Fertilizers at cost plus 10%
5. Backpack sprayers at cost plus 10%
6. Skunk traps at cost plus 10%
7. Brillion drills - \$210.00 minimum or \$7.00 per acre
8. Administration of Weed Notices – direct costs plus 50% (indirect charge to a maximum of \$500)

F. GEOPHYSICAL REQUESTS

1. Pre & Post Inspection Fee (per inspection) \$200.00

G. GIS SCHEDULED FEES

Item	Client Price
Custom Work/Map Making (per hour, minimum 1 hour.)	\$65.00 70.00
8.5" x 11" & 11" x 17" - Hard copy maps	\$5.00
Wall Maps	\$25.00 30.00
Map Booklets	\$30.00 35.00

H. MISCELLANEOUS

The County reserves the right to implement charges required to cover the costs of services or materials supplied that are not specifically noted herein.

APPENDIX A

Rates of reimbursement for Fire Department units

Responding within a provincial highway right-of-way

Type of Unit	Comment	Hourly Rate
Ladder and pumper trucks	<ul style="list-style-type: none"> Includes equipment costs, labour, and all materials. These are specialized pieces of equipment specifically designed and built to fight fires. 	\$630
Light & Medium rescue vehicles	<ul style="list-style-type: none"> Used to transport manpower & equipment not covered under the rate for ladder and pumper trucks. Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901. Light rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand & basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment & cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment. Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at least one rescue specialty. 	\$630
Command vehicles		\$185

- These rates are to be adjusted annually on April 1st using the inflation formula established in the Highway Maintenance contracts.

AGENDA ITEM REPORT



Title: Farming Smarter 4H Silent Auction Donation Request
Meeting: Council Meeting - 01 Feb 2024
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 26 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The County has received a donation request in the amount of \$500.00 from Farming Smarter for their 4H Silent Auction being held during the Farming Smarter Conference on February 14 and 15, 2024.

RECOMMENDATION:

That County Council provide a donation to the Farming Smarter 4H Silent Auction in the amount of \$500.00 as per Policy #161.

REASON(S) FOR RECOMMENDATION(S):

The recommendation to donate \$500.00 meets the funding allotment and allocation requirement of Policy #161:

4. Funding Allotment & Allocation

a. The County shall support this policy through an annual budget allotment to establish the amount of cash or goods and services in-kind that the County is able to donate, based on the following:

- (i) \$0.50 per capita based on the current year's official population of Lethbridge County. Applicants are able to request a maximum amount of \$500 or up to \$1,000 for in-kind donations. No gravel will be granted. The funds will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from Councillor's Discretionary Reserve funds.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has a Donations Policy in place and has made various donations in the past.

BACKGROUND INFORMATION:

Farming Smarter is a registered Canadian Charity that focuses on applied agricultural research to help southern Alberta crop producers make informed choices around inputs, technology, and

management practices. One of their signature public events is an annual 2-day conference in Lethbridge. Knowledgeable speakers provide valuable information to members and the tradeshow allows them to showcase businesses, so they can network with some of the top producers in Southern Alberta. On February 14 and 15, 2024 the Farming Smarter Conference & Tradeshow will be hosted at the Sandman Signature Lethbridge Lodge.

Over the past years, the funds raised at the auctions have helped to produce successful programs for 4-H members between 9 and 20 years of age from across Southern Alberta including Judging, project events and scholarships. In return for your generosity, we will gladly mention your business and contributions at the event.

The \$500.00 requested will go towards sponsoring the lunches for the 4-H members and parent/guardians.

ALTERNATIVES / PROS / CONS:

Alternative: County Council can provide a donation in a different amount.

Con: Would contradict Policy #161.

Alternative: County Council can deny the donation request.

FINANCIAL IMPACT:

If funding is approved in the amount of \$500, funding will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from the Councillor's Discretionary Reserve Funds.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Farming Smarter 4H Silent Auction Donation Request](#)

December 1, 2023

Dear 4-H Supporter

I hope this letter finds you well. I am writing to see if your business might be able to contribute a silent auction item for our annual 4-H Regional Silent Auction being held at the Farming Smarter Conference in Lethbridge on February 14 and 15, 2024.

Farming Smarter is a registered Canadian Charity that focuses on applied agricultural research to help southern Alberta crop producers make informed choices around inputs, technology, and management practices. One of their signature public events is an annual 2-day conference in Lethbridge. Knowledgeable speakers provide valuable information to members and the tradeshow allows them to showcase businesses, so they can network with some of the top producers in Southern Alberta. On February 14 and 15, 2024 the Farming Smarter Conference & Tradeshow will be hosted at the Sandman Signature Lethbridge Lodge.

To add some fun to the conference, we are looking to gather a selection of donated items for a Silent Auction. The auction will be online with all proceeds made to benefit the Southern Alberta 4-H Region.

Over the past years, the funds raised at the auctions have helped to produce successful programs for 4-H members between 9 and 20 years of age from across Southern Alberta including Judging, project events and scholarships. In return for your generosity, we will gladly mention your business and contributions at the event.

Please note that all donated items should be collected by February 1, 2024 for cataloguing.

If you would prefer to make a cash donation instead, please make cheques payable to Farming Smarter and mark them as the 4-H fundraiser.

Should you be able to donate any items, please contact one of the following committee members:

Clancy Holthe (403) 738-4497 or (403) 892-4705 clarenceholthe@yahoo.ca

Chris Santangelo at (403) 331-7425 (santangelo.chris@outlook.com)

Representing the Southern 4-H Regional Council, or

Jamie Puchinger at (403) 317-0022 (jamie@farmingsmarter.com)

Representing Farming Smarter

You can also contact the person that presented this letter to you.

If you have questions about the 4-H program, please contact Connie-Lyne Harder, South Area Coordinator 4-H Alberta at connie-lyne.harder@4hab.com or 403-901-8052. Thank you in advance for your help and support!

Respectfully,

Clancy Holthe,
(403) 738-4497 Home
(403) 892-4705 Cell
clarenceholthe@yahoo.ca

On behalf of the Southern 4-H Region Farming Smarter Committee

AGENDA ITEM REPORT



Title: Bylaw 24-001 - 2024 Utility Rate Bylaw
Meeting: Council Meeting - 01 Feb 2024
Department: Operations
Report Author: Jeremy Wickson

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 19 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Through the annual budget process, the utility rates are reviewed and adjusted to reflect any anticipated increases for the upcoming year and to ensure cost recovery of operations is maintained. Any increases that have been determined by Administration are included within the Budget and are presented to Council during budget deliberations for implementation in the upcoming year.

When considering the utility rate changes, the County follows any increases considered by the City of Lethbridge as that is where the County purchases its water from. The City of Lethbridge set a target for a two (2) percent (%) utility rate increase for 2024. The increases that have been applied within the bylaw for County water rates are related to operational cost increases and asset management forecasts.

Administration reviews asset replacement requirements and factors these future costs for reserve amount considerations. These are based on numerous factors such as Tangible Capital Asset Policy, field-level assessments and industry standards for life cycle replacement.

The Utility Rate Bylaw has been amended as attached for Council review and approval to align with the budget.

NOTE: The current proposed rates take into consideration normal annual operating parameters, with consideration for past year's water usage. If water restrictions are placed on water users under the current bylaw there will likely be a decrease in revenues and this will impact the overall utility budget. The impact is unknown at this time as to the extent of potential water restrictions.

RECOMMENDATION:

MOVED that Bylaw 24-001 - 2024 Utility Rates be read a first time.

MOVED that Bylaw 24-001 - 2024 Utility Rates be read a second time.

MOVED that Council consider third reading of Bylaw 24-001 - 2024 Utility Rates.

MOVED that Bylaw 24-001 - 2024 Utility Rates be read a third time.

REASON(S) FOR RECOMMENDATION(S):

Lethbridge County's utility rates should reflect the increases to ensure cost recovery for operations and transfers to reserves for future capital are maintained.

Cost increases from the City directly affect the cost transferred onto the users through utility fees.

PREVIOUS COUNCIL DIRECTION / POLICY:

2023 Utility Bylaw previously passed.

The annual operating budget was approved on December 21, 2023, and included increases to utility rates.

BACKGROUND INFORMATION:

In 2023, the Utility Rate Bylaw Schedule "A" was passed which encompasses the majority of water, wastewater and solid waste services. Schedule "B" is specific to the RAVE subdivision as a stormwater improvement levy. The utility rates are reviewed annually as part of the budget process. Upon presentation and approval of the annual budget, the Utility Rates are updated to ensure the County meets its budget revenue projections within the Utility Department.

Notes to proposed changes for 2024:

- Administration is proposing a range of increases in the water and wastewater rates for 2024, this amount was in coordination with the annual operating budget approved on December 21, 2023.
- Water Rates - The impact on a residential property on the user base rate for water is \$3.76 per month or \$45.12 per year. Consumption usage for the average household at 30 cubic meters per month will increase residential costs by \$2.40 per month or \$28.80 per year.
- Wastewater Rates - The impact on a residential property on the user base rate for water is \$2.76 per month or \$33.12 per year.
- The Water Charge for Commercial Users has a capital replacement surcharge that had not been increased for several years and was indexed accordingly.
- Iron Springs Water Association is charged a monthly flat fee to be increased to \$1,100 has been added as an addition to Schedule "A". This is based on an estimate of the number of user connections in Iron Springs (26 residences, 2 commercial operations, and a school) and the hamlet residential flat fee (\$48.00 for 2024).
- Coalhurst provides residential garbage pick up for hamlets and rural subdivisions, an increase of \$0.65 per month or \$7.80 per year was budgeted due to contract costs.

These increases reflect the annual increases for operations and the City's rate increase for water or wastewater that was increased for 2024. The proposed rate changes will allow the County to offset the Utility Department's costs while still maintaining cost recovery for operations including annual reserve transfers for future utility infrastructure upgrades.

ALTERNATIVES / PROS / CONS:

The dollar increase could be changed as per Council direction to differing amounts than what is contained within the current bylaw revision.

Leave Schedule "A" rates for 2024 the same as the 2023 rates.

PRO - No change to rates for utility users in 2024

CON - The annual budget will need to be changed and will reduce the cost of recovery revenue.

FINANCIAL IMPACT:

The increases are intended to cover the operating costs of the organization.

Leaving the rates the same as in 2023 could negatively affect the Utility Department 2024 Operating budget revenues. The utility department is self-funded, and any additional revenues earned through the rates are added to the Utility Reserve to ensure that an adequate reserve is sustained and funding is available for future capital requirements.

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

ATTACHMENTS:

[Bylaw 24-001 - 2024 Utility Rates - FINAL](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW 24-001

**BEING A BYLAW INTRODUCED FOR THE PURPOSE
OF ESTABLISHING A UTILITY RATE BYLAW**

WHEREAS Lethbridge County deems it expedient to set and review, on an annual basis utility rate fees of the County, and

WHEREAS in accordance with the Municipal Government Act, Chapter M-26 RSA 2000 and amendments thereto, the County for a municipality may set fees for goods and services provided;

NOW THEREFORE the Council of Lethbridge County, in the Province of Alberta, duly assembled enacts and adopts the Utility Rates, attached to and forming Schedule "A" and Schedule "B" of this Bylaw and;

THAT this Bylaw shall come into force and effect January 1, 2024 and;

THIS Bylaw shall hereby rescind previous Bylaw 23-004.

GIVEN first reading this 1st day of February 2024.

Reeve

Chief Administrative Officer

GIVEN second reading this 1st day of February 2024.

Reeve

Chief Administrative Officer

GIVEN third reading this 1st day of February 2024.

Reeve

Chief Administrative Officer

SCHEDULE "A"

UTILITIES

The charges below apply to both water and wastewater.

1. Billing Process

All utility bills will be sent to the property owners. Meters are read monthly by utility operations staff.

2. Utility System Accounts

Overdue accounts are subject to a penalty of 1.5% per month on outstanding amounts. Accounts which are greater than 60 days overdue will have services disconnected. Accounts which are greater than 90 days overdue will have the outstanding balances transferred to the Tax Roll.

3. Connection Fees

- a. Re-connection – If service is disconnected because of an overdue account, the owner must pay the re-connection fee of \$200 and the outstanding balance before service is restored. Re-connection will be during regular working hours only and within 24 hours of notification of payment.
- b. New utility customers will be charged a \$200 connection fee.
- c. Temporary Water Shut Off - once water service is turned back on a reconnection fee will apply of \$200. Re-connection will be during regular working hours only and within 24 hours of notification of payment.
- d. All new utility customers in the RAVE Industrial Park will be charged the following connection fees as applicable from the current year's City of Lethbridge bylaw for water and wastewater service connections.

4. Disconnect Fees

- a. Reconnect for non-payment or temporary water shut off \$200
- b. Disconnecting old water service connection at water main for abandonment all costs associated for labour, material, and equipment charges.
- c. Disconnecting old wastewater service for abandonment - all costs associated for labor, material and equipment charge plus G.S.T.

5. Meter Installation and Inspection

- a. Market cost for meter plus \$200 post inspection fee. Installation by third party service provider.

6. Meter Test Charge

- a. Up to 50mm - \$200
- b. 50 – 75mm - \$400
- c. Over 75 mm - \$800
- d. Manual Meter Readings - \$100

7. Water Service Charge (Monthly Billing)

- a. Residential Service - \$48.00 monthly flat fee plus \$1.73 per cubic meter (m³) of water usage.
- b. County of Lethbridge Rural Water Association Distribution System - \$0.97/m³
- c. Lethbridge North County Potable Water Coop Distribution System - \$1.01/m³
- d. RAVE Industrial Park - \$162.45 monthly flat fee plus \$1.73/m³ consumption charge.
- e. Broxburn Industrial Park
 - i. Potable/Treated Water: \$8.64/m³ plus \$14.76 monthly flat
 - ii. Raw Water: \$2.25/m³ plus \$79.49 monthly flat
- f. Commercial Users – Meter size greater than 200 mm (8 inches) - \$0.84/m³ plus \$0.30/m³ capital replacement surcharge.
- g. Other Commercial Users - \$48.00 monthly flat fee plus \$1.65/m³
- h. Iron Springs Water Association - \$1.73/m³ plus \$1100 monthly flat fee

8. Truck Fill Sales

- a. \$4.75/m³
- b. Water key tags - \$50 per tag

9. Wastewater Service Charge

	<u>Residential</u>	<u>Commercial</u>
a. Hamlets (Diamond City, Monarch, Shaughnessy, Turin)	\$30.34	\$58.00
b. Fairview (monthly flat fee)	\$89.32	\$100.59
c. RAVE Industrial Park: \$95.79 monthly flat fee Plus \$1.65/m ³ of water consumption		
d. Broxburn Industrial Park: \$150.00 monthly flat fee Plus \$3.00/m ³ of water consumption		

Capital Recovery Surcharge – Sewer

	<u>Residential</u>	<u>Commercial</u>
e. Hamlet of Monarch – Debenture	\$37.17	\$37.17

Stub-In Charges**Residential****Commercial**

f. Monarch – Existing stub-in	\$2,500.00	\$2,500.00
From January 2005 pay back	\$37.17/month	\$37.17/month

10. Garbage Collection

- a. Street Side Pick-up - \$25.00 per month per residence
- b. Rollaway Curbside Bin – replacement charge: \$200

11. Storm Water Drainage

Rave Subdivision - \$0.034/m² of property area

SCHEDULE “B”**RAVE Industrial Subdivision – Storm Water Improvement Levy**

Property	Storm Water Improvement Levy	Monthly Payment	Total Annual Payment	Start Date	End Date
Lot 3, Block 3, Plan 011773	\$11,989.75	\$69.29	\$831.45	March 1/2015	March 1/2035
Lot 4, Block 3, Plan 011773	\$10,356.68	\$59.85	\$718.20	March 1/2015	March 1/2035
Lot 1, Block 3, Plan 9312509	\$9,140.64	\$52.82	\$633.87	March 1/2015	March 1/2035
Lot 5, Block 2, Plan 9312509	\$4,971.52	\$28.73	\$344.76	March 1/2015	March 1/2035
Lot 4, Block 1, Plan 1113171	\$94,028.37	\$543.38	\$6,520.54	March 1/2015	March 1/2035
Lot 4, Block 1, Plan 1113171	\$80,663.23	\$466.14	\$5,593.71	March 1/2015	March 1/2035
Lot 2, Block 3, Plan 9312509	\$13,203.53	\$76.30	\$915.62	March 1/2015	March 1/2035
Lot 4, Block 2, Plan 9312509	\$16,549.90	\$95.64	\$1,147.68	March 1/2015	March 1/2035
Lot 6, Block 2, Plan 9312509	\$4,961.35	\$28.67	\$344.05	March 1/2015	March 1/2035
Lot 3, Block 2, Plan 9312509	\$18,248.51	\$105.46	\$1,265.47	March 1/2015	March 1/2035
Lot 3, Block 1, Plan 9312509	\$11,795.36	\$68.16	\$817.97	March 1/2015	March 1/2035
Lot 4, Block 1, Plan 9312509	\$13,516.58	\$78.11	\$937.33	March 1/2015	March 1/2035
Lot 1, Plan 8211420	\$13,448.77	\$77.72	\$932.63	March 1/2015	March 1/2035
Lot 7, Block 2, Plan 011773	\$9,668.42	\$55.87	\$670.47	March 1/2015	March 1/2035
Lot 9, Block 2, Plan 0614634	\$35,068.51	\$202.66	\$2,431.88	March 1/2015	March 1/2035
Lot 2, Block 1, Plan 8910227	\$31,384.23	\$181.37	\$2,176.39	March 1/2015	March 1/2035

AGENDA ITEM REPORT



Title: Town of Picture Butte - Health Professional Recruitment and Retention Committee
Meeting: Council Meeting - 01 Feb 2024
Department: Administration
Report Author: Cole Beck

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 22 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

The Town of Picture Butte has invited a member of Council to participate on their Health Professional Recruitment and Retention Committee.

RECOMMENDATION:

That County Council appoint one member of Council to participate on the Town of Picture Butte's Health Professional Recruitment and Retention Committee.

REASON(S) FOR RECOMMENDATION(S):

To provide support to the Town of Picture Butte in recruiting and retaining medical service providers who will also provide services to County residents.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council has not appointed a member in the past as this is a new Committee being created by the Town of Picture Butte.

BACKGROUND INFORMATION:

The Town of Picture Butte is seeing changes in their medical service providers. They currently have two doctors who have separate clinics and are nearing retirement. AHS is also making changes to an after hours care clinic in the spring or summer of 2024. With these significant changes occurring in the Town, Picture Butte Council is putting a greater emphasis on ensuring that these changes do not negatively impact the services available to residents.

In this endeavor they have created a working committee called the Health Professional Recruitment and Retention Committee, which is made up of elected officials, medical professionals, residents of the Town and County and administrative support staff.

Due to the fact that these medical service providers also provide services to County residents, Picture Butte Council has extended the invite to a member of County Council to participate in the work of attracting and retaining health professionals.

ALTERNATIVES / PROS / CONS:

Alternative: Not appoint a member of Council to the Committee.

FINANCIAL IMPACT:

There is no financial impact to appointing a member of Council to the Committee.

LEVEL OF PUBLIC PARTICIPATION:

Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Town of Picture Butte - Health Professional Recruitment and Retention Committee](#)



Picture Butte

Picture Perfect!

17th January, 2024

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

Sent electronically: cbeck@lethcounty.ca

Re: Picture Butte Health Professional Recruitment and Retention committee

Dear Reeve and Council,

The Town of Picture Butte is seeing changes within our medical provider services. Currently, we have two doctors who have separate clinics and are nearing retirement age. AHS is also making changes to an after hours care clinic that should come into effect in the spring or summer of 2024. With these significant changes occurring within our Town, Council is putting a greater emphasis on ensuring that they do not negatively impact the services available to our residents and that the provision of medical services within Town can continue to be enhanced.

In this endeavour we have created a working committee called the Health Professional Recruitment and Retention committee. This committee is made up of elected officials, medical professionals, residents of Town and County and administrative support staff.

We are cognisant that these medical service providers not only provide services to Town residents but also County residents. As such, we would like to invite a member of your Council to participate in the work of attracting and retaining health professionals that work in the Town of Picture Butte.

Please provide your response back to our CAO, Keith Davis at keith@picturebutte.ca with the contact details of the participating Council member if you so choose to appoint a member of your Council to our committee.

Sincerely,

Cathy Moore

Cathy Moore
Mayor
Town of Picture Butte

AGENDA ITEM REPORT



Title: Salvation Army Memorandum of Understanding
Meeting: Council Meeting - 01 Feb 2024
Department: Administration
Report Author: Heath Wright

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 25 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Following a recent long duration fire event, it was identified that our Small Urban partners do not have an MOU with Salvation Army in place to support first responders in events like these. Currently, many of the volunteer's spouses rally together to support fire fighters with meals when they are on a long call, which can present challenges. The situation presents an opportunity for rehabilitation support (physical/mental/spiritual) to our contracted Lethbridge County Fire Departments during significant fire events.

RECOMMENDATION:

County Council approve the Memorandum of Understanding (MOU) between Lethbridge County and Salvation Army as presented.

REASON(S) FOR RECOMMENDATION(S):

To provide extra support to our local community firefighters.

PREVIOUS COUNCIL DIRECTION / POLICY:

No previous direction

BACKGROUND INFORMATION:

Recent fire event created barriers and challenges for firefighter to have proper rehabilitation in a timely fashion.

ALTERNATIVES / PROS / CONS:

Pro: Supports our First Responders

Lessens the burden on family and friends during emergency event

Con: None

FINANCIAL IMPACT:

The Salvation Army does not charge a fee until 5 days of continuous response to an event, which historically have a low probability and do not represent a standard response events. An event of this duration would typically constitute a local or Provincial state of emergency. Having this relationship and MOU in place strengthens our ability to support first responders in an emergency event and strengthens our emergency management plans whereas we would be looking for these supports and incurring a cost anyways.

LEVEL OF PUBLIC PARTICIPATION:

- Inform Consult Involve Collaborate Empower

ATTACHMENTS:

[Lethbridge County and Salvation Army MOU](#)



MEMORANDUM OF UNDERSTANDING

BETWEEN:

**THE SALVATION ARMY EMERGENCY DISASTER SERVICES PRAIRIES AND THE NORTHERN TERRITORIES
DIVISION**
(“The Salvation Army EDS”)

AND

LETHBRIDGE COUNTY (Picture Butte, Nobleford, Coaldale, Coalhurst)
(the “Municipality”)

BACKGROUND and PURPOSE:

- A. During a municipally declared state of emergency, collaboration among the Municipality and local agencies and service providers can be critical to protecting the property, health, safety, and welfare of the public.
- B. The Salvation Army Emergency Disaster Services (EDS) has experience meeting the physical, emotional, and spiritual needs of individuals and communities experiencing local declarations of emergency and would like to collaborate with the Municipality in responding to local declarations of emergency.
- C. This Memorandum of Understanding (MOU) provides a framework for collaboration between the Municipality and The Salvation Army EDS during a local deployment.

1. MUTUAL UNDERSTANDING

- a. The Municipality is responsible to direct and control the Municipality emergency deployment to foster the protection, safety, and welfare of the public.

- b. The municipality will call upon The Salvation Army EDS on an as-needed basis at zero cost for 5 consecutive days. Callouts beyond this threshold will be at the expense of the Municipality unless otherwise authorized by the Divisional Director of EDS based on budgetary availability.
- c. The Salvation Army EDS' assistance will be requested by following the activation protocol set out in Schedule A to this MOU.
- d. The Salvation Army EDS will provide the services and support described in Schedule B as requested by the Municipality. Unless otherwise agreed by both Parties in writing
- e. The Municipality will provide the services and support described in Schedule C as requested by The Salvation Army EDS. Unless otherwise agreed by both Parties in writing.
- f. Both Parties understand and agree that the specific supplies, services, and support and their availability may vary from one emergency to another.
- g. Both Parties understand that The Salvation Army EDS will prioritize requests by governmental agencies during declarations of Local, Provincial, or National states of Emergency.

2. KEY CONTACT

Each party shall designate a Key Contact person who will ensure regular and effective communication between the Parties, timely activation of and response to emergencies, and the resolution of any disagreements that may arise. The contact information for each Party's Key contacts and alternates is set out in Schedule A. Schedule A will be updated by the Parties as needed if the Key Contact and alternatives have changed.

3. TERM, RENEWAL AND TERMINATION

- a) This MOU will be in effect for a period of 3 years beginning on the Effective Date shown below unless terminated earlier by either Party
- b) The Term will mean three years from the Effective Date.
- c) This MOU may be renewed for an additional period of 3 years to the Term on mutual written agreement of the Parties.
- d) Either Party may terminate this MOU in whole or in part at any time and for any reason on 30 days written notice to the other. Notice of termination shall be sent to the Key Contact identified in Schedule A.

4. ANNUAL REVIEW

The parties may meet on renewal or on or near the anniversary date of the Effective Dates of this MOU to review the terms of this MOU and make any changes they consider desirable or necessary. All changes to this MOU must be in writing and signed by both Parties.

5. INDEMNIFICATION

Each Party shall, during the Term and after the termination of this Agreement, indemnify and save harmless the other from any loss, damage, claim, cost, expense, or liability whatsoever that the other may incur, suffer, or be required to pay pursuant to any claim, demand, action, suit, litigation, charge, complaint, prosecution or other proceedings that may be made or asserted against or affect the Party indemnified by reason of a wrongful or negligent act or omission on the part of the indemnifying Party, its employees, servants, agents, subcontractors or volunteers in the performance or rendering of Services.

6. INSURANCE

The Municipality shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement public liability insurance covering all acts and omissions of its employees and volunteers, herein defined as the Municipality Members (with the exception of The Salvation Army) in respect of loss by or injury to third parties with a limit of at least Ten Million Dollars (\$10,000,000.00) per incident, and a 30-day notice of cancellation to The Salvation Army, or such lesser amount as is approved by The Salvation Army EDS. The policy will include The Salvation Army as an additional insured and will contain a cross-liability and severability of interest clause. Certificates of insurance will be delivered promptly to The Salvation Army EDS, on request, throughout the Term.

The Salvation Army EDS shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement public liability insurance covering all acts and omissions of its employees and volunteers in respect of loss by or injury to third parties with a limit of at least Ten Million Dollars (\$10,000,000.00) per incident and a 30-day notice of cancellation to the County, or such lesser amount as is approved by the Municipality. The policy will include the Municipality as an additional insured and will contain a cross-liability and severability of interest clause. Certificates of insurance will be delivered promptly to the Municipality, on request, throughout the term.

The Salvation Army EDS shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement carry at least \$2M Liability on all owned Automobiles and \$2M Liability for all non-owned Automobiles that may be used in providing services to the County or its agents.

7. LEGAL STATUS OF THIS MOU AND THE PARTIES

- a) With the exception of the obligation to indemnify one another as set out in section 5 of this MOU, and the obligation to take out and maintain the insurance policies as set out in section 6 of this MOU, this MOU is not intended to be legally binding or to give rise to a legal

obligation that the Municipality request the Services or that The Salvation Army EDS deliver the Services described in Schedule B.

- b) This MOU does not create a partnership, joint venture, or agency relationship between the parties.

ENTERED INTO AND EFFECTIVE AS OF THIS DAY OF ,2024, The Effective Date.

Lethbridge County

The Salvation Army Emergency & Disaster Services; Prairies and Northern Territories Division

SCHEDULE A

ACTIVATION OF SERVICES

Upon becoming aware of an emergency situation or deployment in which The Salvation Army EDS' assistance may be required, the Municipality Key Contact will immediately contact The Salvation Army EDS Key Contact.

Upon notification by the Municipality Key Contact, The Salvation Army EDS will mobilize its employees and volunteers to provide the services described in Schedule B.

During an emergency activation, the Parties will work together to identify the quantities and duration of supplies, services and support necessary to assist the Municipality Members during that emergency.

Key Contacts for the Municipality

1. Name: Heath Wright

Role: Regional Manager of Emergency Services, Lethbridge County

Email: hwright@lethcounty.ca

Cell: (403) 360-4266

2. Name: Cole Beck

Role: Chief Administrative Officer (CAO)

Email: cbeck@lethcounty.ca

Cell: (403) 715-8772

3. Name: Jennifer Place

Role: Director, Corporate Services

Email: jplace@lethcounty.ca

Cell: (403) 331-5412

The Key Contact(s) for The Salvation Army are:

Name: Lt. Zachary J. Marshall

Role: Lethbridge Officer

Email: Zachary.marshall@salvationarmy.ca

Cell: 403-894-2914

Office:403-328-8611

Name: Kimberley Johnson

Role: EDS Specialist

Email: Kimberley.Johnson@salvationarmy.ca

Phone:403-512-4612

Name: Major Ben Lippers

Role: Divisional Director EDS

Email: Ben.lippers@salvationarmy.ca

Phone: 780-217-8097

Key Contacts for Termination of MOU

If the Municipality wishes to terminate, a notice of termination must be sent to The Salvation Army EDS at:

Name: Major Ben Lippers

Role: Divisional Director of EDS

Email: Ben.lippers@salvationarmy.ca

Cell: 780-217-8097

If The Salvation Army EDS wishes to terminate, a notice of termination must be sent to the Municipality at:

Name: Heath Wright

Role: Regional Manager of Emergency Services, Lethbridge County

Email: hwright@lethcounty.ca

Cell: 403.360.4266

Office: 403.328.5525

Key Contacts for Activation of Emergencies

Name: Lt. Zachary J. Marshall

Role: Lethbridge Officer

Email: Zachary.marshall@salvationarmy.ca

Cell: 403-894-2914

Office:403-328-8611

Name: Kimberley Johnson

Role: EDS Specialist

Email: Kimberley.Johnson@salvationarmy.ca

Phone:403-512-4612

Name: Major Ben Lippers

Role: Divisional Director EDS

Email: Ben.lippers@salvationarmy.ca

Phone: 780-217-8097

SCHEDULE B

SALVATION ARMY EDS SERVICES

The Salvation Army EDS will provide the following supplies and services in such quantities and for such time period as the Municipality specifies:

a) Food Services

Includes provision of food and/or beverage service at an emergency evacuation centre, warming or cooling centre, registration centre or any other public facility specified by the Municipality.

b) Emergency Clothing

Includes the provision of clothing and other personal items that may be needed by individuals and families affected by the emergency.

c) Emotional & Spiritual Support

Includes emotional support and spiritual care that may be required by individuals affected by the emergency.

SCHEDULE C

The Municipality SERVICES

For events requiring the repositioning of The Salvation Army EDS's provincial or national resources, employees, or volunteers, the Municipality will provide the following supplies and services in such quantities and for the time period as The Salvation Army EDS and the Municipality mutually agree.

a) Accommodations

Includes arranging and paying for housing for out-of-town Salvation Army workers deployed to the incident.

b) Long-duration deployments

For deployments lasting more than five consecutive days, the Municipality will be responsible for the cost of the food provided for in Schedule B that The Salvation Army EDS has provided after the five days. To comply with the Municipality's operating procedures, The Salvation Army EDS will provide receipts for the food that the Municipality is paying for.

SCHEDULE D

SALVATION ARMY EDS SERVICES COST ABOVE 5 CONSECUTIVE DAYS

The Salvation Army EDS will provide, to the best of its ability, the following supplies and services in such quantities and for the such time period as the Municipality specifies:

a) Food Services

Includes provision of food and/or beverage service at an emergency evacuation centre, warming or cooling centre, registration centre or any other public facility specified by the Municipality. As needed, a Salvation Army Canteen will be deployed from an appropriate Salvation Army ministry unit.

Food/hydration costs will be billed as follows:

Meal service (which includes coffee and water): \$8.50-\$10/per person

Snack service (includes coffee, water, with fruit or baked goods, or pre-packaged bars/cookies etc.): \$5-7.50/per person.

Other: As arranged.

b) Emergency Clothing (To be discussed before deployment)

Includes the provision of a voucher to be redeemed at any Salvation Army Thrift Store for clothing and other personal items that may be needed by individuals and families affected by the emergency.

c) Emotional & Spiritual Support

Includes emotional support and spiritual care that may be required by individuals affected by the emergency.

Critical Incident Stress Management (CISM) either assisting Individuals in crisis or/and group crisis intervention.

d) Volunteer training, preparedness, and deployment during an emergency activation

e) The Salvation Army is open to providing other services, based on required needs, to the best of its ability.

AGENDA ITEM REPORT



Title: Letter of Support - City of Lethbridge FRIAA (Forest Resource Improvement Association of Alberta) Grant Application
Meeting: Council Meeting - 01 Feb 2024
Department: Administration
Report Author: Heath Wright

APPROVAL(S):

Cole Beck, Chief Administrative Officer

Approved - 26 Jan 2024

STRATEGIC ALIGNMENT:



Governance



Relationships



Region



Prosperity

EXECUTIVE SUMMARY:

Lethbridge Fire Services has requested a letter of support for Lethbridge Fire and Emergency Services (LFES) FRIAA Grant application. The grant is intended to establish a Wildfire Preparedness plan for the City of Lethbridge and Lethbridge County surrounding area. They have also asked for the Regional Manger of Emergency Services to participate in the project committee to ensure adequate representation from Lethbridge County so that the plan meets our needs as well.

RECOMMENDATION:

Council provides a letter of support for the grant application

REASON(S) FOR RECOMMENDATION(S):

Enhancing life safety in the region, as well as strengthening partnerships.

PREVIOUS COUNCIL DIRECTION / POLICY:

N/A

BACKGROUND INFORMATION:

The grant funds will be utilized to establish a Wildfire Preparedness and Sprinkler Deployment Guide that would be integrated with Lethbridge County. This plan will be a tactical level operational plan that will enhance our abilities to respond and protect life and critical assets within the City if Lethbridge, as well as the immediate and surrounding fringe area of Lethbridge County. This initiative will be a life safety enhancement and fight against fast moving wildfire in our region.

ALTERNATIVES / PROS / CONS:

Pro: Strengthens intermunicipal collaboration and improves fire response preparedness

Con: Not providing a level of support does not align with County Council direction for intermunicipal collaboration.

FINANCIAL IMPACT:

No Financial Impact

LEVEL OF PUBLIC PARTICIPATION:



Inform



Consult



Involve



Collaborate



Empower

13th Annual
**Alberta CARE
 Spring Seminar**

February 28th-March 1st

2024

Accommodations

**Days Inn & Conference Center
 by Wynham (Norseman)
 6505 48 Avenue, Camrose, AB
 1-780-672-9171**

Group Booking: Alberta CARE



Norsemen Inn



**Ramada Inn
 4702 73 Street, Camrose. AB
 1-780-672-5220**

13th Annual
**Alberta CARE
 Spring Seminar**

February 28th-March 1st

2024

**Days Inn & Conference Center
 by Wynham (Norseman)
 6505 48 Avenue, Camrose, AB**



Camrose City Hall



Stony Creek Park

Please forward registrations & payment to:
ALBERTA C.A.R.E.
 Linda McDonald, Executive Director
 5212-49 Street
 Leduc, AB T9E 7H5
 Cell:780-668-6767
 Email: executivedirector@albertacare.org
 Web: www.albertacare.org

Who Should Attend?

- Municipal Elected Officials
- Waste Commission Managers
- Landfill Operators
- Public Works Employees
- Eco Centre Employees
- Alberta Recycling Associations
- Alberta Landfill Engineers
- Waste Management Vendors
- Waste Disposal Companies
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction
 Going once...
 Going twice...**

Ends February 29/24
 at 8:00 p.m.

Tuesday February 27th

- 10:00 a.m. (a) HHW Course with Overview of HSP Integration for April 1st, 2025'
OR
10:00 a.m. (b) Introduction to Safety & Risk Management for Solid Waste Management

Contact: executivedirector@albertacare.org

Wednesday February 28th

9:00 a.m. - 5:00 p.m. Registration and Exhibit Set Up

11:00 a.m. - NOON Lunch and Refreshments

- 12:30 p.m. TOUR #1 *(Buses provided)
(Buses loading at 12:15p.m.)*
- PolyAg Recycling Ltd.
 - Camrose Regional Landfill
 - Centra Cam Depot
 - Restore Area/ Emergency Depot

OR

TOUR # 2

- Camrose Heritage Railway Station Museum *(Driving on your own)*

5:00 p.m. COCKTAILS (Cash Bar)

6:15 p.m. Greetings from the City of Camrose
Greetings from the County of Camrose
Greetings from the Legislature

6:30 p.m. BUFFET BANQUET

8:00 p.m. Entertainment

\$600.00 Registration Per Person
Register 3 or more Delegates
and receive a....

10% Discount!

**This Seminar is Alberta Environment approved
for Continuing Education Units**

Thursday, February 29th

- 7:00 a.m. Exhibit Viewing & Buffet Breakfast
- 8:30 a.m. Welcome – Tom Moore, Alberta CARE Member *(Coffee Side Bar)*
- 9:00 a.m. Alberta EPR in the City of Camrose
Amy Johnson, Senior Management
Engineering Technologist
- 9:45 a.m. Alberta EPR Program
Ed Gugenhiemer, CEO, Alberta Recycling
Management Authority
- 11:00 a.m. "Using a Hy-bred Treatment Technology for
Removing Ammonia & Phosphorus from
Wastewater
Jeremy Enarson, Manager Engineering Services
Infrastructure, City of Camrose
- NOON BUFFET LUNCHEON
- 1:30 p.m. TOUR #3 *(Buses provided)
(Buses loading at 1:15 p.m.)*
- West Dried Meat Lake Landfill,
County of Camrose, AB
 - K & K Prairie Recycling
- 5:00 p.m. COCKTAILS (Cash Bar)
- 6:30 p.m. BUFFET BANQUET
- 8:00 p.m. Silent Auction Ends
- 9:00 p.m. HOSPITALITY EVENING - Hosted by K&K Recycling



Friday, March 1st

- 7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast
- 9:00 a.m. Machine Learning AI Soil Samples
Climate Change
Olds College, AB
- 9:45 a.m. Utilizing 3D Modelling and Visualization
Software to Look into your Future
Landfill Planning
Bob Jardine, Associated Engineering Ltd.
- 10:30 a.m. Catalytic Oxygen Free Waste Decomposition
System in operation for the past year in
Okotoks, AB
Fog Dog Energy Presentation
- Note: *For those travelling south homebound can
stop in at the operational Okotoks site.*
- 11:15 a.m. Closing Remarks
Tom Moore, Alberta CARE Member
(Coffee Side Bar all Morning)



Camrose Rec Centre Solar Array



Solar Array in Camrose County



Canadian Northern Railway Station



Registration Form

ALBERTA CARE Spring Seminar 2024

February 28th - March 1st 2024
Days Inn & Conference Center by Wynham (Norseman)
6505 48 Avenue, Camrose, AB 1-780-672-9171
Block of Rooms under Alberta CARE

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

NO CHARGE FOR TOURS:

Please indicate the number attending Wednesday Tour #1 _____

Please indicate the number attending Wednesday Tour #2 _____

Please indicate the number attending Thursday Tour #3 _____

Sub Total \$ _____

Seminar Fee: \$600.00 p.p \$ _____

LESS 10% (if 3 or more attend) \$ _____

GST \$ _____

Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ _____

Luncheon @ 35.00 p.p. \$ _____

Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

MAIL PAYMENT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5
EMAIL: executivedirector@albertacare.org or for information call Cell: 780-668-6767

Please indicate any food allergies: _____

Subject: Southern Alberta Economic Summit 2024

Friends,

Tickets are live for the 2024 **Southern Alberta Economic Summit on March 21st** featuring Keynote Speaker Zachary Spicer, and covering a host of issues that matter to US here in southern Alberta.

This year's event is a partnership project together with SouthGrow, Alberta SouthWest, Economic Development Lethbridge, Tourism Lethbridge, Blood Tribe Economic Development and Community Futures Southwest and Community Futures Lethbridge and Region.

We've been working together to bring you an awesome lineup and a great experience for municipal and business leaders from across southern Alberta.

We invite you and your colleagues to join us for a day of networking, learning, and professional development.

Tickets can be reserved here: <https://www.eventbrite.ca/e/southern-alberta-economic-summit-2024-tickets-799022747547?aff=oddtcreator>

See you there!

Sincerely,

Peter Casurella

Executive Director

SouthGrow Regional Initiative

Creating Opportunity in Southern Alberta

Ken Kearns

January 18, 2024

RE: Dust Suppression on Range Road 212, adjacent to yard on SW 11-8-21.

Municipal Address: 81023

Reeve and Council Lethbridge County,
Tory Campbell,

I am writing to express my concern regarding the dust suppression program on the County-maintained roads adjacent to my property in SW 11-8-21. The dust suppression that was applied to my road the middle of June 2023 was torn up by the grader operator in mid December for the second year in a row. The road surface did not warrant this and the dust was and will be covering the yard again. I had notified the county last year regarding the premature dust suppression removal and attributed it to a new grader operator. I am disappointed that this has happened again. What am I suppose to do now?

This gravel road is used by a lot of heavy vehicles and creates a lot of dust for us on the east side of the road. We pay a hefty price for this dust suppression each year and realistically expect it to last more than 5-6 months! We have lost at least 12 months of dust suppression in the last 2 years due to premature removal. I believe that the County should waive the cost of the 2024 application and instruct the grader operators on the importance of not ripping up the dust suppression.

I would appreciate it if you could look into this matter and take appropriate action to ensure that the dust suppression program is carried out effectively.

Thank you for your attention to this matter.

Sincerely,

Ken Kearns



Town of
NOBLEFORD
EST 1918

January 23, 2024

Reeve Tory Campbell
Lethbridge County
#100, 905 – 4th Avenue South
Lethbridge, AB
T1J 4E4

Dear Reeve Campbell:

Re: NOTICE OF INTENT TO ANNEX LAND

Pursuant to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, Section 116, notice is hereby given of the intent of the Town of Nobleford to proceed with an application to annex land from Lethbridge County. By copy of this letter and attached information, all required and affected authorities have been notified as per the *Municipal Government Act*.

The purpose of the annexation application is to annex lands and roadways into the corporate boundary of the Town of Nobleford which is required for future non-residential growth. The land subject to the annexation application is Lot 1, Block 33, Plan 2312047 within the SW ¼ 11-11-23 W4M, as shown on the attached map and contain approximately 20.4 ha (50.41 acres).

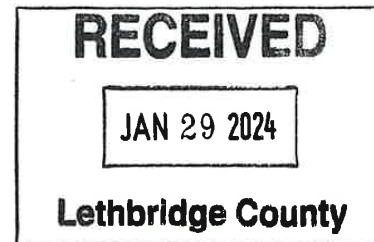
Preliminary discussions have been held with the affected landowner and the Intermunicipal Development Plan Committee (March 2023) and plans are underway to schedule an open house to consult with the public regarding the proposed annexation. Should you have any questions or concerns with respect to this matter, please contact Joe Hutter, Chief Administrative Officer, at 403-824-3555 or by email at cao@nobleford.ca.

Sincerely,

Joan Boeder, Mayor
Town of Nobleford

Enclosures (1): Map

cc Land and Property Rights Tribunal
Lethbridge County
Lethbridge Northern Irrigation District
Palliser Regional Schools





Town of
NOBLEFORD
EST 1918

Holy Spirit Roman Catholic Separate Regional School Division
Alberta Health Services
Alberta Transportation and Economic Corridors
Oldman River Regional Services Commission
FortisAlberta
Telus
ATCO Gas
ATCO Pipelines
AltaLink

