



AGENDA

County Council Meeting

9:00 AM - Thursday, September 17, 2020
Council Chambers

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A. CALL TO ORDER

B. ADOPTION OF AGENDA

1. [September 17, 2020 Lethbridge County Council Meeting Agenda](#)

C. ADOPTION OF MINUTES

1. [September 3, 2020 Lethbridge County Council Meeting Minutes](#)
[County Council - 03 Sep 2020 - Minutes - Pdf](#)


D. PUBLIC HEARINGS

E. SUBDIVISION APPLICATIONS

F. DELEGATIONS

G. DEPARTMENT REPORTS

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H. NEW BUSINESS

I. COUNTY COUNCIL UPDATES

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J. CLOSED SESSION

1. **Broadband Update** (FOIP Act Sections 16, 24, 25)

K. ADJOURN



MINUTES County Council Meeting

9:00 AM - Thursday, September 3, 2020
Council Chambers

The County Council of Lethbridge County was called to order on Thursday, September 3, 2020, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT: Reeve Lorne Hickey, as entered in the minutes
Deputy Reeve Morris Zeinstra
Councillor Tory Campbell
Councillor Robert Horvath
Councillor Ken Benson
Councillor Steve Campbell
Councillor Klaas VanderVeen
Chief Administrative Officer Ann Mitchell
Director of Community Services Larry Randle
Director of Public Operations Jeremy Wickson
Infrastructure Manager Devon Thiele
Supervisory of Planning and Development Hilary Janzen
Executive Assistant Tara Cryderman

A. CALL TO ORDER - OPENING REMARKS

Deputy Reeve Morris Zeinstra called the meeting to order, the time being 9:04 am.

Reeve Lorne Hickey attended the meeting, the time being 9:05 am, and assumed the Chair.

B. CONFIRMATION OF AGENDA

B.1. September 3, 2020 Lethbridge County Council Meeting Agenda

220-2020 Councillor T.Campbell MOVED that Lethbridge County Council approve the September 3, 2020 Lethbridge County Council Meeting Agenda, as presented.

CARRIED

C. CONFIRMATION OF MINUTES

C.1. Lethbridge County Council Minutes - August 6, 2020

221-2020 Councillor VanderVeen MOVED that Lethbridge County Council approve the August 6, 2020 Lethbridge County Council Meeting Minutes, as presented.

CARRIED

D. NOTICES OF MOTION

No Notices of Motions were presented.

E. SUBDIVISION APPLICATIONS

**E.1. Subdivision Application #2019-0-170 - Grisnich
Lot 3, Block 1, Plan 1412687 within NW 8-10-21-W4M**

222-2020 Councillor VanderVeen MOVED that Subdivision Application No. 2019-0-170 be placed back on the table for discussion.

CARRIED

223-2020 Councillor VanderVeen MOVED that the Country Residential subdivision of Lot 3, Block 1, Plan 1412687 within NW 8-10-21-W4M (Certificate of Title No. 191 182 566), to re-subdivide (re-split) a title of 13.62 acres (5.51 ha) into two titles, being 6.00 and 7.62 acres (2.43 and 3.08 ha) respectively in size, for grouped country residential use; BE APPROVED subject to the following:

RESERVE:

The 10% reserve requirement, pursuant to Sections 666 and 667 of the *Municipal Government Act*, be provided as money in place of land on the 13.62 acres at the market value of \$25,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve Purposes. As MR was previously required in 2014 with a deferred Reserve Caveat on title, this may be discharged upon confirmation of an MR payment.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the *Municipal Government Act*, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The agreement may address drainage, lot grading, road/ditch improvements and any other matter determined necessary to service the subdivision.
3. That the applicant provides an up-to-date Surveyors sketch to illustrate the exact dimensions and parcel size and the location of all improvements, including the dwelling and septic field, on the proposed parcel as approved. Additionally, the applicant is required to submit a final plan as prepared by an Alberta Land Surveyor that corresponds to the subdivision approval.
4. That any easement(s) as required by utility companies or the municipality shall be established.
5. That the applicant is responsible for meeting any requirements of Alberta Culture and Tourism, or to apply for Historical Resource clearance if required, prior to final endorsement of the subdivision.

CARRIED

E.2. Subdivision Application #2020-0-080 – Isley
SE 33-11-23-W4M

224-2020 Councillor MOVED that the Country Residential subdivision of
S.Campbell SE 33-11-23-W4M (Certificate of Title No. 141 346 129), to
create an 8.00 acre (3.24 ha) farm yard parcel from a cut-
off/fragmented quarter-section title comprised of 97.51 acres
(39.46 ha) for country residential use; BE APPROVED subject
to the following:

RESERVE:

The 10% reserve requirement, pursuant to Sections 666 and 667 of the *Municipal Government Act*, be provided as money in place of land on the 8.00 acres at the market value of \$3,000 per acre with the actual acreage and amount to be paid to Lethbridge County be determined at the final stage, for Municipal Reserve purposes.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the *Municipal Government Act*, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant submits a final plan of survey as prepared by an Alberta Land Surveyor that certifies the exact location and dimensions of the parcel being subdivided, as approved by the Subdivision Authority.
4. That any easement(s) as required by utility agencies shall be established prior to finalization of the application.

CARRIED

E.3. Subdivision Application #2020-0-085 – Beekman
SW 33-08-19-W4M

225-2020 Councillor MOVED that the Country Residential subdivision of
T.Campbell SW 33-8-19 W4M (Certificate of Title No. 091 108 420), to
subdivide a 4.99 acre (2.02 ha) first parcel out farmstead
subdivision from a title of 153.25 acres (62.02 ha) for country
residential use;
BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes shall be paid to Lethbridge County.

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

CARRIED

Reeve Hickey called a recess to the Council Meeting to allow for the Public Hearings, the time being 9:30 am.

Reeve Hickey reconvened the Council Meeting, the time being 9:59 am.

E.4. Subdivision Application #2020-0-086 – Withage Portion of SE 28-09-20-W4M

226-2020	Councillor Horvath	MOVED that the Country Residential subdivision of Legal Subdivisions 2 & 7 in the SE 28-9-20-W4M (Certificate of Title No. 101 189 357, 121 265 717), to subdivide out a 15.14-acre (6.13 ha) yard parcel from a 80-acre (48.08 ha) sized agricultural title for country residential use, and then consolidate the remnant 64.36-acres (26.05 ha) of agricultural land to the adjacent east 80-acre (32.37 ha) title, thereby creating an enlarged agricultural title of 144.36 acres (58.42 ha) in size; BE APPROVED subject to the following:
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CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the *Municipal Government Act*, the applicant or owner or both enter into a Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created.
3. That the applicant provide a Surveyors sketch to illustrate the exact dimensions and parcel size and the location of all improvements on the parcel, as approved by the Subdivision Authority.
4. That the applicant submits a final survey plan as prepared by an Alberta Land Surveyor illustrating the west-half agricultural land (the 64.36-acres or size as calculated on approved final survey plan) is consolidated to the adjacent east 80-acre title, so that the resulting title may not be further subdivided without Subdivision Authority approval.
5. That the easement/utility right-of-way as required by ATCO Gas be established prior to finalization.
6. That any easement(s) as required by utility companies or the municipality shall be established.

CARRIED

Reeve Hickey called a recess to the Council Meeting, the time being 10:10 am.

Councillor Morris Zeinstra left the meeting, the time being 10:30 am.

Reeve Hickey reconvened the Council Meeting, the time being 10:45 am.

F. PUBLIC HEARINGS - 9:30 am

F.1. Bylaw 20-015 - Amendment to the Lethbridge County/Town of Coaldale Intermunicipal Development Plan

227-2020 Deputy Reeve Zeinstra MOVED that the Public Hearings for Bylaw No. 20-015, and for Bylaw No. 20-016 commence, the time being 9:30 am. CARRIED

Supervisor of Planning and Development Hilary Janzen presented Bylaw No. 20-015, being a bylaw to amend the Lethbridge County / Town of Coaldale Intermunicipal Development Plan.

Reeve Hickey asked, a total of three (3) times, if any members of the public in attendance wished to speak in opposition to Bylaw No. 20-015. No one indicated they wished to speak in opposition to Bylaw No. 20-015.

Reeve Hickey asked, a total of three (3) times, if any members of the public in attendance wished to speak in favour to Bylaw No. 20-015. No one indicated they wished to speak in favour for Bylaw No. 20-015.

Reeve Hickey provided the Administration Building telephone number for anyone watching the live stream of the Public Hearing, in the event they wish to provide comments on Bylaw 20-015.

F.2. Bylaw 20-016 - Amendment to the Land Use Bylaw - Lethbridge Urban Fringe to Grouped Country Residential for north portion of Plan 7770AU; Block Z within NW 26-8-20-W4M

Supervisor of Planning and Development Hilary Janzen presented Bylaw No. 20-016, being a bylaw to amend the Land Use Bylaw, by redesignating the north portion of Plan 7770AU; Block Z, within NW 26-8-20-W4M, from Lethbridge Urban Fringe to Grouped Country Residential.

Reeve Hickey asked, a total of three (3) times, if any members of the public in attendance wished to speak in opposition to Bylaw No. 20-016. No one indicated they wished to speak in opposition to Bylaw No. 20-016.

Reeve Hickey asked, if any members of the public in attendance wished to speak in support to Bylaw No. 20-016. Dalton Howe spoke in favour of Bylaw No. 20-016.

Reeve Hickey provided the Administration Building telephone number for anyone watching the live stream of the Public Hearing, in the event they wish to provide comments on Bylaw 20-016.

228-2020 Councillor VanderVeen MOVED that the Public Hearings for Bylaw No. 20-015 and Bylaw No. 20-016 recess to allow for public members to call in with their comments, the time being 9:58 am. CARRIED

229-2020 Councillor Benson MOVED that the Public Hearings for Bylaw No. 20-015 and Bylaw No. 20-016 reconvene, the time being 10:47 am.
CARRIED

Reeve Hickey asked if there were any members of the public wishing to provide comments of either Bylaw No. 20-015 or Bylaw No. 20-016.

No members of the public called in to provide comments, on either bylaw.

230-2020 Councillor Horvath MOVED that the Public Hearings for Bylaw No. 20-015 and Bylaw No. 20-016 adjourn, the time being 10:48 am.
CARRIED

231-2020 Councillor VanderVeen MOVED that Bylaw No. 20-015, being a bylaw to amend the Lethbridge County / Town of Coaldale Intermunicipal Development Plan, be given second reading.
CARRIED

232-2020 Councillor T.Campbell MOVED that Bylaw No. 20-015, being a bylaw to amend the Lethbridge County / Town of Coaldale Intermunicipal Development Plan, be given third and final reading.
CARRIED

233-2020 Councillor S.Campbell MOVED that Bylaw No. 20-016, being a bylaw to amend the Land Use Bylaw, by redesignating the north portion of Plan 7770AU; Block Z, within NW 26-8-20 W4M, from Lethbridge Urban Fringe to Grouped Country Residential, be given second reading.
CARRIED

234-2020 Councillor Horvath MOVED that Bylaw No. 20-016, being a bylaw to amend the Land Use Bylaw, by redesignating the north portion of Plan 7770AU; Block Z, within NW 26-8-20 W4M, from Lethbridge Urban Fringe to Grouped Country Residential, be given third and final reading.
CARRIED

G. **BYLAWS**
 (excluding public hearings)

H. **DELEGATIONS**

I. **REPORTS**

J. **MUNICIPAL SERVICES**

K. **COMMUNITY SERVICES**

L. **CORPORATE SERVICES**

M. **ADMINISTRATION**

N. **INVITATIONS**

O. **COUNTY COUNCIL UPDATES**

P. **CLOSED SESSION**

Q. **ADJOURN**

Q.1. September 3, 2020 Lethbridge County Council Meeting Adjournment

235-2020	Councillor	MOVED that the Lethbridge County Council Meeting for
	VanderVeen	September 3, 2020 adjourn, the time being 10:50 am.
		CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Monarch Water Tower Demolition - Tender Results
Meeting: County Council - 17 Sep 2020
Department: Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 15 Sep 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Monarch Water Tower Demolition project was recently tendered and the results were provided to the County on September 14th. During the tendering phase some contractors inquired about the possibility that some materials may contain asbestos and as well that the paint may be lead based. It was during this time that asbestos and lead testing was conducted. It was found that a small amount of asbestos was contained within the caulking, and as well the underlying layer of paint on the tower contains lead. These two factors directly contributed to the higher than anticipated bids.

RECOMMENDATION:

County Council approve an additional \$81,000 for the Monarch Water Tower Demolition for a total project cost of \$336,000 funded from the Utility Reserve.

PREVIOUS COUNCIL DIRECTION / POLICY:

- Capital Project: 20-UF-01 Monarch Water Tower Demolition
- Council Report July 23 2020 - Monarch Water Tower Demolition - Request for Budget Increase

BACKGROUND INFORMATION:

The Monarch Water Tower Demolition project was identified in the 2019 Capital Budget to be completed in 2020. The original budget was \$100,000 and on July 23rd Council approved an additional \$155,000 for a total budget of \$255,000.

ALTERNATIVES / PROS / CONS:

Alternative 1: Cancel the project for 2020 and defer to future years.

PRO: Re-Tendering in 2021 may result in lower bids, however this is unlikely.

CON: Deferral to future years will likely result in higher costs.

FINANCIAL IMPACT:

An additional \$81,000 from the Utility Reserve for a project total of \$336,000. The current reserve balance is \$3,117,493.

REASON(S) FOR RECOMMENDATION(S):

As the Water Tower will eventually need to be demolished it would be beneficial to do it now, deferral to future years would likely result in higher prices.

ATTACHMENTS:

[L01.Lethbridge County.Tender Summary & Recommendation](#)

Suite 300, 714 5 Avenue South
Lethbridge, AB T1J 0V1
Phone: 403-329-3442
1-866-329-3442
Fax: 403-329-9354



Lethbridge County
#100, 905 – 4th Ave South
Lethbridge, AB T1J 4E4

September 15, 2020
File: N: 1755\086\L01

Attention: Mr. Devon Thiele,
Technical Services Supervisor

Dear Mr. Thiele:

**RE: Lethbridge County
Monarch Water Tower Demolition
Tender Summary & Recommendation**

The tender opening for the above mentioned project took place at 2:00 p.m. on Friday, September 11, 2020 through the Online Bidding System (<https://mpe.bidsandtenders.ca/>). The following summarizes the tenders received from lowest to highest.

<u>Tender</u>	<u>Tender Amount</u>
1. Nitro Construction Ltd.	\$311,860.00
2. DMT Mechanical Ltd.	\$363,213.00
3. Porter Tanner Associates Inc.	\$401,260.00

All prices include \$25,000.00 Extra Work Allowance. GST is not included.

MPE has previously worked successfully with the low bidder Nitro Construction Ltd. on projects of a similar scope. Based on this, Nitro Construction Ltd. has the experience and capability to complete this project. We therefore recommend the acceptance of the low tender submitted by Nitro Construction Ltd.

The total project cost is \$335,942.00 (not including GST), which includes the tender amount (\$311,860.00) and engineering fees (\$24,082.00).

If you wish to proceed with this project please inform our office. Once approval to proceed with the project is given, MPE Engineering Ltd. will prepare the necessary Contract documents for execution by Lethbridge County and the Contractor. If you have any questions or concerns, please contact the undersigned.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in black ink, appearing to read "Kyle Lohrenz", written over a horizontal line.

Kyle Lohrenz, E.I.T.
Project Engineer

KL:mw

AGENDA ITEM REPORT



Title: The Link Pathway
Meeting: County Council - 17 Sep 2020
Department: Senior Staff
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 08 Sep 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

The Link Pathway Society continues to make progress in the planning and development of a regional pathway that would link Coaldale and Lethbridge. The Society has four specific requests of County Council regarding: liability, maintenance, permission to cross County-owned property and permission to cross County roads.

RECOMMENDATION:

Whereas, Lethbridge County Council supports in principle, the creation of a regional pathway through the municipality that would link the Town of Coaldale and the City of Lethbridge, but in order to minimize risk to the County, several conditions must first be met by the Link Pathway Society before Council will give its final approval; therefore, be it

Resolved, that written agreements with all landowners, including the SMRID, granting permission for the pathway to run through their property, must be completed; and be it

Resolved, that written confirmation from the City of Lethbridge that they are committed to constructing the pathway that will connect with the city pathway network, must be provided; and be it

Resolved, that all roadway crossings be engineered and constructed to the satisfaction of the County before the pathway is open for public use; and be it

Resolved that written permission from CP Rail must be given for the pathway to cross the railway; and be it

Resolved that the County be thoroughly involved throughout the planning and development phase of the pathway; and be it

Resolved, that once these conditions have been fulfilled, Lethbridge County will approve construction of a pathway through the County from the Town of Coaldale to the City of Lethbridge.

PREVIOUS COUNCIL DIRECTION / POLICY:

In September, 2014 Council passed a motion directing staff to explore the feasibility of the construction of a regional pathway through the County that would link the Town of Coaldale to the City of Lethbridge.

In May, 2017 Council passed the following resolution:

"That County Council begin discussions to enter into an agreement with the Link Pathway Society for \$1.00 per year to maintain the pathway once it is completed."

Several presentations, reports and discussions on the matter have occurred at Council since that time. The County has contributed \$170,000 toward the project from Municipal Reserve funds.

BACKGROUND INFORMATION:

The concept of a regional pathway through the County linking the Town of Coaldale with the City of Lethbridge was considered by Council at least as far back as September, 2014. If constructed, the pathway will require private landowners to grant passage for the pathway as well as the Saint Mary River Irrigation District (SMRID). The Society advises that the SMRID and most private land owners have agreed to this, in principle.

To date, the Link Pathway Society has received in-kind support and raised money, which includes the County's contribution. The society is incorporated as a not-for-profit organization under the Society's Act of Alberta.

On July 30, 2020 Councillor Tory Campbell and senior staff met with representatives from the Link Pathway Society to discuss the project. The Society made four specific requests of Council. They are:

Will the County assume liability for the Link Pathway?

On November 1, 2018 RMA Insurance gave a presentation to Council on pathways and liability. To summarize, the advice provided was that if the County takes all reasonable steps in the development and maintenance of the pathway, there would be minimal risk to providing liability insurance.

Will the County maintain the pathway?

Recently, the Town of Coaldale and the SMRID entered into a Memorandum of Understanding (MoU) for construction of the first part of the pathway located entirely within the Town's boundaries. If Council supports creation of the pathway through Lethbridge County, Administration believes that a construction and maintenance MoU between the County, the SMRID and the Society would be appropriate.

The MOU would define the level of maintenance commitment that the County would be willing and able to provide. Operating costs based on such commitments could then be included in the County's annual operational budget.

Will the County grant permission to use County-owned land behind the Vista Meadows subdivision?

Lethbridge County owns Lot 24 in the Vista Meadows subdivision (see map). Lot 24 runs in a linear fashion directly between the subdivision and the SMRID irrigation right of way. Legal counsel has confirmed that if the County wishes to allow construction and use of a public pathway through Lot 24, it has the right to do so. However, there are 27 privately owned residential lots in Vista Meadows. A letter to Council signed by 22 people representing 16 of the lots in the subdivision was received (see attachment), indicating opposition to the creation of a pathway through their community.

Will the County permit creation of the pathway that will require users to cross County roads at five separate locations?

A review of the five locations at which the pathway is proposed to cross County roads, was conducted. Administration believes that without engineering in place to ensure appropriate signage, speed reductions, possibly lights, or painted crossings, etc. are in place, there may be serious health and safety risks to the public utilizing these crossings.

ALTERNATIVES / PROS / CONS:

Withdraw Council support for the pathway.

Pros:

- There would be no additional costs to the County.

Cons:

- The County has already provided \$170,000 financial support to the project.
- Not supporting the project would nullify all the effort put forth so far by the Society.
- Not supporting the project may be viewed as a reversal of Council's previous support for the project.

Commit support for the pathway:

Pros:

- May contribute to enhanced quality of life for citizens and positive regional partnerships.
- Will help to ensure that the funds already contributed by the County will be used for the pathway.

Cons:

- Will require an ongoing commitment by the County in terms of accepting liability, maintenance, oversight and overall responsibility for the pathway.

Support the pathway if specific conditions are met:

Pros:

- Does not commit the County at this time, to full support for the pathway, unless specific conditions are met.
- Will ensure that the County is satisfied with all aspects of the pathway, before the project proceeds.

Cons:

- Will increase costs for the pathway project.
- Will require more Council time in the future to consider final approval for the project, if and when conditions are met.

FINANCIAL IMPACT:

The County can provide liability insurance for the trail for approximately \$600.00 per year.

If the pathway is constructed and the County accepts maintenance responsibilities, until further details are available from the Link Pathway Society and a level of service is decided upon, it is not possible to estimate the annual cost for maintenance.

REASON(S) FOR RECOMMENDATION(S):

The County must be confident that it is not taking on unacceptable risk by supporting the development of the Link Pathway. Until proof is provided by the Link Pathway Society that all County concerns have been adequately addressed, Administration recommends that Council does not approve the pathway.

ATTACHMENTS:

[Vista Meadows map](#)

[Vista Meadows letter - redacted](#)





4 August 2020

Re: Link Pathway

Dear Lethbridge County Reeve and councilmen,
We the stakeholders/homeowners of Vista Meadows property have at great expense for all, realized a vision of peaceful tranquility enjoyed in our community. We do not desire the Link pathway through our community on the St. Mary's pivot overflow ditch, (This is not the canal) as it brings many disturbing unwanted nuances, eg, dogs swimming / chasing geese on our lake, defecating/urinating on our properties, not to mention liability issues with our lake and pivot overflow ditch.

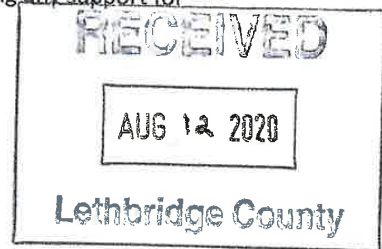
We do not desire to fence off our properties at our expense for someones selfish vision.

Our Land Titles state that the St. Mary's right of way is just that, (a utility right of way for maintenance, not a public right of way)

As taxpayers of the County of Lethbridge, we request your support in denying any support for the Link Pathway through our community of Vista Meadows.

Thank you for the attention to the above matter.

Respectfully, Concerned home owners of Vista Meadows.



Signature _____

Full Name _____

Mailing Address _____

Phone _____

In accordance with Freedom of Information and Protection of Privacy legislation, the 27 signatures, names, mailing addresses and phone numbers of the signatories to this letter have been redacted.

2

4 August 2020

Signature

Signature

Full Name

Mailing Address

Phone

In accordance with Freedom of Information and Protection of Privacy legislation, the 27 signatures, names, mailing addresses and phone numbers of the signatories to this letter have been redacted.

AGENDA ITEM REPORT



Title: Parking Bylaw 20-017
Meeting: County Council - 17 Sep 2020
Department: Community Services
Report Author: David Entz

APPROVAL(S):

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

Approved - 03 Sep 2020
Approved - 08 Sep 2020

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

To regulate the parking of vehicles and trailers in Lethbridge County.

RECOMMENDATION:

That Parking Bylaw 20-017 be read a first time.
That Parking Bylaw 20-017 be read a second time.

PREVIOUS COUNCIL DIRECTION / POLICY:

The County has some traffic control devices around the County but has not previously had a bylaw that more clearly regulates parking.

BACKGROUND INFORMATION:

There have been several complaints received of vehicles or trailers parked within the urban confines of Lethbridge County. The complaints are generally in regards to commercial vehicles which have a registered weight greater than 4500 kg or are about congested parking on the street.

Section 43(1) of the The Use Of The Highway And Rules Of The Road Alberta Regulation 304/2000 only applies to stationary vehicles parked outside of an urban area.

Currently, Lethbridge County does not have a parking bylaw; therefore, no enforcement action can be taken.

ALTERNATIVES / PROS / CONS:

Adopt the Bylaw and it will allow the ability to enforce parking violations.

If no action is taken, then complaints of parked vehicles and trailers within the urban confines of the County cannot be addressed.

FINANCIAL IMPACT:

There may be some minor revenue generated from parking violations after the education process and where voluntarily compliance is not achieved.

REASON(S) FOR RECOMMENDATION(S):

Adopt the Parking Bylaw so that parking complaints can be addressed and parking regulations can be enforced.

ATTACHMENTS:

[2020 Final Bylaw 20-017 Parking Bylaw](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 20-017

**A BYLAW OF LETHBRIDGE COUNTY FOR THE
REGULATION AND CONTROL OF PARKING**

WHEREAS the *Traffic Safety Act*, Chapter T-6 of the Revised Statutes of Alberta, 2000 and amendments thereto, makes provision for passage of bylaws to the regulation and control of vehicles;

AND WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c M-26 Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and the enforcement of bylaws.

NOW THEREFORE, THE COUNCIL OF LETHBRIDGE COUNTY DULY ASSEMBLED HEREBY ENACTS THE FOLLOWING:

1. SHORT TITLE

1.1 This Bylaw may be cited as the "Highway Parking Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, words shall have the same meaning as in the *Traffic Safety Act* and the regulations under the *Traffic Safety Act* except as otherwise defined herein.

2.2 In this Bylaw:

- a) **"Alley"** means a narrow Highway intended mainly to give access to the rear of buildings and parcels of land.
- b) **"Bicycle"** means any cycle propelled by human power on which a person can ride, regardless of the number of wheels it may have.
- c) **"Boulevard"** means:
 - i. That part of a Highway that is not a Roadway; and
 - ii. That part of a Sidewalk that is not especially adapted to the use or ordinarily used by Pedestrians.
- d) **"CAO"** means the Chief Administrative Officer of Lethbridge County, or his or her delegate.
- e) **"Council"** means the municipal council of Lethbridge County.
- f) **"Court"** means a Court of competent jurisdiction in Alberta.
- g) **"Dangerous Goods"** has the same meaning as in the Dangerous Goods Transportation and Handling Act.
- h) **"Commercial Vehicle"** means a vehicle, or a vehicle with a trailer attached that has a Gross Weight or a Gross Registered vehicle Weight of 4500 kilograms or more, with or without a load, or exceeds 6 meters in overall length, excluding Recreational Vehicles.
- i) **"Highway"** means any thoroughfare, street, road, trail, avenue, parkway, alley, driveway, viaduct, lane, square, bridge, causeway, trestle-way or

- other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- i. a sidewalk, including a boulevard adjacent to the sidewalk,
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be but does not include a place declared by regulation not to be a highway,
 - iv. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be but does not include a place declared by regulation not to be a highway.
- j) **“Locality”** means an unincorporated community recognized by Lethbridge County as a locality, including but not limited to a hamlet located within Lethbridge County.
 - k) **“Violation Tag”** means a tag or similar document issued by Lethbridge County pursuant to the Municipal Government Act for the purpose of notifying a Person that an offence has been committed for which a prosecution may follow.
 - l) **“Owner”** means the person who owns a vehicle and includes any person renting a vehicle or having the exclusive use of a vehicle under a lease that has a term of more than 30 days or otherwise having the exclusive use of a vehicle for a period of more than 30 days.
 - m) **“Park”, “Parking”, or “Parked”** means to allow a vehicle, whether occupied or not, to remain stationary in one place, except;
 - i. when standing temporarily for the purpose of and while engaged in loading or unloading passengers, goods or within a designated loading zone, or
 - ii. when complying with a direction given by a Peace Officer or traffic control device.
 - n) **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Community Peace Officer whose appointment includes enforcement of Lethbridge County's Bylaws, or a Bylaw Enforcement Officer appointed by Lethbridge County.
 - o) **“Person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator, or other legal representative.
 - p) **“Recreational Vehicle”** means a vehicle designed to provide temporary living accommodation for travel, vacation, or recreational use, and to be driven, towed or transported, some examples of which include, without restricting the generality of the foregoing, a motor home, holiday trailer, camper, tent trailer and any bus or truck converted to provide temporary living accommodation.
 - q) **“Sidewalk”** means that part of a Highway especially adapted to the use of or ordinarily used by Pedestrians, and includes that part of a Highway between the Curb line (or the edge of the Roadway, where there is no Curb line) and the adjacent property line, whether or not paved or improved.
 - r) **“Traffic Control Device”** Device means any temporary or permanent sign, signal, marking, or device whether manually, electrically or

- mechanically operated placed, marked or erected under the authority of this Bylaw for the purposes of regulating, warning or guiding traffic.
- s) **“Trailer”** means a vehicle so designed that it:
 - i. may be attached to or drawn by a motor vehicle or tractor, and
 - ii. is intended to transport property or persons, and includes any vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways.
 - t) **"Undeveloped Road Allowance"** means any land dedicated as a road right of way that has not been developed, whether the right of way is shown on a road plan registered with the Land Titles Registry.
 - u) **"Violation Ticket"** means a ticket issued pursuant to either Part 2 or Part 3 of the *Provincial Offences Procedure Act*.

3. RULES OF INTERPRETATION

- 3.1 Nothing in this Bylaw relieves a Person from complying with any provision of any Provincial or Federal legislation or regulation, other bylaw or any requirement of any lawful permit, order, or licence.
- 3.2 Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
- 3.3 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.4 Any reference to the provisions of a statute of Alberta is a reference to that statute and any regulations thereunder, associated, as amended, or appealed and replaced over time.

4. APPLICATION

- 4.1 The provisions of this Bylaw do not apply to the following vehicles:
 - a) emergency vehicles
 - b) vehicles owned or within the lawful possession of Lethbridge County
 - c) vehicles engaged in maintenance or repair of a public utility, as defined in the Municipal Government Act
 - d) a vehicle operated by a federal, provincial, or municipal government, or with the approval of the federal, provincial, or municipal government, for the purpose of constructing or maintaining a highway
 - e) school buses, when authorized or buses for the handicapped, while transporting, loading, or unloading passengers during the ordinary course of business

5. TRAFFIC CONTROL DEVICES

- 5.1 The CAO or their designate are authorized to prescribe where traffic control devices are to be located, including traffic control devices restricting the parking of any class of vehicles:

- a) restricted to any class or classes of Vehicles
- b) prohibited parking at any time
- c) restricted to a specified amount of time via a traffic control device.

5.2 The CAO or their designate shall authorize the placement of traffic control devices at such locations and may from time to time alter the location for the following purposes:

- a) To prohibit, restrict or regulate the parking of Vehicles or any class of Vehicles on any Highway or other public place or any portion thereof during such hours as may be determined
- b) To designate and mark guidelines for angle or parallel parking on any Highway or other public place or any portion thereof.

5.3 Lethbridge County shall create a formal record to be kept of the location of all traffic control devices, which shall be open to public inspection during normal business hours.

5.4 Notwithstanding any provisions of this Bylaw, all traffic control devices placed, erected, or marked in Lethbridge County prior to the passing of this Bylaw shall be deemed to be duly authorized traffic control devices until altered pursuant to the provisions of this Bylaw.

6. SIGNAGE TAMPERING

6.1 No Person shall climb upon, interfere with, damage, deface, remove, alter, or destroy a traffic control device.

7. PARKING ON COUNTY PROPERTY

7.1 No person shall park any vehicle upon land owned by Lethbridge County except:

- a) on such thereof as may be designed by the CAO or their designate with a sign for vehicle parking.
- b) When actively engaged in Lethbridge County business.
- c) Where on street parking is permitted.

8. PARKING IN LANES

8.1 No driver of a vehicle shall park a vehicle or permit a vehicle to be parked in a lane unless a traffic control device otherwise permits such parking for the following purposes:

- a) the loading or unloading of small non bulk goods or passengers from a vehicle other than a commercial vehicle used for the purpose of the transportation of commercial goods/materials at its designated drop-off pick-up point.

8.2 Notwithstanding Section 8.1, no driver of a vehicle while loading or unloading passengers or goods shall park a vehicle or permit a vehicle to be

parked in such a manner as may obstruct the passage of other vehicles in the lane.

9. PARKING/STOPPING

- 9.1 No driver of a vehicle shall stop or park a vehicle contrary to a posted traffic control device.
- 9.2 No person shall park on a Highway for the purpose of a vehicle being displayed for sale.
- 9.3 No person shall park or stand any vehicle on any highway for a period of more than seventy-two (72) hours unless signage permits otherwise.
- 9.4 No Vehicle may be parked at an angle to the Curb in a cul-de-sac unless that Vehicle is parked in such a manner as not to interfere with the free flow of traffic in the cul-de-sac.

10. CONSTRUCTION AND MAINTENANCE

- 10.1 No person shall park a Commercial Vehicle or Trailer on a Highway unless the vehicle and/or trailer is being used for the purpose of the Highway being maintained, repaired or sanctioned work of any kind is being performed, including snow removal/winter maintenance when specified with posted notice.
- 10.2 Notwithstanding Section (10.1), trailers used for construction or maintenance purposes may be left on a roadway directly adjacent to a work site for a maximum 10-hour period between 7:00am and 7:00pm provided:
 - a) Workers are actively engaged at that site
 - b) The trailers are properly supported at their hitch points so as not to mar the surface of the road; wheels are properly chocked; and warning cones are set out on the roadway both in front and behind the corners of the trailers that are furthest from the curb or roadway edge
 - c) It does not interfere with any laneway or driveway.

11. BUSES

- 11.1 No driver of a vehicle shall stop or park a vehicle in any bus stop properly marked by signage.

12. ALLEY/LANE ACCESS

- 12.1 No driver of a vehicle shall park a vehicle in an alley unless a person is actively engaged in the loading or unloading of passengers or goods from a vehicle, provided that the vehicle concerned is such loading or unloading of passengers or goods does not so obstruct the lane as to prevent other vehicles or persons from passing freely through the alley.

13. TRAILERS/HIGHWAYS

13.1 No person shall park any trailer (whether designed for occupancy by person or for the carrying of goods and equipment), upon any highway unless said trailer is attached to a motor vehicle by which it may be propelled or drawn and when so attached the trailer shall be deemed part of the vehicle and subject to the regulations pertaining to vehicles:

- a) Despite Section (10.1) if the trailer is being used on a Highway when such Highway or any portion thereof is being maintained, repaired or sanctioned work of any kind is being performed, including snow removal/winter maintenance, then it may be parked for the duration of the work provided it does not obstruct the lane or prevent other vehicles or persons from passing freely.

14. RECREATIONAL TRAILER/VEHICLES

14.1 Subject to Section 10.1, a person may park a recreational trailer or recreational vehicle upon a highway during the months of May through to September provided that in doing so no obstruction is caused to vehicular or pedestrian traffic and such vehicle shall only be parked adjacent to the registered owner's registered property and;

- a) Rented or leased property are deemed "registered" owners.

15. DIMENSIONAL/WEIGHT RESTRICTION

15.1 No person shall park any heavy vehicle or commercial vehicle, bus, truck tractor, tractor trailer or registered weight of over 4500kg or a length of more than Six (6) meters upon any highway:

- a) Not withstanding section (10) where applicable.

16. INTERSECTION PARKING

16.1 A person driving a vehicle shall not park any vehicle, unless

- a) required or permitted by this bylaw or by a traffic control device
- b) in compliance with a direction given by a peace officer, or
- c) to avoid conflict with other traffic, stop or park the vehicle at the following locations:
 - i. on a sidewalk or boulevard;
 - ii. on a crosswalk or on any part of a crosswalk;
 - iii. within an intersection other than immediately next to the curb in a "T" intersection;
 - iv. at an intersection nearer than 5 metres to the projection of the corner property line immediately ahead or immediately to the rear, except when the vehicle is parked in a space where a parking meter or other traffic control device indicates parking is permitted;
 - v. in the case of an approach to a stop sign or yield sign, within 5 metres from the stop sign or yield sign;

- vi. within 5 metres from any fire hydrant, or when the hydrant is not located at the curb, within 5 metres from the point on the curb nearest the hydrant;
- vii. within 1.5 metres from an access to a garage, private road or driveway or a vehicle crossway over a sidewalk;
- viii. within 5 metres from the near side of a marked crosswalk;
- ix. alongside or opposite any street excavation or obstruction when the stopping or parking would obstruct traffic;
- x. on any bridge or in any subway or on the approaches to either of them;
- xi. at any place where a traffic control device prohibits stopping or parking, during the times stopping or parking is so prohibited;
- xii. on the roadway side of a vehicle that is parked or stopped at the curb or edge of the roadway; or
- xiii. at or near the site of any fire, accident, or other emergency, if stopping or parking would obstruct traffic or hinder emergency vehicles or peace officers, firemen, ambulance drivers or assistants or rescue officers or volunteers.

17. PARALLEL PARKING

17.1 When parking a vehicle on a roadway, a person may only park a vehicle

a) with:

- i. the sides of the vehicle parallel to the curb or edge of the roadway; and
- ii. the right wheels of the vehicle not more than 500 millimetres from the right curb or edge of the roadway.

17.2 Notwithstanding subsection (1), a person may park a motorcycle:

a) at an angle, other than perpendicular, to the curb or edge of the roadway, and

b) with:

- i. a wheel of the motorcycle not more than 500 millimetres from the curb or edge of the roadway; and
- ii. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked.

17.3 Subsection (1) does not apply where angle parking is permitted or required.

18. ANGLE PARKING

18.1 When:

- a) a sign indicates that angle parking is permitted or required, and
- b) parking guide lines are visible on the roadway, a person may only park a vehicle with the vehicle's sides between and parallel to any 2 of the guide lines

- c) in the case of a vehicle other than a motor cycle, with:
 - i. wheel of the motor cycle not more than 500 millimetres from the curb or edge of the roadway; and
 - ii. the motor cycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motor cycle is parked.

18.2 When:

- a) a sign indicates that angle parking is permitted or required; and
- b) no parking guide lines are visible on the roadway, a person may only park a vehicle with the vehicle's sides at an angle of between 30 and 60 degrees to the curb or edge of the roadway; and
- c) in the case of a vehicle other than a motorcycle, with one front wheel not more than 500 millimetres from the curb or edge of the roadway, or
- d) in the case of a motorcycle; with
 - i. a wheel of the motorcycle not more than 500 millimetres from the curb or edge of the roadway; and
 - ii. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motor cycle is parked.

19. PARKING ON HILLS

19.1 A person shall not permit a vehicle to stand unattended on any grade or slope without:

- a) turning the front wheels of the vehicle towards the nearest curb or edge of the roadway in such a manner to impede any movement of the vehicle; and
- b) effectively setting the vehicle's parking brake or other mechanism with which the vehicle is equipped that is designed to hold the vehicle in a stationary position while the vehicle is unattended.

20. PERPENDICULAR PARKING

20.1 A person shall not park any vehicle or trailer perpendicular:

- a) to a sidewalk or;
- b) curb;
- c) Section (20.1) does not apply if signage permits perpendicular parking or there are marked lines for perpendicular parking.

21. VEHICLE ON JACK

21.1 A person shall not leave a vehicle unattended on a highway if:

- a) the vehicle is on a jack or a similar device; and
- b) one or more wheels have been removed from the vehicle or part of the vehicle is raised.

22. OWNER LIABLE

22.1 Owner Liable

- a) If a vehicle or trailer is involved in an offence referred to in this Bylaw, the owner of that vehicle or trailer is guilty of an offence,
- b) Subsection (22.1) does not apply if the owner of the vehicle or trailer satisfies the Court that the owner did not park the vehicle or trailer, and that the person who parked the vehicle or trailer did so without the owner's express or implied consent.

23. PENALTIES

23.1 Any Person who contravenes any provision of this Bylaw by:

- a) doing any act or thing which the Person is prohibited from doing; or
- b) failing to do any act or thing the Person is required to do;

is guilty of an offence.

23.2 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the specified penalty for the offence.

23.3 Where there is a minimum penalty listed for an offence in Schedule "A" to this Bylaw that amount is the minimum penalty for the offence.

23.4 Any Person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00.

23.5 Nothing in this Bylaw shall be construed as curtailing or bridging the right of Lethbridge County to obtain compensation or to maintain any action for loss of or damage to property from or against the person or persons responsible.

24. AUTHORITY OF PEACE OFFICER AND VIOLATION TAGS AND VIOLATION TICKETS

24.1 Where a Peace Officer believes that a vehicle or trailer is parked in contravention of this Bylaw, he may:

- a) place a violation tag on the vehicle or trailer; or
- b) send a violation tag to the registered owner of the vehicle or trailer by ordinary mail.

24.2 A violation tag shall be in a form approved by Lethbridge County and shall state:

- a) The registered owner of the vehicle
- b) the licence plate of the vehicle or trailer
- c) the offence
- d) the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw

- e) that the penalty shall be paid within twenty-two (22) days of issuance of the violation tag
- f) failing to pay will result in the issuance of a violation ticket

24.3 If a person who is responsible for a contravention of a provision of this Bylaw pays the specified penalty amount within the times and in the manner set out on the tag, such payment will be accepted in lieu of prosecution.

24.4 If payments referred to in subsection (24.3) are not made within the times and in the manner set out on the tag, a Violation Ticket may be issued to the registered owner of the vehicle or trailer in accordance with the Provincial Offences Procedures Act, R.S.A 2000, c. P-34.

24.5 Nothing in this Section shall:

- a) prevent any person from exercising his right to defend any charge of committing a breach of any Section of this Bylaw; or
- b) prevent any Peace Officer, in lieu of serving a tag, from issuing a Violation Ticket to a person or owner pursuant to the *Provincial Offences Procedures Act*, R.S.A 2000, c. P-34.
- c) from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, or from laying an information instead of issuing a violation ticket.

24.6 A person other than the owner or operator of a vehicle shall not remove any tag or notice placed on or affixed to a vehicle by a Peace Officer in the course of his duties.

24.7 No person other than a Peace Officer shall place a tag on any vehicle.

24.8 Where a contravention of this Bylaw is of a continuing nature, further violation tags may be issued by a Peace Officer provided that no more than one violation tag is issued for each day that the contravention continues.

24.9 In order to determine the time which a vehicle or trailer has been parked a Peace Officer may place a sticker or an erasable chalk mark on the tire of the parked or stopped vehicle or trailer without such Peace Officer or other person or Lethbridge County incurring any liability for so doing.

24.10 No person shall remove a sticker, or an erasable chalk mark placed under Subsection (24.9), while the vehicle or trailer remains parked in the location where it was marked.

25. SEVERABILITY

25.1 If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

26. EFFECTIVE DATE

26.1 This Bylaw shall come into effect upon third and final reading.

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

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

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

Reeve

Chief Administrative Officer

Schedule “A”
PENALTIES

Section 6	Signage Tampering	\$500.00
Section 7	Parking on County Property	\$81.00
Section 8	Parking in Lanes	\$81.00
Section 9	Parking/Stopping	\$81.00
Section 11	Bus Stops	\$81.00
Section 12	Alley/Lane Access	\$81.00
Section 13	Trailer Parking	\$81.00
Section 14	Recreational Trailers/Vehicles	\$155.00
Section 15	Dimensional/Weight Restriction	\$310.00
Section 16	Intersection Parking	\$81.00
Section 17	Parallel Parking	\$81.00
Section 18	Angle Parking	\$81.00
Section 19	Parking on Hills	\$81.00
Section 20	Perpendicular Parking	\$81.00
Section 21	Vehicle On Jack	\$81.00

AGENDA ITEM REPORT



Title: Fire Engine 107 Scheduled Replacement
Meeting: County Council - 17 Sep 2020
Department: Community Services
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 10 Sep 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The County's share of the higher than expected cost for the scheduled replacement of Engine 107 at the Town of Picture Butte is \$10,546 above budget. Approval is sought for withdrawing this amount from the Emergency Apparatus Replacement Schedule (EARS) reserve account to cover the additional cost.

RECOMMENDATION:

That as the cost of replacing Engine 107 that serves Lethbridge County and Town of Picture Butte citizens came in higher than budgeted for as per the Emergency Services Agreement, that an additional \$10,546 be withdrawn from the EARS reserve to cover the overage.

PREVIOUS COUNCIL DIRECTION / POLICY:

Replacement of Engine 107 for \$411,229 at the Town of Picture Butte is a scheduled capital replacement as per the existing Fire and Rescue Services agreement between the County and the Town.

BACKGROUND INFORMATION:

The 2020 scheduled replacement of Engine 107 in Picture Butte has been awarded to Safetek Emergency Vehicles in New Brunswick. The fire engine is scheduled to be completed and delivered to Picture Butte in early April 2021. The contract price is \$432,322, with a 50% portion from Lethbridge County, which totals \$216,161. This puts the final price for the County \$10,546 over the \$205,615 outlined in Schedule 'D' of the Fire and Rescue Services Agreement.

Consequently, it is requested that Council approve the additional \$10,546 in funding to be withdrawn from the EARS reserve. As final invoicing will not be required until the second quarter of 2021, the town does not require the additional funding until that time. The Town of Picture Butte has committed

the additional \$10,546 in their 2020 Capital Budget. This new fire apparatus will serve the citizens of Picture Butte and Lethbridge County well, for the next 20 years.

ALTERNATIVES / PROS / CONS:

The County committed to providing 50% of the cost of replacing Engine 107 at the Town of Picture Butte in 2020. The fact that the actual cost is \$10,546 higher than expected, is difficult to avoid. The County could refuse to fund the cost overrun which could result in contractual challenges and possibly harm the harmonious working relationship enjoyed between the town and the county.

FINANCIAL IMPACT:

The EARS reserve balance is \$1,916,725. It is proposed that \$10,546 be withdrawn to cover the replacement cost for Engine 107.

REASON(S) FOR RECOMMENDATION(S):

The County is committed to funding \$205,615 to replace Engine 107 as part of the Fire and Rescue Services Agreement. The replacement cost for Engine 107 in 2020 was estimated in 2015. The fact that the real cost is 5.1% higher than expected may not be unreasonable, given how difficult it is to estimate capital equipment costs of this nature five years into the future.

AGENDA ITEM REPORT



Title: 2020 Business Tax Adjustments
Meeting: County Council - 17 Sep 2020
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 07 Aug 2020

STRATEGIC ALIGNMENT:



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of Life



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EXECUTIVE SUMMARY:

As per the Business Tax Adjustment Policy #165, some 2020 business tax adjustment requests have been submitted to the County for Council approval. A summary of the 8 requests has been included for Council's review. The total adjustment amount would reduce the 2020 Business Tax Levy by \$8,329.10. The 2020 Business Tax Levy total was \$1,528,405.77.

RECOMMENDATION:

That County Council approved the Business Tax adjustment requests as presented in the total amount of \$8,329.10.

PREVIOUS COUNCIL DIRECTION / POLICY:

Policy 165 - Business Tax Adjustments

BACKGROUND INFORMATION:

The 2020 Business Tax was levied on June 1, 2020, as per the notices Livestock Producers had until July 31, 2020 to submit an adjustment request. As per the Business Tax Adjustments Policy 165, producers can submit a sworn request for an adjustment to their business tax based on the permitted capacity verses held capacity. As of the July 31st deadline, Administration has received 8 requests.

Any adjustments approved by Council will be made by the finance department and amended business tax notices will be issued.

ALTERNATIVES / PROS / CONS:

Council has the discretion to approve or deny any business tax adjustment as per the policy. If the requests were to be denied the following would apply:
PRO - no change to the 2020 business tax amount levied

CON - the submitted requests are all sworn and within the 85% threshold therefore meeting the policy guidelines

FINANCIAL IMPACT:

There would be a reduction to the 2020 Business Tax levy of \$8,329.10.

REASON(S) FOR RECOMMENDATION(S):

Administration has made the recommendation as the adjustment requests meet Policy #165 guidelines and all of the applicants completed a sworn affidavit for their request.

ATTACHMENTS:

[2020 BT Invoice Adjustments summary](#)
[165 Business Tax Adjustments](#)

Tax Roll	Type	Permitted Capacity	Original Assessment (Animal Units)	Original Invoice	Sworn Maximum Quantity in	Revised Assessment (Animal Units)	Revised Invoice Amount	Adjustment Totals	85% Threshold	Comments
7320000	Milking Cows	430	860	\$ 2,150.00	300	600	\$ 1,500.00	(650.00)	70%	Had to cut back on number of cattle due to COVID
23730000	Finishers	3,500	3182	\$ 7,954.55	2,900	2,636	\$ 6,590.00	(1,364.55)	83%	Pens not constructed to full capacity
23320000	Broilers	350,000	700	\$ 1,750.00	200,000	400	\$ 1,000.00	(750.00)	57%	Currently does not have barn capacity for permitted number
23330000	Milking Cows	350	700	\$ 1,750.00	274	548	\$ 1,370.00	(380.00)	78%	Actual number is lower than approved capacity
23350000	Milking Cows	400	800	\$ 2,000.00	247	494	\$ 1,235.00	(765.00)	62%	Actual number is lower than approved capacity
57090000	Feeder Hogs	9,000	1800	\$ 4,500.00	6,000	1,200	\$ 3,000.00	(1,500.00)	67%	Actual current capacity is 7,000
7380000	Feeders	650	325	\$ 812.50	350	175	\$ 437.50	(375.00)	54%	Only operating with 800 head
56530000	Beef	3,500	3182	\$ 7,954.55	2,380	2,164	\$ 5,410.00	(2,544.55)	68%	Will not be exceeding 350 head of feeder cattle this year

* Greater than 85% of original assessment, no adjustment as per policy.

2020 Business Tax Levy	\$ 1,528,405.77
Total Adjustments	(8,329.10)
2019 Adjusted Business Tax Levy	<u>\$1,520,076.67</u>



Lethbridge County Policy Handbook

EFFECTIVE: May 5, 2016

SECTION: 100 **NO.** 165 **Page** 1 of 2

APPROVED BY: County Council

SUBJECT: Business Tax
Adjustments

REVISED DATE:

1. Purpose

The purpose of this policy is to:

- 1.1. Establish and define standards, procedures and restrictions for the cancellation, reduction, refund or deferral of the business taxes of Lethbridge County. Council cannot adjust the assessment amount;
- 1.2. Ensure compliance with the *Municipal Government Act*, and
- 1.3. Establish equitable and consistent application of policy.

2. Guiding Principles

- 2.1. This policy does not replace a person's ability to file a complaint with the Assessment Review Board.
- 2.2. Council cannot delegate business tax adjustments to Administration as per the *Municipal Government Act*.
- 2.3. This policy is in conjunction with the Business Tax Bylaw 1165.
- 2.4. As per the *Municipal Government Act*, Business Tax assessments are based on storage capacity of the premises occupied for the purposes of the business.
- 2.5. Any decision made by Council applies to the current tax year only.

3. Policy

- 3.1. Each business tax adjustment request must be set out on a Lethbridge County form for submission to Council. All requests must have a statutory declaration included stating the maximum quantity of livestock held at any point in time during the previous calendar year.



Lethbridge County Policy Handbook

EFFECTIVE: May 5, 2016

SECTION: 100 **NO.** 165 **Page** 2 of 2

APPROVED BY: County Council

SUBJECT: Business Tax
Adjustments

REVISED DATE:

3.2. The request form must be submitted to the Lethbridge County Assessment department before the final complaint date specified on the notice.

3.3. Council has the discretion to approve or deny any business tax adjustment request.

3.4. Based on the maximum quantity of livestock held at any point in time during the previous calendar year;

3.4.1. If zero livestock were held, Council will cancel the business tax levied,

3.4.2. If below the minimum exemption thresholds (Schedule A-1 of Bylaw 1165) Council may cancel the business tax levied,

3.4.3. If greater than the minimum exemption thresholds and below 85% of assessed value, Council may cancel, reduce or refund the business tax by an equivalent amount,

3.4.4. If greater than 85% of the assessed value, Council will not cancel, reduce or refund a portion of the business tax.

4. Penalties

4.1. Penalties for a false statement are subject to a fine up to \$10,000 and Council will establish the fine on a case by case basis. The importance of statutory declarations is reflected in the *Criminal Code*. A person who makes a false affidavit or statutory declaration can face a maximum penalty of 14 years imprisonment.

AGENDA ITEM REPORT



Title: 2021 Budget Presentation Schedule
Meeting: County Council - 17 Sep 2020
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 17 Aug 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

Attached is the proposed 2021 Budget Presentation Schedule for Council of the 2021 - 2023 Operating and 2021 - 2025 Capital Budgets. The schedule presents a timeline for budget presentations from staff for Councils review and direction, culminating with final approval of the budget.

RECOMMENDATION:

That County Council approve the 2021 Budget Presentation Schedule as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

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

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

BACKGROUND INFORMATION:

As in previous years, a budget schedule for presentation of the proposed budget to Council is being brought forward for approval. The process for developing the Operating and Capital budgets with staff begins in early fall. This allows all departments the time for a comprehensive review of their department's budgetary needs and requirements.

Each department reviews their operations, service levels and strategic goals based upon the Strategic Plan as part of the budget preparation. Draft budgets are developed and revised as required prior to the final draft that is presented to Council for deliberations and final approval.

ALTERNATIVES / PROS / CONS:

Council can propose different presentation dates or presentation process.

FINANCIAL IMPACT:

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

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENTS:

[2021 Budget Schedule](#)



2021 BUDGET COUNCIL PRESENTATION SCHEDULE

BUDGET BINDERS DISTRIBUTED TO COUNCIL ➤ TUESDAY, NOVEMBER 19		ALL DEPARTMENTS
OPERATING & CAPITAL BUDGET PRESENTED TO COUNCIL, Day 1 ➤ Monday, November 23 OPERATING & CAPITAL BUDGET PRESENTED TO COUNCIL, Day 2 ➤ Tuesday, November 24 BUDGET REVIEW WITH COUNCIL ➤ Monday, November 30 BUDGET REVIEW WITH COUNCIL – 2nd Review ➤ Tuesday, December 1 – <i>(tentative - if required)</i> COUNCIL APPROVAL – 2021 OPERATING & CAPITAL BUDGET <i>(or 2021 Interim Operating Budget)</i> ➤ Thursday, December 3 COUNCIL APPROVAL – 2021 OPERATING & CAPITAL BUDGET <i>(if required or 2021 Interim Operating Budget)</i> ➤ Thursday, December 17 <i>(tentative – if required)</i> COUNCIL APPROVAL – 2021 OPERATING & CAPITAL BUDGET <i>(if required)</i> ➤ First Regular January 2021 Council Meeting <i>(tentative)</i>	BUDGET MEETING (SMT & Council)	
	BUDGET MEETING (SMT & Council)	
	BUDGET MEETING (SMT & Council)	
	BUDGET MEETING (SMT & Council)	
	COUNCIL MEETING	
	COUNCIL MEETING	
	COUNCIL MEETING	

AGENDA ITEM REPORT



Title: Quarterly Financial Report - May - August 2020
Meeting: County Council - 17 Sep 2020
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 10 Sep 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

This is the financial report for the period of May to August 2020 for Lethbridge County.

RECOMMENDATION:

No resolution is required.

PREVIOUS COUNCIL DIRECTION / POLICY:

Financial reports are presented to Council throughout the year.

BACKGROUND INFORMATION:

Section 268.1 of the Municipal Government Act states:

A municipality must ensure that:

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (c) the revenues of the municipality are collected and controlled and receipts issued in a manner directed by council.

ALTERNATIVES / PROS / CONS:

N/A

FINANCIAL IMPACT:

N/A

REASON(S) FOR RECOMMENDATION(S):

This report is for County Council information regarding the County's financial position as of August 31, 2020.

ATTACHMENTS:

[Financial Report - Aug 31-20](#)

[Financial Summary verbiage -Aug 31-20](#)

[2020 Capital Budget Funding Summary- Aug 2020](#)

Lethbridge County

Tax Support by Department

August 31, 2020

Department	Budget	Actual YTD	Projected	Surplus (Deficit)	%
Council	(649,525)	(337,238)	(569,525)	80,000	87.68%
CAO's Office	(657,840)	(415,065)	(657,840)	-	100.00%
Agricultural Services	(996,860)	(846,357)	(996,860)	-	100.00%
Fleet Services	-	1,547,143	50,000	50,000	N/A
Public Works	(8,049,710)	(6,178,698)	(8,049,710)	-	100.00%
Infrastructure Department	(681,435)	(455,009)	(666,435)	15,000	97.80%
Utilities	(327,925)	(673,058)	(227,925)	100,000	69.51%
Assessment & Taxation	(185,355)	(117,544)	(180,355)	5,000	97.30%
Finance & Administration	(1,001,870)	(427,631)	(920,870)	81,000	91.92%
IT	-	347,133	5,000	5,000	N/A
Community Services	(834,705)	(655,861)	(828,705)	6,000	99.28%
Planning & Development	(311,785)	(99,051)	(286,785)	25,000	91.98%
Emergency Services	(1,761,345)	(1,043,660)	(1,856,345)	(95,000)	105.39%
Tax Support	(15,458,355)	(9,354,896)	(15,186,355)	272,000	98.24%

Consolidated Financial Summary

August 31, 2020

Revenues	Budget	Actual YTD	Projected	Variance	%
Grants (Operating)	4,031,980	-	4,031,980	-	100.00%
Sales & User Charges	4,776,890	2,558,420	4,741,890	(35,000)	99.27%
Fines	140,000	41,566	80,000	(60,000)	57.14%
Penalties	204,000	89,277	164,000	(40,000)	80.39%
Rentals	185,690	90,445	185,690	-	100.00%
Return on Investments	325,000	247,139	325,000	-	100.00%
Other Revenue	5,046,720	2,870,114	5,147,720	101,000	102.00%
From Reserves	6,459,775	224,471	6,507,293	47,518	100.74%
Total Revenue	21,170,055	6,121,432	21,183,573	13,518	100.06%
Expenditures					
Operating / Projects	(33,014,254)	(16,019,629)	(32,755,772)	258,482	99.22%
To Reserves	(3,614,156)	(3,245,251)	(3,614,156)	-	100.00%
Total Expenditures	(36,628,410)	(19,264,880)	(36,369,928)	258,482	99.29%
Tax Support	(15,458,355)	(13,143,448)	(15,186,355)	272,000	98.24%

Lethbridge County

Tax Support by Department YTD Comparison

August 31, 2020

Department	2020 Actual YTD		2019 Actual YTD	
Council	337,238	51.92%	412,270	64.13%
CAO's Office	415,065	63.10%	326,955	78.11%
Agricultural Services	846,357	84.90%	489,182	49.98%
Fleet Services	1,547,143	0.00%	-1,319,467	0.00%
Public Works	6,178,698	76.76%	5,511,570	75.63%
Infrastructure Department	455,009	66.77%	602,944	87.93%
Utilities	673,058	205.25%	-399,785	-21.00%
Assessment & Taxation	117,544	63.42%	211,605	69.86%
Finance & Administration	427,631	42.68%	784,351	57.48%
IT	347,133	0.00%	-96,645	0.00%
Community Services	655,861	78.57%	598,718	62.64%
Planning & Development	99,051	31.77%	165,215	53.09%
Emergency Services	1,043,660	59.25%	1,029,098	56.87%
YTD Total	13,143,448	60.52%	8,316,011	55.13%
Projected Tax Support	15,186,355	97.23%	15,267,380	101.21%

Consolidated Financial Summary

August 31, 2020

Revenues	2020 Actual YTD		2019 Actual YTD	
Grants (Operating)	0	0.00%	301,218	16.76%
Sales & User Charges	2,558,420	53.56%	3,007,594	62.38%
Fines	41,566	29.69%	106,160	53.08%
Penalties	89,277	43.76%	219,028	157.57%
Rentals	90,445	48.71%	90,445	48.71%
Return on Investments	247,139	76.04%	351,193	48.71%
Other Revenue	2,870,114	56.87%	3,378,978	117.06%
From Reserves	224,471	3.47%	364,049	78.66%
Total Revenue	6,121,432	28.92%	7,818,665	60.34%
Expenditures				
Operating / Projects	16,019,629	23.96%	16,021,368	66.29%
To Reserves	3,245,251	0.00%	48,000	1.24%
			65,108	0.00%
Total Expenditures	19,264,880	21.60%	16,134,476	57.53%
YTD Total	13,143,448	60.52%	8,315,811	55.13%
Projected Tax Support	15,186,355	97.23%	15,267,380	101.21%

LETHBRIDGE COUNTY
Statement of Operations
as of August 31, 2020

	2020 Budget	2020 Actual	Projected	Budget/Projection Variance
Revenue:				
Tax Support (per budget)	\$ 15,458,355	\$ -	\$ 15,458,355	●
Sales and user charges	4,776,890	2,558,420	4,741,890	▼
Grants	4,031,980	-	4,031,980	●
Fines	140,000	41,566	80,000	▼
Penalties and costs on taxes	204,000	89,277	164,000	▼
Rentals	185,690	90,445	185,690	●
Return on Investments	325,000	247,139	325,000	●
Other revenues	5,046,720	2,870,114	5,147,720	▲
From Reserves	6,459,775	224,471	6,507,293	▲
Total revenue	36,628,410	6,121,432	36,641,928	▲
Expenses:				
Council and other legislative	694,525	343,626	569,525	▼
General administration	4,976,660	3,122,168	4,910,660	▼
Protective services	2,987,345	1,236,085	2,972,345	▼
PW - Roads, streets, walks and lighting, infrastructure	16,804,015	7,147,892	16,901,533	▲
Fleet services	5,326,630	3,805,047	5,276,630	▼
(UT) Water, wastewater and waste management	4,325,750	2,659,144	4,225,750	▼
Family and community support	78,765	75,350	78,765	●
Agricultural development	1,330,120	864,548	1,330,120	●
Parks and recreation	104,600	11,020	104,600	●
Total expenses	36,628,410	19,264,880	36,369,928	▲
Excess (deficiency) of revenue over expenses		(13,143,448)	272,000	▲

Lethbridge County INVESTMENTS August 2020

DATE INVESTED	DATE MATURITY	PURCHASE PRICE	MATURITY VALUE	Monthly Interest	Total Interest	Interest Rate	Type
March 13, 2020	March 13, 2021	556,554.04	565,959.80	798.85	9,405.76	1.690%	CWB GIC
April 15, 2020	April 15, 2021	2,709,425.27	2,756,840.20	4,027.02	47,414.93	1.750%	Canaccord
February 27, 2020	February 27, 2021	1,031,150.40	1,049,195.53	1,532.60	18,045.13	1.750%	Canaccord
October 19, 2018	October 19, 2019	2,036,200.00	2,077,942.10	3,545.22	41,742.10	2.050%	Servus Credit
December 11, 2018	June 1, 2022	1,000,190.90	1,092,729.00	2,152.05	92,538.10	2.570%	CIBC WoodGundy
December 11, 2018	September 30, 2020	999,499.88	1,059,110.00	2,709.55	59,610.12	2.980%	CIBC WoodGundy
December 11, 2018	January 20, 2021	999,345.20	1,068,810.00	2,671.72	69,464.80	3.310%	CIBC WoodGundy
December 11, 2018	September 29, 2021	999,694.59	1,099,714.00	2,941.75	100,019.41	3.450%	CIBC WoodGundy
December 11, 2018	March 30, 2022	1,000,855.30	1,086,068.00	2,130.32	85,212.70	2.570%	CIBC WoodGundy
December 11, 2018	January 26, 2021	999,754.57	1,105,749.00	4,076.71	105,994.43	3.420%	CIBC WoodGundy
December 11, 2018	September 14, 2023	999,801.64	1,175,628.00	3,084.67	175,826.36	3.590%	CIBC WoodGundy
December 11, 2018	April 4, 2023	1,000,402.10	1,178,663.00	3,428.09	178,260.90	3.670%	CIBC WoodGundy
December 13, 2018	December 10, 2020	1,000,000.00	1,067,400.00	1,404.17	67,400.00	3.370%	CIBC WoodGundy
December 13, 2018	December 10, 2021	1,000,455.82	1,090,497.00	2,501.14	90,041.18	4.500%	CIBC WoodGundy
		16,333,329.71					
RBC Investment Account		20,420,388.12	20,456,809.14	36,421.02	428,828.15	2.100%	RBC
TOTALS		36,753,717.83	37,931,114.77	73,424.88	1,569,804.07		
May 7, 2019	May 7, 2020	250,000.00	255,975.00	507.47	5,975.00	2.390%	CWB GIC



Lethbridge County GRANTS SUMMARY as at August 31, 2020

	Budget- As appro	Approved	Received	Comments
ADMINISTRATION & FINANCE				
INFORMATION TECHNOLOGY				
PROTECTIVE SERVICES				
MSI Operating - DEM contract	41,000	-	-	Submission of Spending Plan no longer required.
TECHNICAL SERVICES				
MSI - Operating Grant - Asset Management Phase 3	85,000	-	-	Submission of Spending Plan no longer required.
AGRICULTURAL SERVICES				
New ASB (Combined ASB & AESA)	259,360	N	-	
PUBLIC WORKS				
FGTF - Kipp Overlay-Hwy 3 to Hwy 25	730,000	Y	730,000	Project under review.
FGTF - McCains Access Road	255,000	N	-	Recommended to the Minister for approval.
MSI - Capital Grant - Shaughnessy Ph4-5 Eng & Land Pur.	90,000	Y	135,000	Submitted and approved for \$135,000.
MSI - Capital Grant - Range Road 21-1 Paving	435,000	Y	435,000	Approved project.
MSI - Capital Grant - Sunset Acres Eng & Land Purchase	90,000	Y	135,000	Submitted and approved for \$135,000.
MSI - Capital Grant - McCains Access Road	-	C	-	Submitted total project cost under FGTF.
MSI - Capital Grant - TWP Rd 10-1 (Agroupur) Base & Pave	1,500,000	Y	1,500,000	Approved project.
MSI/BMTG - Road Rehabilitation	547,420	N	-	Project under review.
UTILITIES				
TOTAL	\$ 4,032,780		\$ 2,935,000	

	Projects C/F to 2	Approved	Received	
ACRP - Malloy Phase 2A (C/F includes interest income)	364,372	Y	4,380,000.00	Completion date extended to June 30/20.
CGCB - Stewart Siding Solar Farm Project	126,563	Y	191,500.00	To complete by March 31, 2020
FGTF - Capital-Stewart Siding Industrial Park	318,938	Y	401,000.00	C/F to 2020.
MSI - Monarch Water Drainage & Dist. System (Utilities)	18,978	Y	974,000.00	In warranty-to use remaining MSI funds.
MSI - Shaughnessy Infrastructure-Phase 2	259,937	Y	490,000.00	C/F to 2020.
MSI - 8 Mile Lake Basin & Battersea Drain	195,191	Y	235,000.00	C/F to 2020.
MSI - Rave Infrastructure Upgrades - Engineering	122,165	Y	160,000.00	C-F to 2020. Project tied with Hwy 3 Corridor.
MSI - Malloy Phase 2A	124,565	Y	440,572.00	Completion date extended to March 31/20.
MSI - sunset Acres Mill & Inlay (Avail. other Revenue-\$83,000)	4,964	Y	747,000.00	C/F to 2020.
MSI -Stewart Siding Industrial Park	560,000	Y	560,000.00	C/F to 2020.
MSI - Broxburn Business Park Overlay	78,231	Y	454,000.00	C/F to 2020.
MSI - Range Rd 21-4 Mill & Inlay	103,022	Y	250,000.00	C/F to 2020.
MSI - Range Rd 23-5 (Nobleford) Base & Pave	78,399	Y	250,000.00	C/F to 2020.
MSI - Shaughnessy Infrastructure-Phase 3	603,832	Y	623,900.00	C/F to 2020.

	Proj. Not in Budg	Approved	Received
LRBP-BF 81684	660,000	Y	
LRBP-BF 1692	330,000	Y	
MAMP-Asset Management Phase3	50,000	N	

Y - Yes, project is approved.
N - No, awaiting for approval.
D - Declined.
P - Pending.
C - Cancelled.

Lethbridge County

Financial Summary

May - August 2020

Financial Summary

Based on the information provided below, for each department, as of August 31st, a surplus of \$272,000 has been projected at this time, which indicates 98% of the overall tax support required will be utilized. A portion of this surplus is related to a reduction in costs associated with training, travel, and subsistence due to COVID-19. Other areas that have contributed to the surplus are related to subcontracts and contracted repair and maintenance. There is some reduction in revenues due to deferred penalties, lower investment interest rates and fines as the County is down to one CPO. Some of the revenue loss was predicted in the last financial report due to the COVID-19 Pandemic, however the County did see a better than expected overall payment of both utilities and taxes which funds operations and allowed all departments to maintain their service delivery methods as budgeted. The actuals to date as presented remain in line with historical trends, with little overall impact from the pandemic.

As we have move into fall and winter, the projections will continue to be reassessed based upon true costs. Additionally, the revenue inflows, general expenses, and additional impacts from the 2019/20 restructuring and pandemic will continue to be monitored so projections can be updated based on the most current figures.

Department supervisors have been diligent in monitoring their budgets and continue to be conscientious of costs. A detail of each departments activities to date is included below.

Council – Budgeted Tax Support - \$649,525 (Projected surplus/deficit - \$80,000)

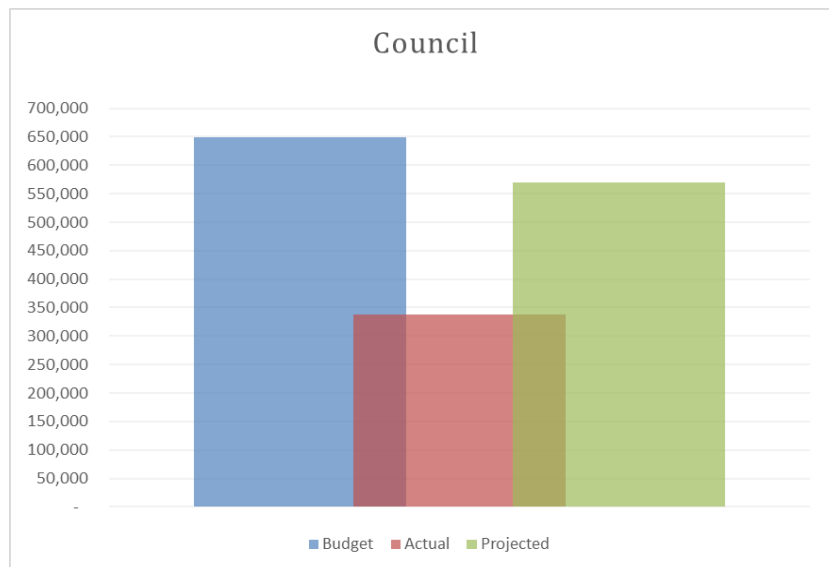
Over the last quarter Council has continued to hold their regular Council Meetings, via live recordings as Council Chambers has been closed to the public throughout the pandemic. As noted in the last report, many of the conferences attended by Council annually have been cancelled to date and therefore travel costs have been minimal. Council has also taken a 10% salary decrease throughout the pandemic in an effort to save costs.

To date County Council has issued donations &/or sponsorships in the amount of \$87,551 to the following recipients:

- SouthGrow Regional Initiative - \$5,176
- Alberta Conservation Assoc. – Trout Stocking - \$1,000
- Lethbridge & District AG Scholarship Dinner - \$375
- University of Lethbridge Grow the Future Gala - \$500
- Sarah Sansom -In memory of Jacob Sansom - \$500
- 2020 Bursary Winners – Mary Harris & SarahAnn Walker - \$1,000 each

2020 Community Grant Funding (\$10,000 to each of the following):

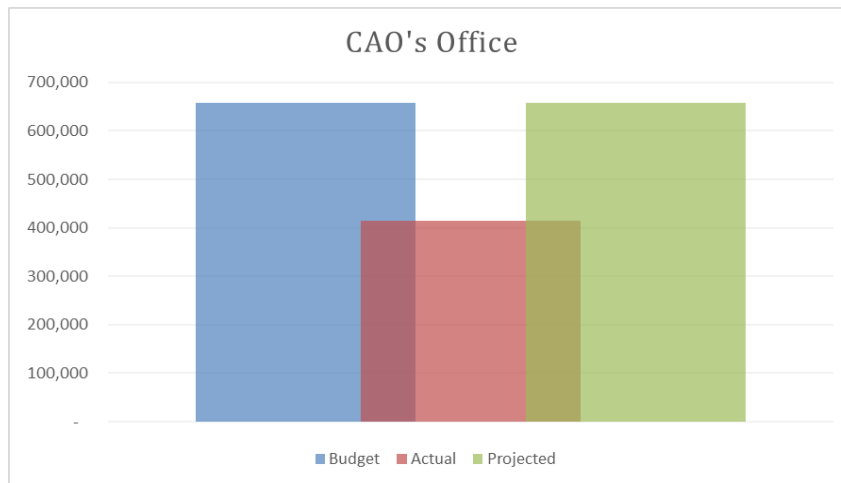
- Shaughnessy Community Association
- Monarch Community Association
- Turin Community Club
- Diamond City Citizens Association
- McNally Community Association
- Sundial Community Association
- Readymade Community Association
- Prairie Tractor & Engine Museum



**** The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.***

CAO's Office – Budgeted Tax Support - \$657, 840 (Projected surplus/deficit - \$0)

The CAO's office is which now includes the Human Resources Department has been busy with many items related to the COVID-19 pandemic. There have been several operational changes put in place as required for the health and safety of staff and Council, as well as continuing to ensure that County operations have little disruption during this time. There have been minimal changes overall within the department and it is expected to remain on budget.



** The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.*

MUNICIPAL SERVICES

Agricultural Services (ASB) – Budgeted Tax Support Required - \$996,860 (Projected surplus/deficit - \$0)

ASB Core Activities (Grant Qualifications)

- Spraying activities are winding down for the year. Some fall spraying will take place on thistle if weather allows.
- Surveys for Grasshopper, Fusarium, Blackleg and Bacterial Ring Rot are complete.
- The roadside mowing crew has finished the first round of cutting on all County roads. The second round is underway, and we are expected to finish things up near the end of October.
- The first round saw slower mowing conditions with heavy grass while the second round is much lighter this season.
- Hamlets and Subdivisions will be touched up one more time before freeze up.
-

Water & Soil Quality Management Activities

- Covid 19 has slowed some extension activities. We are moving to video productions as a mode to reach out to producers.
- Newsletter work is also ongoing.

Farm Shelter Belts & Contracting Services

- Custom spray work for the Department of Transportation has been completed.
- Some of our ASB owned small equipment repair also fall under this section. We will be near budget on this activity with some equipment maintenance and repair yet to come before year end.

Parks Operation & Maintenance

- Parks mowing has slowed for the season. Some work has been done on upgrading the pea gravel levels under the equipment and shale levels on pathways. These upgrades will continue into the fall. Some clean up and tree pruning will still be necessary. The Sunset Acres Park capital project of equipment and Pathway improvements has been completed.

The ASB Department main activities are near completion for the year as we move into fall and winter. At this time, the department has utilized 85% of its budget.

Fleet Services – Budgeted Tax Support Required - \$0 (Projected Surplus/Deficit - \$0)

The fleet department continues to be busy with equipment maintenance and repairs, minimizing down time of equipment in all areas. The fleet departments expenses to date (excluding capital and reserve transfers) is \$1,241,742 of the \$2,211,315 in operational expenditures.

Pricing of vehicle/equipment purchases as approved within the capital budget were tendered in the first quarter, with most purchases complete to date. Details are included on the attached Capital Summary sheet.

The department is looking to have an estimated \$50,000 surplus, however, as the fleet department is a self-sufficient department funded internally through equipment rental rates, any projected surplus or deficit will be transferred to/from the Fleet Equipment Reserve, leaving the end balance at zero as budgeted.

Public Works - Budgeted Tax Support Required - \$8,049,710 (Projected surplus/deficit - \$0)

Gravelled Roads

- GRADING - Budget: \$1,500,000
 - A moderate open winter allowed continued grading operations and for earlier start to the main grading season in April and operations have continued through a wet spring and dry summer. Year to Date (YTD) 5900 miles completed with the average cost per mile of \$202/mile (\$127/km). Target for year was 7000 miles for the operational level of service, which will likely be eclipsed.
 - Assuming weather conditions allow for grading to continue into November, it is anticipated the full budget will be utilized.
- GRAVELLING - Budget: \$1,100,000
 - Stockpiling of gravel was staged over the winter in Coaldale year. The primary gravelling program began in mid April and YTD 220 miles (368 km) have been completed with average cost per mile of \$3,795/mile (\$2,269/km). Target for year was 255 miles for the operational level of service, which will be eclipsed. \$3,358 / mile
 - Cost per mile will rise as we haul further from the pit. Based on the cost per mile as of today's date, we are confident of utilizing the full budget to complete the 250 miles for this year.
- HAUL ROUTE STABILIZATION MAINTENANCE – Budget: \$70,000 – 70 miles
 - YTD 90 miles completed with the average cost per mile of \$10,000/mile (\$6,250/km) for base stabilized maintenance throughout the haul route system
 - Additional miles will be maintenance items with grade and pack of remaining mileage, no calcium product addition.
- SPOT ROAD REPAIR - Budget: \$200,000
 - Numerous soft spots are still being repaired and full budget will be utilized.

- SNOW PLOWING – Budget: \$375,000
 - The remainder of this budget will be used up in the Fall/Winter of this year with a possible surplus if there is a mild winter. A surplus has not been projected at this time.
- ROAD RECONDITIONING – \$500,000
 - Road Reconditioning program was not implemented in 2020. Budget was utilized for soil cement stabilization projects.
- DUST CONTROL – Budget: Residential - \$450,000 & General County Roads \$80,000
 - A total of 212 residential sites have applied this year. This is down slightly from last year however we are doing some intersection and hill treatment this year and also reapplication is ongoing due to the hot dry weather

ACP & Cold Mix Roads

- PATHING & SPOT OILING - With the addition of the Spray Patch Truck we anticipate using the full budget.
- CRACK FILLING – Crack filling has been replaced with spray patching.
- SANDING (snow plowing) – As mentioned in the Snow Plowing activity it is anticipated the remainder of this budget to be utilized in the Fall/Winter with a possible surplus depending upon weather.

Roadside Drainage

- Installation of approximately 400 meters of culverts including 16 centerline and 6 approach culverts. Target for the 2020 season was 50 in total. Fall will continue with culvert installs till freezing conditions change focus.

Signs/Bridges/ROW Cleanup

- Garbage cleanup in our right of ways remains a priority and will continue throughout the year. Sign maintenance and replacement is ongoing. This area may have a slight surplus but has not been adjusted for at this time as it as weather is a factor.

General Work

- The bulk of expenses for work completed in this area are related to work completed on the roads and intersection treatments such as fencing and tree work. Most of these activities are charged back to them to recover expenses. This area may have a slight surplus but has not been adjusted for at this time.

As most of the activities within the Public Works Department are projected to be on budget at this time, no surplus or deficit has been identified. The department will continue to be monitored and projections will be updated as we move into the winter season and are able to identify service needs based upon weather conditions, as it is unpredictable and can have an effect on activities and budgets.

Utilities - Tax Support Required - \$327,925 (Projected surplus/deficit - \$100,000)

The Utility Department is budgeted to have full operational cost recovery, as adopted by Council through the budget process over the last few years. The Utilities Department has become self-sufficient by collecting enough revenues to fund the departments operating expenses including an annual transfer to reserves for future capital. There is an amount of \$327,925 that is collected through taxation to fund a debenture. Similar to both the Fleet and Information Technology Departments, any surplus or deficit realized at the end of the year will be transferred to or from the Utility Reserve, leaving the tax support balance at \$327,925 as budgeted. A surplus has been projected in the department at this time, however, all final amounts are reported to Council as part of year end for approval.

Water Treatment

- To date there have been no maintenance issues. Regular legislated testing continues to take place at all water treatment sites. The water treatment expenses are in line with the budget at this time.

Water Distribution

- Annual legislated testing is completed daily and is ongoing. Routine maintenance of the systems continues with minimal issues. Costs are anticipated to be on target for the year. A MOU with the Lethbridge North County Potable Water Coop was entered into on May 1, 2020, this will have some impact to both revenues and expenses which will offset one another. The department has not experienced any major breaks or failures to date. Some replacement of piping within the Diamond City pumphouse were required and as per PSA to residents. Cost \$4850. Weather conditions are consistent with projected water usage and may contribute to a surplus if dry conditions remain.

Wastewater Treatment

- Chemical continues to be added to all wastewater sites to remove fat, oil, and grease within the collection and force main systems. Upcoming activities will include discharges of the sewer lagoons throughout the County. Rubber and latex gloves and sanitary wipes are causing operational issues and additional work/expenses due to blockages. A PSA has been issued to notify utility users of materials that can not be flushed.

Truckfill Stations

- Truckfill stations are operating well, some pressure relief and truckfill valves have been replaced as part of the general maintenance.

Garbage, Fire Ponds & Raw Water

- Chemicals are being added to the raw water at Broxburn Business Park to assist with the organics in the water. Garbage receptacle replacement has been minimal. Lethbridge Regional Waste Commission has been operating well requiring little assistance from the County and requisitions quarterly as budgeted.

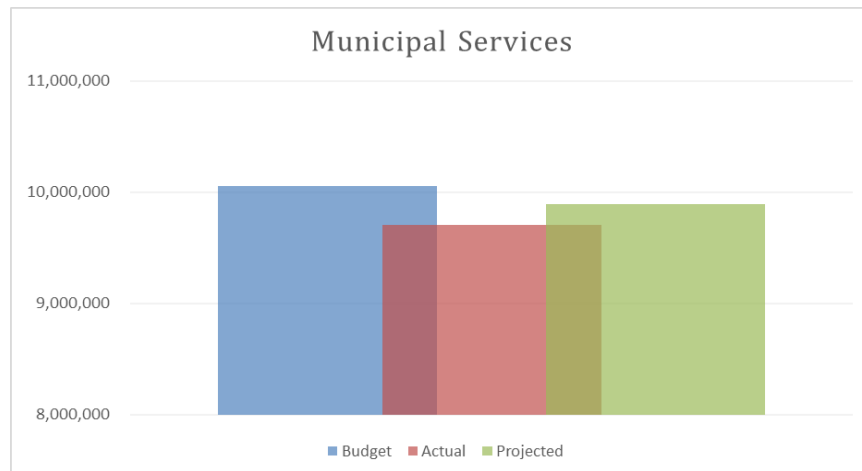
Custom / General Work

- Custom work for Lethbridge Regional Waste continues to be minimal as the current contractor does a wonderful job managing issues. Custom work is consistent but not demanding of resources.

Infrastructure Department – Budgeted Tax Support Required - \$681,435 (Projected surplus/deficit - \$15,000)

The Infrastructure Department has been busy managing capital projects as they have gotten underway in the last quarter. As well as continuing to work with engineering firms and contractors, providing information for grant applications and assisting with operating projects as required. A summary of the capital projects has been included at part of this report.

The third and final phase of Asset Management is ongoing and continues to be a priority program, currently we are working with the consultant to complete the financial strategies and finalizing the Asset Management Plan. This is anticipated to be completed by the end of 2020.



*** The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.**

At this time, the overall surplus within Municipal Services area is \$165,000. As mentioned, all departments will be monitored over the next couple of quarters and the projections will be updated as the departments move into the fall/winter season.

CORPORATE SERVICES

Assessment & Taxation – Budgeted Tax Support Required - \$185,355 (Projected surplus/deficit - \$5,000)

The 2020 Tax Mill Rate Bylaw was passed by Council at the May 7, 2020 Council Meeting, as well as an amended Tax Penalty Bylaw for 2020. The Property Assessment and Tax Notices will be prepared and mailed by the end of May. To date both Alberta School Foundation Fund (ASFF) & Holy Spirit have both received their first and second quarterly payments for the year (ASFF - \$1,892,788 & Holy Spirit - \$158,837), these funds are collected through taxes as per the requisitions received. The second and third quarter requisitions will not include any amounts for the Non-Residential portion as the Provincial Government deferred these until the December 2020 and March 2021 payments due to COVID. To date tax collections are at 82.6%, which is higher than was anticipated due to the tax penalty deferral.

Finance & Administration– Budgeted Tax Support Required - \$1,01,870 (Projected surplus/deficit - \$81,000)

The Finance and Administrative Department remains busy with the administration of taxes, utilities, accounts receivable and payables, Grant reporting and applications and Payroll activities. Additionally, the finance manager has sent out budget information and dates for department managers to review and start preparing for the upcoming 2021 budget season. In conjunction with Communications, a budget information document has also been prepared and will be available to the public for review and input in September.

Even with the tax and utility account penalty deferrals, a surplus of \$81,000 has been projected, investment interest remains strong and may be higher than budgeted. . This is primarily due to lower than budgeted contracted and general services and professional costs to date, as well as reduced training, travel, and subsistence.

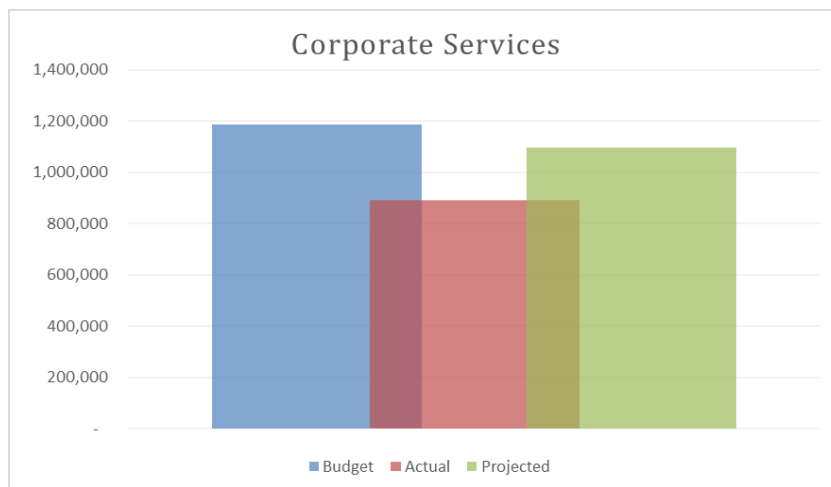
Information Technology (IT) - Tax Support Required - \$0 (Projected Surplus/Deficit- \$5,000)

The IT Department maintains all of the required annual software renewals and updates, annual scheduled hardware equipment replacements as required and regular maintenance, IT support and project assistance. Throughout the past quarter, the IT department has been extremely busy managing County requirements for working remotely and electronic meetings due to the pandemic. This process involved securely configuring and deploying IT assets and services to Home Users during the pandemic with no warning or planning beforehand, ongoing computer and mobility upgrades and maintenance. As well as working with the EOC Team, assisting with coordinating activities as required. Due to these requirements some IT projects have been delayed but are getting back on track.

Some other department project highlights include:

- Working with Intermountain Infrastructure Group (IIG) to establish a Pilot project with Broadband in Lethbridge County
- Working towards a Rural Broadband Strategy
- Moved the ERP financial software system to a Cloud Based Hosted format
- Records Management:
 - Organizing digital files on the Server
 - Scanning Bylaws, Agendas, and other hard copy documentation
 - Records Management Consultant will be at the County in September
- Council Chambers Audio/Visual upgrade

Additionally, The department is looking to have an estimated \$5,000 surplus, however, like the fleet department, IT is a self-sufficient department funded internally through equipment rental rates, any projected surplus or deficit will be transferred to/from the IT Reserve, leaving the end balance at zero as budgeted.



**** The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.***

As with all of the departments a final analysis will take place through the next few quarters.

COMMUNITY SERVICES

Community Services Administration – Budgeted Tax Support Required - \$834,705
(Projected surplus/deficit - \$6,000)

The Community Services Departments surplus is primarily due to the limited training and related travel available at this time. The department has continued to work diligently with CAO on the Inter-municipal Collaboration Frameworks (ICFs) with its municipal neighbours and was able to have 3 municipalities agree to and sign the ICF's. The departments have continued to focus efforts on excellence by offering viable services, resources, and safer communities by building relationships between Lethbridge County and its stakeholders.

The Economic Development Officer continues to work on business development initiatives within the county and the promotion of Lethbridge County. The Economic Development Officer presented a detailed quarterly update of activities to Council at the August 6th Council meeting.

Communications continues to prepare and distribute all PSAs and County communications, including the County Connection which is issued quarterly and the new monthly newsletter which is distributed monthly. The Communications department worked closely with the CAO and all departments as additional PSA's and public information regarding COVID-19 and operations as required.

Planning & Development - Tax Support Required - \$311,785 (Projected surplus/deficit - \$25,000)

As reported to Council at the August 6th meeting, as of the end of June 75 development permits were issued, with 12 applications under review, 370 Safety Code building applications were submitted, and 12 subdivisions were approved.

The following projects have also taken place:

- Village of Barons -the Intermunicipal Development Plan between Barons and Lethbridge County (Bylaw 20-004) was approved on May 21, 2020.
- Town of Coaldale -the drafted amendments to the Lethbridge County/Town of Coaldale Intermunicipal Development Plan have been completed and the public consultation was also completed. First reading of the Bylaw (20-015) occurred on July 23, 2020 and the public hearing will held in September 2020.
- Town of Coalhurst -the Draft of the Joint Area Structure Plan was completed and reviewed by the members of the Intermunicipal Committee. The committee approved moving forward with the draft and directed town and county administration along with ORRSC staff to prepare amendments to the Intermunicipal Development Plan which will include the Joint Area Structure Plan as an Appendix. This will be completed and presented to each respective council.

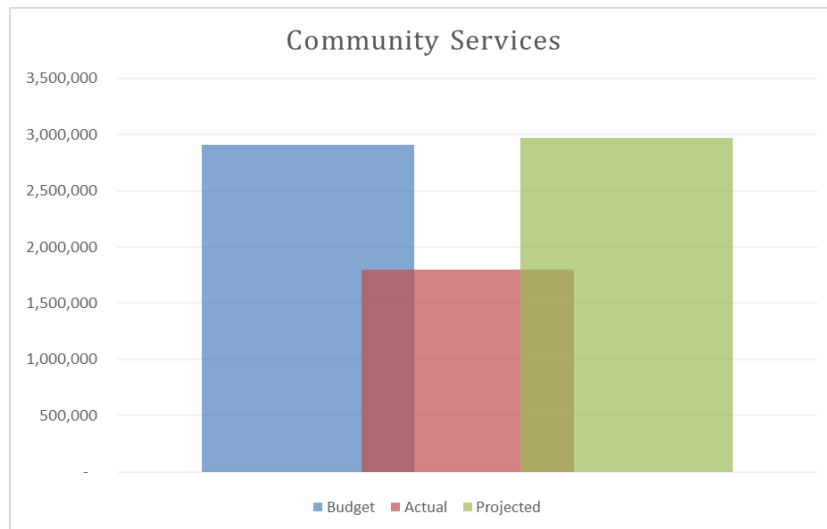
The Planning department also assisted in the preparation and implementation of the revised the procedures for Public Hearings due to the COVID-19 pandemic.

The surplus projected for the department is a combination of revenues that are above the budgets amount and some professional development and legal cost savings.

Emergency Services – Budgeted Tax Support Required - \$1,761,345 (Projected surplus/deficit - \$95,000)

Fine revenues collected to date are \$41,566 of the \$140,000 budgeted revenue and the Emergency Call revenues received are \$138,359 of the \$275,000 budget. As in the past, the majority of these revenues are responses to Motor Vehicle Incidents although there have been a several fire related calls as well. Based upon the current numbers, a deficit in revenues is anticipated for this year. Some of this is related to the only having one CPO in the department, and the reduced overall emergency calls which is an unknown and is based on a historical average. We could see an increase to calls as winter approaches.

Bylaw Enforcement has been busy as the focus continues to be on County roads and compliance of road bans and traffic laws.



*** The projected overall deficits/surpluses are based on estimates as at the time of this report. All projections are subject to change.**

As with all of the departments further analysis and review will take place and will be updated accordingly.

2020 Capital Projects Update (August 2020)

PROJECT NAME & FUNDING SOURCE	Budget Request	Actual to Date	PROJECT STATUS UPDATE
Sunset Acres Playground Upgrade	95,000	89,054	Completed
Sunset Acres Pathway Upgrade	50,000	45,799	Completed
Addition- Constrction Grader	500,000	500,000	Purchased.
Addition- Spray Patching Truck	325,000	75,000	Used truck purchased.
Addition- Compaction Equipment	25,000	14,439	Items have been purchased, may require further equipment
Spaw Wing for Plow Truck	30,000	-	To be purchased.
Replacement- Grader	600,000	519,531	Purchased
Replacement- Peace Officer Vehicle	103,000	68,521	Truck purchased. CPO equipment to be installed.
Replacement- 2 15' Schulte XH500 Mowers	85,000	56,995	Purchased.
Replacement- 3/4 Ton Truck	50,000	49,876	Purchased.
Replacement- 1/2 Ton Truck	45,000	-	To be purchased.
Replacement- Riding Mower	35,000	22,017	Purchased.
Replacement- Skid Steer (on trade in)	67,000	6,212	Purchased (trade In of old skid steer).
Shaughnessy Phase 4 & 5 Engineering & Land Purchases	90,000	-	RFP to be issued in August, to be awarded in September
Kipp Road Overlay- Highway 3 to Highway 25	1,730,000	19,884	Construction scheduled to start end of September.
Range Road 21-1 Paving	435,000	266,286	Project Completed, under budget.
Sunset Acres Engineering & Land Purchase	90,000	2,904	Design ongoing with Engineers.
McCain's Access Road	255,000	7,395	Tender awarded, to be started mid October.
Township Road 10-1 (Agropur Road) Base and Pave	1,500,000	37,852	Under Construction
Bridge File Replacement #1692	300,000	9,054	Project tendered
Bridge File Replacement #81684	650,000	44,835	Project tendered
Rudulich Road (RR21-2A South of HWY 519)	208,500	165,925	Completed. Holdback to be released.
Iron Springs Road (RR20-4 HWY 519 TO TWR 11-2)	638,800	644,338	Completed. Holdback to be released.
Transfer to Hard Top Reserve (Future Projects)	495,000	-	Year end transfer.
Transfer to Fund Calcium Base Stabilization Debt	705,000	309,070	Debenture payments are at various times throughout the year.
Monarch Water Tower Demolition	100,000	12,911	Out for Tender
Geographic Information System Plotter Replacement	15,000	11,505	GIS Plotter purchased and installed.
Records Management Program	40,000	-	Program is underway, consultant delayed due to COVID-19 pandemic.
Information Technology Security Assessment	12,000	-	Project is delayed due to COVID-19 pandemic.
TOTAL CAPITAL PROJECT REQUEST	\$ 9,274,300	\$ 2,979,403	

AGENDA ITEM REPORT



Title: Partnership Request Between Lethbridge County and Alberta Conservation Association
Meeting: County Council - 17 Sep 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 31 Aug 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

A ongoing partnership between Lethbridge County and Alberta Conservation Association was requested, for the continued support for the restocking of trout in water bodies within Lethbridge County.

Lethbridge County receives numerous requests, both for financial and in-kind support, annually from a variety of organizations.

Each request is considered individually, upon receipt.

Each request is deliberated, and decided upon based on the nature of the request and budget implications.

A Memorandum of Understanding with the requesting organizations is typically not required, to ensure adequate funding and approval capability are available for all requests submitted.

By deliberating each request as they are submitted, Lethbridge County Council has the ability to alter their final decisions, based on the current situation, and available funding.

RECOMMENDATION:

That Lethbridge County Council decline the request to enter into a Memorandum of Understanding with Alberta Conservation Association;

And that future requests for support from Alberta Conservation Association, be considered as they are submitted.

PREVIOUS COUNCIL DIRECTION / POLICY:

In February 2020, a \$1,000 donation was provided to Alberta Conservation Association to support stocking rainbow trout in the McQuilland and McVinnie Reservoirs for public recreation angling. Funding was provided through the Municipal Reserve Account. This donation was for 2020 only.

BACKGROUND INFORMATION:

During the August 6, 2020 Lethbridge County Council Meeting, Diana Rung presented the attached PowerPoint Presentation and requested an ongoing partnership with Lethbridge County.

ALTERNATIVES / PROS / CONS:

Lethbridge County Council could consider the following when deliberating this decision:

To review each request as submitted:

- Council has the flexibility to deliberate each request, and make their decision based on the current situation of the time.
- Entering into ongoing partnerships with Alberta Conservation Association may lead to additional requests from organizations for ongoing partnerships.
- During unprecedented times, where finances are undetermined, and future budgets are impacted, entering into ongoing commitments may negatively impact future budget funding.
- Council may choose to support each request, but should have the ability to alter each approval as they deem relevant at the time of request.

To enter into an ongoing partnership:

- Recreation is a vital part of a quality of life, and by continuing to support the Alberta Conservation Association in their programs, Lethbridge County residents continue to benefit from the provided programs.

FINANCIAL IMPACT:

Any financial contributions may impact the budget.

REASON(S) FOR RECOMMENDATION(S):

With the numerous requests for support from organizations annually, Lethbridge County Council may choose to deliberate each request equally, and make the best decision based on the current situation at the time of the request.

ATTACHMENTS:

[ACA trout stocking with Vid](#)
[Resolution re 1000 donation](#)

Since 1997, Alberta Conservation Association (ACA) has encouraged all Albertans to enjoy the outdoors. Conserving the fish, wildlife and habitat resources we enjoy makes Alberta the beautiful and balanced place it is.



Fisheries



Page 4 of 18

Land Management



Wildlife



Communications

Conservation Magazine, Alberta
Discover Guide and so much
more. Check out our website
<https://www.ab-conservation.com/>




www.ab-conservation.com

Stocked Ponds

Alberta Conservation Association stock ponds with rainbow trout, brook trout, and brown trout.

Search Stocked Lakes




We created this new map to help you find a great fishing spot to call your own. You have multiple options with over 130 lakes and ponds stocked by ACA and Alberta Environment and Parks (AEP).

Whether you are a complete newbie who found a Spiderman fishing rod at a garage sale or a seasoned fisherman with thousands of dollars' worth of equipment, this map should help you find a great fishing spot.

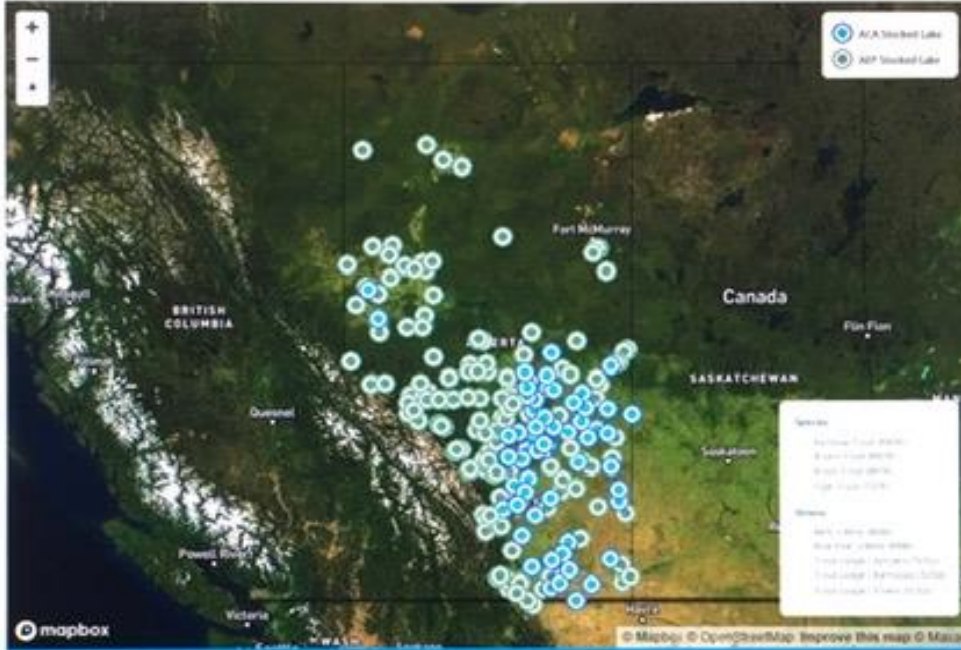
Remember to buy your 2020 fishing licence. Find out how plus see Alberta's [Sportfishing Regulations](#) to perfect your pond experience.

Find out more about the bathymetry (depth) of ACA's stocked ponds [here](#).



Start Fishing

We are happy to have you visit the sites and are even happier



Species:

- Rainbow Trout (RTR)
- Brook Trout (BTR)
- Brown Trout (BRT)

Waterbody:

- Acadia Valley Reserve
- Alford Lake
- Alford Lake

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McQuillan Reservoir

4700 rainbow trout
on April 29 and June
19.



McVinnie Reservoir

4200 rainbow trout
April 29 and June 23



Our fish stocking partners

Aquality Environmental
Canadian Tire Cochrane

CCI Solutions

City of Beaumont

City of Lacombe

City of Medicine Hat

Grande Prairie County

Lethbridge County

Nutrien

Saddle Hills County

Shell Canada

Sysgen Solutions Group Ltd.

Town of Bonnyville

Town of Cochrane

Town of High River

ACA is very grateful for our partners that help deliver the fish stocking project.

MOU of 3 to 5 years with an MOU.

Annual contributions range from \$500 to \$5000.

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Kids Can Catch Events

Each year, multiple Kids Can Catch events are held across the province. Volunteers are on hand to help teach new anglers the proper ways to bait a hook, where to drop a line, and what to do once a fish has been caught.



ACA's trout pond expansion project.

ACA has a long history of working closely with individuals to create opportunities that benefit both conservation *and* the landowner. **We are looking for new ponds to stock.**

That said, not just any old slough can transform—for successful fishing holes we must consider size, depth, water temperature, oxygen level and pH. At minimum, ponds are three metres deep with minimal algae growth, and self-contained so fish can't escape into other waterbodies.

Think you've got an ideal pond? If so let us know. Before stocking, ACA will visit your waterbody and make sure it can support fish.

Want to know more?

Contact:

Scott Seward—780-897-3006

Email: scott.seward@ab-conservation.com

Diana Rung – 403-491-3093

Email: diana.rung@ab-conservation.com



Thank you

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J. COMMUNITY SERVICES

J.1. Forest and Prairie Protection Act - Mutual Aid Fire Control Agreement

29-2020 Councillor T.Campbell MOVED that the Mutual Aid Fire Control Agreement with the Ministry of Agriculture and Forestry be renewed and thereafter remain in effect indefinitely, unless otherwise terminated by either party. CARRIED

J.2. Director of Emergency Management Agreement Renewal

30-2020 Deputy Reeve S.Campbell MOVED that the Lethbridge County and Town of Coaldale Agreement of Emergency Management Support be renewed from February 1, 2020 to January 31, 2022 at an annual cost of \$40,000.00. CARRIED

J.3. Trout Unlimited Canada - Request for Support

31-2020 Councillor VanderVeen MOVED that a \$1,000 donation to the Alberta Conservation Association be provided to support stocking rainbow trout in the McQuillan and McVinnie Reservoirs in Lethbridge County for public recreational angling, to be funded from the Municipal Reserve account. The donation is for 2020 only. CARRIED

K. CORPORATE SERVICES

L. ADMINISTRATION

M. INVITATIONS

M.1. Community Foundation of Lethbridge and Southwestern Alberta - Friends of the Foundation Dinner - March 19, 2020, Coast Hotel

32-2020 Councillor VanderVeen MOVED that the Reeve or his designate be authorized to attend the Community Foundation of Lethbridge and Southwestern Alberta's 2020 Friends of the Foundation Dinner on March 19, 2020 at the Coast Hotel and Conference Centre in Lethbridge. CARRIED

M.2. Rotary Club of Lethbridge East / Lethbridge Exhibition Park Second Annual Agricultural Scholarship Awards Dinner - February 27, 2020 - Lethbridge Exhibition Park

33-2020 Deputy Reeve S.Campbell MOVED that Lethbridge County purchase a maximum of four tickets for Council to attend the Rotary Club of Lethbridge East / Exhibition Park Second Annual Agricultural Scholarship Awards Dinner on February 27, 2020 at Lethbridge Exhibition Park. CARRIED

M.3. Coaldale and District Chamber of Commerce 39th Annual Awards and Appreciation Banquet - March 21, 2020 - Coaldale Community Centre

34-2020 Councillor VanderVeen MOVED that any member of Council wishing to attend the Coaldale and District Chamber of Commerce 39th Annual Awards and Appreciation Banquet scheduled for March 21, 2020 at the Coaldale Community Centre be authorized to do so. CARRIED

M.4. Royal Canadian Legion, General Stewart Branch #4 - Annual Flag Day Raising Ceremony - February 15, 2020- General Stewart Branch, Lethbridge

35-2020 Councillor T.Campbell MOVED that the Reeve or his designate be authorized to attend the Royal Canadian Legion Annual Flag Day Raising Ceremony on February 15, 2020 at the General Stewart Branch in Lethbridge at their own expense. CARRIED

AGENDA ITEM REPORT



Title: Recreation Agreement and Intermunicipal Collaborative Framework (ICF) Agreement with the Town of Coalhurst
Meeting: County Council - 17 Sep 2020
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 10 Sep 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

The Intermunicipal Committee for the Town of Coalhurst met on September 9, 2020 to discuss the Recreation Agreement and the ICF Agreement.

Town of Coalhurst Council endorses the Recreation Agreement, recognizing that the agreement is for a five (5) year term, and there will be opportunity for revisions upon expiration.

Town of Coalhurst Council, however, does not endorse the ICF Agreement and proposes a more bilateral ICF Agreement with Lethbridge County, independent of the other Urban Municipalities listed in the current ICF Agreement.

RECOMMENDATION:

Be it Resolved that Lethbridge County Council direct Administration to approve the attached Intermunicipal Collaborative Framework Agreement with the Town of Coalhurst;

And be it further Resolved that Lethbridge County Council approve the five (5) year Recreation Agreement with the Town of Coalhurst.

PREVIOUS COUNCIL DIRECTION / POLICY:

During their April 16, 2020 Council Meeting, Lethbridge Council passed the following resolution:

MOVED that Lethbridge County approves the Intermunicipal Collaboration Framework agreement presented at the April 16, 2020 Council meeting and signs the document with any or all of the Village of Barons, Town of Nobleford, Town of Coalhurst, Town of Picture Butte and Town of Coaldale who have also agreed to sign.

To date, the Town of Coaldale, the Village of Barons and the Town of Nobleford have signed the ICF Agreement as well as the Recreation Agreement.

BACKGROUND INFORMATION:

Amendments to the *Municipal Government Act* mandated all municipalities create and adopt an ICF Agreement with all municipalities that share a common border. The deadline for completion of the ICF Agreement is April 1, 2021.

Beginning in early 2019, the CAOs, from the Urban Municipalities met multiple times to collaborate on a mutual ICF to be presented to their respective Councils for approval and endorsement. This also included development of a five (5) year Recreation Agreement.

ALTERNATIVES / PROS / CONS:

Lethbridge Council could consider the following when deliberating this decision:

To support the recommendation:

- ICF Agreements are mandated by the province. By completing the ICF with the Town of Coalhurst, Lethbridge County is on track to meet the mandated deadline.
- As per the MGA, should an ICF not be completed by the deadline, it must go to arbitration. Arbitration will be costly to both municipalities.

To deny the recommendation:

- By creating a bilateral ICF with the Town of Coalhurst, the other urban municipalities may wish to follow the precedent set.

Additional alternatives to consider could include that since most of the ground work has been completed already, should the other municipalities wish to create bilateral agreements, these likely could still be completed prior to the deadline.

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

Regional collaboration is vital to municipalities during these tight fiscal times. Municipalities may need to rely on one another for ongoing fiscal sustainability.

ATTACHMENTS:

[Coalhurst ICF 2020 Sept 10](#)



Moving Forward

Building Opportunities for Our Future

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

Lethbridge County and the

Town of Coalhurst

FOREWORD

Lethbridge County has entered into Inter-municipal Development Plans (IDPs) and has other agreements with its neighbouring municipalities of the Town of Nobleford, Town of Coalhurst, Town of Picture Butte, the Town of Coaldale, and the Village of Barons to address regional services to their respective residents.

Lethbridge County and the Village of Barons, Town of Nobleford, Town of Coalhurst, Town of Picture Butte and the Town of Coaldale (the "Urbans") share a common history. Both have unique and similar municipal characteristics, and both are based upon building and maintaining core services including emergency services, solid waste, transportation, recreation, water and wastewater which are designed to service a predominantly agricultural and resource-based economy. Together these same individual characteristics link them into a healthy and viable regional municipality.

It is understood that increasing the level of collaboration represents an opportunity to provide more efficient and better service levels to citizens in the region. Some services can be provided exclusively in a single municipality, however the increased opportunity in working together is also recognized in increased economies of scale, sustainability of services, creation of new services, and overall quality and efficiency in service delivery. In other words, dovetailing the individual characteristics of the municipalities creates expanded resources and advances quality of life opportunities to all people in the region. The image of "many municipalities – one purpose" describes the philosophy of the municipal Councils.

All the municipalities are committed to identifying current and future issues where joint services may be realized through more formalized cooperation. Examples are evident in areas such as planning, economic development, recreation, emergency services and potable water which help create a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, Lethbridge County and the Town of Coalhurst are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.



Lethbridge County and the Town of Coalhurst share a common history and foundation based primarily upon agriculture



Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

1. To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighbouring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process so that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated and funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement between Lethbridge County and the Town of Coalhurst will:

Recognize and share the vision and priorities of each municipality with the goal of providing effective and efficient service levels to their citizens: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree they will consider the region in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation versus direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation – Consultation Protocol:

The fundamental basis of this agreement is communication and consultation and as such the County and Coalhurst agree to inform one another when legislatively required and as outlined under the "Framework Protocol" section 3. By recognizing the value in informing municipal neighbours with whom a common geographic boundary is shared, each municipality will include the other in their project circulation when legislatively required and as outlined under the "Framework Protocol" section 3. Where notification has been provided that a meeting is required it shall be first handled by the respective Chief Administrative Officers or their designate and if that does not resolve the matters at hand it shall be dealt with by a committee from each Council, recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and work together to develop common solutions to any challenges they encounter.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision makers are informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is likely that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to each community. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of Municipal Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be considered to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the Chief Administrative Officers (CAOs) and Administration:

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. See the Conflict Resolution section below for additional information.

The Role of Staff:

Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

The Framework Protocols

Development of an Intermunicipal Communication Protocol

Understanding that the success of this agreement is based upon respectful dialogue that both municipalities must be committed to ensuring the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At

all times and through all levels of each organization the following principles should apply:

- a. Seek to understand
 - b. Avoid personal attacks either privately or publicly
 - c. Asking for clarification on policies adopted by the other municipality to ensure understanding
 - d. Address issues as being of a joint nature meant to be resolved together
 - e. Seek to maximize the benefits for both parties
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization
 - a. Both municipalities agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
 - b. Both municipalities agree to provide additional training as required following any change in elected officials or senior administration
3. The protocol should ensure that each municipality provides to the other information pertaining to:
 - a. Major capital projects which have the potential to impact the other municipality
 - b. Lobby efforts to higher levels of government with respect to an issue which may impact regional services
 - c. Adopted strategic plans
 - d. Ceremonies, celebrations, events of regional impact
 - e. Promotion of collaborative successes

Conflict Resolution

The municipalities recognize that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the problems initiated the CAO will seek to address matters of conflict.
2. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
3. All matters of conflict should be resolved using a clear procedural pathway.
4. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

Process

If a municipality believes an obligation under the agreement has been breached the matter should be immediately brought to the attention of their Chief Elected Official (CEO) and CAO. The CEO and CAO will investigate and if it appears as if a 'breach' of the agreement has occurred the matter will be immediately brought to the attention of the other municipalities' CAO. Once that has occurred an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue or any circumstance

which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.

If this does not resolve the issue an Intermunicipal Dispute Committee shall be appointed by both Councils who will decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful a mediated process is initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.



Inventory of Municipal Services

The following charts illustrate an inventory of municipal services available to citizens in each municipality. The inventory is a consideration of who provides a service, who has funded a service and where such services exist within the boundaries of a municipality. The services listed below are a representation of key services but it's not necessarily all services provided by each municipality. The services are utilized by the citizens of each municipality in one way or the other.

This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.

ICF Agreement – Statutory Provisions

Amendments to the Municipal Government Act have amended the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaboration

Framework Agreement. This Agreement must address services that benefit residents in more than one of the municipalities. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

Emergency Services

Lethbridge County and the agreement for the provision of Fire and Rescue services. Both parties to this ICF and the Fire and Rescue Service Agreement agree to continue working together, to negotiate in good faith, and to seek efficiencies and improvements in the provision of services to all citizens. Both parties agree to participate in discussions with the goal of establishing a new agreement by no later than December 31, 2020.

Both signatories to this Intermunicipal Collaboration Framework Agreement are also signatories to the Southern Alberta Emergency Management Resource Sharing Agreement. The Resource Sharing Agreement is a region-wide agreement that also includes approximately 40 additional Southern Alberta municipalities.

Solid Waste

Lethbridge County is a party to the Lethbridge Regional Waste Management Services Commission. The Town of Coalhurst is not a member and does not receive services through the Commission. The Town of Coalhurst provides solid waste collection services to selected areas of Lethbridge County.

Transportation

Coordination of construction of transportation corridors that connect the County with an Urban municipality will be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in alignment.

Recreation

Lethbridge County has an agreement with the Town of Coalhurst through which funding for recreation opportunities for the general public, is provided. The Town of Coalhurst is responsible for leading the delivery of recreation services.

Water

Lethbridge County on its own or as a member of Lethbridge Regional Water Services Commission supplies potable water to rural users through two rural Co-ops and to the Towns of Picture Butte and Coaldale. The County also supplies water to all County hamlets, subdivisions, and business parks.

The Town of Coalhurst Reservoir is filled via a pipeline from West Lethbridge. The reservoir is used for storage and maintaining constant distribution pressure within Coalhurst. The distribution system also supplies water to the CP Rail Marshalling Yard at Kipp and to some acreages west of Coalhurst.

Waste Water

Lethbridge County supplies wastewater services to residents in the County hamlets of Monarch, Diamond City, Shaughnessy, Iron Springs, Turin, Fairview and the business parks of Broxburn and Rave.

The Town of Coalhurst wastewater is pumped to the City of Lethbridge for treatment.

Broadband

Both signatories to this agreement have an interest in coordinating efforts to provide broadband internet service to our respective municipalities and hereby agree to work cooperatively in a non-competitive manner to achieve this goal.

Other

Additional opportunities for collaboration exist within the areas of regional economic development and the establishment of a joint regional Assessment Review Board, for example. An inventory of services for the County and the Town is attached and forms part of this agreement. Responsibility for the provision of shared services identified in the attached service inventories will be delivered and funded in accordance with the agreements between the County and the Town for those shared services.

Intermunicipal Development Plan

An Intermunicipal Development Plan (IDP) was adopted by bylaw between Lethbridge County and the Town of Coalhurst. This IDP is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the respective Plan areas.

The Town of Coalhurst adopted IDP Bylaw No. 375-14 on December 2, 2014.

Lethbridge County adopted IDP Bylaw No. 1434 on December 4, 2014.

Commitment to Collaboration

Lethbridge County and the Town of Coalhurst acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate as well as to honour all applicable legislation and agreements with respect intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2020.

LETHBRIDGE COUNTY

FOR THE TOWN OF COALHURST

PER: _____

REEVE

PER: _____

MAYOR

PER: _____

CAO

PER: _____

CAO

Coalhurst Inventory of Services

Town of Coalhurst = C
Lethbridge County = L

Type of Service	Mun.	Inter Mun.	3rd Party	Type of Service	Mun.	Inter Mun.	3rd Party
Transportation				Water			
Road Grading & Graveling	LC	C	C	Water Treatment	LC	LC	
Road Calcium	L	C		Water Distribution	LC	C	LC
Gravel Crushing			L	Service Installs	C		LC
Road Construction			LC	Meter Reading	LC		
Culvert Installation	L		C	Utility Billing	LC		
Bridge Maintenance	L		L	Truck Fill Station	LC	C	
Drainage Maintenance	LC		LC	Waste Water			
Snow Plowing	LC		C	Certified Operators	LC		
Shop - Vehicle. Maint	LC		LC	WW Collection System	LC		
Surveying	L		LC	Lagoons	LC		
Sign Installation & Maint	LC	C	C	Irrigation of Effluent			L
Paved Road Repairs	LC		LC	Installation of utilities			LC
Rural Addressing Signs	L			Recycling & Waste Management			
Airport Operation				Landfill		LC	
Recreation				Collection	C	LC	L
Skating Rinks	C			Recycling	C	L	LC
Curling Rinks				Ag Services & Parks			
Shooting Ranges/Gun Club				Tree Planting	LC		
Riding Arenas				Tree Spraying	LC		
Outdoor Rodeo Grounds				Tree Pruning	LC		
Baseball diamonds	LC			Mowing	LC		
Golf Courses				Weed Identification	LC		
Indoor Athletic Fields				Weed Act Enforcement	LC		
Swimming Pools				Weed Spraying	LC		
Outdoor Soccer Fields	C			Raw Water Irrigation	C		
Tennis Courts	L		C	Cemetery Maintenance			
Senior Centres			C	Pest Control	LC		
Motocross Track				Park Maintenance	LC		
Bowling Alleys				Sprinkler installation	C		
Water Park				Equip. Maintenance	LC		LC
Skateboard Park				Equipment Rentals	L		C
Gyms & Workout Centres				Building Maintenance	LC		LC
Other Services				Park Operations	LC		
FCSS			LC	Campground Operation	C		
ORRSC - Planning			LC	Municipality Halls	LC		L
Planning & Development	LC		C	Museums			
Economic Development	LC		C	Visitor Centre			
Regional Services				Playgrounds	LC		
General Administration	LC			Emergency Services			
Adult Learning Assoc				EMS Coordination			L
Southgrow Eco. Dev.			LC	Fire Department	C	LC	
Pheasant Festival Com				Peace Officer	L		
Libraries			LC	Safety Code Officer			LC
Town of Coalhurst	C			Safety Code Inspections			LC
Lethbridge County	L			Disaster Management	LC	LC	LC
				Mutual Aid Agreements		LC	

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - August 2020

Meeting: County Council - 17 Sep 2020

Department: Administration

Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer

Approved - 03 Sep 2020

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

To remain transparent to its citizens, Lethbridge County Council report on their activities and events attended throughout the month.

RECOMMENDATION:

That Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - August 2020", identifying the activities and events attended by Lethbridge County Council for the month of August 2020, as information.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council updated is provided monthly.

BACKGROUND INFORMATION:

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

ATTACHMENTS:

[2020-08-31 Lethbridge County Council Attendance](#)

**Lethbridge County Council Attendance
August 2020**

Division 1

Reeve Lorne Hickey

August 4	Irrigation Rehabilitation Program Grant Announcement – St. Mary's River
August 5	Met with CAO
August 10	Lethbridge Biogas General Partner – CAP Funding Announcement
August 10	Farming Smarter – CAP Funding Announcement
August 12	Lakeside Colony Farming Funding Announcement
August 12	Met with CAO
August 12	Met with MLA Nathan Neudorf
August 15	75th Anniversary of VJ Day, and the Liberation of Canadian Soldiers
August 19	Met with CAO

Division 2

Councillor Tory Campbell

August 6	Lethbridge County Council Meeting
August 6	Council to Council Meeting – Town of Nobleford
August 6	Emergency Advisory Committee Meeting
August 6	Chinook Arch Library Board Meeting (Remotely)

Division 3

Councillor Robert Horvath

August 6	Lethbridge County Council Meeting
August 6	Council to Council Meeting – Town of Nobleford

Division 4

Councillor Ken Benson

August 6	Lethbridge County Council Meeting
August 6	Council to Council Meeting – Town of Nobleford
August 6	Emergency Advisory Committee Meeting

Division 5**Councillor Steve Campbell**

August 5	Exhibition Park Committee Meeting
August 5	Exhibition Park Board Meeting
August 6	Lethbridge County Council Meeting
August 6	Council to Council Meeting – Town of Nobleford
August 6	Emergency Advisory Committee Meeting

Division 6**Councillor Klaas VanderVeen**

August 5	Irrigation Rehabilitation Program Grant Announcement – Lethbridge Northern Irrigation District
August 6	Lethbridge County Council Meeting
August 6	Council to Council Meeting – Town of Nobleford

Division 7**Councillor Morris Zeinstra**

August 6	Lethbridge County Council Meeting
August 6	Council to Council Meeting – Town of Nobleford