



AGENDA

Council Meeting

9:30 AM - Thursday, June 17, 2021
Council Chambers

Page

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. ADOPTION OF MINUTES

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1. County Council Meeting Minutes
[Council Meeting - 03 Jun 2021 - Minutes](#)

D. SUBDIVISION APPLICATIONS

E. PUBLIC HEARINGS

F. DELEGATIONS

8 - 21

1. 9:30 a.m. - Town of Nobleford - CAO, Mayor & Deputy Mayor
2. Chinook Arch Library Board System Agreement

10:00 a.m. - Robin Hepher - Chinook Arch Library Board
[Chinook Arch Library Board System Agreement](#)
3. 10:30 a.m. - Dr. Jim Byrne - Coal Policies

G. DEPARTMENT REPORTS

G.1. CORPORATE SERVICES

22 - 25

- G.1.1. Policy Review - Policy #121- Banking Services
[Policy Review - Policy #121 Banking Services](#)

G.2. MUNICIPAL SERVICES

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- G.2.1. Public Works Policy Review - Cycle Races
[Public Works Policy Review - Cycle Races](#)

- 33 - 34 G.2.2. **Stafford Landing Roadway (Township Road 9-2) Concerns**
[Stafford Landing Roadway \(Township Road 9-2\) Concerns](#)

G.3. COMMUNITY SERVICES

- 35 - 36 G.3.1. **Economic Development - 2021 2nd Quarter Report of Major Projects and Activities**
[Economic Development - 2021 2nd Quarter Report of Major Projects and Activities](#)
- 37 - 58 G.3.2. **Ridge Utilities Presentation Follow-up - Opportunities for Energy Services, Partnership and/or Promotion**
[Ridge Utilities Presentation Follow-up - Opportunities for Energy Services, Partnership and/or Promotion](#)
- 59 - 62 G.3.3. **Link Pathway Project Update #2**
[Link Pathway Project Update #2 - Pdf](#)

G.4. ADMINISTRATION

- 63 - 67 G.4.1. **Bylaw 20-024 Temporary Mandatory Face Coverings Bylaw**
[Bylaw 20-024 Temporary Mandatory Face Coverings Bylaw](#)

H. NEW BUSINESS

I. COUNTY COUNCIL AND COMMITTEE UPDATES

- 68 - 71 1. **Lethbridge County Council Attendance Update - May 2021**
[Lethbridge County Council Attendance Update - May 2021](#)

J. CLOSED SESSION

1. **Diamond City Community Hall - FOIP Section 25(1) - Disclosure Harmful to Economic and other Interests of a Public Body**

K. ADJOURN



MINUTES

Council Meeting

9:30 AM - Thursday, June 3, 2021
Council Chambers

The Council Meeting of Lethbridge County was called to order on Thursday, June 3, 2021, at 9:30 AM, in the Council Chambers, with the following members present:

PRESENT:

- Reeve Lorne Hickey
- Councillor Morris Zeinstra
- Councillor Tory Campbell
- Deputy Reeve 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
- Manager of Finance & Administration, Jennifer Place
- Executive Assistant, Candice Robison
- Supervisor of Planning & Development, Hilary Janzen
- Senior Planner, Steve Harty

A. CALL TO ORDER

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

B. ADOPTION OF AGENDA

176-2021 Councillor MOVED that Lethbridge County Council approve the June 3, 2021
Zeinstra Council Meeting Agenda as presented.

CARRIED

C. ADOPTION OF MINUTES

C.1. County Council Meeting Minutes

177-2021 Councillor MOVED that the May 20, 2021 Regular County Council Meeting
VanderVeen Minutes be accepted as presented.

CARRIED

D. SUBDIVISION APPLICATIONS

**D.1. Subdivision Application #2021-0-085 – A & J Ventures
- Lots 6-12, Block 3, Plan 138A within SW1/4 7-10-23-W4M (Hamlet of Monarch)**

178-2021 Councillor MOVED that the Residential subdivision of Lots 6-12, Block 3, Plan
VanderVeen 138A within SW1/4 7-10-23-W4M (Certificate of Title No. 211 074
470), to subdivide a 175 foot wide parcel consisting of Lots 6-12
(Block 3, Plan 138A) and create two 50 foot wide individual titles, Lots
6-7 and Lots 8-9, and a remnant 75 foot wide title for Lots 10-12, all
for hamlet residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to Lethbridge County.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a

Development Agreement with Lethbridge County which shall be registered concurrently with the final plan against the title(s) being created. The agreement may address the provision of water and sewer lines and stub-ins, development infrastructure fees, and the provision of suitable access to Railway Ave.

3. That either a Separation of Title or Consolidation document be prepared in the prescribed manner acceptable to land Titles, or a final plan of survey, be provided for final endorsement by the Subdivision Authority.

4. That the applicant either removes the rear shed that encroaches into the County's rear lane right-of way from the existing yard or enter into an encroachment agreement with Lethbridge County. Verification that the encroaching shed issue has been dealt with, either through removal or a signed agreement, must be provided to the satisfaction of the Subdivision Authority prior to final endorsement.

CARRIED

E. **DEPARTMENT REPORTS**

E.1. **COMMUNITY SERVICES**

E.1.1. **Bylaw 21-010 Ramias Subdivision Area Structure Plan and Bylaw 21-011 Land Use Bylaw Amendment Rural Urban Fringe to Grouped Country Residential - First Reading**

179-2021	Councillor Benson	MOVED that Bylaw 21-010 - Ramias Subdivision Area Structure Plan be read a first time.
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CARRIED

180-2021	Deputy Reeve Horvath	MOVED that Bylaw 21-011 - Land Use Bylaw Amendment Rural Urban Fringe to Grouped Country Residential be read a first time.
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CARRIED

Mountain Meadows Slough Remediation

Discussion regarding the Mountain Meadows Slough Remediation was tabled until after the Public Hearings.

F. **PUBLIC HEARINGS - 10:00 AM**

F.1. **Bylaw 21-008 - Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 - Public Hearing**

Reeve Hickey called a recess to the Council Meeting, for the Public Hearings for Bylaw 21-008 and Bylaw 21-009 at 10:08 a.m.

181-2021	Councillor Zeinstra	MOVED that the Public Hearing for Bylaw 21-008 commence at 10:09 a.m.
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CARRIED

Reeve Hickey asked if anyone had any comments regarding Bylaw 21-008.

Floyd Joss was present via telephone and provided information for Bylaw 21-008.

F.2. Bylaw 21-009 - Land Use Bylaw Amendment Rural Agriculture to Rural General Industrial - NE/NW 33-7-20-W4 - (5 northern acres) - Public Hearing

The Public Hearing for Bylaw 21-009 commenced at 10:19 a.m.

Reeve Hickey asked if anyone had any comments regarding Bylaw 21-009.

Rod Lanier was present via telephone and provided information for Bylaw 21-009.

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| 182-2021 | Councillor
Zeinstra | MOVED that the Public Hearings for Bylaw 21-008 and Bylaw 21-009 adjourn at 10:30 a.m. | CARRIED |
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Reeve Hickey reconvened the Council Meeting at 10:31 a.m.

F.3. Bylaw 21-008 - Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4

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| 183-2021 | Deputy
Reeve
Horvath | MOVED that Bylaw 21-008 - Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 be read a second time. | CARRIED |
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| 184-2021 | Councillor
Benson | MOVED that Bylaw 21-008 - Land Use Bylaw Amendment Rural Agriculture to Grouped Country Residential - Lot 1, Block 2, Plan 1810581 in the NW 5-8-20-W4 be read a third time. | CARRIED |
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F.4. Bylaw 21-009 - Land Use Bylaw Amendment Rural Agriculture to Rural General Industrial - NE/NW 33-7-20-W4 (5 northern acres) - Public Hearing

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| 185-2021 | Councillor
VanderVeen | MOVED that Bylaw 21-009 - Land Use Bylaw Amendment Rural Agriculture to Rural General Industrial - NE/NW 33-7-20-W4 (5 northern acres) be read a second time. | CARRIED |
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|----------|------------------------|--|---------|
| 186-2021 | Councillor
Zeinstra | MOVED that Bylaw 21-009 - Land Use Bylaw Amendment Rural Agriculture to Rural General Industrial - NE/NW 33-7-20-W4 (5 northern acres) be read a third time. | CARRIED |
|----------|------------------------|--|---------|

Reeve Hickey recessed the meeting at 10:33 a.m.

The meeting reconvened at 10:48 a.m.

G. DELEGATIONS

H. DEPARTMENT REPORTS

H.1. MUNICIPAL SERVICES

H.1.1. Mountain Meadows Slough Remediation

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|----------|--------------------------|---|---------|
| 187-2021 | Councillor
VanderVeen | MOVED that Council not proceed with the recommendations at this time so as to obtain advice from Rural Municipalities of Alberta Insurance on the legal and liability risk to the County. | CARRIED |
|----------|--------------------------|---|---------|

H.2. CORPORATE SERVICES

H.2.1. Finance and Administration Policy Review

188-2021 Councillor T.Campbell MOVED that Council rescind Policy #126 - Accumulated Surpluses and Reserves as it has been replaced by Policy #169 - County Reserves.
CARRIED

189-2021 Councillor VanderVeen MOVED that Council approve the revisions to Policy #120 - Cancel Interest Rate Penalties as presented.
CARRIED

190-2021 Councillor S.Campbell MOVED that Council rescind Policy #124 - Assessment for School Purposes.
CARRIED

191-2021 Councillor VanderVeen MOVED that Council approve the revisions to Policy #131 - Auditing Services as presented.
CARRIED

H.2.2. 2021 Bursary Application Review Committee

192-2021 Deputy Reeve Horvath MOVED that an ad hoc Bursary Application Review Committee be established that includes Reeve Lorne Hickey, Councillor Steve Campbell and Councillor Tory Campbell to review the 2021 bursary applications.
CARRIED

H.3. ADMINISTRATION

H.3.1. Nobleford Fire Agreement

193-2021 Councillor VanderVeen MOVED that County Council, in an effort to reduce red tape and gain efficiencies for all, have one equally funded Fire Services Agreement for Nobleford, Barons, Picture Butte and Coalhurst;

AND Further that all agreements with Lethbridge County be returned to the County by June 11, 2021 to enable us to move forward collaboratively.
CARRIED

I. NEW BUSINESS

J. COUNTY COUNCIL AND COMMITTEE UPDATES

Reeve Hickey recessed the meeting at 11:52 a.m.

The meeting reconvened at 12:35 p.m. with all members of Council present as previously stated.

K. CLOSED SESSION

K.1 - Hamlet of Monarch - Residential Lot Sales (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)

K.2 - Update on Lands Owned by the Blood Tribe (FOIP Section 25 - Disclosure Harmful to Economic and Other Interests of a Public Body)

K.3 – Fire Incident Response Plan Development Contract (FOIP Section 19 – Confidential Evaluations)

194-2021 Councillor MOVED that the Lethbridge County Council Meeting move into Closed
Zeinstra Session, pursuant to Section 197 of the *Municipal Government Act*,
the time being 12:36 p.m. for discussion on the following:

K.1. - Hamlet of Monarch - Residential Lot Sales (FOIP Section 25 -
Disclosure Harmful to Economic and Other Interests of a Public Body)
K.2 - Update on Lands Owned by the Blood Tribe (FOIP Section 25 -
Disclosure Harmful to Economic and Other Interests of a Public Body)
K.3 – Fire Incident Response Plan Development Contract (FOIP
Section 19 – Confidential Evaluations)

Present during the Closed Session:
Lethbridge County Council
CAO
Senior Staff
Administrative Staff

CARRIED

195-2021 Councillor MOVED that Lethbridge County Council Meeting move out of the
Zeinstra closed session at 1:08 p.m.

CARRIED

K.1. Hamlet of Monarch - Residential Lot Sales

196-2021 Councillor MOVED that the sale of County owned residential lots in Monarch
Zeinstra proceed in accordance with the terms presented at the June 3, 2021
Closed Meeting of Council.

CARRIED

K.3. Fire Incident Response Plan Development Contract

197-2021 Councillor MOVED that funds be utilized from the Emergency Services
Benson Contingency Reserve up to \$10,000.00 for the Fire Incident Response
Plan Development Contract.

CARRIED

L. ADJOURN

198-2021 Councillor MOVED that the Lethbridge County Council Meeting adjourn at 1:10
VanderVeen p.m.

CARRIED

Reeve

CAO

AGENDA ITEM REPORT



Title: Chinook Arch Library Board System Agreement
Meeting: Council Meeting - 17 Jun 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 04 Jun 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
of Life



Effective Governance
and Service Delivery



Prosperous
Agricultural
Community



Vibrant and Growing
Economy



Strong Working
Relationships

EXECUTIVE SUMMARY:

A letter from the Chinook Arch Regional Library System (CARLS) board has been received stating that Municipal Affairs would no longer be publishing population data, but rather that the Finance/Treasury Board would publish annual population estimates. As per one of the clauses in the current agreement, membership fees are based on the most recent population figures published by Alberta Municipal Affairs. Therefore, this change has prompted the Library Board to revise the current agreement to align with this new legislation. Additionally, since this revision is required, the Library Board is using this opportunity to update other aspects of the agreement.

In order for the amended agreement to be passed, two thirds of the members representing two thirds of the overall service population must approve the changes with a motion of Council. If the agreement is approved, it will become effective as of January 1, 2022.

RECOMMENDATION:

Lethbridge County Council approves the Chinook Arch Regional Library System Agreement as revised to be effective January 1, 2022.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County signed the agreement and became a member of the Chinook Arch Regional Library System on December 22, 2005.

BACKGROUND INFORMATION:

The Chinook Arch Regional Library System was incorporated in 1992 under the Alberta Libraries Act. Lethbridge County has been a member since 2005 and has supported CARLS since. The county also makes annual contributes of over \$100,000, per the agreement (2019-\$111,088, 2020-\$112,744) towards their operations.

ALTERNATIVES / PROS / CONS:

To not approve the amended agreement

PRO - N/A

CON - could potentially impact whether or not the amended agreement is passed if more than two thirds do not approve.

FINANCIAL IMPACT:

Although it is not yet known how the Finance/Treasury Board will determine the annual population estimates, the County already budgets an annual contribution based on the current per capita numbers and does not anticipate a significant change in the population estimate that would negatively impact the overall budget.

REASON(S) FOR RECOMMENDATION(S):

Administration has made the recommendation to show Councils continued support of the Chinook Arch Regional Library System and to help to ensure that the amended agreement is passed.

ATTACHMENTS:

[Memo to Councils - Chinook Arch System Agreement](#)



Memo

April 16, 2021

To: Mayors and Reeves of Member Municipalities of the Chinook Arch Regional Library System

From: DeVar Dahl, Chair of the Chinook Arch Library Board

Re: Council Motion Required – Amended System Agreement

The Chinook Arch Regional Library System is a member-driven library service organization that was incorporated in 1992 under the *Alberta Libraries Act*. At that time, member municipalities signed a System Agreement that has remained in effect ever since.

One of the clauses in the System Agreement stipulates that Chinook Arch member fees are to be based on the most recent population figures published by Alberta Municipal Affairs. However, in late 2020, the Government of Alberta announced that Municipal Affairs would no longer be publishing population data; instead, Finance/Treasury Board would be publishing annual population estimates.

This change has prompted the need for the Chinook Arch Library Board to revise its System Agreement with its members. Since the Agreement is being amended, the Board has also taken this opportunity to update other aspects of the Agreement, including removing references to repealed legislation, and updating terminology to reflect current usage. There is nothing in the updated System Agreement that fundamentally alters the membership arrangement between the Chinook Arch Library Board and its members.

In order for the amended Agreement to take effect, two thirds of members representing two thirds of the overall service population must approve the change with a motion of council. It is requested that all members kindly notify Chinook Arch at arch@chinookarch.ca after the motion is passed or defeated. If approved, the amended Agreement will take effect January 1, 2022.

Chinook Arch CEO Robin Hepher would be pleased to attend a council meeting to answer questions about the amended System Agreement. To arrange a presentation, please phone 403-380-1500 or email arch@chinookarch.ca.

(encl.)

TEL. 403.380.1500
CHINOOKARCH.CA

**THE CHINOOK ARCH REGIONAL LIBRARY SYSTEM
AGREEMENT
Revised April 2021**

WHEREAS the Libraries Act of Alberta, hereinafter referred to as the "Act" provides that:

- A. a municipality, improvement district, special area or school authority, upon entering into and becoming a party to an agreement as provided for by the Libraries Regulation, hereinafter referred to as the "Regulation" with one (1) or more municipalities, improvement districts, special areas, or school authorities, and upon complying with the Regulation may request the Minister to establish a library system, and
- B. the Minister may establish a library system board and may prescribe the boundaries of the library system, and
- C. a library system board so established by the Minister is a corporation under the *Libraries Act*.

AND WHEREAS the jurisdictions listed in Schedule "A" attached hereto (hereinafter referred to collectively as the "Parties" and individually as the "Party"):

- A. recognize that the most effective way to provide a high quality of library service is through cooperation and,
- B. desire to enter into an agreement to establish a library system pursuant to the Act and Regulation.
- C. are prepared to jointly finance and operate a library system and,
- D. agree that all library materials which are available through their municipal libraries should be accessible to all residents of the library system;

AND WHEREAS the Parties to this Agreement have each carried out all the requirements pursuant to the Regulation to enter into this Agreement;

AND WHEREAS pursuant to the Act the Parties intend to request that a library system be established known as "**The Chinook Arch Library Board**", hereinafter referred to as the "Board";

AND WHEREAS section 26 of the Regulation sets out various terms and conditions that must be provided for in this Agreement;

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreements contained herein, the Parties hereto covenant and agree with each other as follows:

CLAUSE 2. - DEFINITIONS

2.1 In this Agreement, including the recitals:

- (a) "board",
- (b) "community board",
- (c) "community library",
- (d) "council",
- (e) "library system",
- (f) "library system board",
- (g) "Minister",
- (h) "municipal board",
- (i) "municipal library",
- (j) "municipality",
- (k) "public library",
- (l) "Public Library Rate", and
- (m) "school authority"

have the same meaning as defined in section 1 of the Libraries Act, statutes of Alberta, 2000, chapter L-11, as appended to this agreement.

2.2 In this agreement, including the recitals:

- (a) "Act"
- (b) "Deputy Minister"
- (c) "library resources", and

have the same meaning as defined in Section 1 of the Libraries Regulation, being Alberta Regulation 141/1998, as amended up to and including Alberta Regulation 134/2018, as appended to this agreement.

CLAUSE 3. - OPERATION

3.1 The Parties to this Agreement shall enable the Board to maintain and operate the library system in accordance with the Act and Regulations as may be amended from time to time.

3.2 The Parties to this Agreement shall enable the Board to provide a library service to all their residents through the Board established by this Agreement in the manner and upon the terms set out in this Agreement.

3.3 The Parties to this Agreement shall make all library materials belonging to the Board and municipal boards accessible to the residents of the Parties.

CLAUSE 4. - EFFECTIVE DATE

4.1 The starting date for this Agreement shall be the First day of April, 1992.

CLAUSE 5. - APPOINTMENTS TO THE CHINOOK ARCH LIBRARY BOARD

[Act s.16(a) - (d)]

5.1 Where a municipality is a Party to this Agreement, it shall appoint one member to the Board.

5.2 Where an improvement district is a party to this Agreement, the Minister of Municipal Affairs shall appoint one member to the Board.

5.3 Any additional members shall be appointed in accordance with the Regulation. [Reg. s.33(1)]

CLAUSE 6. - TERM OF APPOINTMENT

6.1 The term of any appointment to the Board shall be in accordance with section 32 of the Regulation.

CLAUSE 7. - POWERS AND DUTIES OF THE CHINOOK ARCH LIBRARY BOARD

7.1 Subject to the provisions of the Act and the Regulation and subject to the provisions of this Agreement, the Board shall manage and control the library system by organizing, promoting and maintaining comprehensive and efficient library services.

7.2 The Board shall engage a person as Director who shall be a graduate of an accredited post graduate library program, or hold equivalent qualifications and whose responsibility shall be the administration of the library system.

7.3 The Board may engage such additional employees as are required for the operation of the library system in accordance with the Regulation.

7.4 The Board shall cooperate with other libraries, library systems, resource libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing of library resources.

CLAUSE 8. - EXECUTIVE COMMITTEE

8.1 The Board shall make provision for the establishment of an Executive Committee of not more than 10 persons when the number of members to the Board is more than 20. The Board may empower the Executive with the authority to act on its behalf between Board meetings.

8.2 Appointment to the Executive Committee shall be made in accordance with the Executive Officers policy.

8.3 The Executive Committee is responsible for recruiting and fixing the compensation and all other terms of employment of the Director.

CLAUSE 9. - LIBRARY SYSTEM BUDGET

9.1 The Board shall prepare a four-year levy schedule and submit it to all Parties to this Agreement on or before September 1 of the fiscal year before the levy schedule is to take effect.

9.2 The levy schedule and estimate of money required referred to in clause 9.1 above, shall be effective upon receipt by the Board of written notification of approval from two-thirds of the Parties to this Agreement representing two-thirds of the persons living within the boundaries of the library system; and thereupon, each Party to this Agreement shall pay to the Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the Agreement. Payments shall be made on or before the dates set out therein.

9.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent official estimate of the population for the municipality published by the Government of Alberta for the fiscal year prior to the fiscal year in which the levy is made.

9.4 The municipality which is a Party to this Agreement shall pay the annual per capita library system levy directly to the Board as stated in "Schedule B, clause 1" which forms part of this agreement.

9.5 In a municipality which is a Party to this Agreement and which has a municipal board, the municipal board shall pay from its revenue the annual per capita levy directly to the Board as stated in "Schedule B, clause 2".

9.6 The Board shall apply to the Government of Alberta for all library operating grants for which it is eligible.

9.7 Municipal boards may retain any revenues generated at the local level, and may expend such funds as they see fit to provide library services to their communities.

CLAUSE 10. - LIBRARY SYSTEM SERVICES TO PUBLIC LIBRARIES

10.1 The Board shall equip, establish and maintain a library system for the residents of the Parties to this Agreement and the services provided may include:

- (a) technical services, including central ordering, central cataloguing and processing, and assistance with adding existing collections to the shared catalogue;
- (b) materials and collections, including book allotment, reciprocal borrowing, regional lending service, inter-library loans, digital/online resources, and rotating collections;
- (c) delivery and communications, including scheduled delivery service, area librarians meetings, toll free line to headquarters, marketing support, and newsletters;
- (d) resource sharing, including continued and expanded information services provided by the Lethbridge Public Library, and a shared catalogue with customer-facing interface;
- (e) programs and services, including summer reading programs, and discount ordering of supplies; and
- (f) training and consultation, including professional consultation, and continuing education; and
- (g) information technology support, including network management, threat protection, help desk support, email, website hosting, and purchasing services.

CLAUSE 11. - LIBRARY SYSTEM SERVICES TO SCHOOL LIBRARIES, GROUPS, INDIVIDUALS, OR AGENCIES

11.1 The Board may enter into one or more separate contracts with any other person or group including a school authority, military base, or First Nation to provide library services as specified in the contract.

CLAUSE 12. - ROLES AND RESPONSIBILITIES OF MUNICIPAL LIBRARY BOARDS WITHIN THE SYSTEM

12.1 The powers and duties of municipal boards within the library system shall be as specified in the terms and conditions of this Agreement.

12.2 Each municipal board within the library system shall:

- (a) comply with the library legislation in the provision of library service to the residents of the municipality;

- (b) pay from its revenue the annual per capita levy directly to the Board as stated in "Schedule B, clause 2".
- (c) act as a liaison between the residents of the municipality and the Board, to advise the residents of the municipality of the policies of the Board and bring their needs to the attention of the Board;
- (d) cooperate with the Board in implementing system-wide policies;
- (e) in accordance with Clause 10.1 (b) and (d) of this Agreement, make available to all residents of the Parties all library materials normally lent under municipal board policy;
- (f) forward a copy of its plan of service to the Board;
- (g) forward a copy of its budget for the current year, a copy of its annual report and a audited statement of receipts and disbursements for the preceding year, to the Board on or before June 30;
- (h) in general, perform such duties as are necessary to operate library services in the municipality.

12.3 The relationship between the Board and the City of Lethbridge Library Board (the municipal library designated as the resource centre) shall be set out in a separate agreement between those two parties as outlined in Appendix A attached to this agreement.

12.4 If a municipal library has been established in a municipality and is receiving library services from the Board, the authority of the municipal board is subject to any limitation of its authority under this Agreement.

CLAUSE 13.- OWNERSHIP OF PROPERTY

13.1 All real and personal property (including intellectual property rights) acquired by the Board shall be the property of the Board except library materials acquired by the Board (e.g. purchased with the municipal board allotment) on behalf of a municipal board which operates a library and the catalogue records relating to those materials, which shall be the property of the municipal board.

CLAUSE 14.- DIVISION OF ASSETS

14.1 If a Party to this Agreement withdraws from the Agreement pursuant to section 22 of the Act, that Party shall be deemed to have forfeited any right of ownership or to share in the assets of the Board.

CLAUSE 15. - COMPLETION OF THE LIBRARY SYSTEM

15.1 The Parties to this Agreement agree that any municipality listed in Schedule "A - 1" may become a party to this Agreement and a member of the Board by:

- (a) signing an agreement containing the terms and conditions of this Agreement as amended,
- (b) complying with the terms of this Agreement as amended, and
- (c) receiving the approval of the Minister.

CLAUSE 16. - LIBRARY SYSTEM REPORTS

16.1 The Board shall make an annual report on the operation of the library system to each of the Parties to this Agreement and to each municipal board or advisory committee and to the Minister on or before April 15 in the year following the year for which the annual report was prepared.

CLAUSE 17. - AMENDMENT

17.1 This Agreement may be amended according to a motion for amendment passed by the Board.

- (a) During the first three years of this agreement such amendment shall be effective upon receipt by the Board of written notification from all of the parties to this agreement that they have so authorized such amendment.
- (b) During the fourth and subsequent years of this agreement amendment shall be effective upon receipt by the Board of written notification from two-thirds of the Parties to this Agreement representing two-thirds of the persons living within member jurisdictions of the library system that they have so authorized such amendment.
- (c) The Parties to this Agreement shall conform with such amendment upon notification from the Board that this clause has been fulfilled.

CLAUSE 18. - EXTENSION

18.1 The provisions of this Agreement shall be binding upon the Parties to this Agreement and their successors and all eligible participants who may join in this Agreement with the original Parties.

CLAUSE 19. - ENTIRE AGREEMENT

19.1 This document, including all schedules appended, constitutes the entire agreement between the Parties with respect to the subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.

CLAUSE 20. - INSURANCE

20.1 The Board shall provide adequate insurance coverage for its operations.

SCHEDULE "A"
List Of Parties To The Chinook Arch Library Board
(Revised April 2021)

Village of Arrowwood
Village of Barons
Village of Barnwell
County of Cardston
Town of Cardston
Village of Carmangay
Village of Champion
Town of Claresholm
Town of Coaldale
Town of Coalhurst
Village of Coutts
Village of Cowley
Municipality of Crowsnest Pass
Town of Fort Macleod
Village of Glenwood
Village of Hillspring
City of Lethbridge
County of Lethbridge
Village of Lomond
Town of Magrath
Town of Milk River
Village of Milo
Town of Nanton
Town of Picture Butte
M.D. of Pincher Creek
Town of Pincher Creek
M.D. of Ranchland No. 66
Town of Raymond
Town of Stavelly
Village of Stirling
Town of Taber
MD of Taber
Town of Vauxhall
Town of Vulcan
County of Vulcan
Village of Warner
Warner County
M.D. of Willow Creek
Kainai Board of Education

SCHEDULE "A-1"
LIST OF ELIGIBLE MUNICIPAL PARTICIPANTS
TO THE CHINOOK ARCH LIBRARY BOARD

City:	Lethbridge	Villages:	Arrowwood Barnwell Barons Carmangay Champion Coutts Cowley Glenwood Hillspring Lomond Milo Nobleford Stirling Warner
Counties:	Vulcan County County of Warner Lethbridge County Cardston County		
M.D.s:	Pincher Creek MD Taber MD Willow Creek MD #MD of Ranchland		
I.D.s:	#4 Waterton		
Towns:	Cardston Claresholm Coaldale Coalhurst Crowsnest Pass Fort Macleod Magrath Milk River Nanton Picture Butte Pincher Creek Raymond Stavely Taber Vauxhall Vulcan		

School Authorities in the region may also join the Regional Library System.

SCHEDULE "A-2"

**LIST OF MUNICIPAL BOARDS
SUPPORTING THE CHINOOK ARCH LIBRARY BOARD**

Village of Arrowwood Library Board
Town of Cardston Library Board
Village of Carmangay Library Board
Village of Champion Library Board
Town of Claresholm Library Board
Town of Coaldale Library Board
Village of Coutts Library Board
Crowsnest Pass Municipal Library Board
Town of Fort Macleod Library Board
Village of Glenwood Library Board
City of Lethbridge Library Board
Village of Lomond Library Board
Town of Magrath Library Board
Town of Milk River Library Board
Village of Milo Library Board
Town of Nanton Library Board
Town of Picture Butte Library Board
Pincher Creek & District Library Board
Town of Raymond Library Board
Town of Stavely Library Board
Village of Stirling Library Board
Town of Taber Library Board
MD of Taber Library Board
Town of Vauxhall Library Board
Town of Vulcan Library Board
Vulcan County Library Board
Village of Warner Library
MD of Willow Creek Library Board

AGENDA ITEM REPORT



Title: Policy Review - Policy #121- Banking Services
Meeting: Council Meeting - 17 Jun 2021
Department: Corporate Services
Report Author: Jennifer Place

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 02 Jun 2021

STRATEGIC ALIGNMENT:



Outstanding Quality
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Effective Governance
and Service Delivery



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EXECUTIVE SUMMARY:

Administration has been reviewing existing policies for relevancy. The following policy has been revised to align with current practice as the original policy dates back to 1984.

RECOMMENDATION:

That Council approve the revisions to Policy #121 - Banking Services as presented.

PREVIOUS COUNCIL DIRECTION / POLICY:

The majority of the policies under review have not been updated in ten plus years and some originate from the 1980's. Since that time, new or updated policies have been brought to council and included portions of these policies that further enhanced or replaced the existing ones.

BACKGROUND INFORMATION:

Policy #121 - Banking Services Policy has been updated to more accurately reflect how banking services are currently being attained and maintained. Changing banking services is an extensive undertaking that would require a significant amount of administrative time just in notifying direct deposit entities such as the Federal and Provincial Government Departments. However, administration does keep in contact with the bank on a regular basis and review all service agreements to ensure the County continues to receive quality service and rates/fees.

ALTERNATIVES / PROS / CONS:

Policy revision and review is an ongoing process as previous policies become amalgamated into other existing policies and for duplicate policies they can contradict each other.

Policy review has involved an overall review of the County policies and if they need to be updated, strengthened or be in conjunction with a bylaw.

FINANCIAL IMPACT:

There is no immediate financial implications related to this policy.

REASON(S) FOR RECOMMENDATION(S):

The policy review process is an ongoing process of assessing each existing policy and how it is representing current operations and meeting legislation.

ATTACHMENTS:

[121 Banking Services](#)

[121 Banking Services Policy Revised 2021](#)



Lethbridge County Policy Handbook

EFFECTIVE: March 15, 1984

SECTION: 100 NO. 121

APPROVED BY: County Council

SUBJECT: Banking Services

REVISED DATE:

County Council authorizes Administration to solicit proposals from the various banking institutions in the City of Lethbridge.

Included will be a listing of services to be provided along with projected costs and/or fees; as required to meet the needs of Lethbridge County.

Council accordingly authorizes Administration to release all the financial and statistical information deemed necessary for such institutions to adequately prepare the solicited proposals.

These proposals will be summarized and presented to a regular meeting of County Council along with Administration's recommendations. Council will then make a decision as to which firm will be selected.

This policy will commence effectively in 1985, and will be reviewed when necessary; however, in no instance will a five year period elapse without such a review taking place.



Lethbridge County Policy Handbook

EFFECTIVE: March 15, 1984

SECTION: 100 NO. 121

APPROVED BY: County Council

SUBJECT: Banking Services
Policy

REVISED DATE: June 17, 2021

Purpose:

This Policy has been developed in order to maintain the impartiality with which Lethbridge County staff and/or councillors procure banking services in a fair and transparent way.

Objective:

In order to maintain the impartiality with which Lethbridge County staff and/or councilors procure banking services in a fair and transparent way this Policy has been developed.

Guidelines:

1. Recognizing that switching banks is a significant undertaking for the County, upon the expiration of a service agreement, Administration has the authority to review and negotiate a renewal agreement with the current service provider. If there are no significant changes to fees, rates and customer support and banking services are keeping up with technology, administration may enter into an extended five-year term.

Administration also has the authority to reach out to other banking institutions within the City of Lethbridge for service proposals for consideration.

2. Should the County decide to change banking service providers, County Council authorizes Administration to develop a Request for Proposal (RFP) to solicit proposals from various Banking Institutions within the City of Lethbridge as required. The RFP's should include:
 - a. A detailed listing of services to be provided along with projected costs and/or fees as required to meet the needs of Lethbridge County.
 - b. Deposit interest rate calculation

Council accordingly authorizes Administration to release all the financial and statistical information deemed necessary for such institutions to adequately prepare the solicited proposals.

3. Proposals will be presented to the Audit Committee for review and a summary will be presented at a regular meeting of County Council with recommendations.

AGENDA ITEM REPORT



Title: Public Works Policy Review - Cycle Races
Meeting: Council Meeting - 17 Jun 2021
Department: Municipal Services
Report Author: Jeremy Wickson

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 31 May 2021

STRATEGIC ALIGNMENT:



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and Service Delivery



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EXECUTIVE SUMMARY:

Administration has been reviewing existing policy documents for updating and relevancy.

Previous Policy 306 Staging Cycle Races and Time Trials was deemed as a useful document guideline if the County was asked to participate in a cycle race but does not meet the criteria to be adopted as policy as it is not actively being used in adoption on a regular basis or is a reinforcing document for a bylaw. As the local road authority, approval for cycle races on local roads would need to meet insurance requirements stipulated by a risk advisor that will be more involved in structure and design than the existing policy.

RECOMMENDATION:

That Policy 306 Staging Cycle Races and Time Trials be rescinded and that the document be maintained as an internal guideline for future cycle race requests on local roads if required.

PREVIOUS COUNCIL DIRECTION / POLICY:

The original Policy 306 Staging Cycle Races and Time Trials was adopted in 1992 and then updated in April 2005.

The last motion Council made was on April 7, 2005:

273/05 H. RUTZ MOVED that Council approve revised Public Works Policy Numbers: 300, 301, 303, and 304, 305 and 306 and further, to table Policy Number 302 pending further clarification regarding dust control of County roads.

No records for when the last cycle race was hosted by the County are known by administration.

BACKGROUND INFORMATION:

Policy 306 was adopted in 1992 and then updated in April 2005.

The history of the cycle race policy is unknown to administration as to its use and application.

In 2012 the Tour of Alberta was established as a major cycle race in Cities around Alberta, it was cancelled in 2018 due to bankruptcy. The City of Lethbridge was a participant in the Tour, not Lethbridge County.

<http://tourofalberta.ca/>

<https://edmontonjournal.com/news/insight/cycle-of-debt>

Cycle races of this type could be local events associated with the Alberta Summer Games.

ALTERNATIVES / PROS / CONS:

Alternative to be considered would be more detailed research into cycle races and what is entailed to host these types of events. From there further policy development of cycle races

FINANCIAL IMPACT:

There are no direct financial implications.

If a future cycle race was requested, RMA insurance would need to be involved for risk assessment and additional insurance requirements.

REASON(S) FOR RECOMMENDATION(S):

As the County does not have frequent cycle races on roadways the need for a policy becomes questionable.

The guideline alone states roadways with a minimum 1 meter shoulder width, which the County has no paved roads that would meet this requirement. The shoulder width specified is more akin to numbered provincial highways.

The document can be retained internally as a guide if future requests for cycle races come to the County for consideration.

ATTACHMENTS:

[306 Staging Cycle Races and Time Trials](#)



County of Lethbridge Policy Handbook

EFFECTIVE: August 12, 1992 **SECTION:** 300 **NO. 306 Pge 1 of 5**
APPROVED BY: County Council **SUBJECT:** Staging Cycle Races and
Time Trials
REVISED DATE: April 7, 2005

The purpose of this policy is to control cycle racing and time trials on the County roads.

STAGING CYCLE TIME TRIALS

Preamble

In a bicycle time trial, an individual or a team of cyclists rides over a fixed distance against the clock. Cyclists start at regular intervals. The fastest cyclist or team completing the course wins the event.

In the interest of safety for the participants and other road users, the organizers of such events should contact the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Route Selection

Cycle time trials should not be staged on high speed, high volume roadways.

Roadways having a marked shoulder (1 m minimum shoulder width) are best suited for this type of event.

The route should be selected to avoid U-turns in returning to the starting point. Left turns across on-coming traffic should also be kept to a minimum. Avoid situations where cyclists are travelling on both sides of a roadway.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Neither spectators nor participants are allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start/finish area as possible. Parking on the shoulder or ditches of any roadway is not permitted.

Check points, rest areas or repair locations should be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.



County of Lethbridge Policy Handbook

EFFECTIVE: August 12, 1992 **SECTION:** 300 **NO. 306 Pge 2 of 5**
APPROVED BY: County Council **SUBJECT:** Staging Cycle Races and
Time Trials
REVISED DATE: April 7, 2005

Rules of Operation

Cyclists enjoy the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

Use the road shoulder for cycling and keep to the right edge of the road as much as practical.

In a team time trial, the cyclists must ride in single file.

Escorting and Signing

Escorting is optional. Make sure vehicles use four-way hazard signals while escorting. Under special circumstances, there may be a requirement for additional escort vehicles.

Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure that participants follow the approved conditions of the event.

No persons other than peace officers or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

Events should be held during daylight hours and under adequate visibility conditions.

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P. or municipal police if, in their opinion, the events present a hazard to participants and/or the general public.



County of Lethbridge Policy Handbook

EFFECTIVE: August 12, 1992 **SECTION:** 300 **NO. 306 Pge 3 of 5**
APPROVED BY: County Council **SUBJECT:** Staging Cycle Races and
Time Trials
REVISED DATE: April 7, 2005

Liabilities

The County of Lethbridge assumes no responsibility for whatever may occur during or as a result of such events. Participants are advised to exercise due care at all times.

STAGING CYCLE RACES

Preamble

Cycle races are special events commonly organized for the promotion of recreational exercise, training of athletes and other purposes.

Section 124(2) of **The Highway Traffic Act** indicates that the Minister of Transportation and Utilities or a road authority may authorize a race to be held on a highway subject to conditions that the Minister or the authority considers appropriate.

In the interest of safety of the participants and other road users, organizers of such events should contact the proper road authorities to confirm that the use of certain roadways is acceptable and the appropriate safety measures are in place.

Route Design

Bicycle races should not be staged on high speed, high volume roadways.

Roadways having a marked shoulder (1 m minimum should width) are best suited for this type of event. A large number of participants may require a wider shoulder.

The route should be selected to avoid U-turns in returning to the starting point. Left turns across on-coming traffic should also be kept to a minimum.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Neither spectators nor participants are allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start/finish area as possible. Parking on the shoulder or ditches of any roadway is not permitted.

Check points, rest areas or repair locations should be located off the roadway.



County of Lethbridge Policy Handbook

EFFECTIVE: August 12, 1992 **SECTION:** 300 **NO. 306 Pge 4 of 5**
APPROVED BY: County Council **SUBJECT:** Staging Cycle Races and
Time Trials
REVISED DATE: April 7, 2005

Rules of Operation

There will be no closure of any portion of roadway for the staging of bicycle races unless otherwise specified.

Cyclists enjoy the same rights and responsibilities as other road users.

Participants must obey all rules of the road and traffic control devices.

Limit the number of cyclists in a stage of any race category to a manageable size. There should be a gap of at least 15 minutes between the start of any two stages of a cycling event.

Cyclists are to ride in single file (except for overtaking) and keep to the right edge of the roadway as much as practical.

Cyclists should not stop on the road for rest, repair or other purposes.

Escort and Signing

Where escorting is feasible, escort vehicles should be used. The four way hazard warning signals on the escort vehicles must be turned on during escorting.

Advance Event Information signs must be set up at strategic locations along the race course two weeks in advance to inform the regular road users of the upcoming event. The signs must be removed at the completion of the event in order to avoid confusion.

The costs associated with the fabrication, installation and removal of these signs are the responsibility of the organizers.



County of Lethbridge Policy Handbook

EFFECTIVE: August 12, 1992 **SECTION:** 300 **NO. 306 Pge 5 of 5**
APPROVED BY: County Council **SUBJECT:** Staging Cycle Races and
Time Trials
REVISED DATE: April 7, 2005

Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure that participants follow the approved conditions of the event.

No persons other than peace officers or trained flagpersons should direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

Events should be held during daylight hours and under adequate visibility conditions.

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the R.C.M.P. or municipal police if, in their opinion, the events present a hazard to participants and/or the general public.

Liabilities

The County of Lethbridge assumes no responsibility for whatever may occur during or as a result of the event. Participants are advised to exercise due care at all times.

AGENDA ITEM REPORT



Title: Stafford Landing Roadway (Township Road 9-2) Concerns
Meeting: Council Meeting - 17 Jun 2021
Department: Infrastructure
Report Author: Devon Thiele

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 09 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

The Stafford Landing Road is approximately 2.1km in length and serves as the main access point to the Stafford Landing Subdivision, a few agricultural parcels, and the Stafford Lake Campground. As part of the Base Stabilization Program this road was upgraded to a Light-Duty standard. Currently a Level of Service framework is being developed for the Base Stabilized Roads and while in the early stages, this road would most likely fall within the Priority 3 ranking and therefore would receive 2-3 Water, Grade & Pack treatments per year for maintenance. If this road were to be upgraded to a paved surface, a rough estimate indicates approximately \$1.4 million to complete this. A Local Improvement Tax could be an option, however there are currently only 19 landowners within the Stafford Landing subdivision so if the County were to cover 50% of the cost, each landowner would be responsible to pay approximately \$74,000 each. If the campground is included that would reduce to \$70,000 per landowner.

RECOMMENDATION:

That County Council receive this report for information.

PREVIOUS COUNCIL DIRECTION / POLICY:

This roadway is constructed to a light-duty base stabilization standard as it was identified as a high use road during the Base Stabilization roadway selection process.

BACKGROUND INFORMATION:

Over the past couple years residents of the Stafford Landing Subdivision have expressed concerns regarding Township Road 9-2. Some of the concerns brought forth recently to a member of Council include the amount of dust and lack of dust control, vehicles speeding and lack of enforcement, lack of signage, and the overall condition of the road. With the campground being opened in recent years traffic has steadily increased since then. It may be perceived that the adjacent subdivisions' paved

road was funded by the County, but this is not the case as the Developer fully funded the construction of that roadway.

ALTERNATIVES / PROS / CONS:

none

FINANCIAL IMPACT:

none

REASON(S) FOR RECOMMENDATION(S):

No direction is sought from Council at this time. This report is for informational purposes.

AGENDA ITEM REPORT



Title: Economic Development - 2021 2nd Quarter Report of major projects and activities
Meeting: Council Meeting - 17 Jun 2021
Department: Community Services
Report Author: Martin Ebel

APPROVAL(S):

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

Approved - 04 Jun 2021
Approved - 07 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

This report summarizes Lethbridge County's economic development officer's work and projects for the second quarter of 2021. The period from mid-March to mid-June of 2021 has seen a notable increase in serious inquiries about potential new business and investment in Lethbridge County, as well as several existing county businesses indicating they are planning for expansion of their operations. Work has also continued on longer-term ongoing projects such as improved broadband for Lethbridge County.

RECOMMENDATION:

This report is for information purposes only, therefore no resolution of Council is necessary.

PREVIOUS COUNCIL DIRECTION / POLICY:

Lethbridge County economic development work continues to be in compliance with all council and senior administration policies and directives, focusing in particular on the strategic goal of maintaining and further developing a vibrant and growing economy.

BACKGROUND INFORMATION:

Despite being in the 15th month of the COVID-19 pandemic, there are cautiously encouraging signs that an end to the pandemic may be on the horizon, along with some kind of return to "normal" life. This has been very noticeable in a marked pickup in new business/investment inquiries, as well as certain existing Lethbridge County companies signalling their intent to expand operations and capacity. Ongoing work is proceeding on medium-to-long term projects like improvements to County broadband service and marketing the municipality and region to domestic and international investors. Highlights include:

- economic development officer is working on six new business/investment files, three of which would involve investment over \$100 million and generate more than 50 jobs each
- three existing county businesses are either in the process of expansion or have serious plans for expansion within the next 12 months
- economic development officer has toured parts of Lethbridge County with telecom technicians to assess the possibility of enhancing internet capacity and service to select areas
- economic development officer is working with local and regional agencies to connect businesses employing temporary foreign workers with COVID-19 related support services (e.g. mobile vaccination project)
- ongoing promotion of Lethbridge County on social media, investment pitch forums, online, and through regional initiatives such as the CPFC and Canada's Western Gateway

ALTERNATIVES / PROS / CONS:

N/A - this report is for information only

FINANCIAL IMPACT:

There are no immediate financial implications for this report. Future economic development projects and opportunities may necessitate investment in development and infrastructure.

REASON(S) FOR RECOMMENDATION(S):

That Lethbridge County Council receive this report for information purposes and continue with its support of economic development activity within the county and economic development partnerships within the region.

AGENDA ITEM REPORT



Title: Ridge Utilities presentation follow-up - opportunities for energy services, partnership and/or promotion
Meeting: Council Meeting - 17 Jun 2021
Department: Community Services
Report Author: Martin Ebel

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 07 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

Earlier this year Ridge Utilities made a presentation to council about opportunities to purchase power services, or partner with Ridge Utilities and Greenbriar Utilities, to the benefit of all parties. In the presentation, there were a number of "asks" of Lethbridge County, and this is a follow-up to have council decide on what action to take and provide direction to administration.

RECOMMENDATION:

It is recommended that council engage in limited involvement with Ridge Utilities on a trial basis (promotion, marketing program) and explore financial benefits, costs and risks of the "Solar Club" and using Ridge Utilities as a provider at select Lethbridge County sites.

PREVIOUS COUNCIL DIRECTION / POLICY:

Potential involvement/partnership in a local (i.e. greater Lethbridge area) energy marketing/retail corporation is a new opportunity for Lethbridge County, and as such there is no precedent to which to refer or established policies to follow.

BACKGROUND INFORMATION:

At the March 11th, 2021 council meeting Trevor Lewington (Mayor, Village of Stirling) and Scott Donselaar (General Manager of Ridge Utilities presented information on the Ridge Utilities [municipally controlled] corporation, as well as ways in which Lethbridge County could either purchase utility (power) services for itself, promote Ridge Utility services to Lethbridge County residents, and/or explore renewable energy partnership opportunities with Ridge Utilities and Greenbriar capital. At the time, council deferred making any commitment or decision pending time to consider the possibilities and administration staff research into the different opportunities.

ALTERNATIVES / PROS / CONS:

The alternatives from the Ridge Utilities would be to maintain the status quo (no involvement at this time), partial involvement by engaging in certain opportunities, or full-involvement by engaging in all proposed opportunities.

Status quo/no involvement - no risk to Lethbridge County, but also no potential benefit(s).

Partial/limited involvement - council could choose to have some limited involvement, with the opportunity to increase or decrease involvement in the future depending on experience, county and resident needs, etc. Limited risk based on what opportunities are chosen.

Ful involvement - involves the largest potential benefits, but also the most significant risk. Would require the most staff time to determine benefits of ending existing energy contracts and switching to Ridge Utilities as a provider, as well as evaluating the "Solar Club" opportunity for the county administration building

FINANCIAL IMPACT:

Financial implications will depend on what options/opportunities are chosen, and are somewhat difficult to predict with confidence ahead of time. The financial implications can be kept quite minimal (positive or negative) with limited engagement, and could grow with greater involvement. With a number of other southern Alberta municipalities having joined Ridge Utilities as customers/partners already, it should be possible to get a sense of their experiences, benefits and challenges so far, and the implications for Lethbridge County.

REASON(S) FOR RECOMMENDATION(S):

It is recommended that Lethbridge County engage in limited involvement at this time by raising awareness of Ridge Utilities and trialing the Marketing Associate Program as a perpetual revenue opportunity. It is also recommended that should council be interested in the "Solar Club" (for energy generated by administration building's solar panels) and/or using Ridge Utilities as an energy provider direction be given for in-depth evaluation of financial benefits, costs and risks associated with such involvement.

ATTACHMENTS:

[Lethbridge County SMT Intro to RUL](#)



Ridge Utilities Ltd. – An Introduction



For:
Senior Management Team
Lethbridge County
February 5, 2021

Overview:

- Who we are
- What we do
- So what?
- Marketing Associate Program
- Greenbriar Capital Partnership

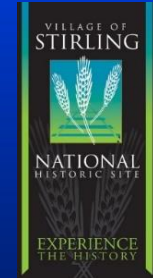


RIDGEUTILITIES



Who we are...

- Municipally controlled corporation
- Village of Stirling is the sole shareholder
- Council will serve as the initial Board of Directors for the first year
- Registered trade name of Utility Network & Partners (Utilitynet)
- Regulated by the Alberta Utilities Commission





What we do...

- Energy marketer
- Retail natural gas, electricity and internet services
- Residential, commercial and agricultural
- Unique programs like “Solar Club” and “Green Energy”
- Open to **any** Alberta community not served by rural electrification association (REA) or gas co-op

⚠ **Alert:** We are doing our part to stop the spread of COVID-19 and keep our staff safe. Note: there will be no interruptions to our operations. Our office hours of M-F from 9am-5pm will remain unchanged. [Read more](#)

WHAT WE OFFER



High Speed Internet Plans

Internet plans that give you freedom from high rates, hidden fees, and contracts.

[SEE PLANS](#)



Solar Club Loyalty Program

Join the Solar Club to earn a premium on your solar electricity.

[JOIN THE CLUB](#)



Electricity

Find the right rate for you! Choose from a variety of competitive electricity rates and start saving.

[LEARN MORE](#)



Natural Gas

Just add gas! Simplify your utilities by purchasing all of your energy from one provider.

[LEARN MORE](#)



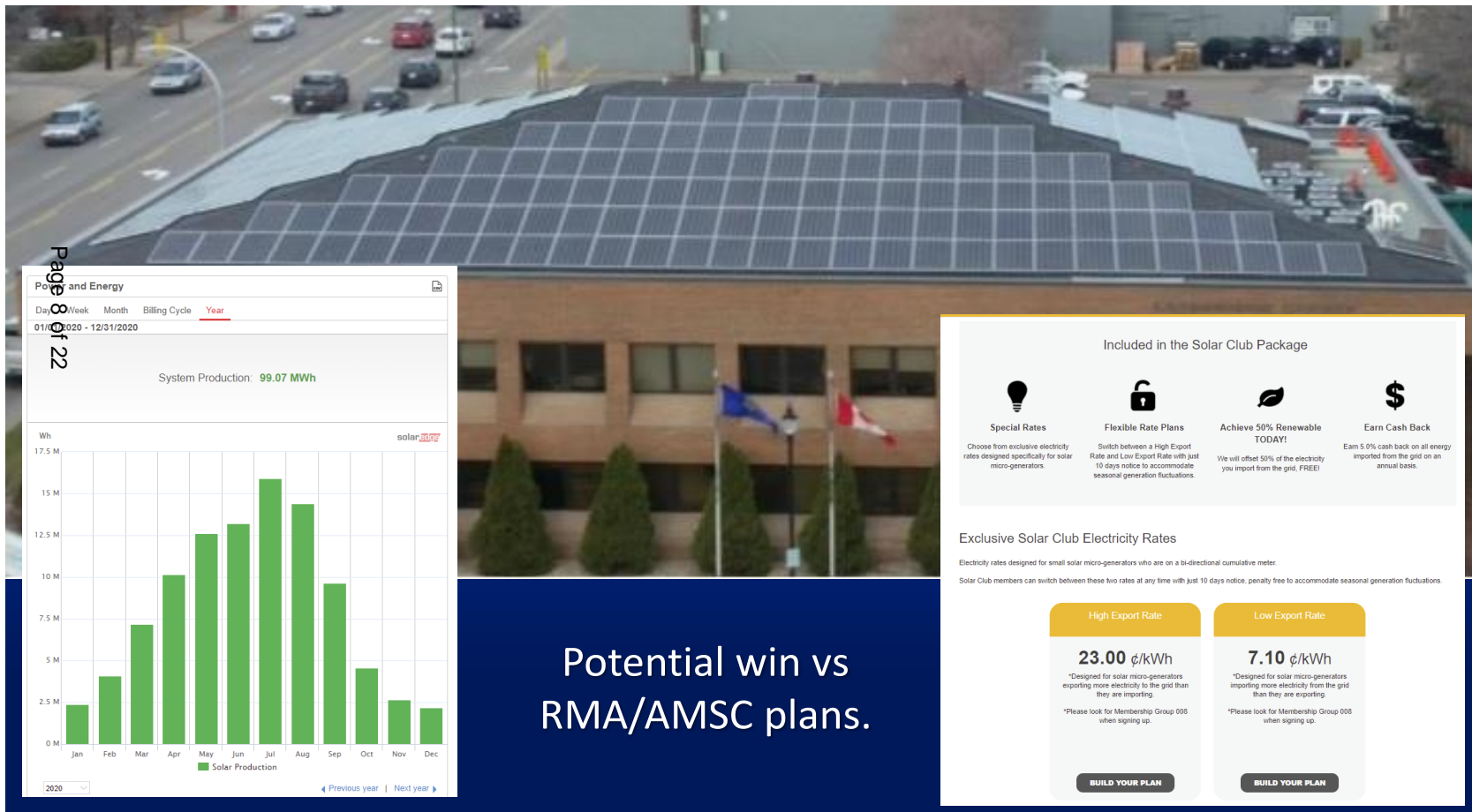
Green Energy

Simply green what you can afford, the percentage you choose is totally in your hands.

[LEARN MORE](#)

www.ridgeutilities.net







RIDGEUTILITIES

So what?

- Competitive rates, packages and lower administration fees (*residents win*)
- Community Investment Fund (*participating communities win*)
- Innovative revenue stream (*shareholders win*)
- Pilot for other MCC & collaboration opportunities (*ie: paving company*)



RIDGEUTILITIES

The Basic Ask...

- Add us to your business directory, utility information page, community newsletter or other relevant sections of your website *(as permitted by policy)*
- Ensure front line staff who answer resident questions know about the program & the benefits to the community
- Help spread the word! *(The Community Investment Fund will make investments based on customer density in communities where customers actually live.)*



RIDGEUTILITIES

Marketing Associate Program

Page 11 of 22

Page 47 of 71



RIDGEUTILITIES

A Marketing Associate...

- Every successful business has a great sales team helping to grow the customer base – for Ridge Utilities that sales team is our regional Marketing Associates
- With no need to spend time creating your own sales and marketing material or worrying about customer care or back-end operations, you or your organization can instead focus primarily on gaining sign-ups and reaping the rewards
- Not limited to your community or any specific geographical territory

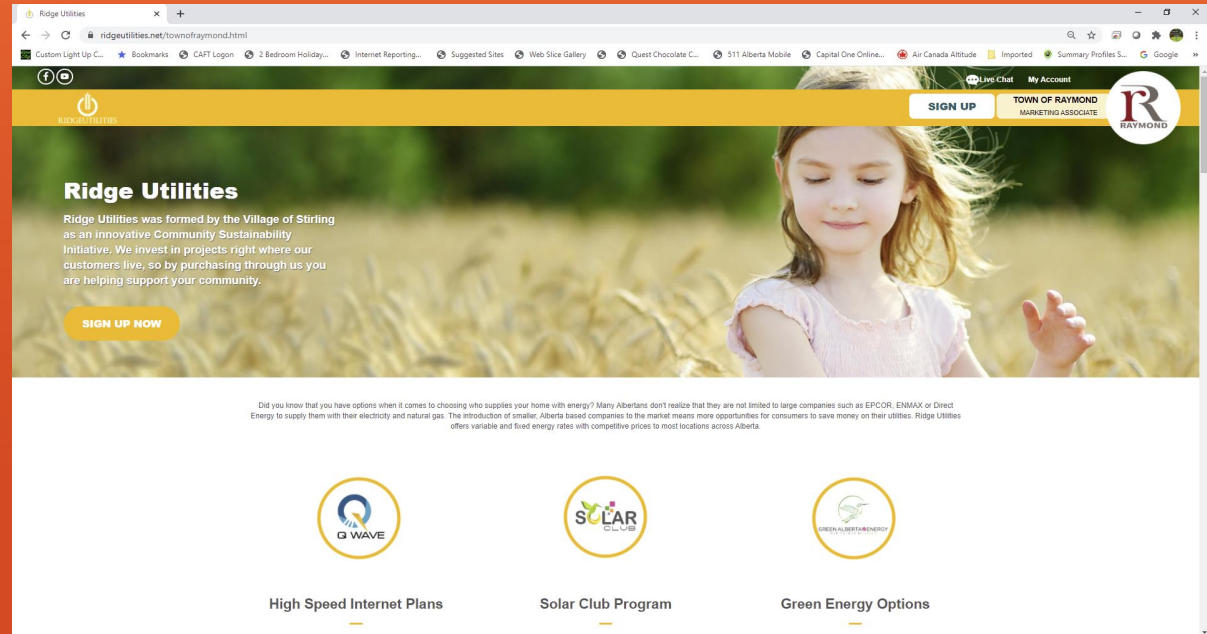


RIDGEUTILITIES

How we help...

- Customized website landing page for referrals
- Secure online sign up form that automatically tracks the customers you sign up
- Professionally crafted marketing material
- Training material
- Monthly revenue reporting

Raymond launches Feb. 3rd!



Marketing Support...

Page 15 of 22

**SIGN UP
FOR A NEW
ELECTRICITY**
SERVICE WITH RIDGE UTILITIES
BY DECEMBER 31, 2021

AND

**GET 25
AIR MILES®
REWARD MILES****

PLUS

**YOU COULD WIN UP TO
100,000
AIR MILES® Reward Miles**
worth of Merchandise Rewards*

**AIR MILES®
MASSIVE
MERCHANDISE
GIVEAWAY**

January 14 to
February 3,
2021

* No purchase necessary. Contest Rules apply.
** Sign up offer valid until Nov 28, 2024. Terms and conditions apply see ridgeutilities.net for details.
*** Trademarks of AM Royalties Limited Partnership used under license by LoyaltyOne, Co. and Utility Network & Partners Inc.



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Ongoing innovation...



How Does it Work?

Skyroam's patented virtual SIM technology combines the networks of multiple mobile carriers to help get Albertans connected to WiFi at home and on the go so they can stay connected to what matters.



Choose one of our unlimited data plans

Choose one of our plans ranging from 5GB up to 20 GB of global data. Each plan requires the purchase a Skyroam Solis Lite Hotspot.



We'll ship you your Skyroam Solis Hotspot

Our local Customer Care Team will contact you to confirm your shipping address and set an activation date for your device.



Connect up to 10 devices to your hotspot

On your specified activation date, simply power on your Hotspot and connect your devices to the WiFi network. Ensure your Hotspot is fully charged before use.



Enjoy your WiFi connection anywhere

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How you win...

- Revenue sharing and residual income for as long as the customer stays with Ridge Utilities
 - 35% in Year 1
 - 25% in Year 2
 - 15% in Year 3 and every year thereafter



**Assumes residential only, ignores commercial and agricultural potential*



RIDGEUTILITIES

Greenbriar Capital Corp.



Greenbriar
CAPITAL CORP.



RIDGEUTILITIES



MEDIA RELEASE

For Immediate Release
January 25, 2021

Greenbriar Capital Corp (TSXV:GRB) partners with Ridge Utilities Ltd. to unlock the huge potential of micro-generation in southern Alberta

January 25, 2021 – **Stirling, Alberta** - Greenbriar Capital Corp. ("Greenbriar") is pleased to announce that it has entered into a unique industry leading marketing partnership with Ridge Utilities Ltd. ("Ridge"). The partnership will see Greenbriar support the development of micro-generation capacity for numerous commercial and agricultural sites across southern Alberta, while Ridge Utilities will provide retail customers with access to preferential energy pricing through its "Solar Club".

Greenbriar will design, finance, build, own and operate the multiple micro-generation facilities and maintain and manage the operation for at least 20 years. Greenbriar and its stakeholders will finance up to the first CDN \$120 Million of new solar facilities and is prepared to extend the commitment up to a further \$500 Million. Financing will be done at the project level and will be non-dilutive to Greenbriar Shareholders. The Greenbriar leadership team and its advisors have financed and built over 50,000MW of new solar projects in previous companies since 2003.



RIDGEUTILITIES

Financing and EPC for...

- Community generation like Stewart Siding
- Micro-generation for individual facilities





RIDGEUTILITIES

For Your Consideration...

- ☐ The Basic Ask – help create awareness – buy local
- ☐ Solar Club – administration building evaluation
- ☐ Ridge Utilities – evaluation as vendor for select County sites
- ☐ Marketing Associate Program (perpetual revenue opportunity)
- ☐ Explore development projects with Greenbriar Capital

Thank you!



Questions?



www.ridgeutilities.net

AGENDA ITEM REPORT



Title: Link Pathway Project Update #2
Meeting: Council Meeting - 17 Jun 2021
Department: Senior Staff
Report Author: Larry Randle

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 09 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

The Link Pathway project continues to progress toward meeting the conditions Council established in its September, 2020 resolution that would allow the project to proceed. The Link Pathway Committee is proposing that a two-kilometre stretch of pathway leading westward from Coaldale be considered as Phase 1 of the project (see attached aerial).

RECOMMENDATION:

The sole purpose of this report is to update Council on the status of the Link Pathway Project and therefore no resolution is required.

PREVIOUS COUNCIL DIRECTION / POLICY:

The Council resolution outlining the County's requirements for the pathway to be approved was adopted on September 17, 2020 (see attachment). Administration also provided a pathway project status update to Council on May 6, 2021.

BACKGROUND INFORMATION:

The Link Pathway Committee (a registered Society) recognizes there is still work to do before all of Council's requirements in the September 17, 2020 resolution are met and the full length of the pathway can be constructed. The majority of that work is related to establishing and finalizing the pathway route from where it would cross Highway 512 and eventually connect with the City of Lethbridge.

However, the Committee would like to consider the easternmost approximately two-kilometre section from the the western edge of the Town of Coaldale to Highway 512 as Phase 1 of the project and would like to commence construction imminently.

The proposed Phase 1 of the project runs in a westerly direction on the west edge of Coaldale and then along the SMRID canal. It has one road crossing at Range Road 20-4 . This section of the pathway would be an "out and back" pathway from the Town of Coaldale westward for about two kilometres into the County, until such time as a further phase of the pathway may be approved and constructed.

In accordance with Council's 2020 resolution, this crossing would still have to be engineered and appropriately constructed for safety reasons, before the pathway would be open for public use. However, neither the City of Lethbridge nor CP Rail would be involved in Phase 1.

A draft Memorandum of Understanding (MoU) between the County, the SMRID and the Link Pathway Committee for Phase 1 of the project is nearing completion. The MoU will outline the general terms of construction, maintenance, removal and use of the pathway. A section regarding liability insurance that helps protect the County from being successfully sued by users of the pathway, will also be part of the MoU.

Once letter(s) or written assurance has been provided from impacted landowners along the Phase 1 route indicating their cooperation, along with SMRID right of way plans and final wording regarding liability in the MoU has been supported by legal counsel, Administration I anticipates bringing another report to Council recommending approval of Phase 1 and the MoU.

ALTERNATIVES / PROS / CONS:

This report is for information purposes only.

FINANCIAL IMPACT:

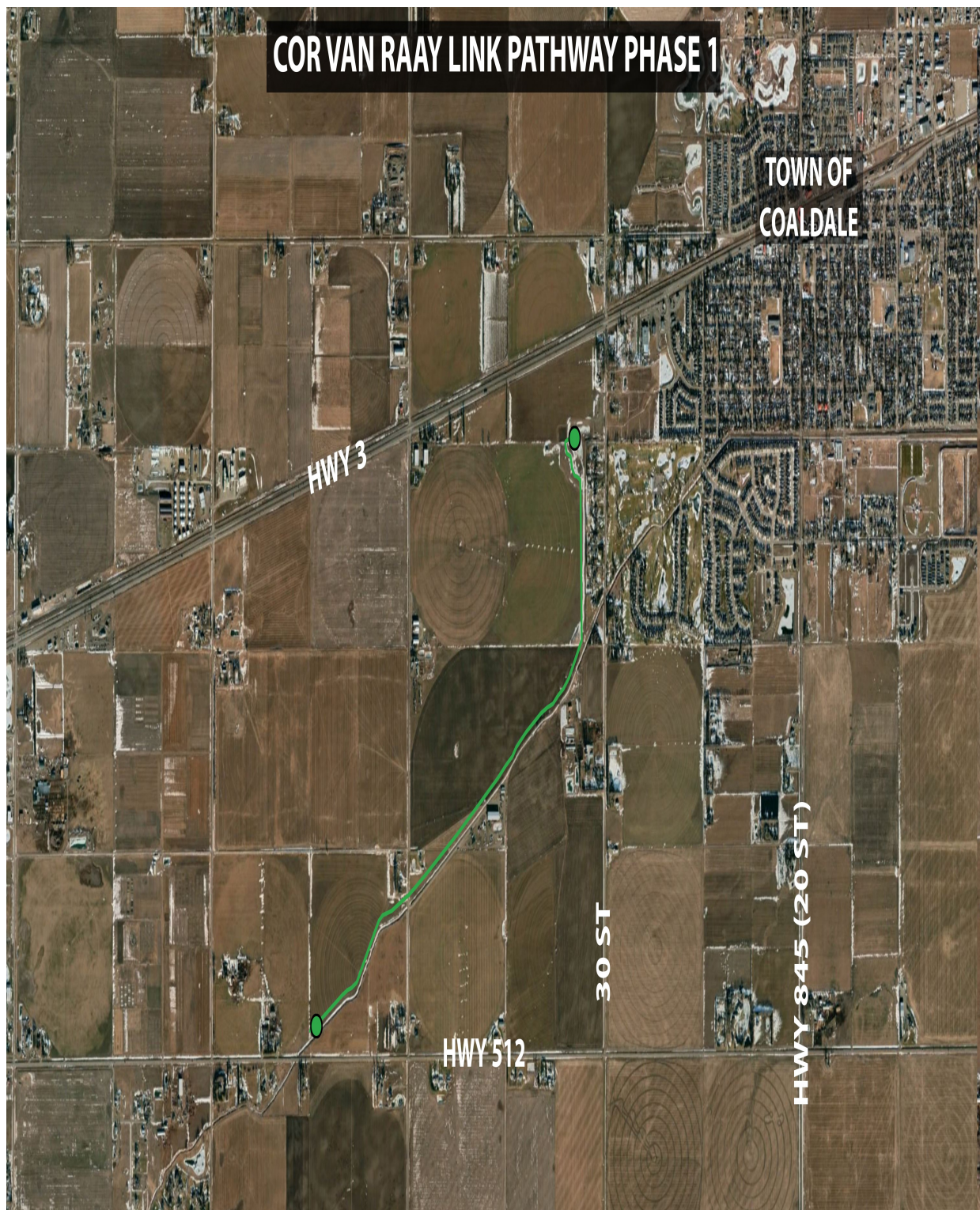
n/a

REASON(S) FOR RECOMMENDATION(S):

No direction from Council is requested or required at this time and therefore no resolution is needed.

ATTACHMENTS:

[Link Pathway Phase 1 alignment](#)
[Leth County Motion adopted on Sept 17 2020](#)



Lethbridge County Motion adopted at the September 17, 2020 Council Meeting

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.

CARRIED

AGENDA ITEM REPORT



Title: Bylaw 20-024 Temporary Mandatory Face Coverings Bylaw
Meeting: Council Meeting - 17 Jun 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 04 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

COVID 19 cases are still happening in our area. The Temporary Mandatory Face Covering Bylaw was to temporarily mandate the wearing of face coverings in indoor public places and public vehicles.

RECOMMENDATION:

That Bylaw No. 20-024 - Temporary Mandatory Face Coverings Bylaw remain in place until the Province of Alberta removes the mask requirement provincially.

PREVIOUS COUNCIL DIRECTION / POLICY:

Council approved Bylaw No. 20-024 - Temporary Mandatory Face Coverings Bylaw at the December 3, 2020 Council Meeting.

BACKGROUND INFORMATION:

COVID 19 is readily communicable from person to person and carries the risk of serious health complications. Cases in Lethbridge County, the City of Lethbridge and around the province are still active. As of June 3, Lethbridge County has 36 active cases and the city has 113 active cases. The Province of Alberta has made face coverings mandatory in most areas.

ALTERNATIVES / PROS / CONS:

PRO - Shows that Lethbridge County is taking the initiative to do its part in attempting to prevent the further spread of COVID 19.

CON - Some residents of Lethbridge County may not approve of or support such a bylaw continuing to be in place.

FINANCIAL IMPACT:

No direct financial implication in implementing the temporary mandatory face covering bylaw.

REASON(S) FOR RECOMMENDATION(S):

Face coverings in public places or public vehicles is a minor contribution that everyone can make to prevent the further spread of COVID 19.

ATTACHMENTS:

[Bylaw 20-024 - Temporary Face Covering](#)

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 20-024

Bylaw 20-024 of Lethbridge County being a By-law to impose temporary regulations requiring the wearing of masks or other face coverings within public spaces and public vehicles.

WHEREAS, the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 as amended authorizes a council may pass bylaws for municipal purposes respecting;

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place or place that is open to the public; and
- (c) businesses, business activities and persons engaged in business; and

WHEREAS, Novel Coronavirus is present in Lethbridge County, and it causes the disease COVID-19 that is readily communicable from person to person and carries a risk of serious health complications; and

WHEREAS, physical distancing may not be possible in indoor public premises and in public vehicles; and

NOW THEREFORE, the Council of Lethbridge County, in the Province of Alberta, duly assembled, enacts the following:

Purpose

- 1 The purpose of this bylaw is to temporarily mandate the wearing of face coverings in indoor public places and public vehicles.

Short Title

- 2 This Bylaw may be cited as the "Temporary Mandatory Face Coverings Bylaw".

Definitions

- 3 In this Bylaw:

- (a) **"face covering"** means a medical or non-medical mask or other face covering that fully covers the nose, mouth, and chin;
- (b) **"public place"** means any property or portion of a property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not;
- (c) **"public vehicle"** means a motor vehicle used or offered for the transportation of at least one passenger in return for a fee, and includes but is not limited to motor vehicles typically referred to as buses, taxis, shuttles, transportation network vehicles, and limousines; and
- (d) **"violation ticket"** has the same meaning as defined in the Provincial Offences Procedures Act, RSA 2000, C P34.

In Effect

- 4 Sections 5 to 9 of this bylaw come into effect when the total number of active COVID-19 cases within Lethbridge County is reported by Alberta Health Services to be 50 cases or more per 100,000 in population and remain in effect until the repeal of this bylaw.

Face Coverings Mandatory

- 5 A person must wear a face covering at all times while in an indoor, enclosed, or substantially enclosed public place or in a public vehicle.

Exceptions

6 (1) Section 5 does not apply to the following persons:

- (a) persons under the age of 10;
- (b) persons who are unable to place, use, or remove a face covering without assistance;
- (c) persons unable to wear a face covering due to a mental or physical concern or limitation, or a protected ground under the Albert human Rights Act, RSA 2000, c A25.5, as may be amended;
- (d) persons consuming food or drink in designated seating areas or as part of a religious or spiritual ceremony;
- (e) persons engaged in physical activities, water activities or the paid supervision of water activities, or attending within a sauna or steam room;
- (f) persons providing care or assistance to a person with a disability where a face covering would hinder that caregiving or assistance;
- (g) persons engaging in services that require the temporary removal of a face covering;
- (h) persons participating in a dance, theatrical or musical public performance, if all participants in the performance are able to maintain at least two metres of physical distance from each other and do not enter the areas where the public is viewing the performance;
- (i) persons providing or receiving a service that requires personal consultation if that activity occurs in a closed office or meeting room and all participants in the personal consultation are able to maintain physical separation of at least two metres from each other; and
- (j) persons separated from others by physical barriers or shields such as Plexiglas.

(2) Section 5 does not apply to the following places:

- (a) schools and other educational facilities;
- (b) hospitals and health-care facilities;
- (c) child care facilities; and
- (d) areas exclusively accessed or used by the public place's employees or a public vehicle operator, or platform and stage areas in places of worship during worship services, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a face covering by operation of this exception and any other person.

Offence

7 A person who contravenes this bylaw is guilty of an offence.

Fines

8 A person found guilty of an offence under this bylaw is liable for a fine in an amount not less than \$100.

Violation Ticket

9 (1) if a violation ticket is issued for an offence under this bylaw, the violation ticket may:

- (a) specify the fine amount established by this bylaw for the offence; or
- (b) require a person to appear in court without the alternative of making a voluntary payment.

(2) A person who commits an offence may, if the violation ticket is issued specifying the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine amount.

In Force

10 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

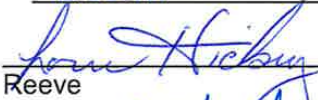
GIVEN first reading this 3rd day of December 2020.

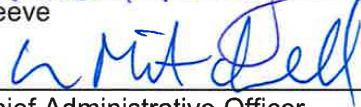


Reeve


Chief Administrative Officer

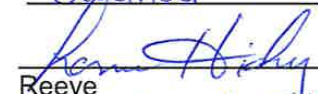
GIVEN second reading this 3rd day of December, 20 20.




Reeve


Chief Administrative Officer

GIVEN third reading this 4th day of December, 20 20.



Reeve


Chief Administrative Officer

AGENDA ITEM REPORT



Title: Lethbridge County Council Attendance Update - May 2021
Meeting: Council Meeting - 17 Jun 2021
Department: Administration
Report Author: Ann Mitchell

APPROVAL(S):

Ann Mitchell, Chief Administrative Officer,

Approved - 04 Jun 2021

STRATEGIC ALIGNMENT:



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EXECUTIVE SUMMARY:

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

RECOMMENDATION:

That Lethbridge County Council receive the report titled "Lethbridge County Council Attendance Update - May 2021", identifying the activities and events attended by Lethbridge County Council for the month of May 2021 as information.

PREVIOUS COUNCIL DIRECTION / POLICY:

A County Council update is provided monthly.

BACKGROUND INFORMATION:

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

ALTERNATIVES / PROS / CONS:

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

FINANCIAL IMPACT:

None at this time.

REASON(S) FOR RECOMMENDATION(S):

To remain transparent to the citizens of Lethbridge County.

ATTACHMENTS:

[2021 May Lethbridge County Council Attendance](#)

**Lethbridge County Council Attendance
May 2021**

Division 1

Reeve Lorne Hickey

May 3	Link Pathway Online Session
May 5	Meeting with CAO
May 6	Lethbridge County Council Meeting
May 7	Mayors and Reeves
May 10	Arbitration Conference Call
May 11	Municipal Development Plan Council Workshop
May 12	Telephone Town Hall with Premier Kenney, Minister McIver, Minister Shandro and Dr. Hinshaw
May 19	Meeting with CAO
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop
May 26	Meeting with CAO
May 27	Meeting with Nobleford

Division 2

Councillor Tory Campbell

May 6	Lethbridge County Council Meeting
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop

Division 3

Councillor Robert Horvath

May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop
May 25	SouthGrow Meeting

Division 4

Councillor Ken Benson

May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop

Division 5
Councillor Steve Campbell

May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop
May 25	Community Futures Board Meeting
May 27	Meeting with Nobleford

Division 6
Councillor Klaas VanderVeen

May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop
May 28	SAEWA Board Meeting

Division 7
Councillor Morris Zeinstra

May 3	CPAA Virtual Conference
May 4	CPAA Virtual Conference
May 5	CPAA Virtual Conference
May 6	Lethbridge County Council Meeting
May 11	Municipal Development Plan Council Workshop
May 20	Lethbridge County Council Meeting
May 20	Haul Route Workshop